



# Summer Employment Application Packet

Dear Summer Camp Applicant,

It's great that you have shown an interest in working for the Community Services & Parks Department! Being a camp counselor is an important job with tremendous responsibility yet can provide many personal rewards. To help you understand the commitment that is required and what is expected of an East Greenwich Recreation Camp Counselor, please read the entire packet and give some thought to see if you are up to the challenge.

Camp Counselors are always on the go and being attentive to the youths in their charge. They have no time to be on their phones. Camp Counselors are unique individuals with various skills, initiative, and creativity.

## Camp Counselor Characteristics

- Hard Working
- Punctual
- Responsible
- Respectful
- Caring
- Decisive
- Team player
- Leader
- Quick Learner
- Creative
- Listener
- Organized
- Active
- Flexible
- Can work in the heat and humidity
- Assertive
- Dependable
- Passion for working with kids

## Camp Counselor Responsibilities

- Caring for youth
- Following Department policies & procedures
- Taking Attendance
- Signing children out to ensure they go home with the authorized adult
- Planning weekly activity schedules
- Researching games and activities
- Making supply lists
- Organizing games and activities
- Addressing campers with behavioral challenges
- Supervising on field trips
- Supervising lunch time
- Cleaning up (sweeping, washing tables, etc.)
- Ensuring the safety of youth at all times
- Communicating with peer counselors, camp supervisor, parents, and others
- Providing First Aid
- Building campers up
- Participating in theme days
- Playing active games with camper

Caring for someone else's child is a HUGE responsibility. East Greenwich Community Services & Parks wants to have top notch staff working with our youth so we can offer top notch opportunities for our youth. **If you think you have what it takes then continue on and fill out a job application and interest form.**

## Hiring Process

1. Do a self-evaluation-Do you meet the characteristics of a Camp Counselor, are you ready to take on the responsibilities, and can you fulfill the job expectations?
2. Submit a **Job Application and Camp Counselor Interest Form** to the Parks & Recreation Office. You need to stop in and pick up or print out your job application, and fill it out yourself.  
(Office hours Monday- Friday 8:30am-4:30pm)
3. Applications will be reviewed by staff.
4. Prior year, approved staff will be invited to return. Camp sign-ups take place. Once the Division knows which camps will be running, the enrollment number of each camp, and the budget funds are approved, then staffing levels will be known. Vacancies will be filled from qualified applicants.
5. Interviews of qualified applicants will take place sometime in late March/early April.

East Greenwich Community Services & Parks- Recreation Division  
1127 Frenchtown Road  
East Greenwich, RI 02818  
401-886-8626, Ext 1

# Camp Counselor Interest Form

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

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## Check off your Availability

Mornings- 8:30am -12:30pm ☐

☐ Full days

Afternoons- 12:00pm - 4:45pm ☐

**The EG Rec Summer Camp runs from July 5<sup>th</sup> to August 19<sup>th</sup> (7 weeks). The hours of the camp are 9:00am-4:30pm. Preference is given to applicants who can work full-day shifts.**

**DATES I AM UNAVAILABLE:** \_\_\_\_\_

*Please check with your family to see if there are any trips or special occasions you will be attending and check with your team coach for camps that you will be attending/working. If none then WRITE in "NONE".*

Please check which areas you are experienced in, interested in & feel confident that you could instruct/work with a child. On the line note past experience. Write in other areas of skill and ability which are not listed.

## Sports

☐ Basketball \_\_\_\_\_

☐ Gymnastics \_\_\_\_\_

☐ Tennis \_\_\_\_\_

☐ Group Games \_\_\_\_\_

☐ Soccer \_\_\_\_\_

☐ Other \_\_\_\_\_

## Arts & Leisure & Science

☐ Arts & Crafts \_\_\_\_\_

☐ Musical Theatre \_\_\_\_\_

☐ Fine Arts \_\_\_\_\_

☐ Chess \_\_\_\_\_

☐ Cooking/Baking \_\_\_\_\_

☐ Science \_\_\_\_\_

☐ Animation \_\_\_\_\_

☐ Engineering/Robotics \_\_\_\_\_

☐ Acting \_\_\_\_\_

☐ Other \_\_\_\_\_

## Age Group(s) I Am Comfortable Leading

Preschoolers (3-5 years) ☐

Grades 4-6 (10-12 years) ☐

Grades 1-3 (6-9 years) ☐

Teenagers (13-15 years) ☐

## Writing Portion

Please select three characteristics from page 1 that best describe you. Provide an explanation for each and/or an instance when you showed this characteristic.

Do you have any volunteer experience?

Volunteer Job Title

Organization

Dates

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Volunteer Job Description/Tasks

### **High School Senior Project Experience** (if applicable)

Please explain what your project entailed, why you chose that project and what you gained from the experience.

**SUBMIT THIS FORM ALONG WITH A TOWN JOB APPLICATION  
TO THE COMMUNITY SERVICES & PARKS - RECREATION DIVISION OFFICE.**