

PEAPACK-GLADSTONE RECREATION

COUNSELOR HIRING GUIDELINES

Current summer program is staffed by (3) adult co-directors; H.S./ College Counselors; CIT volunteers. Below is an outline of the Counselor/ CIT hiring process.

- PG Residents may attend the PG Summer Rec Camp program through summer before starting 8th Grade. Anyone who is still eligible grade wise to participate in the Summer Recreation program is excluded from volunteering or applying for a paid staff position.
 - *To be eligible for a CIT/ Counselor position, a resident **must** have attended PG Summer Rec Camp consistently through the aforementioned summer before starting 8th grade.*
- Interested rising 9th graders may contact the Recreation Director requesting a **CIT volunteer** position and application. Contact is usually made by phone or email between January 1st – March 31st.
- Although rare, if a high number of open staff positions are available/ limited pool, a volunteer applicant might be hired bypassing the process.
- CIT Volunteers are usually assigned 5 – 10 days during the program, excluding days trips are scheduled.
 - Additional days might be assigned if CIT volunteer pool is low to increase experience and evaluation.
 - CIT aligns to a counselor; closely monitored by the camp directors.
- During the 5 weeks program the Recreation Director consults with Staff to gauge CIT effort - camper interaction, responsiveness, leadership, attitude, et.al., for potential as a future counselor.
- After Summer Rec ends - Program Directors meet privately to evaluate the performance of Counselors and CIT volunteers. A formal evaluation is shared with each Counselor (Sept-Dec).
 - Employee positions are not guaranteed year to year.
 - Volunteers are not guaranteed being hired in subsequent years. Factors include available positions/ returning staff as well as performance.
 - Director will review all returning applicants/ evaluations from the previous year to determine if they remain viable candidates. An interview is not required.
- In Jan-Feb, the Recreation Director emails Summer Rec employment applications to previous summer staff.
- Interviews are at the discretion of the Recreation Director and more likely to be scheduled if the applicant has no Counselor/ CIT experience. Interviews will be scheduled in early spring, conducted by Recreation Commission members; Rec Director; or Summer Rec Assistant Directors.
- All current year applicants are reviewed by the Staff, selected from candidate pool by early spring or as soon as practical.
- The Summer Counselor Staff can also work other programs as needed (ex: Fall – Winter Basketball; Winter Rec). For H.S. age staff, new working papers are required for the *subsequent* summer rec program.