

Staff Hiring Policies/Procedures

Application packets, including the appropriate application forms and job descriptions, shall be available for job inquiries and job fairs.

All staff must complete the appropriate Hidden Pond Day Camp staff application form.

Following are steps in the screening process for staff applicants of Hidden Pond Day Camp that are to be completed, depending on position:

1. Call for Personal interview

The Camp Director will interview all seasonal camp staff. Year-round administrative staff, all staff at "Director Level" and Leadership Team members will interview in person with the Executive Director.

2. Verification of previous employment

3. Reference checks

Applicants will complete form authorizing camp to seek reference. Forms must be returned directly to that office.

4. Verification of degree/license/certification

Copies of license/certification required for health care personnel, tripping personnel, and waterfront personnel will be kept on file.

5. Criminal background checks

Voluntary Disclosure Form is required for all staff.

Prospective Employees required to be at least going into their Senior Year in High School.

Hidden Pond Day Camp at The Rinx is an Equal Opportunity Employer.

Call the Camp Office for more information:

631-232-3222 ext. 201