



Scarsdale Day Camps  
244 Heathcote Road  
Scarsdale, New York 10583  
914-722-1160  
Fax: 914-722-1166  
www.scarsdale.com/recreation

## 2023 Camp Job Application Information

We are always looking for excellent candidates for our Summer Camp program. We take the role of our staff very seriously and are looking for those who will do the same. The safety and enjoyment of our campers is of utmost importance to us.

**If you are enthusiastic, dependable and enjoy working with children, then you may be the candidate we are looking for.** We are interested in quality staff members who approach their work in a professional manner.

Please complete the staff application attached if you are this kind of individual.

**CAMP EMPLOYMENT DATES:** Wednesday, June 28<sup>th</sup> to Thursday, Thursday, June 29<sup>th</sup> (orientation) and July 3<sup>rd</sup> to August 4<sup>th</sup> (no camp July 4<sup>th</sup>) from 8:15am – 4:00pm (approximate day camp hours).

### Requirements of Applicants:

- Must be 16 years old or older as of June 27<sup>th</sup>. Salaries begin at \$15/hour.
- \*\*15 years of age can be hired as **Counselors-In-Training**. Receive a \$300 stipend for Day Camp.
- \*\*14 years of age can be hired as **Volunteer-Counselor-In-Training**. No Salary

### APPLICATION PROCEDURE:

1. To be hired, you must fully commit to the entire camp season dates listed above (No exceptions). No part time/partial season positions are available. Days off and vacations will not be permitted. Please make arrangements for such events for prior to the start of the camp season or after the camp season.
2. Fully complete all sections of this job application and attach **two letters of reference**. All sections must be legible. Incomplete sections, illegible applications or missing reference letters will not be considered. Letters of reference can be from a past employer, Guidance Counselor/Dean or College Professor. All letters must include a telephone number, address and/or email address at which the person can be reached to verify reference letter. ***Handwritten letters or post cards are not acceptable forms of references.***

**High School Students:** Are required to submit one letter from their Dean/Guidance Counselor and one letter from either a past employer, a teacher or a Coach. A letter from a relative or someone you babysat will not be accepted.

**Please note:** If you are under 18, please make sure you have your working papers card. Speak with your school nurse regarding obtaining the card. 14 -15-year-olds have one card and 16-17 year olds have another card.

3. After you have fully completed the job application and enclosed your two letters of references, submit the job application to:  
Scarsdale Parks & Recreation Department, 244 Heathcote Road Scarsdale, NY 10583  
Attn: Day Camp Employment 2023.
4. Interviews will begin mid-March depending on available openings and will be ongoing until the start of the camp season. Job applications will be kept on file throughout the camp season.  
**PLEASE NOTE: All applicants will have an opportunity to interview, please be patient.**
5. Upon reviewing the job applications, **applicants will be notified via email to schedule an interview.** (*Please include an email that you actively check on the job application*).
6. Questions and Inquiries – Should come directly from applicants applying for a position.

**Continue on reverse side**



## General Camp Job Descriptions

**Director** - Supervise the operation of a camp. Organize all camp wide activities. Supervise staff, schedules, and programs for your camp. Manage and maintain all camp equipment and inventory. Coordinate and conduct all pre-camp and camp meetings.

**Division Head**- Supervise all counselors under jurisdiction. Initiate and implement a safe, effective, and efficient program for that portion of the camp under your jurisdiction. Evaluate the progress of programs, campers, and staff.

**Administrative Office Assistant** - Maintain a neat and organized office. Clerical work and answer phones in a timely and efficient manner. Works closely with Camp Director to manage and maintain all camp records including attendance, payroll, inventory, etc.

**Counselor** - Supervision of campers at all activities throughout the day. Work closely with the Director and Division Heads in coordinating group activities throughout each day.

**Supply Supervisor** - Assist with the distribution of camp equipment prior to the start of camp and at the end of the camp season. Assist with the supervision of the camp's supplies, equipment, staff requests, transportation and handling. Manage and maintain all camp equipment, supplies and inventory.

**EMT** - Manage medical concerns, emergencies, & injuries for their camp. Manage and maintain inventory of medical supplies, medications and medical records for all campers and staff. Supervise first aid provided by other camp staff.

**Bus/Art Counselor** – Bus counselors are responsible for supervising and accompanying their assigned campers at the bus stop and on the bus each morning and afternoon.

**Bus counselors receive a \$200 stipend at the end of the camp season.**

**Counselor in Training (CIT) & Volunteer Counselor in Training (VCIT)** - Assists staff members with daily activities for campers. Assist with and participate in camp wide activities.

**CITs receive a \$300 stipend at the end of the camp season.**



# Scarsdale Day Camp Employment Application 2023

**\*\*Office Use Only\*\***

Date Received: \_\_\_\_\_

Working Papers attached:  
YES      NO

**FULLY COMPLETE ALL SECTIONS. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**  
 (PLEASE NOTE: for online fill in version - Type in all information first, print form, then sign application)  
 ~ Electronic applications and references will not be accepted ~

**ENCLOSE THIS JOB APPLICATION WITH TWO (2) LETTERS OF REFERENCE**

- APPLYING FOR:**    Director       Division Head       Administrative Office Assistant
- Supply Position       Counselor       Performing Arts Specialist       Art Specialist
- EMT       CIT (Counselor in Training - 15 yr. Old)       Volunteer CIT (Counselor in Training - 14 yr. old)
- Sports Camp/Day Camp Combo Counselor

YES, I am available to work, and I commit to the full camp season employment dates listed. I understand days off are not permitted \_\_\_\_\_ (Applicant Initial here)

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

Address: \_\_\_\_\_ Street      \_\_\_\_\_ City      \_\_\_\_\_ State      \_\_\_\_\_ Zip Code      Cell Phone: \_\_\_\_\_

\*Email: \_\_\_\_\_ @ \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 \*(required)

Date of birth \_\_\_\_\_ Age: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_  
 (As of June 28th, 2023)

**EDUCATION:**

Education	Name of School	Current Year or Last Year Completed	Year Graduated	Degree Received or Current Major
High School		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
College		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
Post College		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		

**PREVIOUS EMPLOYMENT & EXPERIENCE:**

List PAID Experience

<u>Employer/Organization</u>	<u>Type of Work/Duties</u>	<u>Dates To/From</u>	<u>Employer</u>	<u>Phone Number</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

List any volunteer experience or experience with children (ie. teaching, recreation, babysitting, etc.)

1. \_\_\_\_\_
2. \_\_\_\_\_

**Continue on reverse side**

**REFERENCES:**

Contact information from your two letters of reference.

<u>Name</u>	<u>Address</u>	<u>Relationship</u>	<u>Phone Number</u>
1. _____			
2. _____			

**INFORMATION:**

**Do you hold a current certification? (i.e. CPR, First aid, Lifeguarding, etc.)** Yes \_\_\_ No \_\_\_

If Yes, indicate type, expiration date \_\_\_\_\_  
\_\_\_\_\_

**Have you had any past convictions or current charges concerning a crime involving children?** Yes \_\_\_ No \_\_\_

If Yes, explain \_\_\_\_\_  
\_\_\_\_\_

**Are you presently applying for another position with the Village?** Yes \_\_\_ No \_\_\_

If Yes, specify: \_\_\_\_\_

**Have you worked for the Village of Scarsdale in any other capacity in the past?** Yes \_\_\_ No \_\_\_

If Yes, indicate what position. \_\_\_\_\_

**IF UNDER 18, YOU MUST HAVE WORKING PAPERS TO BE EMPLOYED. Do you have working papers?** Yes \_\_\_ No \_\_\_

If No, obtain through your high school nurse.

**PLEASE CHECK ANY AREA(S) OF INTEREST/SKILL:**

ARTS AND CRAFTS    DANCE    DRAMATICS    MUSIC    SPECIAL NEEDS CHILDREN    OTHER

List skills in the above area(s) \_\_\_\_\_  
\_\_\_\_\_

What grade(s) are you interested in working with? \_\_\_\_\_

**ALL THE ABOVE STATEMENTS ARE TRUE** \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Applicant Signature**

**~ FOR OFFICE USE ONLY ~**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Special request of applicant:** \_\_\_\_\_

**Evaluation:** Two Letters Attached \_\_\_\_\_ New Hire \_\_\_\_\_ Re-hire \_\_\_\_\_

Not Hired: \_\_\_\_\_ Waiting List: \_\_\_\_\_ Position hired as: \_\_\_\_\_

**Signature of Interviewer** \_\_\_\_\_ **Interviewed on:** \_\_\_/\_\_\_/\_\_\_