

VILLAGE OF MAMARONECK RECREATION 914 777- 7784

DAY CAMP JOB INFORMATION 2012

www.village.mamaroneck.ny.us/rec

CAMP LOCATION: HARBOR ISLAND PARK BEACH PAVILION

CAMP HOURS

- KINDERGARTEN PROGRAM: 9 A.M. – 1 P.M.
- GRADES 1-9: 9 A.M. – 3 P.M.

CAMP SEASON

SIX WEEKS LONG - MONDAY THROUGH FRIDAY

- **Monday, JULY 2 THROUGH & INCLUDING FRIDAY, AUGUST 10, 2012**
- **PLUS 3-4 DAYS OF ORIENTATION PRIOR TO CAMP OPENING DAY.**

ORIENTATION DATES are tentatively set for: Tuesday –Saturday June 26- June 30

Time of day will vary depending on your position at camp; some evenings required for orientation.

ORIENTATION IS MANDATORY BY STATE LAW- NO ONE MAY BE EXCUSED. YOU ARE PAID FOR ORIENTATION.

STAFF HOURS

Staff is required to be at camp 15 minutes before camp opens and 15 minutes after camp closes each day.

If you work the kindergarten program, your workday is 4.25–4.5 hours per day. If you work the full day camp, your workday is 6.25-6.5 hours per day.

AS A COUNSELOR YOU WILL BE ASSIGNED TO A GROUP & BE EXPECTED TO SUPERVISE THAT GROUP.

You will report directly to a grade level supervisor. You may be required to know games/ activities for your group to play/do. This offers you an opportunity to present games & activities that you like to do that are age appropriate. So yes, you need to be prepared. Before camp season starts, you should write down games and activities on paper so that you will have this information readily available. The internet may be a good source of information for games and activities.

WHEN YOUR GROUP IS WITH A SPECIALIST

EXAMPLE: ARTS AND CRAFTS, PERFORMING ARTS, PE, ETC YOU ARE STILL EXPECTED TO PARTICIPATE WITH THE GROUP. THIS IS **NOT** BREAK TIME FOR A COUNSELOR BUT RATHER THE TIME THAT YOU TAKE DIRECTION AND INSTRUCTION FROM THIS SPECIALIST.

TRIPS

As a counselor you will go on one trip per week with your group. Past trips were: Splashdown water slide, Paint Yr Art Out pottery, Playland, Sportime, Harbor Island Park, Leapin Lizards, Florence Park, Mamaroneck Playhouse, bowling, Hommocks, Saxon Woods, Wilson Woods pool, Bluefish baseball.

There are: ice cream parties, a barbeque, camp show, weekly themes, sprinkler parties, quiet game activities, group field games.

PARENT/ CAMPER/STAFF NIGHT with 7TH-9TH GRADE

There may be a parent/ camper/staff dinner which is a late night event that you may be required to work. More details will be given at staff orientation in June.

THERE IS NO BREAK TIME FOR CAMP STAFF DURING THE DAY.

You eat lunch with your group and go to the pool with your group. You will need to bring your own lunch; you will not be allowed to leave camp to get lunch. By law, counselors must be in the water/pool with the campers. You must bring swim wear every day. You will go to these pools: Hommocks, Wilson Woods, Tibbett's Brook, Saxon Woods. **No cell phones** or electronic devices may be used at camp. You must wear a **wrist watch** every day. **NO SMOKING** during the camp day.

**YOU WILL BE GIVEN 3 STAFF SHIRTS AND A NAME BADGE THAT YOU MUST WEAR EVERY DAY TO WORK.
WE WANT YOU TO LOOK YOUR BEST!!!**

THERE ARE NO PROVISIONS FOR DAYS OFF FOR STAFF DURING THE CAMP SEASON.

THERE ARE NO SUBSTITUTES THAT CAN TAKE YOUR PLACE, SO YOUR PRESENCE AT CAMP IS REQUIRED EVERY DAY.

THINGS YOU NEED TO CONSIDER

- DO YOU NEED TO GO AWAY WITH YOUR FAMILY DURING THE CAMP SEASON?
- DO YOU HAVE TO BE AT COLLEGE FOR ANY REASON DURING THE CAMP SEASON?
- ARE THERE ANY LEGAL, MEDICAL OR SPORTS OBLIGATIONS THAT YOU MUST TAKE CARE OF DURING THE CAMP SEASON?
- IS THERE ANY REASON THAT YOU **CANNOT** WORK THE ENTIRE 6 WEEKS PLUS 3-4 DAYS OF ORIENTATION? IF SO THEN PLEASE NOTE THESE DATES ON YOUR EMPLOYMENT APPLICATION OR CALL BACK LETTER.

**THE CAMP SEASON CAN BE LOTS OF FUN AND DOES GO BY VERY, VERY QUICKLY.....
IF YOU DECIDE YOU WANT TO WORK AT CAMP, YOU WILL HAVE A GOOD TIME!!!!**

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BEACH JOB INFORMATION 2012

Beach Season: Starts **Saturday, June 16** through and including **Labor Day, Monday, September 3** and is open seven days a week. Beach is **closed on Wednesday, July 4** due to fireworks preparation. There are no evening hours. You may work three to six days per week depending on the need.

Duties and responsibilities: all staff -rake beach, weed, clean bathrooms and showers. On inclement days, you may be assigned to work at day camp, in another village office or **general clean up** of the beach pavilion. No one, except the Beach Manager and Assistant Beach Manager, is to be in the first aid station/lifeguard shack in the pavilion. **ALL** staff is expected to be outside on the beach. You may have to arrive early or stay late a few times during the season to do in service training for which you are paid.

"Everyone does everything and we are not done until we are all done" is our motto.

Rainy Days: There will be a recorded announcement on the beach line **698-0343** or the hot line **777-7763** by 9 am informing you if the beach will be opened or closed for the day. It is your responsibility to check on whether or not you need to report to work. Sometimes only a skeleton crew will need to report to work. You are **not** paid if the Village has to close the beach due to weather conditions. **Every** attempt will be made to place employees at other areas to work in the event of a closure so that you will not lose any pay. You are **only** paid for the time you have worked. You may elect to go home (and not be paid) on inclement weather days you just need to check with the Beach Manager before doing so. You may be assigned to do camp tasks as needed to help with the camp program.

Hours: 9:00 am-5:00 pm, **half hour** for lunch for which you are paid. You may **not** leave the beach during lunch. You may eat your lunch outdoors or in the Beach Pavilion. You are **not** permitted to leave the beach once signing in for the day. Please bring your lunch with you or make arrangements to have your lunch dropped off to you.

Orientation will be Friday, June 15 noon – 6 pm. Lunch is provided for you. **Cell phones:** are **not** to be used during work hours 9:00 am – 5:00 pm. You may use your cell phone **@ lunch time only**. Lifeguards who are not sitting as guards are not to leave the waterfront area. Lifeguards not actively watching the water are **still** considered working and may be assigned to other duties. This "down time" is **not** break time. Since there is a fair amount of "down time" there is no specific break time for staff other than your lunch time. **No smoking** anywhere on the beach.

If you are **sick**, please call the Beach Manager at home and speak directly to that individual. At orientation, home phone numbers of all staff will be distributed. Please keep a copy at home and a copy with you.

Uniforms: You will be given three staff shirts and one name badge. Your shirt and name badge must be worn every day to work. We want you to look your best. **Lifeguards** need to provide and wear their own **RED** bathing suit.

Certifications: CPR/AED refresher **Saturday, June 2: 10 am – 4 pm**. All lifeguards must be lifeguard certified with **waterfront module**. You must have a current CPR card. If you have a two-year CPR card it is only recognized by the Board of Health for the **first year** of the certificate. American Heart Certification Course C is a two year card and is only considered current for a lifeguard for the **first year**. In short-- **ALL lifeguards** must renew their CPR cards annually-every 12 months. Certifications must be presented at the time of interview.

Situations you need to consider:

- Will you be taking a vacation during the beach season?
- Do you need to be at college for any reason during the beach season?
- Are you on a sports team and start practice during the beach season?
- Are there any legal or medical obligations that you must take care of during beach season?
- Is there any reason that you cannot work the entire 11 week beach season plus one full day of orientation?

Working at the beach can be a very enjoyable experience and lots of fun. Hope to see you there!