Dear Applicant:

Thank you for your interest in seasonal employment with the Burnt Hills-Ballston Lake Recreation Program. The following information is provided to assist you in understanding the application and the hiring process.

General Information:

Applications are reviewed as they are received. Applications will be retained on file through the end of the summer and will be referred to as openings occur. If you need more specific information about the position you are applying for, please contact Andrew Haluska (Summer Recreation Director) at bhblsummerrec@gmail.com. **It is best to submit your application as soon as possible**, as most positions will be filled by April 28, 2023. Applications will be reviewed and a limited number of applicants will be selected for short interviews with the camp director.

When filling out your application, please provide as much pertinent information as possible. Remember, you are trying to "sell" yourself to the program. Please make sure the completed application is neat, organized, and easy to read. If completing the application using technology, please make sure the format is correct before submitting it. If you are hand writing the application, please make sure it is written in pen and is legible. It is important to be able to read ALL of your information and in particular, your email address.

We will communicate via email and/or cell phone, so it is important that you provide a current email address and phone number. Please make sure you check your email for updates on the status of your application. You may also email the Summer Recreation Director at the email address above.

All Summer Recreation Counselor Applications are due by Monday, April 17, 2023. Any applications received after this date will automatically be waitlisted. There will be approximately 18-25 positions available for the Burnt Hills-Ballston Lake Summer Recreation program. This year, we ***MAY*** hire 8-10 Junior Counselors to help run the program. **These are non-paying positions**. These positions are an excellent way to earn volunteer hours for the National Junior Honor Society. Junior Counselors will be held to the same expectations as paid counselor positions. Camp will begin on Monday, June 27, 2023 (orientation/set-up) and run through Friday, July 21, 2023. **While unforeseen circumstances arise, it is expected you will be available to work the entire month.**

Qualifications include:

- ✔ **Eagerness to support children's cooperation, teamwork, and community spirit.**
- ✔ **Excellent skill in attending to children's physical and emotional well-being.**
- ✔ **Interest in nature, art, music, sports, games, swimming, and FUN!**
- ✔ **Punctuality and reliability.**
- ✔ **Ability to work well with others.**

Your responsibilities include, but are not limited to:

- ✔ **Helping campers get situated at the beginning of the camp day.**
- ✔ **Taking attendance.**
- ✔ **Getting to know his or her group members as individuals and cultivating a positive culture.**
- ✔ **Helping with daily camp set up, clean up, and housekeeping.**
- ✔ **Organizing and implementing games and activities throughout the work day.**
- ✔ **Sitting with kids AND interacting with them during snack and lunch time.**
- ✔ **Looking for "holes" and filling them…Learning to anticipate certain things: watching the campers-thinking about their safety, well-being, and comfort.**
- ✔ **Smiling! Even when you're hot!**
- ✔ **Encouraging kids to be positive. Pointing out and thanking them when they do something nice for, or with, another person. Praise is an incredible motivator.**
- ✔ **Answering questions and "showing the way"- to bathrooms, drinking fountains, water cooler, camp store, field, and pool.**

This summer you will be part of a day camp with many children between the ages of 6-13. The above list includes some basic responsibilities- but it is the **bare minimum**. The things that are not listed are the unique qualities you will bring to the camp. What special gifts can you share? What is it about you that kids want to be around? What activities or thoughts will you bring to the camp? What makes you awesome? I look forward to speaking, and hopefully working, with you.

Sincerely,
Andrew Haluska

Burnt Hills-Ballston Lake Recreation Director