

Town Supervisor  
**Kevin J. Tollisen**

Town Board  
**Paul Hotaling**  
**John Wasielewski**  
**Jeremy Connors**  
**Eric Catricala**



# TOWN of HALFMOON

Recreation Office

**2 HALFMOON TOWN PLAZA**  
**HALFMOON, NY 12065**  
**COUNTY OF SARATOGA**

jharrell@townofhalfmoon.org  
(518) 371-7410 Ext. 2273 · Fax (518) 371-0936

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TO: **Potential Employees**  
FROM: Recreation Department  
DATE: February 2024  
RE: Job requirements

Thank you for your interest in becoming a staff member this summer! Below are some examples of requirements for our summer staff:

- ✓ Staff members must be at least 16 years of age.
- ✓ Staff members under the age 18 must be able to provide working papers.
- ✓ Staff members must be available Monday through Friday, July 1<sup>st</sup> to August 9th, 2024, during the hours of 8am to 4pm
- ✓ Staff shirts and name tags are made available at orientation – they must be worn every day and returned on the last day of camp.

Please complete the enclosed application in full and return it to my office. The deadline for all completed applications is **May 3, 2024**. If you have any questions, please contact my office at 371-7410, ext. 2273.

## **Job Descriptions**

*\*Counselor:* Averages 30 - 35 hours/week

*Wrap Around Counselor:* Averages 25 hours/week, works split shift of 7am – 9am and 3pm – 6pm

*\*Arts & Crafts Director:* Averages 30 - 35 hours/week, responsible to plan & implement daily Arts & Crafts activities with large groups of children; must be at least 18 with related experience

*\*Sports Director:* Averages 30 - 35 hours/week, responsible to plan & implement daily Sports activities with large groups of children; must be at least 18 with related experience

*\*Working Supervisor:* Assists the Site Director with daily activities, discipline, first aid and record keeping; must be at least 18 with related experience

*Summer Secretary:* Works in Main Office as a clerical assistant to the Director; must be at least 18 with related experience.

\*Hours required to be available 8am to 4pm

**Once the complete application is submitted, it will be reviewed by the Recreation Director. Applicants will receive a letter stating whether they will be interviewed. If hired, you will receive a letter to schedule a payroll appointment.**

**HALFMOON SUMMER RECREATION EMPLOYMENT APPLICATION**

**\* Counselors / Specialists \***

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Social Security # \_\_\_\_-\_\_\_\_-\_\_\_\_ Date of Birth: \_\_\_\_\_ Have you applied with us before? \_\_\_\_\_

Are you currently in college? \_\_\_\_\_ Date home. \_\_\_\_\_

If yes, what college? \_\_\_\_\_ What is your major? \_\_\_\_\_

**POSITION**

**(PLEASE CHECK ALL THAT APPLY):**

Grade level preference: (check all that apply)

**Counselor Grades 1- 3** \_\_\_\_\_

**Counselor Grades 4 - 8** \_\_\_\_\_

**Wrap around Counselor** AM \_\_\_\_\_ PM \_\_\_\_\_

\* Must have completed 2 years of college and/or completed High school with related instruction and experience to be eligible for:

**Arts & Crafts Director** \_\_\_\_\_

**Sports Director** \_\_\_\_\_

**Summer Secretary** \_\_\_\_\_

**Working Supervisor** \_\_\_\_\_

Why do you want to work for us?

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Why do you feel you should be hired over other potential applicants?

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Have you had any work or volunteer experience in the field of childcare, recreation, or education? (Be specific). If not, do you have any type of work or volunteer experience?

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What do you expect the responsibilities are for the job(s) you are applying for?

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Please list any anticipated days off and the reason(s) why. **All time off is subject to the Director's approval.**

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What activities do you participate in during your spare time?

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Do you take any medications; have any serious limitations, medical problems, or allergies that we should be made aware of? If so, please explain.

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Are you certified in CPR, First Aid or Lifeguard? (**Please attach copies of certificates or cards**).

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Are your immunizations up to date? Yes \_\_\_\_\_ No \_\_\_\_\_

What shirt size would you prefer? S \_\_\_\_\_ M \_\_\_\_\_ L \_\_\_\_\_ XL \_\_\_\_\_ 2XL \_\_\_\_\_

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**Print Name**

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**Signature**

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**Date**

## **PLEASE NOTE**

Our Summer Recreation Program will run from Monday, July 1<sup>st</sup> through Friday, August 9, 2024. To be considered for a position with our Program, you must mail or drop off a completed town application, two reference check forms and attached county application to the address below no later than **May 31, 2024**.

Town of Halfmoon Recreation Department  
2 Halfmoon Town Plaza  
Halfmoon, NY 12065

***Please complete the "Reference Check Form". These references must consist of professional references, please no immediate family members. Examples of professional references: teachers, coaches, church leaders, employer.***

Name of Applicant: \_\_\_\_\_

## **PROFESSIONAL Reference Check Form**

### Reference Information

Name of **Reference**: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to **Applicant**: \_\_\_\_\_ How long have you known the applicant? \_\_\_\_\_

What are the applicant's strengths? \_\_\_\_\_

What areas need improvement? \_\_\_\_\_

Please give job title & duties of applicant, if applicable: \_\_\_\_\_

Please comment on the applicant's performance in the categories below:

<b><u>Performance</u></b>	<b>Comments</b>
Quality of work	
Attitude	
Suitability for position	
Initiative	
Attendance/Promptness	
Work Ethic/ Dependability	
Ability to work with others	
Communication	

Additional comments: \_\_\_\_\_

Reference's Signature \_\_\_\_\_

Date \_\_\_\_\_

***Please complete the "Reference Check Form". These references must consist of professional references, please no immediate family members. Examples of professional references: teachers, coaches, church leaders, employer.***

Name of Applicant: \_\_\_\_\_

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<b><u>Performance</u></b>	<b>Comments</b>
Quality of work	
Attitude	
Suitability for position	
Initiative	
Attendance/Promptness	
Work Ethic/ Dependability	
Ability to work with others	
Communication	

Additional comments: \_\_\_\_\_

Reference's Signature \_\_\_\_\_

Date \_\_\_\_\_