

TO: Pocono Record- Classified

FROM: Cathy A. Martinelli, CMC, CGS

DATE: February 16, 2026

Chestnuthill Township
Summer Camp Director and Summer Camp Counselors

Chestnuthill Township is accepting applications for part-time seasonal positions for a Summer Camp Director as well as Summer Camp Counselors. Director (ages 18+) is responsible for developing curriculums and programs for the camp, as well as providing oversight and guidance to Summer Camp Counselors. Counselors (ages 18+) assist with the planning and implementation of daily activities, games, etc. with campers in their assigned group and are responsible for the care and supervision of all campers.

Required clearances and certifications include American Red Cross Adult/Child CPR/AED Certifications (training available), PA Criminal Record Check, PA Child Abuse History Check, and FBI Fingerprint. Work hours may vary Monday – Friday, June 22rd – July 31st (typically 8:15am – 3:15pm). Additional hours may be available to assist with programs/ special events, depending on the program needs. The salary for the Summer Camp Director as well as the Summer Camp Counselor positions will be commensurate with experience. Applications can be obtained online through the Township’s Website (www.chestnuthilltwp-pa.gov), or by contacting Steve Baade at 570-992-7247. The application and resume must be returned no later than noon on March 13, 2026, to Chestnuthill Township 271 Route 715, PO Box 243 Brodheadsville, PA or via email to sbaade@chestnuthilltwp-pa.gov.

Post

Feb 19

Feb 23

Chestnuthill Township Summer Camp Counselor

Description: The Counselor is a recreation professional who conducts the Chestnuthill Parks & Recreation Summer Day Camp program with enthusiasm.

Required Certifications & Clearances

- American Red Cross Adult and Child CPR/AED
- American Red Cross First Aid
- PA State Police Criminal History
- PA Child Abuse History
- Federal Criminal History Fingerprints

He/she is accountable to the Chestnuthill Parks & Recreation Camp Director. In the absence of the Camp Director, he/she is accountable to the Township Manager or another staff member designated by the Township Manager. As a representative of Chestnuthill Parks & Recreation, responsibilities include:

Attendance

1. Sign in and out at the beginning and ending of each workday; daily attendance is mandatory. Maintain and submit accurate attendance records. Receive permission from the Camp Director before leaving at the end of each program day. Call the Camp Director no later than 7:30am to report an absence, unless prior notice has been given and accepted by the Camp Director.
2. Attend all staff training sessions and meetings; read all newsletters and memos from supervisors; make use of Resource Library to provide engaging activities for campers.

Program Planning & Implementation

3. Execute weekly activity plans; supervise the safety, well-being, and entertainment of campers. Plan, lead, and supervise recreational activities with enthusiasm. Maintain order at all times while promoting a relaxed and pleasant atmosphere for campers. Report accidents and behavioral incidents to Camp Director and parents; maintain appropriate records.
4. Evaluate camper participation in activities for fun and safety of all participants. Evaluate own interaction with campers and seek advice from Camp Director when needed.

Supplies, Equipment & Property

5. Assist in the maintenance and safety of the program site and report problems to the Camp Director. Help campers keep their areas neat to avoid becoming hazardous for themselves and others.
6. Treat all property, equipment, and supplies with respect and care. Transport required supplies and equipment to and from the site daily. Request supplies ahead of time with weekly activity plans. Do not purchase any supplies or equipment for the program.
7. Perform clean-up duties as directed after campers leave. Perform other tasks as directed by the Camp Director.

Interpersonal & Public Relations

8. Maintain a positive, professional, and respectful attitude toward all campers, parents, and fellow Staff. Contribute toward good relationships with the neighborhood, parents, and Township personnel. Obey and enforce all Chestnuthill Parks & Recreation policies and rules.
9. Attire: appropriate daily attire shall be worn at all times. Garments should not be revealing, should not contain provocative words or images, and should be considered appropriate for a children's summer camp.
10. Inform Camp Director of changes in plans or locations prior to addressing parents. Help train Counselors in Training in leading activities and proper interaction with campers.
11. *Prohibited actions:* helping campers dress and change at any time, administering medications, sunscreens or lotions to campers; using cell phones while on duty.

Employment Desired:

Position:

Date You Can Start:

Salary/Hourly Desired:

Are You
Employed Now?

Yes

No

If So, May We Inquire of Your
Present Employer?

Yes

No

Are You Legally
Authorized to Work
in the U.S.?

Yes

No

Have You Ever
Applied To This
Company Before?

Yes

No

When:

Have You Ever
Worked For This
Company Before?

Yes

No

When:

Reason For Leaving:

How Did You Find
Out About This
Position:

Employment Agency

State Employment Office

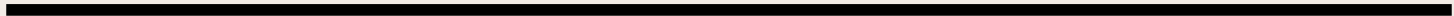
Walk In

Other

Newspaper

College Placement

Website



Education History (High School):

High School (Name):

High School (Location):

Years Attended: Did You Graduate: Subjects Studied:
 Yes
 No

Education History (College):

College (Name):

College (Location):

Years Attended: Did You Graduate: Subjects Studied (Major/Minor):
 Yes
 No

Education History (Trade, Business, or Correspondence School):

School (Name):

School (Location):

Years Attended: Did You Graduate: Subjects Studied:
 Yes
 No

General Information:

Subjects of Special Study/ Research Work:

Special Training, Certifications, or Licenses:

Special Skills, Foreign Languages, etc:

Military Service Record:

Have You Ever Served in
the US Armed Forces:

Branch of Service:

Yes

No

Discharge Date:

Rank:

Have you ever been dishonorably discharged from military service?

Yes

No

If Yes, Why?

Former Employers:

Name of Last or Present Employer:

Address: City: State: Zip:

Starting Date: Ending Date: Job Title:

Salary/ Rate of Pay: May We Contact Your Supervisor?

Yes

No

Name of Supervisor: Supervisors Title: Phone Number:

Description of Work:

Reason For Leaving:

Name of Previous Employer:

Address: City: State: Zip:

Starting Date: Ending Date: Job Title:

Salary/ Rate of Pay: May We Contact Your Supervisor?

Yes

No

Name of Supervisor: Supervisors Title: Phone Number:

Reason For Leaving: Description of Work:

.....
Name of Previous Employer:

Address:

City:

State:

Zip:

Starting Date:

Ending Date:

Job Title:

Salary/ Rate of Pay:

May We Contact Your Supervisor?

Yes

No

Name of Supervisor:

Supervisors Title:

Phone Number:

Description of Work:

Reason For Leaving:

References (List Professional References Whom We May Contact):

Name:

Business:

Phone Number:

.....
Name:

Business:

Phone Number:

.....
Name:

Business:

Phone Number:

Special Purpose Questions:

Are you a U.S. Citizen:	Have you been convicted of a felony or a misdemeanor within the last 5 years?
Yes	Yes
No	No

If Yes, Explain:

You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

Are you able to lift 50 lbs.

Yes No

I understand and I agree that i may be required to take one or more : Physical Examinations, Drug & Alcohol Tests, Criminal Background Checks, Credit Checks, as a condition of hiring or continued employment. I agree to consent to take such test(s) at such time as designated by the Township and to release the Township, its Supervisors, Directors, Officers, Agents, or Employees from any claim arising in connection with the use of such test(s).

Yes

No

Authorization:

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information that may have, personal or otherwise, and release the Township from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the Township has any authority to enter into any agreement for employment for any specified period of time, or to make any arrangement contrary to the foregoing, unless it is in writing and signed by an authorized Township Representative

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal, state, and local laws.

Date:

Signature: