

MAHWAH SUMMER RECREATION 2019
COUNSELOR APPLICATION DEADLINE WEDNESDAY - MAY 15, 2019
KEEP THIS SHEET!!!!!!
COUNSELORS MUST WORK ALL FOUR WEEKS

There will be an in-person application day on May 1st at the Rec Building, 6-7:30pm. This is a great opportunity to ensure you have all paperwork. Applications at *mahwahtwp.org* in the **FORMS CENTER**.

PLEASE READ CAREFULLY:

- Counselors must be residents of Mahwah.
- Counselors must be entering their junior year and have been a CIT with MSR.
- Recreation dates: July 1 to July 26. **Counselors must work all four weeks.**
Recreation hours: Mini Rec (grades K-2) at **JOYCE KILMER:** 8:30 – 12:30
Big Rec (grades 3-8) at **THE HIGH SCHOOL:** 8:30 – 12:30
- Preferred aged group choice will be taken into consideration but cannot be guaranteed.
- You are expected to stay with your assigned group for the entire three-hour program.
- You will be expected to participate in ALL activities with your group.
- You will be expected to treat all fellow counselors and CIT's with respect.
- As a staff member, you are expected to set a good example for your group. Appropriate conduct and dress, an attitude of enthusiasm and a genuine wish to enjoy this experience are essential.
- **Sneakers and a STAFF shirt must be worn everyday. NO SHORT SHORTS**
- Cell phones are not permitted during rec hours. A phone is in the office in case of emergencies.
- **Deadline for completed application is Wednesday, May 15th. We will be at the Rec building that evening from 6-7:30 – you can drop off apps then or mail by 5/15/19.** You will be notified by 6/12.
- Set up date will be **Friday, June 28th 9:30-11am.** You are expected to attend.

POSITIONS AVAILABLE:

Mini Rec: For campers entering K, 1 & 2 at Joyce Kilmer
Director: Miss Kelsey Polster

Big Rec: For campers entering 3, 4, 5, 6, 7 and 8th at **MAHWAH HIGH SCHOOL**
Director: Mrs. Karen McGuire

SALARY INCREASE: 1st year counselor - \$8.00/hr. 2nd year \$8.25/hr. 3rd year \$8.50/hr

YOU MUST RETURN THE FOLLOWING:

- Completed Application (application page only-ALL APPLICANTS)
- Completed and signed W-4 Tax form. Do not cut the tax form. (All applicants)
- Photo ID (All Applicants)
- Employment Eligibility Verification form, starred areas completed and signed. (New applicants)
- Photocopy of birth certificate, signed social security card, and school ID or drivers license. A total of three (3) forms of ID required, (New applicants).
- **COMPLETED AND SIGNED WORKING PAPERS ARE REQUIRED FOR ALL NEW APPLICANTS UNDER 18 YEARS OLD.**

You may pick up the working papers in the main office at Mahwah High School.

~ PLEASE KEEP THIS COVER SHEET FOR YOUR RECORDS AND INFORMATION ~

MAIL TO: Mahwah Summer Recreation
PO Box 305
Mahwah, NJ 07430

Any questions EMAIL Miss Polster or Mrs. McGuire at mahwahsummerrec@yahoo.com.

MAHWAH SUMMER RECREATION COUNSELOR APPLICATION
DEADLINE MAY 15th

APPLICANT please print and send this page with 1) signed tax form, 2) Employment Verification form, and 3) photocopy of birth certificate, signed Social Security card AND School ID or Drivers License (New applicants), 4) Working papers if you are a new applicant under 18.

Name: _____ Grade Next Sept.: _____ Date of Birth: _____

Address: _____ Your Cell Phone: _____

Emergency contact: _____ Phone: _____

Special medical needs: _____ Your email address _____

This will be my ____ year as a counselor at Mahwah Summer Recreation.

NOTE: If this is your first year, how many years did you CIT? _____

Preferred age group (circle): **At JK:** Kindergarten 1st 2nd
At HS: 3rd 4th 5th 6th 7/8th

Positions for grades 6 & 7/8 will be given to HS grads first. All requests for placement are given careful consideration, but are not guaranteed.

MUST WORK ALL FOUR WEEKS

Week 1- 7/1-3 Week 2- 7/8-12 Week 3- 7/15-19 Week 4- 7/22-26
NO REC 7/4 & 5

Please list the names and phone numbers of two (2) references:

Do you want your name included on a babysitting list that will available to parents? YES NO

Mail completed application, tax form, Employment Verification, copies of ID to:

Mahwah Summer Recreation
PO Box 305
Mahwah, NJ 07430

Or place in the mailbox marked RECREATION in front of the Rec Building (white house) at Commodore Perry field.

EMPLOYMENT IS NOT GUARANTEED FOR RETURNING APPLICANTS