

New Britain  
**PARKS,  
RECREATION**  
and Community Services Department



**KNOW MORE**  
**GROW MORE**  
**BECOME MORE**



**#2024**



**NOW HIRING SUMMER CAMP STAFF!**

## WHY WORK SUMMER CAMP?

- Build your resume
- Develop your leadership skills
- Supportive work environment
- Nights and weekends off
- Discover your passion
- Spend your summer outdoors

See back for more info on how to apply!

**JOIN OUR TEAM, APPLY TODAY!**

[www.nbparksnrec.org](http://www.nbparksnrec.org)  
860-826-3360

**Summer Camp Dates:** Monday, June 17th - Friday, August 2nd, 2024

**Staff training:** All hired staff will be required to attend training two weeks ahead of the program start date.

## Summer Camps

### Camp TotalRec

Camp TotalRec is a seven week recreation day camp offered at AW Stanley Park and Willow Brook Park for elementary participants.

8:00am - 4:00pm

### Leaders in Training (L.I.T.)

Leaders in Training focuses on leadership development through fun teamwork activities and games for middle school participants.

8:00am - 4:00pm

### Downtown Players Youth Theatre Camp

Staff work with participants for 6 weeks to develop an exciting end of the summer theatre production!

8:00am - 3:15pm

### Camp Clubhouse

Camp Clubhouse is a before and after care camp that offers a split shift for staff.

7:30am-10:00am & 2:00pm-5:30pm

## Camp Positions

### Site Supervisor \*

Responsible for overall direction, organization and supervision of staff and campers. Manages program operations and provides a friendly, safe and welcoming environment.

### Program Manager \*

Responsible for program design and daily scheduling. Ensures campers are engaged in fun and challenging activities.

### Wellness Manager \*

Performs safety and wellness checks throughout the day; uses positive behavior management to support staff and campers.

*\*Supervisor position qualifications: high school diploma or equivalent and experience working with youth.*

### Group Leader

Responsible for leading a group of campers in high quality recreational opportunities. Supervises campers and ensures their safety and general well-being.

*Group Leader qualifications: Experience working with youth.*

## EASY APPLICATION PROCESS!

### How to apply:

**Step 1** - Complete application and supplemental questions in blue or black ink.

**Step 2** - Submit completed application, supplemental questions and one letter of recommendation to the recreation office\* in person or by mail. (Current employees do not need to include a letter of recommendation.)

**Step 3** - Receive a receipt of acknowledgement

**Step 4** - Qualified applicants will be contacted to schedule an interview. Be sure to provide a valid phone number and/or email address).

**Please note:** Only completed applications will be reviewed.

\*Recreation office is located in City Hall, 27 West Main Street, Room 302 and hours of operation are Monday-Friday, 8:15am - 3:45pm

**The application process is open from February to April. Applications will be reviewed as they are received. Get your application in early!**

# JOIN OUR TEAM, APPLY TODAY!

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860-826-3360

City of New Britain  
 Affirmative Action/Equal Employment Opportunity/Equal Access Employer  
**APPLICATION FOR EMPLOYMENT**  
 27 West Main Street, New Britain, CT 06051  
 (860) 826-3404  
 www.newbritainct.gov



(Print information in ink, or type)

Office Use Only

1. Job Applying For	
(use title on job announcement) <span style="float: right;">(exam no.)</span>	Q _____ V NQ _____ DV
2. Your Name	
(print) Last Name <span style="margin-left: 100px;">First</span> <span style="margin-left: 100px;">Middle</span>	Edu _____ Exp. _____
3. Address	
(Number and Street, Road or Post Office Box)	Other _____
City <span style="margin-left: 100px;">State</span> <span style="margin-left: 100px;">Zip Code</span>	Score _____ Rank _____
4. Email Address	
5. Are you over age 18? Yes <input type="checkbox"/> No <input type="checkbox"/>	6. Have you ever served in the U.S. Armed Forces during periods of conflict? Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Telephone Number ( ) -	

8. Education

A. Did you graduate from high school?

Yes	No	Name of School	If "No", highest grade completed

B. If you have a high school equivalency certificate, give year and place the certificate was granted:

Name of School	Location

C. List any colleges, business schools, or technical school you attended:

Name of School	Location	Course or Major	Degree

D. Other training (special courses, work training programs, armed forces training). Give name and location where training was given, dates attended, subject of training, and other details related to the job for which you are applying.

NOTE: Applications are kept on file for three (3) months from date of receipt unless otherwise noted.

9. EXPERIENCE: Start with your present or last job and work backwards listing all paid or unpaid, full or part-time work, military service, and summer jobs performed during the last 10 years. Use additional sheets of paper if necessary. Work performed more than 10 years ago may be given if it applies to the job for which you are applying.

May we contact your present employer?  Yes  No

1) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		
2) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		
3) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		

10. References: List the name, address and telephone number of three persons with knowledge of your character, experience and ability. Do not list relatives. Use professional, not personal, references. (Current and former employers, teachers/professors, etc.)

Name \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_

11. Special Skills and Abilities. Show licenses, (including drivers); machines you operate; languages other than English which you speak, read and write well; typing and shorthand speeds, computer skills, and any other special abilities or knowledges relating to the job for which you are applying.

12. Have you ever been employed by the City of New Britain?  Yes  No

If yes, please list department, position and dates employed:

13. CERTIFICATION: I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that incomplete, false, or inaccurate information may result in the rejection of this application and that false information may result in my dismissal if employed. I understand that I will be required to pass a medical examination and background check as a condition of appointment. As part of the medical examination process, I may be required to undergo a drug screen. The signing of this application will serve as consent to the drug screen examination.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**CANDIDATE INFORMATION**

First and Last Name: \_\_\_\_\_ Date: \_\_\_\_\_

**SUMMER CAMP EXAM**

**Directions:** The questions below are in multiple-choice format; there is only one correct answer for each question. Write your answer on the line to the right of the question and answer selections.

1. If you are scheduled to work at 8am, what time should you arrive? \_\_\_\_\_

- a) At 8am, the scheduled report time
- b) Within 5 minutes before or after 8am, the scheduled report time
- c) At 7:50am, ten minutes early
- d) Whenever you get there, 8am is early and campers don't arrive until 8:30am.

2. A camp group leader's responsibilities include: \_\_\_\_\_

- a) Supervising and ensuring the safety of campers
- b) Leading campers in activities
- c) Documenting and recording information on campers
- d) All of the above

3. Throughout the work week, you find out that a co-worker is being repeatedly dishonest to the supervisory staff. This is disrupting the entire team and the morale of the day, you: \_\_\_\_\_

- a) Confront your co-worker on their dishonesty
- b) Find a time to talk with the supervisory staff in private about the issue
- c) Form an alliance with the other member of the staff team against the dishonest co-worker
- d) Mind your business and do not say anything

4. The dress requirements for the job include wearing a staff t-shirt, swim suit, sneakers, minimal jewelry, and no facial piercings. You don't feel like wearing a swim suit every day to camp. You: \_\_\_\_\_

- a) Bring it in your back pack and put it on only when you know a supervisor is watching at the pool
- b) Wear your bathing suit under your staff t-shirt everyday
- c) Take your chances, don't wear it
- d) Talk to the team about the requirements and see if you can all get the supervisors to change it

5. You have a camper in your group who seems to need extra time to understand and be able to be involved in activities with the group. He/she tends to sit out on the sidelines. As a group leader, you: \_\_\_\_\_

- a) Continue to engage the group in activities as long as the camper on the side is occupied
- b) Modify the activities to include all campers and/or abilities and understanding
- c) Ask the supervisors to move this camper into another group
- d) Take the opportunity to talk to the parent about this camp program not being the right fit for the camper

6. When handling an issue between two campers who are arguing and putting their hands on one another, a group leader should *first*: \_\_\_\_\_

- a) Issue a warning for their behavior as long as neither of them was physically hurt
- b) Start to mediate the conflict between the two campers by finding out the facts
- c) Call the parent/guardians of both campers; send them home
- d) Punish the campers by having them sit out of recreation swim in the afternoon

7. When presenting a new game or activity to campers, you should: \_\_\_\_\_

- a) Give multi-step instructions and hope that no questions need to be asked during the game/activity
- b) Break into smaller groups to explain the instructions
- c) Give basic objectives to get the game/activity going; answer questions as the game/activity is played
- d) Pass out printed instructions ahead of time and hold a discussion after instructions are read to gauge if campers understand

8. If an adult, who you do not recognize, attempts to pick up a camper from the camp program, you *first* should: \_\_\_\_\_

- a) Greet the adult, allow the camper to leave with that person, and say good-bye
- b) Check the camper registration information to verify that the adult can pick up the camper
- c) Have the adult sign the child release log before leaving with the camper
- d) Call the police right away

9. One of the campers in your group is repeatedly disruptive. As a group leader, you should: \_\_\_\_\_

- a) Modify your job as a group leader to accommodate the campers' behavior
- b) Take away 10 minutes of recreation swim time for each disruption
- c) Talk to your supervisor about strategies or next steps to take
- d) Ignore the behavior

10. Camp is held outdoors, however, when inclement weather hits, camp may be moved indoors. On a "rain day", do you: \_\_\_\_\_

- a) Sit back and use this as a day to relax indoors
- b) Encourage the campers to call home to be picked up so that the day isn't too boring for them
- c) Take this as an opportunity to play new games and activities to keep your campers engaged
- d) None of the above

## SUMMER CAMP EMPLOYMENT APPLICATION PROCESS

This summer camp exam is one of 4 items that makes up a completed application packet for summer camp employment. A completed application packet includes: 1. City of New Britain Application for Employment, 2. supplemental application questions, 3. written exam, and 4. a letter of recommendation.

Completed application packets can be submitted to the recreation office at City Hall, 27 West Main Street, room 302; application packets that are received before Thursday, March 28<sup>th</sup> will be considered for first round interviews. Applications received after Monday, April 1<sup>st</sup> will be reviewed on an "as needed" basis until positions fill. Candidates with strong and completed applications will be contacted to schedule an interview.



est. 1871

# CITY OF NEW BRITAIN

Department of Parks, Recreation,  
and Community Services

[www.newbritainct.gov](http://www.newbritainct.gov)

## 2024 Summer Camp Supplemental Application Questions (NEW CANDIDATES)

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Current department employee:  Yes  No

**Instructions:** Complete the supplemental application questions below in blue or black ink. A completed application packet includes: 1. City of New Britain Application for Employment, 2. supplemental application questions, 3. written exam, and 4. a letter of recommendation. Completed application packets can be submitted to the recreation office at City Hall, 27 West Main Street, room 302; application packets that are received before Thursday, March 28<sup>th</sup> will be considered for first round interviews. Applications received after Monday, April 1<sup>st</sup> will be reviewed on an “as needed” basis until positions fill. Candidates with strong and completed applications will be contacted to schedule an interview.

1. What experiences do you have with children that will be helpful in the position that you are applying for?
2. What skills or interests do you have that would make you a strong camp leader?
3. What do you think are some of the responsibilities of the job that you are applying for?
4. When you think about a teacher or camp leader who you have learned from, what qualities did they have that impacted you in your life?
5. What impact do you think you could have in the lives of camp kids?

Camp programs will be held Monday, June 17-Friday, August 2, 2024.  Yes  No, I am not available:  
If hired, are you committed to working all days/weeks of camp?

Camp staff training will be held Monday, June 3-Friday, June 14, 2024.  Yes  No, I am not available on:  
If hired, are you committed to attend these required trainings?

How did you find out about the department’s summer jobs?