



# TOWN of HALFMOON

## Recreation Department

2 Halfmoon Town Plaza  
Halfmoon, NY 12065  
County of Saratoga

Amanda Smith, Director  
Shannyn McCarthy, Assistant Director

Phone: (518) 371-7410, ext.217  
Fax: (518) 371-0936  
[www.townofhalfmoon.org](http://www.townofhalfmoon.org)  
Hmsummer@townofhalfmoon.org



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TO: **Potential Employees**  
FROM: Amanda Smith, Director  
DATE: January 9, 2012  
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, June 25 to August 3, 2012 during the hours of 8am to 4pm (or later depending on late trip times)
- ✓ Staff shirts, visors and name tags are made available at orientation – they must be worn every day and returned the last day of camp (except the visors)

Please complete the enclosed application in full and return it to my office. The deadline for all completed applications is **March 2, 2012**. If you have any questions, please contact my office at 371-7410, ext. 2700.

### **Job Descriptions**

*\*Counselor:* Averages 30 - 35 hours/week, starting pay rate of \$7.25

*Wrap Around Counselor:* Averages 25 hours/week, starting pay rate of \$7.25, does not work trips, works split shift of 7am – 9am and 3pm – 6pm

*\*Arts & Crafts Director:* Averages 30 - 35 hours/week, starting pay rate of \$8.75, 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, starting pay rate of \$8.75, responsible to plan & implement daily Sports activities with large groups of children; must be at least 18 with related experience

*\*Trips Coordinator:* Averages 30 - 35 hours/week, starting pay rate of \$8.75, acting supervisor on all trips and carries out details for scheduled trips; must be at least 18 with related experience

*\*Tot Director:* Responsible for planning and executing daily activities with multiple classes of children ages 3 - 5; must be at least 18 with related experience

*\*Assistant Tot Director:* Assists the Director in planning and executing daily activities with multiple classes of children ages 3 - 5; 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 both the Director and Assistant Director; must be at least 18 with related experience

\*Hours required to be available 8am to 4pm (with the exception of long trip Wednesdays)

# SUMMER RECREATION EMPLOYMENT APPLICATION

*\* Counselors / Specialists \**

NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: ( ) \_\_\_\_-\_\_\_\_ 2<sup>nd</sup> PHONE NUMBER: ( ) \_\_\_\_-\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you currently in college? \_\_\_\_\_ If so, what college? \_\_\_\_\_

What is your major? \_\_\_\_\_ Date home \_\_\_\_\_

## POSITION APPLYING FOR (PLEASE CHECK ALL THAT APPLY):

\* Need to be 16 yrs old and completed 2 yrs of high school to be eligible for:

Grade level preference: (check all that apply)

**Counselor Grades 1- 2** \_\_\_\_\_

**Counselor Grades 3 – 5** \_\_\_\_\_

**Counselor Grades 6 – 10** \_\_\_\_\_

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

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

**Arts & Crafts director** \_\_\_\_\_

**Sports director** \_\_\_\_\_

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

**Trip coordinator** \_\_\_\_\_

**Tot Director** \_\_\_\_\_

**Tot Assistant Director** \_\_\_\_\_

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

\* Need to be 17 years old and have completed appropriate training with CPR instruction to be eligible for:

**Lifeguard/Water Safety Instructor** \_\_\_\_\_

Why do want to work for us?

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Why do you feel you should be hired?

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Have you had any work experience in the field of childcare, recreation, or education?  
(Be specific)

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

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Dates of any anticipated days off; also state the reason for the days off. **Please note that vacation days/weeks are not allowed.**

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Hobbies, community involvement or volunteering?

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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\_\_\_\_\_      Other\_\_\_\_\_

## PLEASE NOTE

Our Summer Recreation Program will run from Monday, June 26 through Friday, August 4, 2012. In order to be considered for a position in our Program, you must mail a completed application, **TWO "Reference Check" Forms** and attached **county application** to the address below no later than **March 2, 2012**.

Amanda Smith  
Recreation Director  
Town of Halfmoon Recreation Program  
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.**

**PROFESSIONAL Reference Check Form**

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

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to **Applicant**: \_\_\_\_\_

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

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

Please give job title & duties of applicant: \_\_\_\_\_

Please rate the applicant's performance by using the following scale: **1 lowest – 5 highest**:

<b><u>Performance</u></b>	<b>Rating</b>	<b>Comments</b>
Quality of work		
Attitude		
Suitability for position		
Initiative		
Attendance/Promptness		
Dependability		
Cooperativeness		
Communication		

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

**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.**

**PROFESSIONAL Reference Check Form**

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

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to **Applicant**: \_\_\_\_\_

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

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

Please give job title & duties of applicant: \_\_\_\_\_

Please rate the applicant's performance by using the following scale: **1 lowest – 5 highest**:

<b><u>Performance</u></b>	<b>Rating</b>	<b>Comments</b>
Quality of work		
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Initiative		
Attendance/Promptness		
Dependability		
Cooperativeness		
Communication		

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