



## MANSFIELD PARK & RECREATION DEPARTMENT

Six Park Row, Mansfield, MA 02048

(508) 261-7384

FAX (508) 261-1083

E-MAIL [recreation@mansfieldma.com](mailto:recreation@mansfieldma.com)

TO: Prospective Summer Camp Counselors

FROM: Sherri Hutton Gurnon, Director  
Mansfield Parks & Recreation Department

DATE: March 2021

RE: 2021 Summer Camp Counselor Position

If you are interested in applying as a Summer Camp Counselor, please forward your resume, Parks and Recreation questionnaire, and Town of Mansfield Application for Employment to the Mansfield Parks & Recreation Office by NOON, Friday, April 23.

All applicants must attend a personal interview to be considered for the position of Camp Counselor. Interviews will be scheduled via email after Friday, April 23. The Summer Camp Interview date is tentatively scheduled for Wednesday, April 28.

If you should have any questions, please e-mail us at [recreation@mansfieldma.com](mailto:recreation@mansfieldma.com), or call us at 508.851.6458. Thank you for your interest in the Mansfield Parks & Recreation Department Summer Camp.

**POSITION DESCRIPTION**  
**TOWN OF MANSFIELD**  
**Parks & Recreation Department**  
**Six Park Row, Mansfield, MA 02048**  
**508.851.6458**

**POSITION TITLE: Summer Camp Counselor**

**GENERAL DUTIES:**

Summer Camp Counselors are hired by the Parks & Recreation Director with the assistance of the Camp Director. Counselors report directly to the Camp Director/Head Counselors. Counselors are responsible for supervising the children enrolled in the summer camp and assisting with the planning and running of activities. The activities include, but are not limited to, day/walking trips, games, sports, entertainment, swimming, drama, arts & crafts, nature studies.

Position: 9 weeks, 35 hours per week

1 day of training prior to the start of camp (June training date TBD)

**DUTIES AND RESPONSIBILITIES:**

Camp Counselors are responsible for, but not limited to:

- Daily attendance records for their assigned campers
- Daily running of activities as listed above
- Set up and clean-up of equipment and supplies needed to conduct an activity, putting the items away in their appropriate place
- Day to day, activity-to-activity, supervision of campers
- Reporting any discipline or related problems to the Head Counselors and/or the Camp Director
- Being on time to work
- Submitting a weekly activity schedule for their group to the Head Counselor on time
- Being creative, suggesting programs and activities that can be implemented in camp
- Basic first aid

**QUALIFICATIONS:**

- Minimum age of 17 years old
- Experience working with children, ages 5 through 12
- Leadership ability
- Ability to take direction and follow instruction
- Ability to work with children, parents, park staff and the general public
- Sensitivity to and awareness of the needs of children
- Ability to do some physical work
- Good working knowledge of games, sports and other subjects of interest to children
- Ability to provide a current immunization record
- First Aid and CPR certification mandatory, training available

**\*\*\*Employment is contingent upon a successful CORI  
(Criminal Offender Record Information) background check**

**The Town of Mansfield is an Equal Opportunity Employer**

Dear Applicant,  
Please fill out this questionnaire and return it with your Town of Mansfield Application for Employment.

Please be brief, to the point, and write clearly. Use additional paper if necessary, thank you.

Name \_\_\_\_\_ Date \_\_\_\_\_

Primary Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

1. By what *standards* would you describe a *good counselor*?

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2. Check your favorite activities or areas of expertise that you feel you could work with or teach campers.

- |                                  |                                    |  |   |
|----------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Arts &  | <input type="checkbox"/> Dance     | <input type="checkbox"/> Flag Football | <input type="checkbox"/> Nature Studies |
| <input type="checkbox"/> Crafts  | <input type="checkbox"/> Drama     | <input type="checkbox"/> Floor Hockey  | <input type="checkbox"/> Fishing        |
| <input type="checkbox"/> Singing | <input type="checkbox"/> Soccer    | <input type="checkbox"/> Softball      | <input type="checkbox"/> Word Games     |
| <input type="checkbox"/> Stories | <input type="checkbox"/> Tennis    | <input type="checkbox"/> Baseball      | <input type="checkbox"/> Board/Card     |
| <input type="checkbox"/> Swim    | <input type="checkbox"/> Tag Games | <input type="checkbox"/> Basketball    | <input type="checkbox"/> Games          |

OTHER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How would you deal with a camper that is a friend/neighbor who is not following the rules?

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4. How would you guide a camper who has problems paying attention to directions?

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5. How could you facilitate a change in the actions of a Counselor that is not helpful?

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6. How would you reassure an uncertain 5/6-year-old on the first day of camp?

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7. Describe the steps you would take to teach an activity of your choice, to a group of 7/8-year-old campers.

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8. If you are inside for the day with ten 9/10-year-old campers, and confined to a small corner of the hallway, what would you do with the campers to keep them busy and relatively quiet?

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9. How would you motivate a group of 11/12 year old campers with an arts & crafts activity?

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10. With what age group would you prefer to work? **Circle all that apply.**

5 & 6          7 & 8          9 & 10          11 & 12

11. Do you have your First Aid and CPR Certifications? Yes \_\_\_ No \_\_\_

12. List other certifications or qualifications you hold (i.e. lifeguard, coaching, etc.). \_\_\_\_\_

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Please list any and all information that would help us to know you and want to hire you as a Counselor.

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### **Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge.

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

\_\_\_\_\_  
Date



# *Town of Mansfield*

## APPLICATION FOR EMPLOYMENT

### WE ARE AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Town of Mansfield to afford equal employment opportunity to all qualified persons regardless of race, color, religious creed, national origin, age, military status, sexual orientation, disability, genetic information, gender identity, gender expression or gender unless based upon a bona fide occupational qualification.

### PERSONAL INFORMATION

First Name		Middle Initial	Last Name	
Home Telephone Number		Cell Phone Number	Email Address	
<b>Mailing Address</b>				
Street		City	State	Zip Code
<b>Home Address – if different than mailing address</b>				
Street		City	State	Zip Code

### EMPLOYMENT DESIRED

Position Applied For		How soon can you start if a job offer is made?		
Are you available to work?				
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Shift Work	<input type="checkbox"/> Temporary	
Can you travel if a job requires it? _____ Yes _____ NO				

**Note to Applicant: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing the essential functions of the position for which you have applied?  Yes  No

### EDUCATION

Name of School	City	State	Major	Grad. Y or N	Degree	Yrs Attended
High School						
Undergraduate College						
Graduate Professional						

List any additional education or training

COMPLETE INFORMATION IN FULL: *Applicants must complete this page even if they are also submitting a resume.*

BEGIN WITH YOUR MOST RECENT EMPLOYMENT, INCLUDING ANY PRESENT EMPLOYMENT. YOUR PRESENT EMPLOYER WILL NOT BE CONTACTED WITHOUT YOUR PERMISSION. YOU MAY INCLUDE ANY VERIFIABLE WORK PERFORMED ON A VOLUNTEER BASIS, ANY GAPS IN EMPLOYMENT MUST BE BRIEFLY EXPLAINED.

**EMPLOYMENT HISTORY**

**Job #1**

Are you employed now? Yes No

Company Name May we contact? Y N

Telephone Number Job Title

Supervisor Name Supervisor Phone #

Specific Duties

Dates Employee From: To:

Reason for Leaving

**Job #2**

Are you employed now? Yes No

Company Name May we contact? Y N

Telephone Number Job Title

Supervisor Name Supervisor Phone #

Specific Duties

Dates Employee From: To:

Reason for Leaving

**Job #3**

Are you employed now? Yes No

Company Name May we contact? Y N

Telephone Number Job Title

Supervisor Name		Supervisor Phone #
Specific Duties		
Dates Employee From:	To:	
Reason for Leaving		

**CERTIFICATIONS AND LISCENSES**

List any professional licenses, registrations or certifications you possess.

License/Certification	License #	Date Issued	State Issued	Expiration Date

**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that unless I attain permanent status or am subject to the terms of a collective bargaining agreement and have completed the requisite probationary period, my employee will be at-will, which means that both the Town of Mansfield and I are free to terminate the employment relationship at any time for any non-statutorily prohibited reason or for no reason at all, with or without notice. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge, I understand, also, that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

"It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability."  
MGL Ch. 149, Section 19B

## Voluntary Affirmative Action Request Form

The Town of Mansfield as part of its commitment to Affirmative Action/Equal Opportunity policies invites you to provide the following information. All applicants will be considered without regard to race, color, religion, gender, national origin, age, marital or veteran status, medical condition or disability. The information is voluntary and refusal to provide it will not have any bearing on our employment decision. The data is confidential and will be filed separately. It will be available only to authorized personnel and is used to further the Town's Affirmative Action/Equal Opportunity policies. Your cooperation is appreciated.

Position Title: \_\_\_\_\_

Gender: Male  Female

Ethnic Origin:

- White – All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black – All persons having origins in any of the black racial groups of Africa.
- Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.
- Asian or Pacific Islander – All persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- American Indian or Alaskan Native – All persons having origins in any of the original people of North America maintaining cultural identification through tribal affiliations or community recognition.
- Cape Verdean – All persons having origins on the Cape Verde Islands.

National Origin: \_\_\_\_\_

Veteran Yes  No

Vietnam Era 1962-1975 Yes  No

Disabled Yes  No