



Complete the application in full. Each year we receive several applications that get rejected because they are not complete (missing references are the main reason). We do not contact you if you have missing items, however you may contact us to see if your application is complete.

- \*Interviews will be contacted in Late March/early April
- \*Positions are not guaranteed until the end of camp registration
- \*A background check will be conducted prior to employment
- \*You must be the appropriate age by the first day of camp

**DO NOT APPLY IF YOU NEED TIME OFF**  
**(we do allow two days off for a college visit with proof & notification prior to camp starting).**

**YOU MUST BE AVAILABLE FOR ALL STAFF TRAININGS:**

- Saturday, June 10 10 – 3 pm
- Tuesday, June 13, 6-9 pm
- Thursday, June 15 6 – 9 pm
- Saturday, June 17 (CPR & FIRST AID for supervisors, specialist and lifeguards) TIME TBA
- Tuesday, June 20- 6:15-7:15 pm (camper orientation)
- Monday, June 26 – 12 – 3 pm

SUMMER CAMP (Subject to change)  
June 27 – August 11  
8:45 – 3:15 pm



**2016 - SUMMER CAMP EMPLOYMENT APPLICATION**

**Applicant Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone \_\_\_\_\_

**POSITION DESCRIPTIONS**

**POSITION DESIRED:** \_\_\_\_\_

**Counselor:** The counselor is assigned a specific age group and participates in a variety of daily activities acting as the catalyst, the leader, the helper and above all the role model. The counselor is responsible for keeping track of the group assigned to them. They assist the supervisor or specialist when needed. You are not guaranteed an age group and may be moved around in times of need.

\*Applicant must be at least 16 years of age

**Specialist:** Sports or Arts & Crafts. The specialist is responsible for group activities during the day onsite. Weekly activity plans are required to be submitted. Not only do you oversee and organize the activities, you also oversee the counselors that are onsite for the day. The specialist is essential in keeping to campers busy during the day and generating 4-8 activities each day within their specialty. As this is an essential leadership position, applicants must have leadership experience as a planner, a creator, and a doer. The specialist spends 90% of their time onsite. This requires an energetic and creative individual who can keep campers busy each day. CPR & first aid certifications required (training provided).

\*Applicant must be 18 years of age

**Medical/Lifeguard Supervisor:** The Medical/Lifeguard Supervisor oversees all medical/lifeguards. This person shall organize medical staff, stock medical bags, maintain records and medical documents for campers. The supervisor must be a leader, remain calm during emergencies and have the ability to take care of minor injuries. Lifeguard certification is required. WSI required (training may be provided). Lifeguard management course required (training may be provided). CPR & first aid certifications required (training provided).

\*Applicant must be 18 years of age

**Medical/Lifeguard:** This staff generally will go offsite daily. Two days a week, the medial/lifeguard, will be an active lifeguard running buddy checks and overseeing swimming (while also taking care of any minor injuries). Three days a week the medical/lifeguard will go offsite and take care of minor injuries throughout the day. The medical/lifeguard will also oversee any medications that are required by campers. This staff member plays a vital role in the smooth running of the camp program and requires a mature, calm, and highly responsible individual. Lifeguard certification is required. CPR & first aid certifications required (training provided).

\*Applicant must be 16 years of age

**Onsite Supervisor:** While not assigned to any specific group, this supervisor plays a key role in onsite activities making sure staff and campers are keeping busy and safe throughout the day. The onsite supervisor will handle onsite programs, coordinating gym availability, and organize specific special activities, handle camper discipline and counselor issues. The onsite supervisor must be able to work independently, be mature and be a leader. CPR & first aid certifications required (training provided).

\*Applicant must be 18 years of age

**Group Supervisor:** The supervisor heads a specific age group. The supervisor must be highly skilled in the organization and instruction of staff and campers. The supervisor will oversee all staff in their group, prepare staff evaluations, and assign staff to campers. The supervisor leads the group on trips, taking care of proper paperwork for billing, and any other specifics for each trip. The supervisor will handle discipline of campers, be a direct connection for parents and also attend weekly meetings. Must be able to work independently, have leadership skills and the ability to oversee staff and campers. This individual must be mature and always keep the safety of staff and campers in mind. CPR & first aid certifications required (training provided).

\*Applicant must be 18 years of age

Camper grade preference:  1-2  3-4  5-6  7-9  No Preference SALARY DESIRED \_\_\_\_\_

Have you ever worked at a camp?  YES  NO If yes, what was your position? \_\_\_\_\_

Are you legally eligible to work in the United States?  YES  NO

Are you under 18 years of age?  YES  NO (IF YES YOU WILL BE REQUIRED TO SUBMIT WORKING PAPERS WHEN HIRED)

### EDUCATIONAL HISTORY

#### High School/Graduate Equivalency Diploma

Name	City	State	Zip Code	Did you graduate? Or year you will-
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#### College/University/Professional & Trade Schools

Institution Name	MAJOR	Attended From (date)	Attended To (date)	Did you graduate? Or year you will-
Address	City	State	Zip	

### APPLICANT SKILLS INFORMATION

- The following self-rating scale will give us insight into how we might best utilize your skills.

1= Familiarity with activity; not qualified to teach 2=Qualified to assist 3= excellence in activity/no teaching experience.

4=Proficiency in activity/able to teach/have experience teaching

#### LAND SPORTS

\_\_ baseball  
\_\_ Basketball  
\_\_ Soccer  
\_\_ Softball  
\_\_ Tennis  
\_\_ Volleyball

\_\_ Other \_\_\_\_\_

#### CREATIVE ARTS

\_\_ Crafts  
\_\_ Drawing  
\_\_ Painting  
\_\_ Paper Mache  
\_\_ Sculpture

\_\_ Other \_\_\_\_\_

#### PERFORMING ARTS

\_\_ Acting  
\_\_ Directing  
\_\_ Magic  
\_\_ Script Writing

#### DANCE

\_\_ Ballet  
\_\_ Folk  
\_\_ Jazz  
\_\_ Modern  
\_\_ Square

#### MUSIC

\_\_ Choral  
\_\_ Piano  
\_\_ Guitar  
\_\_ Other \_\_\_\_\_

#### MISCELLANEOUS

\_\_ Native American Lore  
\_\_ New games  
\_\_ Story telling  
\_\_ Reading to children

1. Do you have any current Red Cross, First Aid, emergency certificates or any specialty training?  YES  NO  
If yes, provide details (be sure to include expiration dates) and submit photocopies of each certification with this application.

2. Have you ever been convicted of a felony or a misdemeanor?  YES  NO Be sure to include Motor Vehicle Traffic misdemeanors.



**EMPLOYMENT HISTORY** – List all prior work experience starting with the current or most recent employer for the past seven (7) years. Applicants may include volunteer and military service in the space provided below. Employers may be contacted.

1. Employer \_\_\_\_\_ Dates worked \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_  
Job title/responsibilities \_\_\_\_\_  
\_\_\_\_\_

2. Employer \_\_\_\_\_ Dates worked \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_  
Job title/responsibilities \_\_\_\_\_  
\_\_\_\_\_

3. Employer \_\_\_\_\_ Dates word \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_  
Job title/responsibilities \_\_\_\_\_  
\_\_\_\_\_

4. Employer \_\_\_\_\_ Dates \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_  
Job title/responsibilities \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

- Please provide complete address for each reference.
- Distribute the attached forms to the references you list below.
- Applications will not be considered until all 3 references have been received. Feel free to follow up to see that all references were received.
- It is the applicant’s responsibility to confirm that all references have been received by the Recreation Department.

In the space provided, please list the names and other information of the individuals who will be receiving these forms. Use ONLY current or past employers, advisors, teachers, etc. **Personal friends or relatives CANNOT be used as references and will invalidate your application.**

**ALL REFERENCES WILL BE CONTACTED**

A. \_\_\_\_\_  
Full name                      Full address, city, state zip                      phone                      relationship

B. \_\_\_\_\_  
Full name                      Full address, city, state zip                      phone                      relationship

C. \_\_\_\_\_  
Full name                      Full address, city, state zip                      phone                      relationship

**INTERVIEWS BEGIN IN April**

**HIRING IS USUALLY COMPLETED BY LATE APRIL**

**POSITIONS ARE NOT GUARANTEED UNTIL Summer camp registration ends.**

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**I CERTIFY THAT ALL THE STATEMENTS AND INFORMATION PROVIDED ON THIS APPLICATION ARE ACCURATE AND COMPLETE. I UNDERSTAND THAT ANY EMPLOYMENT OFFER IS BASED UPON THE ACCURACY OF THIS INFORMATION, AS WELL AS CLEARANCE FROM A BACKGROUND CHECK. ANY FALSE STATEMENTS, OMISSIONS, OR INACCURACIES OF THIS APPLICATION WILL BE JUST CAUSE FOR DISQUALIFICATION OR DISMISSAL.**

**I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



10 Lewis Drive Saratoga Springs, NY 12866

Phone: 518.584.9455 Fax: 518.587.9913

**Applicant Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Dear** \_\_\_\_\_

**Reference "A"**

The above named person is a candidate for employment in our Summer Camp Program and has submitted your name as either a professional reference or a personal reference.

Please complete this form, which is specific to your association with the applicant, and return it to the above address. Feel free to include summary comments and/or recommendations or to attach a personal letter. Thank you for your response. You may be contacted for further details on the applicant.

**Name of company/business:** \_\_\_\_\_

**Your title/position:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Position held by applicant:** \_\_\_\_\_

**Length of time you have worked with this applicant:** \_\_\_\_\_

**Please indicate on a scale of 1 (unsatisfactory) to 5 (outstanding) the following in your observations of the applicant. (circle N/A if not applicable)**

Mature and responsible _____	1	2	3	4	5	N/A
Demonstrates time management skills in completion of tasks _____	1	2	3	4	5	N/A
Completes tasks on time _____	1	2	3	4	5	N/A
Demonstrates ability to problem solve _____	1	2	3	4	5	N/A
Independently seeks assignments or offers to participate in planned projects _____	1	2	3	4	5	N/A
Demonstrates flexibility within job responsibilities _____	1	2	3	4	5	N/A
Demonstrates interpersonal skills with public, co-workers, and supervisors. _____	1	2	3	4	5	N/A
Attendance _____	1	2	3	4	5	N/A





10 Lewis Drive Saratoga Springs, NY 12866

Phone: 518.584.9455 Fax: 518.587.9913

**Applicant Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Dear** \_\_\_\_\_

**Reference "B"**

The above named person is a candidate for employment in our Summer Camp Program and has submitted your name as either a professional reference or a personal reference.

Please complete this form, which is specific to your association with the applicant, and return it to the above address. Feel free to include summary comments and/or recommendations or to attach a personal letter. Thank you for your response. You may be contacted for further details on the applicant.

**Name of company/business:** \_\_\_\_\_

**Your title/position:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Position held by applicant:** \_\_\_\_\_

**Length of time you have worked with the applicant:** \_\_\_\_\_

**Please indicate on a scale of 1 (unsatisfactory) to 5 (outstanding) the following in your observations of the applicant. (circle N/A if not applicable)**

Mature and responsible _____	1	2	3	4	5	N/A
Demonstrates time management skills in completion of tasks _____	1	2	3	4	5	N/A
Completes tasks on time _____	1	2	3	4	5	N/A
Demonstrates ability to problem solve _____	1	2	3	4	5	N/A
Independently seeks assignments or offers to participate in planned projects _____	1	2	3	4	5	N/A
Demonstrates flexibility within job responsibilities _____	1	2	3	4	5	N/A
Demonstrates interpersonal skills with public, co-workers, and supervisors. _____	1	2	3	4	5	N/A
Attendance _____	1	2	3	4	5	N/A



10 Lewis Drive Saratoga Springs, NY 12866

Phone: 518.584.9455 Fax: 518.587.9913

**Applicant Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Dear** \_\_\_\_\_

**Reference "C"**

The above named person is a candidate for employment in our Summer Camp Program and has submitted your name as either a professional reference or a personal reference.

Please complete this form, which is specific to your association with the applicant, and return it to the above address. Feel free to include summary comments and/or recommendations or to attach a personal letter. Thank you for your response. You may be contacted for further details on the applicant.

**Name of company/business:** \_\_\_\_\_

**Your title/position:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Position held by applicant:** \_\_\_\_\_

**Length of time you have worked with the applicant:** \_\_\_\_\_

**Please indicate on a scale of 1 (unsatisfactory) to 5 (outstanding) the following in your observations of the applicant. (circle N/A if not applicable)**

Mature and responsible _____	1	2	3	4	5	N/A
Demonstrates time management skills in completion of tasks _____	1	2	3	4	5	N/A
Completes tasks on time _____	1	2	3	4	5	N/A
Demonstrates ability to problem solve _____	1	2	3	4	5	N/A
Independently seeks assignments or offers to participate in planned projects _____	1	2	3	4	5	N/A
Demonstrates flexibility within job responsibilities _____	1	2	3	4	5	N/A
Demonstrates interpersonal skills with public, co-workers, and supervisors. _____	1	2	3	4	5	N/A
Attendance _____	1	2	3	4	5	N/A