

**TOWN OF BETHEL
PARKS & RECREATION DEPARTMENT**

is now accepting applications for the following

2025 SUMMER DAY CAMP positions:

Creative Arts Program Instructor

Sports & Playground Program Instructor

STREAM Program Instructor

Program Aides

Day Camp Counselors (must be 16+ years old)

Day Camp Lifeguards (16+ years old with valid certification)

Water Safety Instructors (valid certification)

Day Camp Director (21+years old)

Assistant Day Camp Director

Aquatics Director (21+years old with valid certifications)

Day Camp EMT (valid certifications)

6-weeks Seasonal: July 7th - August 15th (Mon-Fri)

Flexible Shifts

Paid Training

Lifeguard Class Cost Reimbursed (See Terms and Conditions)

Job Applications are available at Town Hall, by email, or online
at www.townofbethelny.us

Click on forms, go to town clerk applications.

Applications due by April 4, 2025

Contact Cathy McFadden, Parks and Recreation Director

- Town of Bethel Parks and Recreation
PO Box 300 White Lake, New York 12786
- 845-583-5360 (leave message)
- bethelnyparksandrec@gmail.com

CAMP DIRECTOR MINIMUM QUALIFICATIONS

- Education & Experience
 - Must be at least 21 years old.
 - High school diploma or general education degree (GED).
 - At least two (2) years of experience or coursework in education, recreation or related field or combination of experience and education.
 - Previous experience working with school-age children in such areas as schools, camps, day care, scouts, sports, and/or babysitting.
 - Previous experience working in a supervisory role preferred
- Necessary Knowledge, Skills, & Abilities
 - Familiarity with Parks and Recreation Programs desirable.
 - The ability to adequately observe participant activities, enforces safety regulations, and apply appropriate policies and procedures.
- Special Requirements
 - Ability to obtain First Aid and CPR certification
 - Able to swim

ASSISTANT CAMP DIRECTOR MINIMUM QUALIFICATIONS

- Education & Experience
 - High school diploma or general education degree (GED).
 - One (1) to two (2) years of experience or coursework in education, recreation or related field or combination of experience and education.
 - Previous experience working with school-age children in such areas as schools, camps, day care, scouts, sports, and/or babysitting.
- Necessary Knowledge, Skills, & Abilities
 - Familiarity with Parks and Recreation Programs desirable.
 - The ability to adequately observe participant activities, enforces safety regulations, and apply appropriate policies and procedures.
- Special Requirements
 - Ability to obtain First Aid and CPR certification.

CAMP PROGRAM INSTRUCTOR MINIMUM QUALIFICATIONS

- Education and Experience
 - Must be at least 18 years old.
 - High school diploma or general education degree (GED).
 - Previous experience working with school-age children in such areas as camps, day care, scouts, sports, and/or babysitting.
- Necessary Knowledge, Skills and Abilities
 - Familiarity with Parks and Recreation Programs desirable.

- The ability to adequately lead activities, observe and enforce safety regulations, and apply appropriate policies and procedures.
- Must be able to swim.
- Special Requirement
 - Ability to obtain First Aid and CPR certification.

The duties listed below are intended only as illustrations of the various types of work that may be performed as the Camp Director, Assistant Camp Director or as a Camp Program Instructor. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Provide adequate supervision of participants at all times.
- Organize activities (games, crafts, etc.) on a daily basis.
- Maintain excellent customer relations with parents, children, special guests, etc.
- Ensure the program is safe and enjoyable for all participants.
- Assist with checking in and out at camp.
- Interact with the participants during scheduled activities including lunch.
- Oversee the implementation of the program and/or manage campers, transportation and supplies.
- Keep organized inventory of all supplies, including craft and games supplies.
- Plan the daily snack for camp site.
- Oversee the transportation to and from camp sites on field trips,
- Maintain appropriate behavior at all times while on duty.
- Follow safety guidelines and procedures to report all problems, concerns, criticisms, and compliments to camp leadership/
- Work as a team with other staff during program and special events. May need to substitute for camp counselors when needed.
- Works under the general supervision of the Parks & Recreation Director and the daily direction of the Camp Director.
- Perform other duties as requested by the Parks and Recreation Director

DAY CAMP COUNSELOR MINIMUM QUALIFICATIONS

- Education & Experience
 - Must be at least 16 years old.
 - Previous experience working with school-age children in such areas as camps, day care, scouts, sports, and/or babysitting.
- Necessary Knowledge, Skills & Abilities
 - Familiarity with Town of Bethel Parks and Recreation Programs desirable.
 - The ability to adequately observe participant activities, enforce safety regulations, and apply appropriate policies and procedures.
 - Must be able to swim.

PROGRAM AIDE OR JUNIOR COUNSELOR MINIMUM QUALIFICATIONS

- Education & Experience
 - Must be at least 14 years old (Program Aide) or 15 years old (Junior Counselor).
 - Previous experience working with school-age children in such areas as scouts, sports, and/or babysitting.
- Necessary Knowledge, Skills & Abilities
 - Familiarity with Town of Bethel Parks and Recreation Programs desirable.
 - The ability to adequately observe participant activities, enforce safety regulations, and apply appropriate policies and procedures.
 - Must be able to swim.

The duties listed below are intended only as illustrations of the various types of work that a Camp Counselor, Junior Counselor or Program Aide may performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Be a positive role model for campers.
- Responsible for the safety of campers and providing constant supervision; including keeping children hydrated and sun-screened when outdoors
- Organize, prep, and lead activities (games, crafts, etc.) on a daily.
- Communicate effectively between peers, supervisors, parents, children, special guests
- Enforce behavior management techniques
- Maintain a clean and tidy work area and report any maintenance issues immediately to camp leadership.
- Interact with campers during scheduled activities including lunch and recess.
- Supervise children during swim activities; this includes swimming with them and keeping children safe and engaged in the swim activities.
- Follow safety guidelines and procedures to report all problems, concerns, criticisms, and compliments to camp leadership.
- Work as a team with other staff members during camp hours.
- Have the ability to maintain energy, excitement, and attention to all campers throughout the day!
- Perform other duties as requested by camp leadership or the Parks and Recreation Director.