

Suffield Parks and Recreation Department

97 Mountain Road, Suffield, CT 06078 (860) 668-3862

January 2018

Dear Prospective Candidate:

We are pleased that you are interested in the Suffield Parks & Recreation Department Junior Counselor training program. This program provides individuals with on the job training in a day camp setting.

Candidates must complete and meet the following criteria listed below:

1. Complete volunteer application
2. Provide one Letter of Recommendation from a Guidance Counselor, Teacher, Principal, Vice Principal or School Coach.
3. Review Junior Counselor job description.
4. Have transportation to and from the program during program hours.
5. Be a Suffield resident age 14 or 15.
6. Commit to staff training, 2 days.
 - a.) Monday, June 18, (9:00 a.m. – 12:00 p.m.) – All Sunrise Junior Counselors.
 - b.) Tuesday, June 19, (12:30 – 4:30 p.m.) – All Junior Counselors.
 - c.) Kid's Korner Junior Counselors, second day training TBD, (during the week of June 18).
7. Commit to a minimum of 2 weeks, during June 25 – August 3.
8. Sunrise Camp hours: 9:00 a.m. – 3:00 p.m.
Kid's Korner/Morning Munchkins Camp hours: 9:00 a.m. – 12:00 p.m.
9. Participate in a formal interview.

Once items number 1 – 3 have been completed, return information to the Parks and Recreation Department, 97 Mountain Rd. Suffield, by Thursday, March 29, 2018.

Candidates should understand that this training program gives them a good on the job training experience, and does not promise a future camp counselor position.

Sincerely,

Suffield Parks & Recreation Department

SUFFIELD PARKS & RECREATION DEPARTMENT 97 Mountain Rd., Suffield, CT 06078

(860) 668-3862 – Phone, (860) 668-3324 - Fax

VOLUNTEER APPLICATION

PROGRAM: _____ DATE: _____

NAME: _____ BIRTHDATE: _____

ADDRESS: _____ HOME PHONE: _____

_____ ZIP: _____

Email Address: _____

CELL PHONE # _____ WORK PHONE: _____

EMERGENCY CONTACT _____ PHONE: _____

LIST ANY MEDICAL PROBLEMS, ALLERGIES, OR SPECIAL ASSISTANCE YOU MAY NEED
(Please Be Specific):

HIGH SCHOOL: _____

COLLEGE: _____

REFERENCES: (Not a relative)

NAME: _____ PHONE: _____

ADDRESS: _____

NAME: _____ PHONE: _____

ADDRESS: _____

INTERESTS/HOBBIES: _____

CERTIFICATIONS: WSI _____ ALS _____ CPR _____ FIRST AID _____ EMT _____

SPECIAL TRAINING: _____

DESCRIBE ANY VOLUNTEER WORK PREVIOUSLY PERFORMED: _____

Department: Parks and Recreation Department

Title: Junior Counselor

General Statement of Duties:

Under the direct supervision of a counselor and general supervision of the Camp Director. The Junior Counselor Program prepares young adults to become full time, paid counselors. The junior counselor assists counselors in planning and conducting activities for the specific camp they are assigned to. Applicants must be at least fourteen years old. Individuals who have already worked as junior counselors and who are sixteen years old will be considered for a paid position, provided there is an opening.

Duties and Responsibilities:

Work closely and take direction from your immediate supervisor (counselor and director). Provide various activities and programs for the children. Assist children with specific tasks (i.e. lunch, walking to bathroom working on projects, finding lost articles, playing games). Act responsibly; you are in a leadership role. You are expected to report to camp every day at your designated camp time or call (860) 668-3862 if you cannot report as scheduled. Follow Parks and Recreation policies and procedures.

Required knowledge, skill, and abilities:

- Enthusiasm and interest to work with children.
- Experience in baby-sitting or other related experiences.
- Knowledge of games, arts and crafts and music is helpful.