



## Summer Camp Junior Counselor

Teatown Lake Reservation, the largest community supported, non-profit environmental education center in Westchester County, New York is seeking a seasonal **Summer Camp Junior Counselor** to work as part of the camp team during our eight-week summer camp. This position requires an outgoing, nature-loving person who will assist camp groups as they explore, develop friendships, and learn to respect all living things. Ideal candidates will have interest in the the natural sciences and working with children ages four through seven.

**Position Summary:** The **Summer Camp Junior Counselor** is charged with providing care and compassion to Teatown's youngest campers. The Junior Counselor works with Hiking and Activity Leaders to provide a safe, fun, and educational camp experience. Camp will take place Monday through Friday, 9am-3pm. The Junior Counselor must become familiar with our camp goals and trail system at Teatown and is responsible for maintaining camp craft supplies and activities.

### Principal Duties and Responsibilities:

1. Assist the Hiking and Activity Leader in daily supervision and safety of small groups of children primarily ages 4-7.
2. Assist with coordination of activities, games, and crafts for group.
3. Teach children about natural history topics and the environment.
4. Attend all staff meetings, training, and evaluation sessions.
5. Responsible for maintenance and cleanliness of equipment.

### Position Requirements/Qualifications:

1. Must be at least 16 years of age with a strong desire to work with children.
2. Previous experience working with children helpful.
3. Experience in environmental education helpful but not necessary, interest and/or education in the natural sciences preferred.
4. Must be able to meet physical demands of summertime hiking on varied terrain.

**Work Schedule:** This is a seasonal position of approximately 7 hours of work per day Monday through Friday, July 1-July 26, 2024 (including July 4<sup>th</sup>), or July 29-August 23, 2024. This position will be performed in person and on-site at Teatown Lake Reservation between the hours of 8:30am - 3:30pm.

**Training Plan:** Required attendance during weeklong training program, June 24 – June 28, 2024 (exceptions will be made for school related absence). Training covers safety procedures, group dynamics, activity ideas, lesson planning, tour of buildings and grounds.

**Benefits:** Because this is a seasonal position, this position will not be eligible for Teatown's benefits package, including paid vacation, medical, dental, vision, and 403(b) retirement benefits.

**Pay Rate:** \$112/day (\$16/ hr)

**To Apply:**

- Submit application and three references to Marie Roche, Associate Director of Education Programs, [mroche@teatown.org](mailto:mroche@teatown.org). No calls please.

This position has an anticipated start date of June 2024. Position remains open until filled. Teatown Lake Reservation is an Equal Opportunity Employer. We are committed to a diverse and inclusive environment for all employees.



TEATOWN

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info@teatown.org

### Junior Counselor Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

DOB: \_\_\_\_\_

Primary phone number: \_\_\_\_\_

Primary e-mail address: \_\_\_\_\_

Are you 16 years of age or older? Yes \_\_\_\_ No \_\_\_\_

Did you attend Teatown’s Summer Day Camp? If not, how did you hear about Teatown's Summer Day Camp?

Why do you want to work at Teatown?

Your education: Please include name of your high school and/or college, grade completed, area of study, and degree, if any.

Your experience: Please describe any experience that might be helpful to your work at a noncompetitive, nature-based day camp.

Please list any hobbies, skills, or interests.

**Junior Counselors work for 2 sessions (4 weeks).** Preference given to applicants who can work 2 consecutive sessions, i.e.: Session 1 & 2 or Session 3 & 4. Please check all sessions you are available to work:

**Session 1:** July 1- July 12 (including July 4<sup>th</sup>)

**Session 2:** July 15 –July 26

**Session 3:** July 29 - Aug 9

**Session 4:** Aug 12- Aug 23

List any work experience; include job title and supervisor. If you have a resume, please attach it to this form.

- 1.
- 2.
- 3.
- 4.

Please list three references (Name, phone, email, and relationship).

- 1.
- 2.
- 3.

**Please read the following carefully before signing this application.**

I authorize Teatown Lake Reservation to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions and Teatown Lake Reservation from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications and my suitability for employment with Teatown Lake Reservation. Additionally, I understand that Teatown Lake Reservation may be requesting information from various federal, state, and other agencies which maintain records concerning past activities related to driving, credit, criminal, and civil activities.

I further understand that any false or misleading statements will be sufficient cause for rejection of my application if Teatown Lake Reservation has not employed me and for immediate dismissal if Teatown Lake Reservation has employed me.

I understand that nothing in this employment application, in Teatown Lake Reservation policy statements or personnel guidelines, or in my communication with any Teatown Lake Reservation official is intended to create an employment contract with me. No promise regarding employment has been made to me, and I understand that no such promise or guarantee is binding upon Teatown Lake Reservation unless it is made in writing and signed by the Director of Education.

In the event of my employment with Teatown Lake Reservation, I will comply with all rules, regulations and policies set forth in Teatown Lake Reservation's policy manual or other communication distributed by Teatown Lake Reservation. I also understand that Teatown Lake Reservation has the right to modify its policies without giving any notice of the changes. I understand that if an employee relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that Teatown Lake Reservation retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statement.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date