



Marlboro Township

Department of Recreation

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SUMMER CAMP EMPLOYMENT APPLICATION PACKAGE

This employment package has been prepared to inform you of the commitment we require from our staff. Below is a list of dates that you **must** be available to work as well as the Staff Attendance Policy.

Attached you will find our employment application which must be completed in its entirety along with the Counselor job description. Applications must be returned by **JANUARY 31, 2017**. Applications received after **January 31, 2017** will be kept on file and may not be granted an interview.

Please contact the appropriate office with any questions.

EMPLOYMENT DATES - MANDATORY

New Counselor Orientation	Saturday June 17, 2017 (tentative date)
Staff Orientation	Friday June 23, 2017
Lifeguard Orientation	TBD May, 2017
Rec Camp	Monday June 26, 2017 - August 4, 2017 (No Camp on Tuesday, July 4th)
Swim Club Camp	Monday June 26, 2017 – August 11, 2017 (No Camp on Tuesday, July 4th)

ATTENDANCE POLICY

Since staff absences can adversely affect site operations as well as coworkers and campers, an excellent attendance record is expected of all employees. Should an absence occur without prior written approval from the Assistant Superintendent of Recreation or Swim Club Camp Director, a letter of explanation must be presented immediately upon return to work. An absence of this type will be reviewed by senior camp administrators who will, at their sole discretion, designate the occurrence as either excused or unexcused. Unexcused absences will result in disciplinary action that could include immediate termination of employment.