

2025 MONTVALE RECREATION SUMMER CAMP APPLICATION FOR

NEW COUNSELORS ONLY

MAIL OR DELIVER YOUR APPLICATION PACKET AND A SMALL PHOTO OF YOURSELF BY **MARCH 3** TO: Montvale Borough Hall, ATTN: Recreation Department, 12 DePiero Drive, Montvale, NJ 07645

APPLICANTS MUST BE AVAILABLE DURING THE BELOW DATES AND TRAINING:

Monday-Friday June 23 - July 18 (Off July 4)

Summer Camp Counselor Hours

9:00am-2:45pm

Adventure Camp Counselor Hours

8:30am-2:45pm

Mandatory Counselor Training: June (Date TBD)

New Counselor Interviews

All NEW applicants must be interviewed. If Adventure Camp (Grades 6 & 7) is marked as your first preference on the application, please attend the Adventure Camp interview date.

Summer Camp: Thursday, March 13 between 5:00 and 7:00pm

Adventure Camp: Saturday, March 8 between 9:00am and 11:00am

All applicants will be interviewed on a first come, first served basis. All interviews will be held at Borough Hall (12 DePiero Drive, Floor 2).

Summer Camp Directors

Mrs. Loranger



Mr. Kevin



Mr. LoPresti



Mrs. LoPresti



Adventure Camp Director

Mrs. Carlisle



APPLICANTS MUST FULLY COMPLETE THE BELOW APPLICATION THEMSELVES. APPLICATIONS THAT ARE FILLED OUT BY ANYONE OTHER THAN THE APPLICANT WILL NOT BE CONSIDERED.

Please email the Recreation Director with any questions:

Mrs. Loranger- MontvaleRecreation@montvaleboro.org

Counselor in Training (CIT)

Requirement: Must be entering grade 9 in September of 2025

This position is meant to be a learning experience for those interested in becoming an assistant or head counselor in the future. Individuals in this program are expected to observe and learn the roles and responsibilities of the higher-level positions within their assigned group and other groups, if the opportunity presents. The CIT program also allows for the opportunity to complete service hours for the community while working with kids and absorbing as much knowledge as possible. Throughout the summer, individuals must prove themselves responsible, patient, safety conscious, hardworking, a team player and capable of working with children, especially if they would like to apply for a counselor position in the future. Individuals who have completed the CIT program and therefore have experience working in camp, do get preference to a paid position in the future as opposed to those that did not complete the CIT program. Completing the CIT program does not guarantee employment at camp in the future but it does give preference over applicants who have not completed the CIT program.

Assistant Counselor

An assistant counselor's role is to establish a comfortable physical, social and emotional environment for all campers in their group. The assistant counselor is also responsible for working collaboratively with the head counselor on development, direction and supervision of age-appropriate activities to include, but not limited to, group games, sports and water activities. Assistant counselors are also expected to build meaningful and appropriate connections with both the campers and other counselors in their assigned group. All counselors are expected to participate in the setup and cleanup of camp equipment as well as the storage of equipment throughout the summer. Overall, assistant counselors are expected to play a supportive role both to their fellow counselors while maintaining a good working relationship with all campers.

Head Counselor

The most vital role of a head counselor is to maintain safety as a top priority and follow all camp policies. Beyond safety, a head counselor is expected to organize and lead various small and large group activities that include all campers within their group and at times, another group as well. On a day-to-day basis, the head counselor will maintain daily attendance of each camper as well as their current whereabouts. As appropriate, the head counselor will mediate camper disputes and notify camp directors of any behaviors that warrant a camper being spoken with separately. A head counselor will need to be able to effectively communicate any problems or concerns that arise within the group to include staff concerns.

Setup/Cleanup Position

Each year, a select number of counselors-in-training are selected for a paid setup/cleanup position. The morning hours for this position are 8:30-9:00am and the afternoon hours are 2:45-3:15pm. Tasks include taking general equipment out of storage and bringing it to various stations used around camp grounds. General assistance with picking up items for the lost and found as well as light garbage pickup will be needed. Additionally, picking up equipment at the end of the day and bringing it back into storage. Counselors chosen for this position must interview well, prove that they take initiative and are continually punctual.

Please feel free to keep this informational page and return the rest of the packet

NEW COUNSELOR APPLICATION

Name: _____ Date: _____

Email: _____ Birthdate: _____
(month/day/year)

Address: _____
(House Number & Street) (Town) (State, Zip)

Cellphone Number _____ Age (as of June 22): _____

Parent/Guardian Name & Phone Number: _____

Parent/Guardian Name & Phone Number: _____

Position applying for:

Head Counselor Assistant Counselor Counselor-in-Training (Volunteer)

(8th graders are expected to complete the counselor-in-training program prior to applying for an Assistant or Head Counselor position)

Will you be able to work Monday-Friday 6/23/25-7/18/25 (Off July 4) and attend the mandatory training IN June (Date TBD)? YES NO

Education

School	Current Grade

Camp or Related Experience & Other Employment (list most recent employment first)

Date	Camp or Company	Duration	Experience

References (Do not list relatives or those listed on this application)

Name	Phone	Relationship

Certifications

Type	Organization	Exp. Date

Activities: (Clubs, Athletics, etc.)

Questionnaire

1. What are the top three skills you possess that will prove to be an asset to the position you are applying for?

2. Write a brief summary of past camp experience and/or training which will help make you an effective staff member.

3. What is your favorite sport or hobby?

4. Why do you want to work as a summer recreation counselor?

5. What do you think are the top three qualities everyone who works with kids must have?

6. What would you do at camp if you don't know the answer to a question?

7. How would you expect a camper to benefit from an experience in your group?

8. State qualities you possess that would ensure a positive working relationship with other counselors.

9. Which age group do you prefer to work with? (Rank 1-4 with 1 being your first preference)

Preference does not guarantee placement in that age group

1st-2nd Graders

5th Graders

3rd-4th Graders

6th-7th Graders*(Adventure Camp)

*If you would like to work in Adventure Camp, please note the hours on the cover page.

10. Would you like to be considered for a paid setup/cleanup position at camp in addition to being a CIT or counselor?

(Applicants must be at least 14 years old to be considered for this position. Setup is 8:30-9:00am and 8:00-8:30 for Adventure Camp counselors. Clean-up hours are 2:45-3:15pm for all counselors.) If you are interested, please check off which position you would like to be considered for below:

Setup

Cleanup

Both Setup and Cleanup

IMPORTANT

If you are hired for a **paid** counselor position AND are under 18 years old, working papers are required before you start camp. All required paperwork will be mailed to you with your employment acceptance letter if you are chosen as a **paid** counselor this summer. Working papers must be complete PRIOR to the start of camp.

I (applicant) certify that the information in this application is correct and completed only by the applicant themselves. By signing the below, I also acknowledge that I will adhere to/implement all camp standards and procedures to the best of my ability for the duration of my involvement in camp.

Signature of Applicant_____

Date_____

If under the age of 18:

I (parent/guardian of applicant) give permission for my child to participate as a counselor in Montvale Rec Summer and Adventure Camp this application is made.

Parent/Guardian Signature_____

Date_____

Relationship to Applicant_____