

NEWTON PARKS, RECREATION & CULTURE DEPARTMENT

RUTHANNE FULLER
MAYOR
NICOLE BANKS
COMMISSIONER

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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 2023:

1. We follow City and State guidelines for summer camps. Any updated guidelines for Covid or other communicable disease will be followed.
2. All City employees are required to be vaccinated against covid. If you are hired, you will be given directions on how to share your information with the City.
3. 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.
4. Various programs offer flexible work schedules including half day programs, or 1, 3 or 6 week time commitments. Please consider this and your summer schedule (college orientations, planned vacations, athletic schedules, etc) when choosing which camp(s) you may be interested in working at. Please only select options that you are fully available for – if you know you will need specific days off, don't select that week/session. You can pick and choose weeks/sessions in different programs to fit your schedule. Please list any days you may need to miss on your application.

Check out all of our camp programs online at www.newtonma.gov/camps

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, Specialty Camps at Emerson, Summer Vacation Camp at Lower Falls, Outdoor Adventure, Specialty Camps at Nahanton Park

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, Viking Sports Camp, Summer Vacation Camp

Ricky Paglia (617) 796-1523 or at rickp@newtonma.gov

Tville Trails, Summer Vacation Camp at Emerson

(617) 447-9317 or at contact@newtonenvisci.org

Environmental Science Program

Newton Parks and Recreation

Basic Camp Staff Job Descriptions, Hours and Salaries

Steps are determined on a case by case basis using experience and past employment history.

Junior Counselor & Counselor (Step 1 \$15.00, Step 2 \$15.50)

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 (Step 1 \$17.00, Step 2 \$17.50)

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 (Step 1 \$17.50, Step 2 \$18.00)

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 (\$18.00)

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 (\$18.00 - \$25.00 depending on experience)

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, and daily interaction with parents, Unit Leaders and Directors.

Assistant Director (Step 1 \$20.00, Step 2 \$20.50, Step 3 \$21.00) & Director (Step 1 \$23.00, Step 2 \$24.00, Step 3 \$25.00)

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 offered at some of our camps and staff may need to work at extended day during the summer.

The work week runs Monday through Friday and staff need to commit to all 5 days during the week. Some programs offer flexible weekly options, while others may require a 3 to 6 week commitment. Please refer to the camp selection page for more accurate time commitments for each program.

**NEWTON PARKS AND RECREATION DEPARTMENT
CAMP STAFF APPLICATION – 2023**

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

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

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 list all you are interested in)

Director Assistant Director Specialist Unit Leader Sr Counselor Counselor
Specialty Area(s) Sports STEM Arts & Crafts Music/Drama Language Arts
Inclusion Aide (for campers that need additional assistance or extra supervision)

**I am interested in working at the following camp(s) in 2023 (please list 1st choice, 2nd etc)
Programs run Monday – Friday unless otherwise noted**

1 st choice, 2 nd choice, etc	Location	Staff Hours & Program Dates	# of weeks	Camper Grades
	Kids Korner at Burr Park (check specific sessions)	Half and Standard Day 8:15 – 1:00, 8:15 – 3:45 ____ July 10 – July 28 ____ July 31 – August 18	2 sessions 3 weeks 3 weeks	Ages 3.5-5
	T-ville Trails at Bowen Elementary (check specific sessions)	Standard & Extended Day 8:15 – 3:45, 7:45 – 5:45 ____ July 5 – July 21 ____ July 24 – August 11	2 sessions 3 weeks 3 weeks	K-6
	Albemarle Acres at Franklin Elementary (check specific sessions)	Standard & Extended Day 8:15 – 3:45, 7:45 – 5:45 ____ July 10 – July 28 ____ July 31 – August 18	2 sessions 3 weeks 3 weeks	1-6
	Camp Echo Bridge at Mason Rice	Camp Echo Bridge has a separate application process. Please contact Mark Kelly for an application at mkelly@newtonma.gov		
	Vacation Camps At Lower Falls in June/July At Emerson in August (check weeks)	7:45 – 3:45 or 8:15 – 5:30 ____ June 26 – June 30 ____ July 3 – July 7 ____ Aug 14 – Aug 18 ____ Aug 21 – Aug 25	1 week options	1-6
	Outdoor Adventure at Nahanton Park runs M-Th with F raindate	Half Day 8:30 – 1:15 ____ June 26 – August 4	6 weeks	2-6
	Specialty Camps at Nahanton Park runs M-Th with F raindate (check specific sessions)	Half Day 1:00 – 3:45 ____ June 26 – July 7 ____ July 10 - 21 ____ July 24 – Aug 4	3 sessions 2 weeks 2 weeks 2 weeks	2-8
	Specialty Camps at Emerson (check specific weeks)	Standard Day 8:15 – 3:45 ____ July 24 – July 28 ____ July 31 – Aug 4 ____ Aug 7 – Aug 11	1 week options	2-8
	Camp Extreme At Lower Falls (check specific sessions)	Standard Day 8:00 – 3:45 ____ July 10 – August 4 ____ August 14-Sept 1	2 Sessions 4 weeks 3 weeks	5-8
	CIT Programs at various camps	Standard Day 8:15 – 3:45 July 3 – August 11 OR July 10 – August 18	6 weeks	8-11
	Environmental Science Program	Standard Day 8:30 – 4:00 July 3 to August 3	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?

Please return this form to:

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