

Dear Applicant,

Thank you for your interest in a position with the East Windsor Recreation Department 2025 Summer Camp Program. Please carefully read below for information pertaining to the application and interview process.

All applications are due ASAP; please submit electronically no later than April 18, 2025. The earlier you submit your COMPLETED application, the better! Please return COMPLETED applications to summercampewt@gmail.com and also copy to recreationassistant@east-windsor.nj.us. Applications will be on-line on the township website, www.east-windsor.nj.us, or in person in the Municipal Building foyer.

- Age requirements are as follows:
 - Counselor – 16 years old
- Please be mindful that these positions are for the **entire** 8-week program, including Camp Orientation and assistance at one (1) Recreation Event in the evening or on a weekend.
 - Two half day or evening trainings will be held prior to the start of camp. Dates are **To Be Determined**.
 - Camp will begin on Monday, June 30, 2025 and continue through Friday, August 22, 2025. There will be no camp on Friday, July 5. Dates subject to change.
 - Recreation Department special events may tentatively take place on evenings or weekends throughout the summer months. Each camp staff member is **required** to work at least one (1) of these events, as per each staff contract. Event assignments will take place at orientation.
- ALL staff will be required to be CPR/AED certified. It is recommended that you plan early to get your certification through courses available online. If certified (must not expire during the summer), please provide proof along with your application.
- Applicants who meet our criteria for potential summer employment will be contacted by phone or email to schedule an interview shortly after receipt. Applications will be accepted until openings are filled.

If you have any additional questions, please email recreation@east-windsor.nj.us or contact the Recreation Department at 609-443-4000, extension 425.

Thank you for your interest!

Mike Fenlon, Director of Recreation

EAST WINDSOR TOWNSHIP RECREATION DEPARTMENT

SUMMER CAMP EMPLOYMENT APPLICATION

Please type or print all information.

NAME _____ DATE OF BIRTH ____ / ____ / ____
LAST FIRST MIDDLE INITIAL MM DD YYYY

ADDRESS _____
STREET CITY STATE ZIP

HOME PHONE _____ Cell Phone _____

EMAIL ADDRESS (PLEASE PRINT) _____

POSITION APPLYING FOR

PLEASE CIRCLE ALL THAT APPLY

FULL TIME:	<input type="checkbox"/> Program Supervisor	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Counselor
	<input type="checkbox"/> Afternoon Care Supervisor (2:45 pm –6:00PM)	<input type="checkbox"/> Morning Care Supervisor (6:45 am - 8:45 am)	

Please list any certifications/licenses (CDL, First Aid, CPR, AED, Epi-Pen, etc.) that you currently possess AND will be current through 8/22/25: _____

In a short paragraph, please tell us something about yourself and why you wish to work for the East Windsor Recreation Department:

REFERENCES

NAME	TITLE/POSITION	ADDRESS	TELEPHONE NUMBER
1.			
2.			
3.			

EDUCATION

	NAME/ADDRESS	DATES ATTENDED	DEGREE	MAJOR/CERT.
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
OTHER (PLEASE SPECIFY)				

PLEASE ATTACH A RESUME AND/OR LISTING OF PREVIOUS WORK EXPERIENCES. PLEASE INCLUDE THE NAME OF THE ORGANIZATION, SUPERVISOR, ADDRESS, PHONE NUMBER, JOB TITLE, RESPONSIBILITIES, AND OTHER PERTINENT INFORMATION.

I HEREBY AUTHORIZE the release of the information listed herein concerning me to the Township of East Windsor and absolve the Township of East Windsor from liability for use of same. I HEREBY DECLARE the information provided to me to be true, correct, and complete. In addition, I authorize the Township of East Windsor to obtain background information concerning my driving and personal record and release the Township of East Windsor from any liability regarding the use of this information. I do this willingly, knowingly, and as a volunteer act.

SIGNATURE _____

DATE _____

Parent/Guardian _____

DATE _____

(if applicant is under the age of 18)