**Town of Coeymans**

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# George D. McHugh

# supervisor

# BRANDON L. LEFEVRE LINDA S. BRUNO

# STEPHEN J. SCHMITT MARISA J. TUTAY COUNCIL MEMBERS COUNCIL MEMBERS

Dear Applicant,

Enclosed please find an application for employment for the Town of Coeymans and Village of Ravena 2023 Summer Recreation Program. This year’s program has been revamped and we will be offering different positions within two different programs. There are two programs that we are canvassing for this year.

The first program is The Discovery Camp Program, which is run by RCS School District. We will be employing 8 counselors for this program. The camp will run from 9am-2pm (Monday-Thursday), from July 10-August 3. Counselors will be working with teachers from RCS who are working on academic skills, through Project Based Learning activities, with students.

The second program is the Summer Recreation program. This program is set up differently this year. This will not be the same drop in program as last year. There will be a sign in and sign out for the children and counselors will be responsible for checking to see that all students that sign in are accounted for throughout each session. If a child leaves they will need to sign out. The recreation program is divided into two sessions, one in the morning from 9am-12pm and then the afternoon from 1pm-3pm. Children will leave at noon to go home for lunch and can return back at 1:00 for the afternoon session. Children can attend one or both sessions and can attend every day or only some days of the week. Both sessions will run Monday through Thursday from July 10-August 10. Counselors will be working on a variety of activities and games which will be planned by the director of the program, for both sessions.

The following positions are available:

* **Summer Recreation Director(1 position)**:
* **Head Counselor-Summer Recreation Program(1 position)**
* **Counselor Summer Recreation Program(6 positions)**
* **Counselor-Discovery Camp Program (8 positions)**

Before filling out the application, please be sure to familiarize yourself with the qualifications and responsibilities for each position. These are included with this letter. In addition, each applicant will go through an interview process and each successful candidate will receive training prior to the beginning of their employment.

Thank you for your interest in these positions. We look forward to your reply.

Linda Bruno, Coeymans Town Council Member

Linda Mueller, Village of Ravena Board Member

Marisa Tutay, Coeymans Town Board Member