



Mountain Lakes Recreation

2024 Summer Employment Application

Return application to: Laurie Stepper, recreation@mtnlakes.org or
Mountain Lakes Recreation Department,
400 Boulevard, Mountain Lakes, NJ 07046

AVAILABLE POSTIONS:

Recreation Camp Program – Lead Counselors, Counselors, and volunteer CITs

Lead Counselors oversee a specific age group, manage the daily schedule, and act as a positive role model and leader for counselors and CITs. Confirm daily activities are prepared and ready to go and are vigilant to ensure the safety and well-being of campers and staff under your watch.

Counselors provide direct supervision to a group of children throughout the program. The role of a Counselor is to participate, build relationships and have fun while ensuring the physical and emotional safety of every child. Applicants must be going into 10th grade and older.

Counselor-in-Training (CITs) - Get ready to begin your journey toward being a counselor! You'll develop the skills needed to mentor younger campers and understand their needs in a camp setting, while under the guidance of camp staff. Students entering 9th grade in Sept 2024 can apply to volunteer. No prior experience necessary.

Specialists – Art or Sports - Each Specialist is responsible for the set-up, facilitating, and clean-up of a meaningful arts and craft program or engaging sport/game activity for all groups to attend daily. The ideal candidate can communicate and work with groups of various ages and skills levels and provide necessary instruction to campers and/or staff. Pre-camp planning is involved, including submitting a list of needed supplies and equipment, while working within the existing budget.

Beach Lifeguards - Lifeguards will work under the direction of the Beach Director. Prior experience and the ability to work flexible shifts through the summer are expected. The ideal candidate will have excellent skills in the water and on the beach. Required: **Must be at least 16 years old** and have a **current** Lifeguarding/First Aid/CPR/AED certification & valid Waterfront Skills (to guard over open water).

Teen Adventure Supervisor - Responsible for assisting the Teen Adventure Director with ensuring the care and supervision of campers on trips. Promote and actively encourage participation in activities. Experience working with children in a teaching and/or coaching role, as well as experience in a supervisory role are required. First Aid/CPR/AED certification (or equivalent) necessary.

Swim & Dive- Coaches and Assistant Coaches

Assistant Coaches/Lifeguards for the summer **swimming** team. The Assistant Coaches will work under the direction of the Head Coach and will help with all aspects of the program, including running practices and providing stroke and racing instruction, "on deck" coaching during meets, assisting with set-up and breakdown for home meets, and attending social events. Prior experience as a competitive swimmer, teaching swimming lessons or coaching is preferred. You will be required to be a lifeguard during some swim practices, so Lifeguard certification is required. You must be at least 16 years old to be a lifeguard at the beach. However, 15-year-olds with Lifeguard certification and experience are welcome to apply to coach.

Assistant Coach/Lifeguard for the summer **dive** team. The Assistant Coach will work under the direction of the Head Coach and will help with all aspects of the program, including running practices, competition instruction, and "on deck" coaching during meets. Prior experience as a competitive diver and lifeguard certification is required as may be required to lifeguard during some diving practices. You must be 16 years old to be a lifeguard at the beach. However, 15-year-olds with Lifeguard certification and experience are welcome to apply to coach.

Sailing Camp – Assistant Director, Counselors, and volunteer CITs

The Assistant Director ideally has completed the first year of college. The Counselors/CITs will work under the director of the Camp Administrator. The Counselors/CITs are responsible for making sure the boats are ready for each session, sailing instruction, games and providing breaks for the campers. Prior experience sailing is required. It is preferable to have participated in the ML Sailing Association for 2 years, but not necessary if other experience is provided. The Counselors may be required to work a weekend shift for Adult Sailing, as needed.

EMPLOYMENT REQUIREMENTS:

Summer Recreation Camp Program

- Employees are **highly encouraged** to be available to work **the entire 5 weeks of camp**. Staff hours may fluctuate depending upon camp enrollment. **Staff will not be paid when they are absent from work due to illness, vacation, personal reasons, etc.**
- Employees **are required** to attend the **mandatory** staff training/orientation meeting held in June, TBA.
- Employees 18 years of age and older who work directly with children are required to be fingerprinted every three years.

CAMP DAYS/DATES:	Week 1	Monday through Wednesday, July 1-3, 2024
	Week 2-5	Monday through Friday, July 8 – August 2, 2024
CAMP HOURS:	9am-12pm (Daily program hours)	
STAFF HOURS:	Admin, Lead Counselors, and Specialists 8:30am-12:15pm	
	Counselors and CITs 8:45am-12:15pm	
TEEN ADVENTURE DAYS/DATES:	Week 1-4	Monday through Friday, July 8 – August 2, 2024
STAFF HOURS:	Vary depending on trip, typically 6-8 hours per day	

Beach Lifeguards

- Employees **are required** to attend the **mandatory** staff training/orientation held in May/June, TBA.
- Employees are **highly encouraged** to be available to work **a minimum of 3 weeks**. Staff hours may fluctuate depending on staffing gaps. **Staff will not be paid when they are absent from work due to illness, vacation, personal reasons, etc.**

BEACHES ARE OPEN:	Weekends: Starting May 25 (including Monday, May 27) through June 16, 2024
	Daily: June 19 – August 25, 2024
	Labor Day Weekend: August 31-September 2, 2024
BEACH HOURS:	10am-7pm daily, unless otherwise posted

PLEASE NOTE: It is **YOUR** responsibility as an applicant to indicate dates **YOU CANNOT WORK ON THIS APPLICATION**. For dates unknown at the time of application a request **MUST BE SUBMITTED IN WRITING** to both the Director and the Recreation Director for approval.

INTERVIEW PROCESS:

- Applicants will be interviewed at the discretion of the Recreation Department Staff.
- This process starts mid-February until all openings are filled.
- Applicants will be notified via email for all correspondence.
- Questions can be directed to Laurie Stepper, Recreation Director, recreation@mtnlakes.org or 973.334.3131x2004

Mountain Lakes Recreation Department—2024 Employment Application

PLEASE PRINT CLEARLY

NAME: _____
(Last) (First) (Middle)

HOME ADDRESS: _____
(Street) (Town) (Zip)

MAILING ADDRESS: _____
(if different than home address) (Street) (Town) (Zip)

EMAIL ADDRESS (mandatory): _____

HOME PHONE #: _____ CELL PHONE#: _____

Position	Daily Hours	Preference	Position	Daily Hours	Preference
Beach Lifeguard	3-8 hours		Sailing Assistant Director	Varies**	
Lead Camp Counselor	3.75 hours		Sailing Counselor	Varies**	
Camp Counselor	3.5 hours		Sailing CIT (only for applicants entering 9 th grade in Sept. 2024)	Varies**	
Art Specialist	3.75 hours		Swim Team Coach/Lifeguard	TBD	
Sports Specialist	3.75 hours		Dive Team Coach/Lifeguard	TBD	
Camp CIT (only for applicants entering 9 th grade in Sept. 2024)	3.5 hours		Teen Adventure Supervisor	6-8 hours	

Check all desired positions. If more than one, please number your preferences.

**** Director & Assistant Director position times vary depending on the program.**

PLEASE LIST ANY KNOWN DATES THAT YOU **CANNOT** WORK: (due to vacation, college orientation, etc.)

Are you First Aid and/or CPR certified? Lifeguarding/First Aid/CPR/AED certification & valid Waterfront Skills?

_____ If yes, when does your certification expire? _____

If you have previously worked OR volunteered for the Recreation Department, please list the following information:

<u>LOCATION</u>	<u>AGE GROUP</u>	<u>PROGRAM & POSITION HELD</u>	<u>DATES</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list any special skills or experience you may have that will be an asset to our summer programming (camp experience, child-care experience, arts/crafts experience, sports experience, leadership roles, etc.)

EDUCATION:

SCHOOL	YEARS COMPLETED (check)	GRADUATED (check)	MAJOR/FIELD
HIGH SCHOOL:	1 2 3 4	YES NO	
COLLEGE:	1 2 3 4	YES NO	
OTHER:	1 2 3 4	YES NO	

IF YOU ARE CURRENTLY A FULL TIME EMPLOYEE, please list the name of the company/business and the address (a resume may supplement but may not substitute this application):

Employer _____

Address _____

Please list any special interests and/or hobbies you have (what do you do in your spare time?)

Complete the information below ONLY if you are NOT EMPLOYED FULL TIME
(a resume may supplement but may not substitute this application):

List your most recent work experience outside the Recreation Department - indicate whether it was paid or volunteer.

<u>EMPLOYER'S NAME</u>	<u>TYPE of WORK</u>	<u>DATES EMPLOYED</u>	<u>PAID or VOLUNTEER</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REFERENCES: List below THREE names of adults (NOT related to you) whom we can call for a reference.

<u>ADULT'S NAME</u>	<u>PHONE #</u>	<u>How do you know this person?</u>	<u>How many years?</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

By signing below, I understand and agree to the following:

- Completion of this application does not guarantee employment or a position.
- Positions are NOT filled on a first come, first served basis.
- Placement is based on the available positions at the time of hiring.
- After 2 consecutive sick days, a doctor's note is required.
- The Borough of Mountain Lakes is an equal opportunity employer and will not discriminate on the basis of any legally protected status.

Date: _____ Signature of applicant, or parent/guardian if the applicant is under 18 years of age

NEW APPLICANTS MUST complete the required questionnaire on the next page.

NEW APPLICANT QUESTIONNAIRE

Name: _____ Applicant Signature: _____

What are your top three skills, that will prove to be an asset to the position you are applying for and why?

Write a summary of past work experience and/or training which will help make you an effective summer staff member, or CIT.

What is your favorite sport or hobby?

Why do you want to work in our summer program?

Is there anything else you'd like to share about yourself?
