

# SUMMER 2017 JOB DESCRIPTIONS

SUMMER CAMP DATES 6/19/17 – 8/11/17

**(Applicants must be available to work for the entire camp season)**

**To apply for any of the jobs listed below, you must print out and submit the SUMMER CAMP EMPLOYMENT APPLICATION below and submit it directly to the Recreation Department at the address listed. You may not use the online application to apply for summer jobs.**

## **Lenape Day Camp – Camp Director**

Full-Day seasonal position (8:15 am – 3:30 pm) for the eight-week summer season (6/19/17– 8/11/17) and additional hours as needed. The Camp Director is responsible for the planning, organizing, implementing, and overseeing the Plainsboro Township Lenape Day Camp (upcoming grades 1-6). Responsible for the health and well-being of campers and staff, and is expected to put into place a sensitive, well-rounded program that will create a positive learning and growing experience. Perform related tasks, as assigned. Includes off-season preparatory work (flexible schedule) as well as during the summer camp season (fixed schedule). The Camp Director reports to the Program Coordinator, in the Department of Recreation & Community Services. **Must be available for the eight-week camp season.**

### **Preferred Qualifications**

- B.A. or B.S. degree
- Three years experience in camp administration (or comparable)
- Three years experience in teaching/camp experience with grade-school population
- Staff supervisory experience
- CPR / First Aid Certification

## **Pre-K Camp – Camp Director**

Part-time seasonal position (8:30 am - 1:30 pm) for the eight-week summer camp season (6/19/17 – 8/11/17) and additional hours as needed. The Camp Director is responsible in the planning, organizing, implementing, and overseeing the Plainsboro Township Summer Pre-K Camp (4-5 year olds). The Camp Director is responsible for the health and well-being of campers and staff, and is expected to put into place a sensitive, well-rounded program that will create a positive learning and growing experience for the staff and campers. Camp Director is responsible for giving direction to the staff, Classroom Teachers and Counselors, and to perform related tasks as assigned. Camp Director will work cooperatively with Classroom Teachers to put forth the best program possible. Includes off-season preparatory work (flexible schedule), as well as during the summer camp season (fixed schedule). The Camp Director reports to the Program Coordinator in the Department of Recreation & Community Services. **Must be available for the eight-week camp season.**

### **Preferred Qualifications**

- B.A. or B.S. degree
- Two years experience in camp administration (or comparable)
- Two years teaching/camp experience with pre-school school age population
- Staff supervisory experience
- CPR / First Aid Certification

## **Lenape Day Camp – Specialty Teachers**

Part-time seasonal position (8:15 am – 3:15 pm) for the eight-week summer season (6/19/17 – 8/11/17) and additional hours as needed. Specialty Teachers are responsible for planning, presenting, and supervising a variety of creative activities in a specialty field based on an average of 45-minute periods for upcoming grades 1-6. Specialty fields can include but are not limited to Multicultural Activities, Arts and Crafts, Athletics, Science, Music and Dance. Township is also willing to accept proposals for additional specialty areas.

Specialty Teachers are responsible for teaching campers as well as integrating counseling staff in running activities. Teachers participate in pre-season program planning/coordination with Program Coordinator, Camp Director, and other Specialty Teachers. Responsible for the safety and well-being of campers at all times. Perform related tasks, as assigned including but not limited to Field Day Teacher, Pool Supervisor, Field Trip Chaperone, etc. Position includes off-season preparatory work (flexible schedule, including mandatory staff training and camp set-up), as well as during the summer camp season (fixed schedule). The Specialty Teachers are part of the Senior Camp Staff and reports to the Lenape Camp Director. **Must be available for the eight-week camp season.**

#### **Preferred Qualifications**

- B.A. or B.S. degree
- Two years experience working with or teaching children.
- Experience developing and leading age appropriate activities in area of specialty
- Ability to instruct and supervise staff.
- Ability to accept guidance and supervision; ability to work collaboratively with other members of camp staff to promote a positive work environment.
- Enthusiasm, patience, self control; ability to adapt to camp setting.
- Prior camp experience.
- CPR / First Aid Certification

#### **Pre-K Camp – Classroom Teacher**

Part-time seasonal position (8:30 am - 1:30 pm) for the eight-week summer camp season (6/19/17 – 8/11/17) and additional hours as needed. The Classroom Teacher is responsible for planning, organizing, implementing, and overseeing the Plainsboro Township Summer Pre-K Camp (4-5 year olds). Responsible for the health and well-being of campers and staff, and is expected to help put into place a sensitive, well-rounded program that will create a positive learning and growing experience for the staff and campers. Teachers will follow the direction of the Camp Director and will work cooperatively with the Camp Director and other Classroom Teacher to put forth the best possible program. Teachers will be asked to perform related tasks as assigned including supervising and mentoring Camp Counselors. Position includes off-season preparatory work (flexible schedule – including mandatory staff training and camp set-up), as well as during the summer camp season (fixed schedule). The Classroom Teacher reports to the Pre-K Camp Director. **Must be available for the eight-week camp season.**

#### **Preferred Qualifications**

- B.A. or B.S. degree
- One year teaching/camp experience with pre-school school age population
- One year experience in camp administration (or comparable)
- Ability to instruct and supervise staff.
- Ability to accept guidance and supervision; ability to work collaboratively with other members of camp staff to promote a positive work environment.
- Enthusiasm, patience, self control; ability to adapt to camp setting.
- Prior camp experience
- CPR / First Aid Certification

#### **Lenape Day Camp – Special Education Teacher**

Part-time seasonal position (8:15 am – 3:15 pm) for the eight-week summer camp season (6/19/17 – 8/11/17) and additional hours as needed. The Special Education Teacher is responsible for working with the children who need additional guidance and help in the Plainsboro Township Summer Lenape Day Camp (upcoming grades 1-6). Responsible for the health and well-being of the identified campers who need additional support throughout the camp day. Special Education Teacher will follow the direction of the Camp Director and will work cooperatively with the Camp Director and other Specialty Teachers to put forth the best possible program. Special Education Teacher will be responsible for putting into place individual plans for identified campers including but not limited to behavior modification plans, socialization plans, dealing with camper anxiety issues, and adapting activities for campers. Special Education Teacher will communicate to parents how child is doing throughout the camp experience. Position includes minimal pre-season work (mandatory staff training and

camp set-up) as well as summer camp season. Special Education Teacher reports to the Lenape Camp Director. **Must be available for the eight-week camp season.**

#### **Preferred Qualifications**

- B.A. or B.S. degree
- Special Education Certification
- Two years teaching experience working as a Special Education Teacher.
- One year teaching/camp experience with grade school age population
- Experience writing IEP's for children with special needs
- One year experience in camp administration (or comparable)
- Ability to instruct and supervise staff.
- Ability to accept guidance and supervision; ability to work collaboratively with other members of camp staff to promote a positive work environment.
- Enthusiasm, patience, self control; ability to adapt to camp setting.
- Prior camp experience
- CPR / First Aid Certification

#### **Pre-K Camp – Special Education Teacher**

Part-time seasonal position (8:45 am - 1:00 pm) for the eight-week summer camp season (6/19/17 – 8/11/17) and additional hours as needed. The Special Education Teacher is responsible for working with the special needs children in the Plainsboro Township Summer Pre-K Camp (4-5 year olds) and helping them to adapt to a mainstream setting. Responsible for the health and well-being of the special needs campers. Special Education Teacher will follow the direction of the Camp Director and will work cooperatively with the Camp Director and other Classroom Teachers to put forth the best possible program. Special Education Teacher will be responsible for putting into place individual plans for special needs campers including but not limited to behavior modification plans, socialization plans, dealing with camper anxiety issues, and adapting activities for campers. Special Education Teacher will communicate to parents how child is doing throughout the camp experience. Position includes minimal pre-season work (mandatory staff training and camp set-up) as well as summer camp season. Special Education Teacher reports to the Pre-K Camp Director. **Must be available for the eight-week camp season.**

#### **Preferred Qualifications**

- B.A. or B.S. degree
- Special Education Certification
- Two years teaching experience working as a Special Education Teacher.
- One year teaching/camp experience with pre-school school age population
- Experience writing IEP's for children with special needs
- One year experience in camp administration (or comparable)
- Ability to instruct and supervise staff.
- Ability to accept guidance and supervision; ability to work collaboratively with other members of camp staff to promote a positive work environment.
- Enthusiasm, patience, self control; ability to adapt to camp setting.
- Prior camp experience
- CPR / First Aid Certification

#### **Intern/Assistant to the Coordinator**

Part-time seasonal position 15 hours per week May – August (5/8/17-8/11/17). Flexible daytime hours between Monday-Friday (8:30 am – 4:30 pm). Intern/Assistant will offer office support to full-time Program Coordinator with a variety of administrative duties related to overseeing the many summer camp programs the Township offers. Responsibilities will include but are not limited to answering calls and emails pertaining to camp, communicating with campers' parents, sending out various email distributions, photocopying, confirming details for trips and presenters, assisting with organizing camper groups, printing various camp rosters and important camper information, as well as other camp related tasks as needed. Intern/Assistant reports to the Program Coordinator and **must be available for the fourteen week period.**

### **Preferred Qualifications**

- H.S. Diploma or equivalent
- Previous work experience in an office environment
- Competent computer and internet skills
- Excellent customer service skills
- Ability to deal with multiple tasks and priorities
- Ability to accept guidance and supervision

### **Lenape Day Camp – Senior Counselor**

Full day seasonal position (8:15 am – 3:15 pm) for eight-week summer camp season (6/19/17– 8/11/17) and additional hours as needed. Senior Counselor is responsible for the safety and well-being of assigned group of campers; serves as the group leader to campers, Junior Counselors, and Volunteers of the Plainsboro Lenape Day Camp (Upcoming Grades 1-6). The Senior Counselor will assist Specialty Teachers (including aquatics) when the group is participating in scheduled activities. The Senior Counselor will supervise group (staff and campers) at all times, oversee routine tasks related to group, and plan and implement counselor run activities. The Senior Counselor supervises the Junior Counselor and Volunteer and reports to the Lenape Camp Director. **Senior Counselor must be 18 years or older by 6/1/17. Must be available for the eight-week camp season.**

### **Preferred Qualifications**

- Experience working with children in a group setting
- Ability to accept guidance and supervision
- Ability to assist in teaching/leading activities
- Ability to provide guidance and leadership to Junior Counselor and Volunteers
- Enthusiasm, patience, self control
- Ability to adapt to camp setting
- Prior camp experience

### **Lenape Day Camp – Junior Counselor**

Full day seasonal position (8:15 am – 3:15 pm) for eight-week summer camp season (6/19/17 – 8/11/17) and additional hours as needed. The Junior Counselor is responsible for the safety and well-being of assigned group of campers; assisting the Senior Counselors and Specialty Teachers (including aquatics) during scheduled activities of the Plainsboro Lenape Day Camp (Upcoming Grades 1-6). The Junior Counselor helps to supervise group (volunteers and campers) at all times and helps to plan and implement counselor run activities. The Junior Counselor works under the supervision of the Senior Counselor and reports to the Lenape Camp Director. **Junior Counselor must be 16 years or older by 6/1/17. Must be available for the eight-week camp season.**

### **Preferred Qualifications**

- Experience working with children in a group setting
- Ability to accept guidance and supervision
- Ability to assist in teaching/leading activities
- Enthusiasm, patience, self control;
- Ability to adapt to camp setting

### **Pre-K Camp – Junior Counselor**

Part-time seasonal position (8:45 am – 1:00 pm) for the eight-week summer camp season (6/19/17 – 8/11/17) and additional hours as needed. Supervise campers, and volunteers assigned to his/her group. The Junior Counselor is responsible for the safety and well-being of assigned group of campers. The Junior Counselor will assist Camp Director or Classroom Teachers when the group is participating in scheduled activities of the Plainsboro Pre-K Camp (4-5 year olds). The Junior Counselor will help plan and implement group activities each week. The Junior Counselor reports to the Camp Director and **must be at least 16 years old by 6/1/17. Must be available for the eight-week camp season.**

### **Preferred Qualifications**

- Experience working with children in a group setting
- Ability to accept guidance and supervision
- Ability to assist in teaching/leading activities
- Enthusiasm, patience, self control
- Ability to adapt to camp setting

### **Tennis Counselor**

Part-Time seasonal position Monday – Thursday evenings (5:45 pm – 8:15 pm) from (6/19/17 – 7/28/17) and additional hours as needed. Counselor is responsible for the safety and well-being of assigned group of children. Counselor assists and works under the direction of the Tennis Coach. **Must be at least 16 years old as of 6/1/17.**

### **Preferred Qualifications**

- Experience working with children in a group setting
- Ability to accept guidance and supervision
- Experience/knowledge of the game of tennis
- Ability to assist in teaching/leading activities
- Enthusiasm, patience, self control

### **Lenape Day Camp – Volunteer Counselor**

Full day seasonal position (8:15 am – 3:15 pm) for eight-week summer camp season (6/19/17 – 8/11/17) and additional hours as needed. Volunteer is responsible for the safety and well-being of assigned group of campers; assisting the Senior Counselor, Junior Counselor, Specialty Teachers (including aquatics), and Camp Director. Volunteers participate in scheduled activities and help plan and implement counselor run activities. Volunteers are scheduled for a pre-determined period of time (at least one two-week session) and is expected to adhere to the policies and guidelines required of all staff. The Volunteer works under the supervision of the Senior and Junior Counselor and reports to the Camp Director. **Must be at least 15 years old as of 6/1/17.**

### **Preferred Qualifications**

- Ability to accept guidance and supervision
- Ability to assist in teaching/leading activities
- Enthusiasm, patience, self control
- Ability to adapt to camp setting

### **Pre-K Camp – Volunteer Counselor**

Part-time seasonal position (8:45 am – 1:00 pm) for the eight-week summer camp season (6/19/17 – 8/11/17) and additional hours as needed. Volunteer is responsible for the safety and well-being of assigned group of campers; assisting the Camp Director, Classroom Teachers, and/or Junior Counselors. Volunteers participate in scheduled activities and help plan and implement counselor run activities. Volunteers are scheduled for a pre-determined period of time (at least one two-week session) and is expected to adhere to the policies and guidelines required of all staff. The Volunteer works under the supervision of the Classroom Teachers and reports to the Camp Director. **Must be at least 14 years old as of 6/1/17.**

### **Preferred Qualifications**

- Ability to accept guidance and supervision
- Ability to assist in teaching/leading activities
- Enthusiasm, patience, self control
- Ability to adapt to camp setting

**Applications must be completed for all positions including volunteer positions.**