

# Verona Summer Playgrounds Application Information and Process

## Requirements

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In order to work for the Verona Summer Playgrounds, you must be at least 15 years old as of the first day of the season. Application in no way guarantees employment, and hiring is at the discretion of Recreation and Playground Management. A requirement of employment is to be available to work every weekday for the duration of the camp. All staff orientation meetings will be announced at a later date by department supervisors. Any application received after March 1 may be put on a waitlist, and any application received after April 15th will be put on a waitlist.

## Position Information

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The Verona Summer Playgrounds hires employees for the summer in four positions: Counselor, Senior Counselor, Assistant Supervisor, Supervisor.

Counselors are responsible for the safety of the campers, as well as participating in and leading any activities. They ensure a safe environment for the campers to thrive in, and interact with campers frequently.

Senior Counselors are the senior leadership of most small groups at camp. They are more experienced than Counselors, and therefore more responsible for the success, safety, and enjoyment of all campers.

Assistant Supervisors support the supervisor by administering activities, leading groups, and filling in when the supervisor is otherwise occupied (such as on a trip, or by going on the trip themselves). Assistant supervisors are the main contact for employees and may help make decisions that impact the entirety of the camp.

Supervisors are responsible for all employees and campers at their respective camp. They manage any large activities, supervise and manage any trip scheduled, and are the main point of contact for inquiries or comments from parents. The safety of all employees and campers is their first priority.

## Application Information

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1. If you are a new employee, you must request an application from the recreation department. This can be done by emailing [jmchugh@veronanj.org](mailto:jmchugh@veronanj.org) requesting

an application. The application opens on February 1st, and is due by March 1st. All returning or previously waitlisted employees will automatically receive their application on February 1st.

2. Once you receive your application, you must fill out the Google Form portion as soon as possible. While applications are due March 1st, we encourage you to get them in as soon as possible.
3. If you are a new employee, you must fill out and submit your Notification and Release Form so that we can run your background check. This can be done as a step on your Google Form.

## Hiring Process

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1. If you receive an Offer of Employment email when they go out, it means that you have been offered a job at the Verona Summer Playgrounds for the summer.
2. In your Offer of Employment email will be a link to a Google Form to confirm your employment. Without filling this out, we will not know that you are accepting the position and we will move forward under the assumption you are not.
3. If you are a new employee and 18 years of age or older, you will receive an email from TruView, the background check company we use. In it you will find your TruView Background Check questionnaire, which must be filled out in one sitting, in a timely manner upon receiving it.
4. After you fill out your Confirmation of Employment, you will receive an email from the payroll department to set up your information so you can be paid. It is the policy of the Recreation Department that everyone utilizes Direct Deposit. We will not issue live checks.
5. If you are under 18, you will have to submit working papers via a link included in your offer letter.
6. All employees will receive an email invitation to complete their online Harassment and Safety training.
7. Finally, you will have to attend a mandatory orientation in May before the camps begin.
8. All steps must be completed before an employee can begin work.

## Notes

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1. All applicants are expected to commit to completing all of these steps independently and without reminder from the Recreation Department. We will not remind you or follow up.

2. We communicate solely with the applicants themselves, from phone calls, to emails, to in person meetings. If you want to request an application, we require that it come from you, the applicant's, personal email. We do not answer questions from parents, we do not let parents fill out applications, nor can any communication meant for the applicant go to a parent's email. We deal with you, the potential employee.
3. If you are put on a waitlist, this does not mean you will be hired, it means that we received your application and if we need more employees in the position you applied for after the initial hiring process, we will reach out in order of who applied first. In other words, you do not have a job for us if you are on the waitlist.
4. We will no longer be issuing paper applications and we will not be accepting any physical applications or physical Notification and Release Forms starting in 2024, barring a special case.