

March 7, 2016

To all prospective youth counselors and CITs:

We hope everyone is having an enjoyable winter season. We are planning for the 2016 Saltaire Day Camp. The purpose of this letter is to inform you of the requirements of employment in the day camp as either a youth counselor or CIT.

### APPLICATION PROCESS

Please download and print the employment application form (<http://www.saltaire.org/campappl.pdf>), and either email (preferred) to [nancy@saltaire.org](mailto:nancy@saltaire.org), or mail the completed application with the requisite documentation to the Village Office at PO Box 5551, Bayshore, New York, 11706.

### PROSPECTIVE CIT's

The goal of the CIT program is to provide 13 year old former campers with experience working in various administrative areas of the Camp. The CIT program will be organized as in the past dependent upon the number of applicants. CITs will spend part of each morning working in one of the specialty areas of the camp, i.e. arts & crafts, swimming and special events. The CIT will then spend the remainder of the morning in a camp group working with campers under the direction of a group leader. CIT's will also be invited on most trips.

Although this is a volunteer program without remuneration, it is imperative that any prospective CIT submit an application well in advance of the camp so that we can adequately plan for the group. There is a limit to the number of CITs that we can accommodate, so it is a good idea to submit the application as soon as possible. If there are more CIT applicants than we can effectively manage at one time in the camp, we may be forced to shorten the rotation to 5 weeks in order to accommodate all deserving applicants. **CITs must be 13 years of age prior to employment, must commit to a minimum of three weeks, must attend counselor training, and must submit a birth certificate along with a signed employment application.** Although there is no guarantee of employment the following year, those CITs who commit to the program for the entire summer will start the following year as a second year counselor if employed.

### PROSPECTIVE COUNSELORS

Budgetary and management constraints continue to force us to limit the number of youth counselors that we employ for 2016. Assignment of youth counselor positions will be based upon a combination of residency, participation in the camp as a camper, evaluation of past experience as a counselor and date of receipt of the application for employment. **Please be aware, however, that we may not be able to accommodate all applicants who apply for youth counselor positions since we will limit the number of counselor positions to match budgetary and management parameters.**

Below you will find the requirements that **all** of our counselors have to meet in order to be considered for employment.

- You must be at least 14 years of age;
- You must turn in an application. Each application requires a written essay stating what you feel you can contribute to the Saltaire Day Camp. **The application must be returned to the Village office by April 15<sup>th</sup>. Even if you are unsure of your exact schedule, make your best estimate on the application and submit it by the deadline. (CONSIDER YOUR FALL SPORTS**

**SCHEDULES WHEN PLANNING YOUR WORK AVAILABILITY). You can modify your schedule later if need be.**

- You must submit working papers. You can get your working papers through your school's guidance department.
- **You must be able to work for a minimum of four weeks, at least 3 of which are consecutive.**  
The hours of camp will be as always, 9:00 am to 12:00 pm.
- You must attend one of the scheduled weekly counselor training workshops. If selected, you will be notified of the exact times and dates of the workshops, and it will also be posted on the Village's website and bulletin boards. **Requests for counselor training sessions outside of the scheduled times can no longer be accommodated. You may not start work until you have gone through training. This includes last year's counselors as well.**
- **All counselors must complete the mandatory on-line video training PRIOR to orientation. Failure to complete the required training will prevent your from working.**

All applicants will be notified by April 30<sup>th</sup> if they have been accepted as a youth counselor, along with instructions on how to complete the required on-line training. This will give any applicants who have not been selected ample time to find other employment. The Village will consider a number of factors when determining employment, including residency, projected number of campers, evaluation of past employment, participation as a camper in the camp, and timely receipt of the application. To give yourself the best chance of employment, please return the application before April 15<sup>th</sup>.

- The pay scale for counselors is listed below:

	HOURLY	WEEKLY
First Year Counselors	\$5.75	\$86.25
Second Year Counselors	\$6.00	\$90.00
Third Year Counselors	\$6.50	\$97.50
Fourth Year Counselors	\$6.75	\$101.25
Fifth Year Counselors	\$7.25	\$108.75
Sixth Year Counselors & Up	\$8.25	\$123.75

If you have any questions, please feel free to contact us through the Village office. We look forward to seeing all of you in the summer and look forward to a productive and exciting 2016 Day Camp. In the meantime, we hope this letter finds you in the best of health and happiness.

Sincerely,

Jen & Ted Nagengast

**Reminder: You must attend one of the scheduled counselor orientation programs. There will no longer be special sessions offered.**