

CAMP ECHO BRIDGE

STAFF APPLICATION 2022

NEWTON PARKS AND RECREATION DEPARTMENT

DATE: _____

FNAME: _____ LNAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME: () _____ CELL: () _____

EMAIL: _____

If you are currently in school what year are you and what school do you attend?

EDUCATION INCLUDING DATES ATTENDED

HIGH SCHOOL _____

COLLEGE _____

OTHER _____

CAMP EXPERIENCE (Please note if experience is as a camper or counselor)

CAMP NAME	LOCATION	POSITION	DATES
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1. _____

2. _____

RELATED WORK EXPERIENCE

EMPLOYER	ADDRESS	POSITION	DATES
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1. _____

2. _____

3. _____

REFERENCES (Please include former employers)

NAME	ADDRESS/EMAIL	PHONE NUMBER
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1. _____

2. _____

POSITION APPLYING FOR** (please check all you are interested in):

Unit Leader: _____

In charge of a cohort/unit

Counselor: _____

Assist the Unit Leader

Specialist: _____

Arts & Crafts, Sports & Games

****PLEASE SEE ATTACHED JOB DESCRIPTIONS AND RESPONSIBILITIES**

DESIRED AGE GROUP PLACEMENT (circle all you are interested in):

5-7 Years Old

8-13 Years Old

14-21 Years Old

1. How did you hear about Camp Echo Bridge?

2. CEB is an inclusive camp that allows children with special needs to have a fun & safe summer. Have you ever worked with individuals with special needs? If so, in what setting?

3. Knowing this summer will be different from our typical camp experience, why do you want to work at Camp Echo Bridge?

4. What specific skill can you offer to teach or share with the group?

5. If you were given 1 hour of time with a group, what is an activity/activities that you would be comfortable leading? Please be creative. You are encouraged to draw upon your own personal strengths.

6. This summer the camp may have to be practicing social distancing and will expect staff to social distance at work and after hours. Is this something you are willing and able to manage? This includes avoiding large group gatherings, out of state travel, following state guidelines etc...

7. What is a funny/interesting thing that makes you...you? Or, tell us about some of your interests and hobbies!

8. Camp runs from Tuesday, July 5th – Friday August 12th. We require all staff to be able to work all six weeks (29 days). Are you able to work all six weeks of day camp? Circle one: Yes No

If no, please explain_____

9. Swimming at Crystal Lake is vital component of camp. Staff are required to always be in the water with campers. Are you able to swim and feel comfortable with supervising campers in the water while swimming? Circle one: Yes No

If no, please explain_____

T-SHIRT SIZE:

Youth Large ____ Adult Small ____ Adult Medium ____ Adult Large ____

Adult X-Large ____ Adult XXL ____ Other: _____

Mail application to:

Mark Kelly

Newton Parks & Recreation Department

246 Dudley Road, Newton, MA 02459

OR email to: mkelly@newtonma.gov

Resumes or letters of recommendation can be added to the application

Questions - call (617) 796-1527 or mkelly@newtonma.gov

Newton Parks & Recreation
Camp Echo Bridge

Counselor Responsibilities

- Read and understand the Seasonal Employee and Camp Echo Bridge Policies and Procedures Manual
- Arrive to work prepared at 8:00 AM everyday
- Check supplies and equipment needed for daily activities for safety
- Counselors are expected to work hard at all times
- Counselors must demonstrate enthusiasm for their work and campers
- Counselors must be able to swim during all swim times
- Develop a good working relationship with all fellow workers and treat all with respect
- Prepare, in advance, for all assigned activities
- Demonstrate creativity and the ability to motivate, guide and instruct children of all abilities in activities
- Demonstrate an intelligent understanding of children and/or young adults with disabilities, a knowledge of their interests, abilities and limitations
- Be alert, conscientious and sincere regarding the personal comfort and welfare of the campers
- Be responsible for and demonstrate good judgment in knowing health issues, allergies and whereabouts of campers at all times
- Treat campers with respect in an age-appropriate manner
- Be a team player
- Place the needs of campers ahead of personal desires
- Never leave the program or a camper unattended
- Be sure participants have been picked up by a parent/guardian, or transportation company van before you leave
- Clean-up after all activities
- Report any problems to your specific Unit Leader, Camp Director and or Special Needs Director
- Remember: Safety is always your number one priority
- Help supervise the Counselors in Training assigned to your group
- Have fun and become truly involved in all aspects of camp!

Responsible to: Director of Special Needs, Camp Directors, Unit Leader

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Camp Echo Bridge

Unit Leader Responsibilities

- Read and understand the Seasonal Employee and Camp Echo Bridge Policies and Procedures Manual
- All responsibilities listed for counselors plus the following responsibilities and duties
- Arrive to work prepared, 8:00 AM everyday
- Arrive to work at 7:30 AM once a week for Unit Leader meetings
- Work with Crystal Lake lifeguards to assure safe and effective waterfront experience for your Unit
- Convey all assigned messages from Camp Directors to counselors
- Respond to parent inquires and concerns
- Provide feedback to parents regarding child's performance as requested.
- Be familiar with all emotional, behavioral, recreational, health, and other pertinent camper issues
- Report all camper and staff issues to Directors immediately
- Meet with Directors as specified
- Coordinate all unit activities with Camp Directors and fellow Unit Leaders
- Be well versed and enforce in all Newton Park and Recreation and Camp policies and procedures
- Assist Director(s) in periodic program and personnel evaluations and refer personnel problems to Director's immediately
- Unit Leaders must be able to swim during all swim times
- Aid and instruct counselors in all areas of camp duties where appropriate
- Use mature, safety conscious judgment in all aspects of camp involvement
- Over-rule counselor program selection if necessary due to perceived safety hazards, etc.
- Be a good team member, encourage and motivate counselor and CIT interaction, enthusiasm, and initiative at all times. Give them space to contribute.
- Remind counselors of assigned responsibilities as necessary
- Take camper attendance daily
- Assign staff to campers daily
- Complete all additional assigned responsibilities
- Help supervise Counselors in Training assigned to your unit
- Remember: Safety is your number one priority

Responsible to: Director of Special Needs, Camp Directors

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Camp Echo Bridge

Sports Specialist Responsibilities

- Read and understand the Seasonal Employee and Camp Echo Bridge Policies and Procedures Manual
- Arrive to work prepared for the day's activities
- Plan age/ability appropriate sports activities for campers of all ten Units, every camp day
- Organize and prepare any necessary equipment needed for daily sports activities
- Respond to parent inquires and concerns
- Provide feedback to parents regarding child's performance as requested.
- Be familiar with all emotional, behavioral, recreational, health, and other pertinent camper issues
- Report all camper and staff issues to Directors immediately
- Meet with Directors as specified
- Use mature, safety conscious judgment in all aspects of camp involvement
- Over-rule counselor program selection if necessary due to perceived safety hazards, etc.
- Be a good team member, encourage and motivate counselor interaction, enthusiasm, and initiative at all times. Give them space to contribute.
- Remind counselors of assigned responsibilities as necessary
- Coordinate all unit activities with Camp Directors and Unit Leaders
- Be well versed and enforce in all Newton Park and Recreation and Camp policies and procedures
- Assist Director(s) in periodic program and personnel evaluations and refer personnel problems to Director's immediately
- Complete all additional assigned responsibilities
- Help supervise Counselors in Training assigned to your unit
- Remember: Safety is your number one priority

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Arts & Crafts Specialist Responsibilities

- Read and understand the Seasonal Employee and Camp Echo Bridge Policies and Procedures Manual
- Arrive to work prepared for the day's projects
- Plan age/ability appropriate creative arts & crafts activities for campers of all Units, every camp day
- Organize and prepare any necessary supplies needed for daily arts & crafts activities
- Inventory and pack up supplies at the end of the summer
- Assist with planning and executing special events
- Provide feedback to parents regarding child's performance as requested.
- Be familiar with all emotional, behavioral, recreational, health, and other pertinent camper issues
- Report all camper and staff issues to Directors immediately
- Meet with Directors as specified
- Use mature, safety conscious judgment in all aspects of camp involvement
- Over-rule counselor program selection if necessary due to perceived safety hazards, etc.
- Be a good team member, encourage and motivate counselor interaction, enthusiasm, and initiative at all times. Give them space to contribute.
- Remind counselors of assigned responsibilities as necessary
- Coordinate all unit activities with Camp Directors and Unit Leaders
- Be well versed and enforce in all Newton Park and Recreation and Camp policies and procedures
- Assist Director(s) in periodic program and personnel evaluations and refer personnel problems to Director's immediately
- Complete all additional assigned responsibilities
- Help supervise Counselors in Training as necessary
- Remember: Safety is your number one priority