

YORKTOWN PARKS & RECREATION

2024 SUMMER DAY CAMP



The Town of Yorktown 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 that campers can attend a full day or a half day of camp. Camp locations are coordinated with the local school districts and the Grange Fair Grounds. Currently, the 2024 camp sites have not been finalized.

All campers enjoy a daily schedule filled with different activities including art, sports, nature, entertainment and various special events. Full Day Campers will enjoy swimming as well. Camp staff are expected to accompany and engage campers in all activities, and will be required to accompany campers into the pool during swim sessions. Although camp is designed to be fun, working at camp is not a job for everyone. We have a very competitive process, and all applicants who submit their completed application and references by **Friday, May 10th, 2024** 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 five (5) weeks of the Yorktown/Lakeland camp programs, or the four (4) weeks of Travel Camp.

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. **Interviews will begin the moment applications start coming in.** **YOU MUST WRITE LEGIBLY ON YOUR APPLICATION. PLEASE MONITOR YOUR E-MAILS ONCE YOU HAVE APPLIED.** To ensure an opportunity to interview, please submit your completed application with two (2) references to the Yorktown Parks & Recreation Department at 176 Granite Springs Road, Yorktown Heights, NY 10598 no later than **May 10th, 2024**.

STAFF POSITIONS:

COUNSELORS, SPECIALISTS, DIRECTORS

- These positions are paid positions based on background and experience.
- Half Day & Full Day Camp applicants must be 16 years of age by July 1st, 2024.
- Travel Camp applicants must be 16 years of age and/or a high school graduate by July 8th, 2024.

VOLUNTEER:

COUNSELOR-IN-TRAINING

- Applicants must be 15 years of age by July 1st, 2024.
- There are very limited CIT positions, and there are no CIT positions for Travel Camp.

ALTERNATIVE POSITIONS:

The Recreation Department may also have positions available for Pool Checkers, Swim Lesson Aides, Photo Registration Staff, Parks and Lifeguard Staff.

CAMP PROGRAMS

Yorktown & Lakeland Camps: Half-Day Program

Sites to be determined July 1st, 2024 – August 2nd, 2024

8:00am-12:15pm
Monday-Friday

Campers are entering Kindergarten through 6th grade
Staff will also meet for a mandatory orientation in June

Yorktown & Lakeland Camps: Full-Day Program

Sites to be determined July 1st, 2024 – August 2nd, 2024

8:00am-3:15pm
Monday-Friday

Campers are entering 1st through 6th grade.
Staff will also meet for a mandatory orientation in June

****We will continue following guidance from the Westchester County Board of Health regarding Covid-19. ****



TOWN OF YORKTOWN PARKS & RECREATION APPLICATION FOR SEASONAL EMPLOYMENT

COMPLETE APPLICATION AND REFERENCES AND RETURN ALL DOCUMENTS TO:
YORKTOWN PARKS & RECREATION DEPARTMENT
176 GRANITE SPRINGS ROAD, YORKTOWN HEIGHTS, NY 10598

NAME LAST	FIRST	MIDDLE	SOCIAL SECURITY #
ADDRESS			HOME #
CITY			STATE
			ZIP
CELL #			

Are you 18 years old or older? ___ Yes ___ No If not, what age: ___ Minimum age for hire: 16	Are you a Town of Yorktown Resident? ___ Yes ___ No	E-mail address: _____
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EDUCATION					
	Name & Location	Career/Major	Type of degree	Dates attended From/To	Date degree received or expected
HIGH SCHOOL					
COLLEGE OR POST HIGH SCHOOL					
GRADUATE SCHOOL					

Certificates or Special Training: _____

EMPLOYMENT HISTORY (Up to least 5 years)

NAME & ADDRESS OF EMPLOYER	FROM MO./YR	TO MO./YR.	KIND OF WORK OR POSITION	REASON FOR LEAVING

Do you have computer skills ___ Yes ___ No If yes, specify: _____	Can you operate any other equipment? ___ Yes ___ No If yes, specify: _____
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In addition to English, are you fluent in any other language? ___ Yes ___ No. If yes, specify: _____

Have you worked for the Town of Yorktown before? ___ Yes ___ No. Department: _____ Reason for leaving: _____

Check job preference applying for:

- | | |
|--|---------------------------|
| 1. Day Camp: Director _____ Specialist _____ Counselor _____ CIT _____ | 5. Park Maintenance _____ |
| 2. Lifeguard _____ (see below) | 6. Program Staff _____ |
| 3. Gate Attendant _____ | |
| 4. Swim Aide _____ | |

For Lifeguards Only Check Below: (Indicate certification & expiration dates)

Lifeguard training/ First Aid	Lifeguarding/ First Aid	CPR/AED for the Professional Rescuer	Instructor Certifications	Waterfront or Waterfront Lifeguarding	Headguard or Lifeguard Management
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LGI R. 06 <input type="checkbox"/> WSI R. 06 <input type="checkbox"/> CPR/AED <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXPIRES _____	EXPIRES _____	EXPIRES _____	EXPIRES _____	EXPIRES _____	ISSUE DATE _____

**ALL LIFEGUARD APPLICANTS MUST PARTICIPATE IN THE RECREATION DEPARTMENT WATER SKILLS TEST.
THE DATE WILL BE ANNOUNCED IN THE SPRING AND WILL TAKE PLACE AT ONE OF THE MIDDLE SCHOOL POOLS.**

FOR ALL APPLICANTS: Dates available to work From _____ / _____ / _____ To _____ / _____ / _____ Month Day Month Day	Do you have a Driver's license? _____ Yes _____ No Type _____
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TOWN OF YORKTOWN PARKS AND RECREATION

APPLICATION FOR SEASONAL EMPLOYMENT

The Town of Yorktown is an Equal Opportunity Employer.

Where did you hear about this program/job?

Comments: _____

- 1. WHERE YOU EVER DISMISSED OR DISCHARGED FROM ANY EMPLOYMENT FOR REASON OTHER THAN LACK OF WORK OR FUNDS? YES [] NO []
2. DID YOU EVER RESIGN FROM ANY EMPLOYMENT RATHER THAN FACE DISMISSAL? YES [] NO []
3. DID YOU EVER RECEIVE A DISCHARGE FROM THE ARMED FORCES OF THE US WHICH WAS OTHER THAN HONORABLE, OR WHICH WAS ISSUED FOR OTHER THAN HONORABLE CIRCUMSTANCES? YES [] NO []
4. HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE (MISDEMEANOR OR FELONY)? (GIVE DETAILS) _____ YES [] NO []
5. HAVE YOU EVER FORFEITED A BAIL BOND POSTED TO ANSWER ANY CRIMINAL CHARGE? (GIVE DETAILS) _____ YES [] NO []
6. ARE YOU NOW UNDER ANY CHARGES FOR ANY CRIMINAL OFFENSE (MISDEMEANOR OR FELONY)? (GIVE DETAILS) _____ YES [] NO []

IF YOU ANSWERED "YES" TO ANY QUESTIONS ABOVE YOU MUST PROVIDE AN EXPLANATION ON AN ATTACHED PIECE OF 8 1/2" X 11" PAPER. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position(s) for which applying.

ALL STATEMENTS ARE SUBJECT TO VERIFICATION AND CRIMINAL RECORDS CHECK.

THIS AFFIRMATION MUST BE COMPLETED: 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.) This application may be used for review by the prospective appointing authority as part of a background investigation.

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 HERIN.

For employment: In accordance with the Town of Yorktown's comprehensive drug-free workplace policy & procedures, and commitment to maintain a safe, alcohol and drug-free environment, you may be required to submit to urinalysis, breath and/or blood test.

APPLICANT'S SIGNATURE _____ DATE: _____

*IF UNDER AGE 18, SIGNATURE OF A PARENT OF GUARDIAN IS REQUIRED.

*I have read my child's/ward's completed application form and hereby give my permission for him/her to be hired by the Town of Yorktown for the purpose of Seasonal Employment and I further give my permission for him/her to receive medical treatment if necessary. If at any time I revoke this permission, I will do so in writing to the Yorktown Department of Human Resources, and upon receipt by the Department of Human Resources of said revocation my child's/ward's employment shall be terminated.

By my signature below, I hereby give permission for _____ to submit urinalysis, breath and/or blood test as a condition of Seasonal Employment with the Town of Yorktown in accordance with the Town of Yorktown's comprehensive drug-free workplace policy and procedures.

SIGNATURE OF PARENT OF GUARDIAN: _____ DATE: _____

Yorktown Parks & Recreation Department
 176 Granite Springs Road, Yorktown Heights, NY 10598-3306

Personal reference for: _____

The above individual is applying for a _____ position with the Town of Yorktown Parks & Recreation Department. Your name has been listed as a reference. Please indicate your feelings regarding this individual in relation to his/her potential performance as a summer camp staff member by completing the information below. All references will be kept confidential. Please return to the above address ASAP. Thank you for your assistance.

Sincerely,
Deanna Peterson
 Senior Recreation Leader

	NEEDS IMPROVEMENT	SATISFACTORY	SUPERIOR	NO OPINION
Ability to accept responsibility	_____	_____	_____	_____
Ability to work with others	_____	_____	_____	_____
Leadership	_____	_____	_____	_____
Ability to take initiative	_____	_____	_____	_____
Judgment	_____	_____	_____	_____
Trustworthiness	_____	_____	_____	_____
Ability to follow directive	_____	_____	_____	_____
Commitment	_____	_____	_____	_____

How long and in what capacity/relationship have you known the applicant? _____

Do you recommend this person for hire? _____ Yes No _____

Additional comments: _____

NAME: _____ SIGNATURE: _____ DATE: _____
PRINT

PHONE: _____ RELATION TO APPLICANT (no relatives): _____

OFFICE USE ONLY:

Reference Check Completed: _____
DATE

SIGNATURE

Yorktown Parks & Recreation Department

176 Granite Springs Road, Yorktown Heights, NY 10598-3306

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Sincerely,
Deanna Peterson
Senior Recreation Leader

	NEEDS IMPROVEMENT	SATISFACTORY	SUPERIOR	NO OPINION
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Ability to work with others	_____	_____	_____	_____
Leadership	_____	_____	_____	_____
Ability to take initiative	_____	_____	_____	_____
Judgment	_____	_____	_____	_____
Trustworthiness	_____	_____	_____	_____
Ability to follow directive	_____	_____	_____	_____
Commitment	_____	_____	_____	_____

How long and in what capacity/relationship have you known the applicant? _____

Do you recommend this person for hire? _____ Yes No _____

Additional comments: _____

NAME: _____ SIGNATURE: _____ DATE: _____
PRINT

PHONE: _____ RELATION TO APPLICANT (no relatives): _____

OFFICE USE ONLY:

Reference Check Completed: _____ DATE _____ SIGNATURE _____