



NORTH CASTLE PARKS & RECREATION

2024 SUMMER DAY CAMP

The Town of North Castle Department of Parks & Recreation looks forward to providing Town residents with a variety of day camp programs to meet their needs. Our camps are designed so campers can attend a full day. Camp locations are coordinated with the local school district. Currently, the 2024 camp locations will be Coman Hill and Wampus.

All campers enjoy a daily schedule filled with different activities including art, sports, entertainment and various special events. Each camp enjoys swimming as well. Camp staff must accompany and engage campers in all activities, and will be required to accompany campers into the pool during swim sessions. Although camps are designed to be fun, working at camp is not a job for everyone. We have a very competitive process, and applicants who submit their completed application and references will be called for an interview.

Please note, there is no camp program on July 4th and prospective employees are required to commit to the full six (6) weeks of the North Castle camp programs.

APPLICATION PROCESS

Applicants must include two (2) completed reference forms with application in order to be considered for an interview. Applicants must indicate position(s) desired on application and any appropriate experience to substantiate your interest. References will be verified. They can be faxed or emailed to (914) 273-2139 or pgelston@northcastleny.com. To ensure an opportunity to interview, please submit your completed application with two (2) references to the North Castle Parks & Recreation Department at 40 Maple Avenue, Armonk, NY 10504 no later than **before the day of your interview**.

STAFF POSITIONS:

JR COUNSELORS ,COUNSELORS, GROUP LEADERS AND SPECIALISTS

- These positions are paid positions based on background and experience.
- Full Day Camp applicants must be 16 years of age by JULY 1, 2024.

ALTERNATIVE POSITIONS:

The Recreation Department may also have positions available for Pool Attendants, Parks Laborers and Lifeguard Staff.

CAMP PROGRAMS

North Castle Camps: KICK-A-POO Program

Coman Hill

July 1, 2024 – August 9, 2024

(NO CAMP Thursday, JULY 4TH)

8:45am-1:00pm

Monday-Friday

Campers are ages 3, 4 and 5

Staff will also meet for a mandatory **orientation** and **camp move-in June 29th**

North Castle Camps: CHIPPEWA Program

Wampus School

July 1, 2024 – August 9, 2024

(NO CAMP Thursday JULY 4TH)

8:45am-3:00pm

Monday-Friday

Campers are finishing K through 8th grade

Staff will also meet for a mandatory **orientation** and **camp move-in June 29th**

NORTH CASTLE RECREATION & PARKS DEPARTMENT

APPLICATION FOR EMPLOYMENT

40 Maple Avenue, Armonk, NY 10504

PHONE (914) 273-3000 Ext. 306

FAX (914) 273-2139 pgelston@northcastleny.com

Kick-A-Poo: ☐

Chippewa: ☐

Name _____ Email _____

Present Address (if currently at college) _____

Permanent Address (summer address) _____

Home Phone _____ Cell Phone _____ Age (under 18) _____

EDUCATION	NAME & LOCATION	COURSE/MAJOR DEGREE	YRS. COMPLETED
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High School _____

College or _____

Business School _____

Graduate or _____

Professional School _____

Certificates or Special Training _____

EMPLOYMENT HISTORY (last 5 years)

Name and Address of Employer	From Mo/Yr	To Mo/Yr	Kind of Work or Position	Salary	Reason for Leaving	Phone No.
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List any other training or experience which might qualify you for a position at camp _____

Have you ever been convicted of a felony, misdemeanor or violation? _____ (If yes, explain on back)

Have you ever applied to or worked for North Castle Recreation? _____

I affirm that all statements made on this application (including any attached papers) are true under the penalties of perjury. (Applicants are advised that all statements made by them in connection with their application(s) for employment are subject to investigation and verification). Pursuant to 210.45 of the New York State Penal Law, it is a crime punishable as a Class "A" misdemeanor to knowingly make a false statement herein.

Applicant's Signature _____ Date _____

Parent or Guardian's Signature (if under age 18) _____ Date _____

-Please submit TWO completed reference forms along with this application-

TOWN OF NORTH CASTLE RECREATION AND PARKS DEPARTMENT

STAFF REFERENCE FORM

Return to: 40 Maple Ave., Armonk, NY 10504

Fax: 914-273-2139

Email: pgelston@northcastleny.com

Applicant Name: _____

Position: ☐ Kick-A-Poo ☐ Chippewa ☐ Pool ☐ Other

Reference Name: _____

Email: _____ Phone: _____

Association with Applicant: ☐ Former Employer(ee)

☐ Teacher / Coach

☐ Religious Organization

☐ Friend

☐ Other (Explain): _____

Length of Association: _____

To the best of your ability, please rate the applicant in the following areas based on your experience with them:

	<u>EXCELLENT</u>	<u>GOOD</u>	<u>FAIR</u>	<u>POOR</u>	<u>NOT OBSERVED</u>
1. Integrity / Character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Reliability / Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Leadership Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. General Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Appearance / Hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Co-Operational Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Personal Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Respect of Authority Figures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Response to Constructive Criticism or Suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Ability to Relate to and form Rapport with Children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Cooperation with Co-Workers and Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide any other positive or negative feedback you may have on the Applicant and their ability to fulfill their desired position; all information provided is confidential: _____

(Signature)

(Date)

(Organization)

(Title)

Office Use ONLY

Received: _____ By: _____

Follow Up: _____ By: _____

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