

Dear Applicant,

Enclosed please find an application for employment for the Town of Coeymans and Village of Ravena 2024 Summer Youth Employment Program. This year we will be offering the Discovery Camp Program, which is run by the RCS School District. We will be employing 17 counselors for this program. The camp will run from 9am-2pm (Monday-Thursday), from July 8- August 1. Counselors will be working with teachers, at RCS, who are working on academic skills, through Project Based Learning activities, with students.

Applicants that qualify will be asked to come for an interview. All applicants should familiarize themselves with the qualifications and responsibilities of this position. **Please see attached.**

- 16 Counselors-Discovery Camp Program- \$16.00 per hour
- 1- Head Counselor- Discovery Camp Program-\$18.00 per hour

Before filling out the application, please be sure to familiarize yourself with the qualifications and responsibilities for the position.

Thank you for your interest in Summer Employment. We look forward to your reply.

Linda Mueller, Village of Ravena, Trustee.

Linda S. Bruno, Town Board, Member

Discovery Camp Program Counselor- Located at Pieter B. Coeymans School

Employment Status:

Seasonal; Monday-Thursday 9:00 am to 2:00 pm; July 8-August 1, 2024

Salary: \$16.00 per hour

Counselor Qualifications/Requirements:

- Be at least 14 years of age and possess the maturity and skills needed to perform the job successfully.
- Experience working with children, or with specific activities may be preferred.
- Physical ability to participate in activities, run, climb, swim, lift, or support the weight of children.
- Have a sincere desire to work with and be of service to children and Teacher and Staff
- High level of responsibility and accountability
- Have experience with working with others in group activities
- Ability to take direction and work independently
- Ability to work cooperatively with others and help to help maintain a positive work environment
- Strong communication, interpersonal, and leadership skills
- Report to work in timely manner
- Reports to teacher and Discovery Camp Director

Counselor Responsibilities:

- Leading and supporting children as they participate in age-appropriate activities.
- Working with other program staff members to plan and coordinate program event
- Monitoring children to ensure compliance with program rules and prevent accidents.
- Cleaning, maintaining and ensuring proper use of program facilities and equipment.
- Reporting and recording details of incidents, such as accidents or rule violations, to Teacher and camp staff.
- Attend planned activities, including staff training and staff meetings, and follow the daily schedule.
- Promote and support positive and meaningful interactions between program participants
- Fulfill the responsibilities of teachers as they are assigned.
- Assist in total camp cleanup at the end of each session

Head Counselor Qualifications/ Responsibilities/ Requirements:

Salary: \$18.00 per hour

Qualifications are the same as above for Counselors, with the addition of supervisory experience, in the capacity of working with and overseeing youth in a classroom or program. **Age- minimum 18yrs. or older.**

TOWN OF COEYMANS
SUMMER EMPLOYMENT APPLICATION
DISCOVERY CAMP COUNSELOR

Name _____ Date _____
Last First

Address _____ Date of Birth _____

Telephone _____

Soc. Sec. # _____

Email: _____

NOTE: Application requires working paper submission for children 14 through 17 years of age.
****Application Deadline: May 20, 2024****

Briefly describe why you would be good at the above position:

EDUCATION:

High School _____ Grade Completed ____ Graduation Year _____

Are you currently employed? _____ Have you worked for these programs in the past? _____ If yes, how many years? _____

WORK EXPERIENCE:

Name & Address of Company:	From/To:	Position Held:
_____	_____	_____
_____	_____	_____
_____	_____	_____

PERSONAL REFERENCES: (Cannot include relatives)

Name & Address:	Phone Number:
_____	_____
_____	_____
_____	_____

Signature (Required)

(NOTE: An interview will be part of the hiring process. If hired, you will be required to return to fill out employment paperwork and must present the following: driver's license or birth certificate and Social Security Card.)