

**TOWN OF GREENWICH
YOUTH PROGRAM
2 ACADEMY STREET
GREENWICH, NY 12834
518-692-7137 ext. 103 www.greenwichny.org**

Thank you for your interest in becoming a staff member this summer! Below are some examples of requirements for our summer staff:

- ✓ Counselors must be at least 16 years of age
- ✓ Staff members under age 18 must be able to provide working papers
- ✓ Counselors must be available July 5th to August 5, 2022 Mon, Tues, Wed, Thurs during the hours of:
 - AM Counselor: 8:30 am - 12:00 pm
 - PM Counselor: 12:00 pm – 3:30 pm
 - Friday Field Trips: 8:30 am – end of field trip

Sub positions are on an on call basis for all days!

- ✓ Staff shirts, and name tags are made available at orientation – they must be worn every day.

CPR and First Aid class attendance is required. If you are hired you will be notified of the date and time.

Please complete the enclosed application in full and return it to Amy McPhail at the High School Office or to Joanna Messina at the Greenwich Town Office. If you have any questions, please contact Amy McPhail at (518)692-9542 ext. 6303 or Joanna Messina at the above phone number.

Job Descriptions:

*Arts & Crafts Counselor - starting pay rate of \$13.10, responsible for keeping track of a specific group of children, assisting the Arts & Crafts Director with daily crafts for the campers. After campers have been dismissed responsible to help clean St. Joseph's Hall.

*Playground Counselor - starting pay rate of \$13.10, responsible for keeping track of a specific group of children, acting as instructor for outdoor playground/game activities and keeping campers safe. After campers have been dismissed responsible to help clean St. Joseph's Hall.

All Counselors will take turns bringing children to the Food For Kids program and are responsible for their well-being while at lunch. Responsible for signing out the campers who are not attending the Swim Program that afternoon.

HAVE YOU HAD ANY WORK EXPERIENCE IN THE FIELD OF CHILDCARE, RECREATION, OR EDUCATION? (BE SPECIFIC)

WHAT DO YOU CONSIDER THE MOST IMPORTANT RESPONSIBILITIES FOR THE JOB(S) YOU ARE APPLYING FOR?

HOBBIES, COMMUNITY INVOLVMENT, VOLUNTEERING? _____

DATES OF ANY ANTICIPATED DAYS OFF, ALSO STATE THE REASON FOR THE DAYS OFF

DO YOU TAKE ANY MEDICATIONS, HAVE ANY SERIOUS LIMITATIONS, MEDICAL PROBLEMS OR ALLERGIES THAT WE SHOULD BE MADE AWARE OF? IF SO, PLEASE EXPLAIN.

ARE YOU CERTIFIED IN CPR, FIRST AID OR LIFEGUARDING? (PLEASE ATTACH COPIES OF CERTIFICATES)

ARE YOUR IMMUNIZATIONS UP TO DATE? YES _____ NO _____

PLEASE NOTE

Our Summer Recreation Program will run from Monday, July 5th to Friday, August 5, 2022. In order to be considered for a position in our Program, you must return the completed application, TWO "Reference Check" Forms and attach copies of any certifications you have no later than April 1, 2022. You may return the forms to Amy McPhail at the Greenwich High School Office or to:

Joanna Messina
Town of Greenwich Youth Program
2 Academy Street
Greenwich, NY 12834

PROFESSIONAL REFERENCE FORM

Please complete this Reference Form. These references must consist of professional references, no immediate family members! Examples of professional references: teachers, coaches, church leaders, employers, etc.

NAME OF REFERENCE: _____ PHONE: _____

DATE: _____ RELATIONSHIP TO APPLICANT: _____

How long have you known the applicant? _____

What are the applicant's strengths? _____

What are the applicant's weaknesses? _____

If you are an employer, please give job title & duties of applicant? _____

Please rate the applicant's performance by using the following scale: **1- lowest – 5- highest**

<u>Performance</u>	Rating	Comments
Quality of work		
Attitude		
Suitability for position		
Initiative		
Attendance/Promptness		
Dependability		
Cooperativeness		
Communication		

Additional comments: _____

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