



Marlboro Township

Department of Recreation

1996 Recreation Way, Marlboro, New Jersey 07746
Phone: 732-617-0100 Fax: 732-536-2376 E-mail: Recreation@marlboro-nj.gov

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.

EMPLOYMENT DATES – MANDATORY

New Counselor Orientation	Saturday June 16, 2018 (tentative date)
ALL Staff Orientation	Friday June 22, 2018
Lifeguard Orientation	May, 2018 (TBA)
Rec and Travel Camp	Monday- Friday June 25, 2018 - August 3, 2018
Swim Club Camp	Monday-Friday June 25, 2018- August 10, 2018
	*No Camp on Wednesday, 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.

Attached you will find our employment application along with the Counselor job description which must be completed in its entirety. Applications must be returned by **JANUARY 31, 2018**. Applications received after **January 31, 2018** will be kept on file and may not be granted an interview.

Please contact the Recreation office at 732-617-0100 or the Marlboro Swim Club office at 732-617-9600 with any questions.

Thank you,

Marlboro Recreation & Swim