



NOW HIRING

SUMMER CAMP STAFF!

Where you
want to **BEE**



Why work summer camp?

- Build your resume
- Leadership Skills
- Supportive work environment
- Nights and weekends off
- Discover your passion
- Spend your summer outdoors

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



See back for more info
on how to apply!

Photo credit: Tyler Ounthongdy

JOIN OUR TEAM, APPLY TODAY!

www.nbparksnrec.org
860-826-3360

Summer Camp Dates: Tuesday, June 20th - Friday, August 4th, 2023
Application process is open from February to April.

Summer Camps

Camp TotalRec

Camp TotalRec is a seven week recreation day camp offered at AW Stanley Park and Willow Brook Park for completed grades 1-5.

Tuesday, June 20th- Friday, August 4th, 8:00am - 4:00pm

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.

Tuesday, June 20th- Friday, August 4th, 8:00am - 4:00pm

Downtown Players Youth Theatre Camp

Do you have experience or a passion for acting, singing or dancing? Staff work with participants for 6 weeks to develop an exciting end of the summer theatre production!

Tuesday, June 20th- Friday, July 28th, 8:00am - 4:00pm

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.

Tuesday, June 20th- Friday, August 4th, 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.

Program Manager *

Responsible for program design and daily scheduling. Ensures campers are engaged in fun and challenging activities.

Wellness Manager *

Performs safety and wellness checks throughout the day; uses positive behavior management to support staff and campers.

**Supervisor position qualifications: high school diploma or equivalent and experience working with youth.*

Group Leader

Responsible for leading a group of campers in high quality recreational opportunities. Supervises campers and ensures their safety and general well-being.

Group Leader qualifications: Experience working with youth.

EASY APPLICATION PROCESS!

How to apply:

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

Step 2 - Submit completed application, summer camp exam, 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, 8:15am - 3:45pm

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www.nbparksnrec.org
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;"> Q _____ V </div> <div style="display: flex; justify-content: space-between;"> NQ _____ DV </div>	
(use title on job announcement) (exam no.)			
2. Your Name		<div style="display: flex; justify-content: space-between;"> Edu _____ Rev. by: _____ </div> <div style="display: flex; justify-content: space-between;"> Exp. _____ </div>	
(print) Last Name First Middle			
3. Address		<div style="display: flex; justify-content: space-between;"> Other _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> Score _____ Rank _____ </div>	
(Number and Street, Road or Post Office Box)			
City State Zip Code			
4. Email Address			
5. Are you over age 18?		6. Have you ever served in the U.S. Armed Forces during periods of conflict?	
Yes No		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. Have you ever been employed by the City of New Britain? ☐ Yes ☐ No

If yes, please list department, position and dates employed:

13. 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. 1/2023

CANDIDATE INFORMATION

First and Last Name: _____ Date: _____

SUMMER CAMP EXAM

Directions: The questions below are in multiple-choice format; there is only one correct answer for each question. Write your answer on the line to the right of the question and answer selections.

1. If you are scheduled to work at 8am, what time should you arrive to work?

- a) At 8am, the scheduled report time _____
- b) Within 5 minutes before or after 8am, the scheduled report time
- c) At 7:50am, ten minutes early
- d) Whenever you get there, 8am is early and campers don't arrive until 8:30am.

2. A camp group leader's responsibilities include:

- a) Supervising and ensuring the safety of campers _____
- b) Leading campers in activities
- c) Documenting and recording information on campers
- d) All of the above

3. Throughout the work week, you find out that a co-worker is being repeatedly dishonest to the supervisory staff. This is disrupting the entire team and the morale of the day, you: _____

- a) Confront your co-worker on their dishonesty
- b) Find a time to talk with the supervisory staff in private about the issue
- c) Form an alliance with the other member of the staff team against the dishonest co-worker
- d) Mind your business and do not say anything

4. The dress requirements for the job include wearing a staff t-shirt, swim suit, sneakers, minimal jewelry, and no facial piercings. You don't feel like wearing a swim suit every day to camp. You: _____

- a) Bring it in your back pack and put it on only when you know a supervisor is watching at the pool
- b) Wear your bathing suit under your staff t-shirt everyday
- c) Take your chances, don't wear it
- d) Talk to the team about the requirements and see if you can all get the supervisors to change it

5. You have a camper in your group who seems to need extra time to understand and be able to be involved in activities with the group. He/she tends to sit out on the sidelines. As a group leader, you: _____

- a) Continue to engage the group in activities as long as the camper on the side is occupied
- b) Modify the activities to include all campers and/or abilities and understanding
- c) Ask the supervisors to move this camper into another group
- d) Take the opportunity to talk to the parent about this camp program not being the right fit for the camper

6. When handling an issue between two campers who are arguing and putting their hands on one another, a group leader should first: _____

- a) Issue a warning for their behavior as long as neither of them was physically hurt
- b) Start to mediate the conflict between the two campers by finding out the facts
- c) Call the parent/guardians of both campers; send them home
- d) Punish the campers by having them sit out of recreation swim in the afternoon

7. When presenting a new game or activity to campers, you should: _____

- a) Give detailed instructions so no questions need to be asked during the game/activity
- b) Break into smaller groups to explain the instructions
- c) Give basic objectives to get the game/activity going; answer questions as the game/activity is played
- d) Pass out printed instructions ahead of time and hold a discussion after instructions are read to gauge if campers understand

8. If an adult, who you do not recognize, attempts to pick up a camper from the camp program, you first should: _____

- a) Greet the adult, allow the camper to leave with that person, and say good-bye
- b) Check the camper registration information to verify that the adult can pick up the camper
- c) Have the adult sign the child release log before leaving with the camper
- d) Call the police right away

9. One of the campers in your group is repeatedly disruptive. As a group leader, you should: _____

- a) Modify your approach to accommodate the campers' behavior
- b) Take away 10 minutes of recreation swim time for each disruption
- c) Talk to your supervisor about strategies or next steps to take
- d) Ignore the behavior

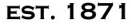
10. Camp is held outdoors, however, when inclement weather hits, camp may be moved indoors. On a "rain day", do you: _____

- a) Sit back and use this as a day to relax indoors
- b) Encourage the campers to call home to be picked up so that the day isn't too boring for them
- c) Take this as an opportunity to play new games and activities to keep your campers engaged
- d) None of the above

SUMMER CAMP EMPLOYMENT APPLICATION PROCESS

This summer camp exam is one of 4 items that makes up a completed application packet for summer camp employment. A completed application packet includes: 1. City of New Britain Application for Employment, 2. supplemental application questions, 3. written exam, and 4. a letter of recommendation.

Completed application packets can be submitted to the recreation office at City Hall, 27 West Main Street, room 302; application packets that are received before Friday, March 31st will be considered for first round interviews. Applications received after April 1st will be reviewed on an "as needed" basis until positions fill. Candidates with strong and completed applications will be contacted to schedule an interview.



**DEPARTMENT OF PARKS, RECREATION,
AND COMMUNITY SERVICES**

WWW.NEWBRITAINCT.GOV

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