



New Britain  
**PARKS,  
RECREATION**  
and Community Services Department

# LOVE WHAT YOU DO IN '22!

## NOW HIRING CAMP STAFF!



### Why work summer camp?

- To inspire others
- To lead awesome activities
- To make new friends
- To have nights and weekends off
- To discover your passion
- To spend your summer outdoors
- To build your resume
- To be a role model

See back for  
more info  
on how to  
apply!

Photo credit: Tyler Ounthongdy

## JOIN OUR TEAM, APPLY TODAY!

[www.nbparksnrec.org](http://www.nbparksnrec.org)  
860-826-3360

# SUMMER CAMP

**Summer Camp Dates: Tuesday, June 21st - Friday, August 5th, 2022 8am-4pm**  
**Application process is open from February to April.**

## 2022 Camp Programs

**Camp TotalRec:** We're all ready to get outside this summer! Camp TotalRec is a recreation day camp that includes sports, creative games, field trips and water fun offered to participants in grades 1-5.

**Leaders in Training (L.I.T.):** Are you a good role model and have leadership experience? Leaders in Training focuses on leadership development through fun teamwork activities and games for participants in grades 6-8.

**Downtown Players Youth Theatre Camp:** Do you have experience or a passion for acting, singing or dancing? Members work for 6 weeks towards an exciting end of the summer theatre production!

**Camp Clubhouse:** If you need some flexibility in your schedule, Camp Clubhouse is a before and after care camp that offers a split shift for staff (7:30am-10:00am & 2:00pm-5:30pm).

## Camp Positions

### **Site Supervisor**

Responsible for overall direction, organization and supervision of staff and campers. Manages program operations and provides a friendly, safe and welcoming environment. *Desirable Minimum Qualifications: high school diploma or equivalent, experience working with children, experience leading a team, ability to communicate, prioritize and manage time efficiently.*

### **Program Manager**

Responsible for program design and daily scheduling. Ensures campers are engaged in fun and challenging activities. *Desirable Minimum Qualifications: high school diploma or equivalent, experience working with children, experience managing a recreational program, ability to communicate, prioritize and manage time efficiently.*

### **Wellness Manager**

Performs safety and wellness checks throughout the day; uses positive behavior management to support staff and campers. *Desirable Minimum Qualifications: high school diploma or equivalent, experience working with children, experience with social-emotional and behavioral wellness, ability to communicate, prioritize and manage time efficiently.*

### **Group Leader**

Responsible for leading a group of campers in high quality recreational opportunities. Supervises campers and ensures their safety and general well-being. *Desirable Minimum Qualifications: Experience working with children, ability to serve as a positive role model, high level of responsibility and accountability.*

## EASY APPLICATION PROCESS!

## How to apply:

**Step 1** - Complete application and supplemental questions in blue or black ink.

**Step 2** - Submit completed application, supplemental questions and one letter of recommendation to the recreation office.\* (Current employees do not need to include a letter of recommendation.)

**Step 3** - Receive a receipt of acknowledgement

**Step 4** - Wait for an email or call from the recreation office (be sure to provide a valid phone number and/or non-school issued email address).

**Please note:** Only completed applications will be reviewed. Successful applications will be contacted to schedule an interview.

\*Recreation office is located in City Hall, 27 West Main Street, Room 302 and hours of operation are Monday-Friday,

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860-826-3360

City of New Britain  
Affirmative Action/Equal Employment Opportunity/Equal Access Employer  
**APPLICATION FOR EMPLOYMENT**  
27 West Main Street, New Britain, CT 06051  
(860) 826-3404  
www.newbritainct.gov



(Print information in ink, or type)

Office Use Only

1. Job Applying For		<div style="display: flex; justify-content: space-between;"> <div>_____ Q _____ V</div> <div>_____ NQ _____ DV</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Edu _____ Exp. _____</div> <div>Rev. by: _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Other _____</div> <div>Score _____ Rank _____</div> </div>	
(use title on job announcement) (exam no.)			
2. Your Name			
(print) Last Name First Middle			
3. Address			
(Number and Street, Road or Post Office Box)			
City State Zip Code			
4. Email Address			
5. Are you over age 18? Yes No		6. Have you ever served in the U.S. Armed Forces during periods of conflict? Yes No	
7. Telephone Number ( ) -			

8. Education

A. Did you graduate from high school?

Yes	No	Name of School	If "No", highest grade completed

B. If you have a high school equivalency certificate, give year and place the certificate was granted:

Name of School	Location

C. List any colleges, business schools, or technical school you attended:

Name of School	Location	Course or Major	Degree

D. Other training (special courses, work training programs, armed forces training). Give name and location where training was given, dates attended, subject of training, and other details related to the job for which you are applying.

NOTE: Applications are kept on file for three (3) months from date of receipt unless otherwise noted.

9. EXPERIENCE: Start with your present or last job and work backwards listing all paid or unpaid, full or part-time work, military service, and summer jobs performed during the last 10 years. Use additional sheets of paper if necessary. Work performed more than 10 years ago may be given if it applies to the job for which you are applying.

May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

1) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		
2) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		
3) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		

10. References: List the name, address and telephone number of three persons with knowledge of your character, experience and ability. Do not list relatives. Use professional, not personal, references. (Current and former employers, teachers/professors, etc.)

Name\_\_\_\_\_Address\_\_\_\_\_Tel.\_\_\_\_\_

Name\_\_\_\_\_Address\_\_\_\_\_Tel.\_\_\_\_\_

Name\_\_\_\_\_Address\_\_\_\_\_Tel.\_\_\_\_\_

11. Special Skills and Abilities. Show licenses, (including drivers); machines you operate; languages other than English which you speak, read and write well; typing and shorthand speeds, computer skills, and any other special abilities or knowledges relating to the job for which you are applying.

12. CERTIFICATION: I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that incomplete, false, or inaccurate information may result in the rejection of this application and that false information may result in my dismissal if employed. I understand that I will be required to pass a medical examination and background check as a condition of appointment. As part of the medical examination process, I may be required to undergo a drug screen. The signing of this application will serve as consent to the drug screen examination.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

Rev. 8/2021





# CITY OF NEW BRITAIN

DEPARTMENT OF PARKS, RECREATION,  
AND COMMUNITY SERVICES

EST. 1871

WWW.NEWBRITAINCT.GOV

## 2022 Summer Camp Supplemental Questions (*New Candidates*)

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Current Employee: Yes ☐ No ☐

**Directions:** Complete the supplemental questions below in blue or black ink. Once finished, fill out both sides of the City of New Britain application and complete the summer camp test. Submit completed application (*City of New Britain application, supplemental questions, camp test and letter of recommendation*) to the recreation office, 27 West Main St., Room 302. Completed application packets that are received before Friday, April 1, 2022 will be considered for first round interviews. *Applications received after April 1<sup>st</sup> will be review on an "as needed" basis.* Successful applicants will be contacted to schedule an interview. Please answer the following questions to the best of your ability:

**1. What experience do you have working with children?**

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**2. What hobbies or interests do you have that you think would be helpful in this position?**

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**3. Describe your ability to work as part of a team?**

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**4. If you were working with a group of youth, how would you promote mutual respect and acceptance of everyone?**

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**5. What impact would you like to make in the lives of our campers?**

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**6. Camp will be held Tuesday, June 21<sup>st</sup> – Friday, August 5<sup>th</sup> from 8:00am – 4:00pm, are you committed to working all weeks of camp? Yes ☐ No ☐ If not, what is your availability? \_\_\_\_\_**

**7. Camp training will be held Monday, June 6<sup>th</sup> – Friday, June 17<sup>th</sup> from 3:00pm – 7:00pm, are available to attend these trainings? \_\_\_\_\_ Yes ☐ No ☐**

**8. How did you find out the department's summer jobs? \_\_\_\_\_**

## 2022 Summer Camp Test (New Candidates)

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

**Directions:** The questions below are multiple choice, there is only one correct answer for each question. Please write your answer on the line located left of the question.

**1. What time should you arrive to work?**

- a) Scheduled work time.
- b) Within five minutes after the scheduled report time.
- c) Fifteen minutes early.
- d) Whenever you get there.

\_\_\_\_\_

**2. You witness a co-worker stealing City property (air pump, speaker, table, etc), what do you do?**

- a) Report what you saw to your immediate supervisor.
- b) Tell your co-worker that you saw him/her.
- c) Tell the co-worker who took the item(s) to put them back.
- d) Mind your business and do not say anything.

\_\_\_\_\_

**3. The Parks and Recreation Department should be involved in your social media site (such as Facebook/Instagram) in the following manner:**

- a) Photos with you in your staff t-shirt while drinking alcohol.
- b) Photos of the kids involved in the events that you are working with.
- c) Status updates throughout the day, play-by-play of your day at work.
- d) None of the above.

\_\_\_\_\_

**4. A camp leader's responsibilities include:**

- a) Supervising and ensuring the safety of campers.
- b) Assist in swim lessons.
- c) Distribute the breakfast and lunch program.
- d) All of the above.

\_\_\_\_\_

**5. In handling a disruptive and uncooperative camper, it is best to first:**

- a) Issue a warning.
- b) Find out the facts.
- c) Call the parent/guardian.
- d) Immediately remove the camper from all of the days activities.

\_\_\_\_\_

**6. The primary concern of a camp leader is:**

- a) The safety of all participants.
- b) To ensure happy campers at the end of each day.
- c) Fun activity programming.
- d) All of the above.

\_\_\_\_\_

**7. When presenting a new game:**

- a) Give detailed instruction so no questions need to be asked during the game.
- b) Break into small groups to explain the rules.
- c) Give basic objectives and rules to get the game going; answer questions as the game is played.
- d) Hand out printed rules ahead of time and hold a discussion after reading.

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**8. An adult, who you have not seen before, comes to pick up a child from camp. You should:**

- a) Say "Hello" and let the child leave with the adult.
- b) Check to see that the adult is listed on the registration form as authorized to pick up camper.
- c) Fill out child release form.
- d) Call the police immediately.

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**9. As a group leader, if you have a repeatedly disruptive camper, what do you do?**

- a) Yell at him for every infraction.
- b) Take away swim time.
- c) Write up his infraction and talk to your supervisor about how to best handle the issue.
- d) Call his mom to notify her that he is not allowed to return to camp due to his bad behavior.

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