



**FLEMINGTON- RARITAN PARKS & RECREATION COMMITTEE**

**P.O. Box 2255**

**FLEMINGTON, NEW JERSEY 08822**

**(908)892-4649**

**EMAIL:FLEMINGTONPARKS@GMAIL.COM**

**WEBSITE:WWW.FLEMINGTONRARITANPARKS.ORG**

## **VOLUNTEER JUNIOR COUNSELOR - 2016**

Volunteer - one who offers service of his/her free will (Webster's Dictionary, 1998 Edition).

Although this is a volunteer job, it is nevertheless a responsibility and will require a commitment on your part. Through volunteering, you will have the opportunity to learn and develop desirable "Job Qualities".

### **DO YOU POSSESS THESE QUALITIES NOW?**

**PUNCTUAL:**

Reporting to your counselor and group on time, every day.

**RELIABLE:**

Your counselor and group can count on you coming every day.

Do not apply if you are unable to attend the orientation meeting scheduled for Wednesday, June 29, 2016 from 9 a.m. to 12 p.m.

### **ARE YOU WILLING TO CONTINUE DEVELOPING THE FOLLOWING QUALITIES?**

**BEING RESPONSIBLE:**

Complete assigned tasks to the best of your ability and be willing to ask questions if you don't understand something or are unsure. (Intelligent people ask questions.)

**BEING RESOURCEFUL:**

Don't wait to be asked to do things. If you see something that needs to be done, do it! Use good judgment.

**BEING A TEAM PLAYER:**

Yes, you will be instructed to do things that are not always fun, but are in the best interest of the group and the program.

**If you are interested, please fill out the application form, emergency form, and signed junior duties form. PLEASE RETURN ONLY THOSE THREE FORMS TO:**

**Flemington-Raritan Parks & Recreation Committee**

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**INCOMPLETE OR UNREADABLE APPLICATIONS WILL BE RETURNED**

- ☐ **I am a returning Junior Counselor**
- ☐ **I am applying for a position as a new Junior Counselor**
- ☐ **I am a returning Junior Counselor who will turn 14 before the beginning of camp**

**Applications must be submitted by May 15, 2016**

**APPLICATION FOR VOLUNTEER JUNIOR COUNSELOR**

**(PLEASE PRINT)**

NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

GRADE(must have completed 6<sup>th</sup>) \_\_\_\_\_ Email Address: \_\_\_\_\_

COMPLETE ADDRESS \_\_\_\_\_

\_\_\_\_\_ PHONE \_\_\_\_\_

RECOMMENDING TEACHER: \_\_\_\_\_

**DEAR TEACHERS: REMEMBER – YOUR RECOMMENDATION WILL PERMIT THIS INDIVIDUAL TO WORK WITH AND CARE FOR YOUNG CHILDREN.**

**The Summer Program will be in session June 29 – July 29. Closed July 4th .**

**Junior Counselors are needed for the hours of 8:45 a.m. - 12:00 Noon daily, and MUST attend the orientation meeting scheduled for Wednesday, June 29 from 9 a.m. to 12 p.m. (No one is excused, please do not ask!)**

Please indicate age group in which you would prefer to work: \_\_\_\_\_

Or Arts and Crafts (if available): \_\_\_\_\_

School location you would like to work at:

Barley Sheaf ☐ Desmares ☐ Robert Hunter ☐

Why do you want to be a Junior Counselor at the Summer Intersession Program?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Teacher's Signature**

**Student's Signature**

**Parent's Signature\***

**All three signatures are required for your application to be considered.**

**\*PARENT SIGNATURE INDICATES THAT HE/SHE UNDERSTANDS WHAT THEIR CHILD HAS COMMITTED TO AND HE/SHE HAS READ OVER THE ENTIRE APPLICATION AND ATTACHMENTS WITH THEIR CHILD. IF THERE ARE ANY UNCERTAINTIES, PLEASE CALL BEFORE YOU APPLY.**

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## JUNIOR COUNSELOR EMERGENCY FORM

Junior Counselor's Name: \_\_\_\_\_

Identify Allergies: \_\_\_\_\_

IDENTIFY conditions and/or medications currently being taken:

\_\_\_\_\_

Date of last tetanus shot: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

ID/Contract No.: \_\_\_\_\_

Family Physician: \_\_\_\_\_

Physician Telephone: \_\_\_\_\_

I, being the parent or legal guardian of the above named child, do hereby appoint Mrs. Kim Heierling and/or Mrs. Claudia Jursik, Recreation Directors and their adult designee, to act in my behalf in authorizing medical and hospital care, excluding major elective surgery, for the above named child during the Flemington-Raritan Summer Intersession Program, which is in session from June 29 – July 29, 2016.

This document shall be presented to the appropriate hospital representative at such time as expected hospital care may be required.

\_\_\_\_\_  
Parent/Guardian Name – Print

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Phone/Work Phone/Email  
Alternate **Local** Contact who is available during the stated hours of camp and knows how to reach you:

\_\_\_\_\_

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## **JUNIOR COUNSELOR DUTIES**

1. Listen to the Counselor and do whatever you can to help them with the group. Some of the tasks you will be asked to do are:
  - Take campers to the bathroom or for drinks
  - Find and return equipment for games
  - Get something from the group box that is needed
  - Help campers while in Arts & Crafts
  - If your counselor needs the Director, or another adult, go find them
  - Assist counselor with the skit
  - Do not apply unless you can follow instructions, **WITHOUT A DEBATE**
2. **NEVER, NEVER, NEVER** leave your group unless instructed by the counselor.
3. Think before you act.
4. Be a good role model for the campers.
5. Have fun and keep the kids safe.
6. Ask questions if you are not sure of something.
7. Do not carry children. It is dangerous.
8. **CELL PHONE USE WILL NOT BE TOLERATED DURING WORKING HOURS!!**

## **JUNIOR COUNSELOR DISCIPLINE POLICY**

**As in life, all choices carry consequences. Be prepared for them!**

Junior Counselors will be held to a strict discipline policy.

1. The first time a Junior Counselor is disciplined by the Site Director, they will receive a warning.
2. The second time a Junior is disciplined, they will be suspended from camp for one day.
3. The third time a Junior Counselor is disciplined, they will be asked not to return to camp for the remainder of the program.

## **NO GUARANTEES**

Junior Counselors need to understand that no one is guaranteed a Counselor's job once they turn 14. Counselors are hired each year based on staffing needs and employee performance. Juniors must show that they are responsible, mature, hardworking, and able to organize and control a group of kids without any major problems. **Remember, you are being asked to help care for someone's child! By your signatures, you and one of your parents have agreed that as a Junior Counselor you will conduct yourself in a responsible manner, following ALL guidelines stated within this packet**

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Student's Signature

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Parent's Signature

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# **MISSION STATEMENT**

**The programs conducted by the  
Flemington-Raritan Parks and Recreation Committee  
will provide a fun, safe, and  
creative atmosphere in which each  
participant may socialize and make  
positive discoveries about themselves,  
those around them, and their environment.**