



**Town of Henderson Recreation Commission**

12105 Town Barn Road  
Henderson, New York 13650

*The Henderson/Ellisburg Summer Recreation Program's mission is to promote and enhance the development and wellness of our youth by offering a positive summer program of physical, educational, and social activities. Our aim is to provide valuable experiences in a well-supervised, caring, and nurturing environment.*

**TERMS AND CONDITIONS OF EMPLOYMENT**

**Duration of Program:** Monday, July 6, 2015 through Thursday, August 13, 2015.

**Pay:** \$\_\_\_\_\_/hr., paid bi-weekly (pay dates)

**Working hours:** Monday through Thursday, \_\_\_\_\_ pm to \_\_\_\_\_ pm

**Job Title:** \_\_\_\_\_

**Job Description:**

- Assist Director in any manner possible to meet the mission of the summer recreation program; to give our youth a positive experience.
- This job requires constant supervision of children enrolled in the program; helping parents to feel at ease leaving their child in your care; carrying out planned events every day.

**Employment Rules and Regulations:** (This is not a full and comprehensive list. The Employee Handbook contains all policies, procedures, rules, and regulations.)

- Use of cell phones is prohibited during work hours. The Director will have a phone for any situation/emergency which arises.
- There will be supervision of all children at all stations regardless of whether there is only 1 child there. Stations mean playground, ball fields, basketball courts, etc.
- The Counselors will not sit in groups and socialize during work hours.
- A Counselor will be in view and greet parents as children arrive and leave the program. Parents need to feel confident their child is in custody and supervised.
- Planned crafts and activities will be available every day of the program. Counselors will engage children to spark their sense of curiosity and interest.

(OVER)

- Counselors will assist the Director in picking up snacks for the program.
- Be available for a pre-camp employee orientation 2 weeks prior to the start of summer recreation program.

The Henderson Recreation Commission will exercise its sole discretion to terminate employment at any time if the policies, procedures, rules and regulations are not followed.

I acknowledge that I have read and understand the Terms and Conditions of Employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date