

NEWTON PARKS, RECREATION & CULTURE DEPARTMENT

RUTHANNE FULLER
MAYOR
NICOLE BANKS
COMMISSIONER

246 Dudley Rd, Newton, MA 02459
Office: (617) 796-1500
TDD/TTY: (617) 796-1089



Dear Prospective Camp Staff,

Thank you for your interest in working at one of the Newton Parks and Recreation summer camps. We take pride in offering a variety of fun, creative and educational programs during the summer and hope you'll be able to share your interests and enthusiasm with us.

A few things to note for 2022:

1. We will be following all City guidelines in regards to covid. Staff that decide to work will need to adhere to those guidelines at camp (ex. cleaning, social distancing and face coverings for campers & staff).
2. All City employees are required to be vaccinated against covid. If you are hired, you will be given directions on how to upload your information with the City.
3. Please understand that positions for new staff can be limited depending on how many staff from previous years will be returning. If you aren't selected for a position this summer, we welcome you to apply in future years.
4. Staff must be at least 15 at the start of camp in order to work. All camp staff need to be at least 3 years older than the campers they supervise. Please keep that in mind when selecting which camps you may be interested in working at.
5. Most of our camps require staff to work the full length of the program. Please consider this and your summer schedule (college orientations, planned vacations, etc) when choosing which camp(s) you may be interested in working at. Please list any days you may need to miss on your application. **Any time off must be PRE-APPROVED before camp starts.**

If you have any questions about our summer camps please feel free to contact the manager in charge of the program you are interested in.

Channon Ames (617) 796-1529 or at comes@newtonma.gov
Albemarle Acres, Camp Extreme, Outdoor Adventure, Specialty Camps at Nahanton Park & Peirce School, Summer Vacation at Lower Falls

David Backer (617) 447-9317 or at contact@newtonenvisci.org
Environmental Science Program

Mark Kelly (617) 796-1527 or at mkelly@newtonma.gov
Camp Echo Bridge

Stephanie Lapham (617) 796-1528 or at slapham@newtonma.gov
Kids Korner, Sports Camps at Pellegrini, Summer Vacation at Burr Park

Ricky Paglia (617) 796-1523 or at rckp@newtonma.gov
Centre Acres, Tville Trails, Summer Vacation at Emerson

Alissa Whitten (617) 796-1522 or at awhitten@newtonma.gov
Auburndale Station, The Next Stop

Newton Parks and Recreation

Basic Camp Staff Job Descriptions, Hours and Salaries

Junior Counselor & Counselor

Junior Counselor (must be at least 15) and **Counselor** (must be at least 16) help to plan and run activities for the group, interact with and supervise the campers during all activities, help with behavior management, are continually aware of camper needs, assist Sr. Counselor with running the group, and help teach CIT's.

Senior Counselor

Senior Counselor has experience as a Counselor and is in charge of running a specific group, plans and runs activities with the assistance of Counselors, ensures group follows daily schedule, aware of all camper needs (allergies, medications, etc), interact with and supervise campers during all activities, responsible for behavior management of the group, supervises counselors and CIT's, daily interaction with parents, brings problems or concerns to Unit Leader or Director.

Unit Leader

Unit Leader (high school diploma preferred) is in charge of several camp groups or "Units", help deal with camper behavior issues, address staff issues, help train and evaluate staff and CIT's when needed, assist with groups or activities (including field trips, special events, swimming, snack and lunch, etc) where needed, and ensure all camp policies are being followed within their unit.

Specialist

Specialist (high school diploma preferred) plan and prepare activities in advance and are responsible for running and giving instruction for all activities for their specialty area, order supplies from a specified vendor staying within budget, direct counselors in ways they can assist in the specialty activity, assist with all special events and/or field trips, water play, snack and lunch, or other camp activities when not assigned to running a specific activity. Specialty areas may include: STEM, Music and Drama, Arts and Crafts, Creative Writing, Sports, etc.

Inclusion Aide

Inclusion Aide (high school diploma preferred) assists with campers that may need additional assistance to participate in activities including modifying activities, helping to navigate social skills, working on behavior modification plans, daily interaction with parents, Unit Leaders and Directors.

Assistant Director & Director

Assistant Director (high school diploma preferred) and **Director** (must be at least 21) are in charge of running all aspects of camp including: supervise, evaluate and train camp staff and CIT's, run weekly staff meetings, ensure activities are appropriate, deal with camper behavior issues, address staff issues, help manage and run field trips and special events, deal with camp finances and camper paperwork, daily interaction with parents and camp staff, ensure all camp policies are being followed, oversee swimming if offered, manage extended day programming and staffing, maintain daily contact with the Recreation Manager. Previous experience in a management and supervisory role at a camp or related experience required.

Staff Hours and Time Commitment

In general, staff hours are from 8:15 am – 3:45 pm each day, or 7.5 hours per day. Some camps may require staff to arrive earlier or stay later for set up/clean up or for staff meetings. Extended day is also offered at our camps and staff may need to work at extended day during the summer.

Camp Staff Salaries

Staff are paid hourly for working at our summer camps. In 2022, the staff rates will be:

Junior Counselor/Counselor: \$14.25 an hour

Senior Counselor: \$14.75 an hour

Unit Leader: \$15.00 an hour

Specialist: \$15.50 an hour

Assistant Director: \$18.00 an hour

Director: \$21.50 an hour

**NEWTON PARKS AND RECREATION DEPARTMENT
CAMP STAFF APPLICATION – 2022**

Name: _____ D.O.B: _____
Street: _____ Phone: _____
City: _____ State: _____ Zip Code: _____
Email: _____

Camp Experience (please note if experience is as a camper, CIT or counselor)

Camp Name	Location	Position	Dates
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

References

Name	Phone Number	How They Know You
1. _____	_____	_____
2. _____	_____	_____

Current Certifications

Are there any dates that you are NOT available to work this summer?

Position(s) You Are Interested In Applying For (please circle all you are interested in)

Director Assistant Director Specialist Unit Leader Sr Counselor Counselor
Specialty Area(s) Sports STEM Arts & Crafts Music/Drama Camper Helper*

*for campers that need additional assistance or extra supervision

I am interested in working at the following camps in 2022 (please list 1st choice, 2nd etc):

1 st choice, 2 nd choice, etc	Location	Program Dates & Program Hours	# of weeks	Camper Grades
	Kids Korner at Burr Park	July 5 to August 19 8:30 – 3:30	7 weeks	Ages 3.5-5
	Auburndale Station at Williams	July 5 to August 19 8:00 – 5:30	7 weeks	K-5
	T-ville Trails at Bowen	July 5 to August 19 8:00 – 5:30	7 weeks	K-6
	Albemarle Acres at Franklin	July 5 to August 19 8:00 – 5:30	7 weeks	1-6
	Camp Echo Bridge	July 5 to August 12 8:00 – 5:30	6 weeks	1-12
	Centre Acres at Countryside	July 5 to August 19 8:00 – 5:30	7 weeks	1-6
	Vacation Camps At Lower Falls At Emerson At Burr Park	8:00 – 5:30 ____ June 27 – July 1 ____ August 22 – 26 ____ August 22 – Sept 2	1 week options	1-6
	Outdoor Adventure at Nahanton Park	July 5 – August 12 9:00 – 1:00	6 weeks	2-6
	Specialty Camps at Nahanton Park (check specific wks)	____ July 5 – July 8 ____ July 11 – July 15 ____ July 18 – July 22 ____ July 25 – July 29 ____ Aug 1 – Aug 5 ____ Aug 8 – Aug 12 1:30 – 3:30	1 week options	2-8
	Specialty Camps at Peirce (check specific wks)	____ July 11 – July 15 ____ July 18 – July 22 ____ July 25 – July 29 ____ Aug 1 – Aug 5 ____ Aug 8 – Aug 12 8:00 – 5:30	1 week options	2-8
	Camp Extreme At Brigham House At Lower Falls	8:30 – 5:30 ____ July 11 – August 5 ____ August 15-Sept 2	2 Sessions	5-8
	The Next Stop at Williams	July 5 to August 19 8:00 – 5:30	7 weeks	5-8
	CIT Programs at various camps	July 5 – August 19 8:30 – 3:30	7 weeks	8-11
	Environmental Science Program	July 5 to August 4 9:00 – 4:00	5 weeks	7-10

Please Answer the Following Questions (add additional sheets if you need more room)

1. What are some of your interests and hobbies?

2. What skills do you have that would help you in your work at camp?

3. What was the hardest decision you ever had to make and how did you make it?

4. Why do you want to work at a summer day camp?

Register for an interview time online at www.newtonmarec.com Click on Programs then select Summer Camps and interview times are listed under Summer Camp Staff.

Please return this form to:

Channon Ames
Newton Parks and Recreation * 246 Dudley Rd * Newton, MA 02459
or email to comes@newtonma.gov