

Northampton Township Parks and Recreation Frequently Asked Questions - Counselor Applications

How old do you have to be to apply for a Summer Camp Counselor Position?

For the Camp Adventure, Camp Expedition, Camp Explore or Little Discoverer's, the minimum age required to apply for a Counselor Position is 15 and you must have completed 9th grade. For our Quest and Teen Summit Programs a potential counselor must be at least a high school graduate.

Does applying for a counselor position guarantee me an interview?

No. The Township receives many more applications than there are positions. Therefore, not all who submit an application will be granted an interview. It is to the applicant's benefit to apply as early as possible, however there is still no guarantee of an interview. As with any job, an applicant will be contacted for an interview after the Camp Directors have reviewed applications received and have determined that the candidate meets certain criteria based on the positions that are available.

Does participating in Township Camps (i.e. Teen Summit) guarantee me a position?

No. There is no guarantee that a candidate who has participated in our Camp Programs in the past will receive a position. However, if there is a job available that fits the candidate's qualifications and the candidate shows enthusiasm for the position, past participation in our programs is factored into the decision to hire.

When do interviews begin?

Interviews generally begin in February and are completed sometime in March. The length of the interview process depends on the number of positions to be filled and the number of qualified, enthusiastic candidates. Generally, the process is completed in 4 – 6 weeks.

When are applications due?

Applications are always accepted and put on file. However, an applicant will have the best chance of receiving an interview if the Parks and Recreation Department has the application on file by February 1st.

Are working papers or background checks required?

If you are offered a position with Northampton Township Parks and Recreation, all employees are required to have a Pennsylvania Criminal Background Check as well as a Department of Public Welfare Clearance and FBI Criminal Background Check (previously age 18 and over) every five (5) years. Camp Counselors must also complete a mandated reporter online training and become First Aid/CPR/AED Certified. If under the age of 18, you must obtain working papers from your school guidance office. The process of completing the working papers is a bit lengthy and you MUST have the working papers returned to our office by the Friday before you are scheduled to work.

Aside from the dates camp is running are there any other dates I will be required to work?

In addition to the dates that camp is in session, there are two mandatory training dates that all counselors (new or returning) must attend. In 2019, these trainings will take place on Sundays - June 9 and June 23.

What is the Township's vacation policy? May I take time off?

For your information, the dates and times that are camps run are on our website at www.northamptonrec.com and published in our Winter Update and in our Spring/Summer Brochures. Vacations are a disruption to our program. If you have a vacation scheduled during the dates that camp is in session, please keep us in mind in future summers when your schedule is clear.

Are camp counselors permitted to use cell phones while they are working?

Unplugging from the world of electronics and cell phones is a bonus of working in a camp setting. Camp Counselors are not permitted to use personal cell phones while at camp.

NORTHAMPTON TOWNSHIP

55 Township Road • Richboro, PA 18954

(215) 357-6800

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, the presence of a non-job related medical condition or disability or other legally protected status.

Position applied for: _____ Date of Application: _____

Last Name: _____ First Name: _____

Address: _____ Phone No.: _____

City: _____ State, Zip: _____

E-mail: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before?
If yes, please give approximate date: _____ Yes No

Are you currently employed? Yes No

May we contact your current employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment). Yes No

On what date would you be available to work? _____

Are you available to work (Check One): Full Time Shift Work Part Time Temporary

Are you currently on "lay off" status and subject to recall? Yes No

Can you travel if the position requires it? Yes No

Have you been convicted of a felony within the last seven years?
(Conviction will not necessarily disqualify an applicant from employment.) Yes No

If yes, please explain: _____

EDUCATION

	HIGH SCHOOL TRADE SCHOOL	UNDERGRADUATE COLLEGE/UNIVERSITY	GRADUATE PROFESSIONAL
School Name/Location			
Years Completed			
Diploma/Degree			
Course of Study			

Describe any specialized training, apprenticeship, skills and extra curricular activities: _____

Describe any honors you have received: _____

State any additional information you feel may be helpful to us in considering your application: _____

List any professional, trade, business or civic activities and offices held: _____

You may exclude memberships which reveal sex, race, religion, national origin, age, ancestry or disability or other protected status.

REFERENCES

Give the name, address and telephone number of three references who are not related to you and are not previous employers:

1. _____

2. _____

3. _____

Have you ever had any job-related training in the United States Military? Yes No

If yes, please describe: _____

EMPLOYMENT EXPERIENCE

Please start with your present or last position, include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

Employer: _____ Length of Service: _____

Work Performed/Position Title: _____

Address: _____

Supervisor: _____ Telephone Number: _____

Reason for Leaving: _____

Employer: _____ Length of Service: _____

Work Performed/Position Title: _____

Address: _____

Supervisor: _____ Telephone Number: _____

Reason for Leaving: _____

Employer: _____ Length of Service: _____

Work Performed/Position Title: _____

Address: _____

Supervisor: _____ Telephone Number: _____

Reason for Leaving: _____

Employer: _____ Length of Service: _____

Work Performed/Position Title: _____

Address: _____

Supervisor: _____ Telephone Number: _____

Reason for Leaving: _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I am not under any restrictions by virtue of an employment agreement with a former employer which would limit my functions or performance.

This application shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

Signature of Applicant: _____ Date: _____

Northampton Township Parks and Recreation Summer Camp Employment Application Addendum

You must meet the following requirements in order to be considered for employment with Northampton Township Parks and Recreation.

1. Must be a rising 10th grader and meet the minimum age of 15 by June 1.
2. If hired, all employees must obtain required clearances.
3. Working papers are required for employees under the age of 18.

Name _____ Date _____

Home Address _____

School Address _____

Cell Phone _____ Alternate Phone _____

To be considered for employment with the Parks and Recreation Department, the following answers must be completed.

Return with Application to: Northampton Township Parks and Recreation, 345 Newtown-Richboro Road, Richboro, PA 18954 Attn: Jennifer Fean

1. Please explain qualities about yourself you feel would make you an effective camp counselor with Northampton Township Parks and Recreation. Give examples of how you have demonstrated these qualities.

2. How would you foster and teach teamwork, caring, respect, responsibility and honesty within your group of campers?

3. Working at camp is one of the most challenging and rewarding jobs you will ever have. What appeals to you about working in camp setting?
