



BOROUGH OF PARAMUS
 475 FARVIEW AVENUE
 PARAMUS, NEW JERSEY 07652
 201-265-9322

BOARD OF RECREATION COMMISSIONERS

E-mail: Recdepartment@paramusborough.org

2023 SUMMER PLAYGROUND EMPLOYMENT APPLICATION

Please Check Off the Position you are Applying For
job descriptions & requirements of each position are on the back of this form

- Site Director
- Site Asst Director
- Camp Counselor (5 weeks)
- Camp/Counselor (6 weeks)
- Special Needs Assistant
- EMT

- All Applications are by
- Employees will be required to complete payroll paperwork and a drug test upon hiring, prior to staff orientation.
- Staff Orientation will include two **MANDATORY** training sessions. Date & Time TBD

Name: _____ Level of Education Completed: _____

Cell Phone: _____ Home Phone: _____

Home Address: _____

E-mail Address: _____ Shirt Size (Mens Sizes) _____

Have you worked for us in the past? If Yes, please what age level you worked with, and the dates of employment: Age Level of Playground: _____ Dates Employed: _____

Preferred Age Level to Work this Summer: _____

Playground assignments will be based on need of staff. Requests are not guaranteed.

Emergency Contact (parent/guardian/spouse) and their phone number:

Allergies or medical conditions we should be aware of:

Applicant Signature: _____ Date: _____

List your education background, school activities, and certifications:

List previous work experience working with children: _____

What age group do you prefer to work with and why: _____

If you had a disruptive child who was interrupting a group activity, how would you handle the situation:

If you had a counselor not properly supervising their group while on a trip, how would you handle the situation:

References: Please list Three References - Name, Phone, Email & Relation (no relatives)

1. _____

2. _____

3. _____

Summer Playground Job Descriptions & Requirements

Site Director

Requirements: 5 years previous playground/camp experience or completed BA Degree.

CPR/AED Certified. Complete and pass background check and drug test.

Schedule: Must be available for the entire playground schedule including staff training sessions, playground set up leading up to the regularly scheduled program, early arrival, late dismissal, and playground breakdown.

Job Duties are as follows, but not limited to;

- Proper communication with Recreation Administration, participants, staff, and parent/guardians of participants.
- Supervise and give proper direction of all staff and participants.
- Ability to complete proper correspondence such as incident/accident reports, disciplinary reports, payroll, etc..
- Ensure the safety of all participants and staff and enforce all policy and procedures
- Organize the scheduling of daily activities
- Be accountable for all staff and participants.

Compensation: Begins at \$19.00/HR

Asst Site Director

Requirements: Must have 2 years previous playground/camp experience or completed BA Degree.

Must obtain CPR/AED Certificate, complete and pass background check and drug test.

Schedule: Must be available for the entire playground schedule including staff training sessions, playground set up leading up to the regularly scheduled program, early arrival, late dismissal, and playground breakdown.

Job Duties are as follows, but not limited to;

- Proper communication with Playground Director, Recreation Administration, participants, staff, and parent/guardians of participants.
- Supervise and give proper direction of all staff and participants.
- Ability to complete proper correspondence such as incident/accident reports, disciplinary reports, payroll, etc..
- Ensure the safety of all participants and staff, and enforce all policy and procedures
- Assist in the Organization of scheduling of daily activities
- Fill in for absent counselors.

Compensation: Begins at \$15.00/HR

Counselor

Requirements: Min Grade: Completing 10th Grade in June of 2022. Complete and pass drug test.

Schedule:

Part Time - 5 Weeks: Must be available for 5 out of the 6 weeks of Playground. Your vacation week must be presented before May 31st. All staff must be available for mandatory staff training in early June. All staff must arrive at playground 15 minutes prior to start time. No exception.

Full Time - 6 Weeks: Must be available for all 6 weeks of Playground. All staff must be available for mandatory staff training in early. All staff must arrive at playground 15 minutes prior to start time. No exception.

Job Duties are as follows, but not limited to;

- Proper communication with Playground Director, participants, other staff, and parent/guardians of participants.
- Supervise and give proper direction of all and participants.
- Ability to report proper correspondence to Site Directors and Assistant Directors such as incident and accident reports.
- Ensure the safety of all participants and enforce all policy and procedures
- Actively engage with participants in activities.
- Be accountable for participants and oversee all activities.
- Assist other staff whenever needed.

Compensation: Begins at \$13.00/HR

Special Needs Assistant

Requirements: Two (2) years of experience in work involving recreational programs..

Schedule: Must be available for the entire playground schedule including staff training sessions, playground set up leading up to the regularly scheduled program, early arrival, late dismissal, and playground breakdown.

Job Duties:

- Knowledge of the methods for conducting a variety of recreational activities.
- Ability to evaluate the participants' recreational needs and capabilities; when make necessary modifies to the program.
- Ability to adapt programs to the specific physical, emotional, or mental abilities of the participants.
- Ability to use judgment in selecting, planning, adapting and inventing the type of activity most beneficial to the participants.
- Takes part in activities with volunteers and other staff members and enlists their support in order to gain optimistic response and improvement of the participant.

Compensation: Begins at \$19.00/HR

EMT

Requirements: Must be a certified EMT or Nurse.

Schedule: Must be available for the entire playground schedule including staff training session.

Job Duties:

- Administer First Aid/CPR to participant in distress.
- Identify severity of injury, and communicate to participants guardian.
- Be responsive to need of participant.
- Document and organize all participant allergies or special needs.
- Ability to document and report proper correspondence to parents, site directors, and Recreation Administration.

Compensation: Begins at \$19.00/HR