



Borough of Hillsdale
380 Hillsdale Avenue • Hillsdale, New Jersey 07642-2794
201-666-4800 • Fax: 201-358-5002 • www.hillsdalenj.org

May 1, 2019

Dear Perspective Camp Employee,

The purpose of this letter is to inform you of all information needed to be considered for hire for the 2019 Hillsdale & River Vale Summer Day Camp.

- **Employee Application:** Employee applications should be downloaded and printed for completion. Please make sure to write clearly.
- All applications will be reviewed and selected applicants will be interviewed on **May 15th between 6:00 and 8:00 PM**. If chosen for an interview, you will be contacted prior and given an assigned timeslot. Counselors will be hired on an as needed basis.
- **Camp Location/Dates:** Camp Pascack: Meadowbrook School/Monday, July 1–Friday July 26. Field Trip Camp/Adventure Camp: Hillsdale United Methodist Church, July 1–Friday July 26.
- **Employee Hours:** 8:45 AM – 3:00 PM; Staff meetings will be held on Tuesdays. Please expect to stay until 3:15 on those days. Additional meetings may be added throughout the season.
- **Camp Orientation:** Mandatory Camp Orientation will be held at on Monday, July 1 at 7:30 in your respective locations. All employees **MUST** attend.
- **Trips:** Camp Pascack will go on one trip a week (Monday, Wednesday OR Friday). Camp Adventure and Field Trip Camp will go on three trips a week (Monday, Wednesday, AND Friday). Please note Camp Adventure and Field Trip Camp have several “late trip days.” Potential candidates will be able to indicate a preference during the interview process. Preference not guaranteed.
- **Head Counselor/Groups:** Head Counselor/Groups will be determined prior to the start of camp and all staff will be notified.
- **First Aid, CPR, or Lifeguard Certification:** A copy of all certifications should be sent in with your application. Copies will not be returned. Certifications must be presented prior to the first day of camp to receive the correct increase in hourly rate.
- **Working Papers:** All employees ages 17 and younger are required to provide working papers.
- **E-Mail:** Please note various communications/employment offerings will be sent via mass staff email. Please provide an accurate (regularly checked) email address on your Employment Application Form. Email address must be clearly written.
- **Vacation:** When filling positions, we are looking for candidates who are available all 18 days of our camp season.
- **Notification: Perspective employees will only be called in the event of an interview/job offering. Hiring is primarily complete by June 1 but last-minute hires are always a possibility. If additional positions remain open after interviews (May 15th), individual interviews will be set up.**
- **Questions, Etc:** If you have any questions or concerns, please email (kdecongelio@hillsdalenj.org); do not have anyone call in your place. Contacting your employer shows independence and responsibility, two key traits in working with children.

I look forward to hearing from you as well as working with you during the 2019 camp season.

Best regards,

Kelly Foley DeCongelio
Program Director