

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 Director

Position Responsibilities

The Summer Camp Director is a recreation professional who manages the programming, on-site operations, and staff of the Chestnuthill Township Summer Day Camp program.

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 Township Manager or another staff member designated by the Township Manager. As a representative of Chestnuthill Township, responsibilities include:

1. Model professional, responsible, positive, and safe behavior for staff, campers, parents, and other site visitors at all times. Foster good relationships with the neighborhood, parents, and Township personnel.
2. Facilitate good interactions between summer camp staff, campers, and the public. Work to address problems or issues between the summer camp and public while maintaining a fun and safe environment for staff and campers.
3. Develop, organize, schedule, conduct and review daily/weekly programs and activities while involving summer camp staff in the process.
4. Assign job duties to Summer Camp Counselors as needed and provide oversight and direction to Summer Camp Counselors. Address and work to resolve any conflicts or performance issues with Summer Camp Counselors.
5. Conduct Parent & Camper Orientation (if applicable); assist with development of written rules, and camp operation policies. Supervise daily camper drop-off and pick-up sessions and remain accessible to help address parental requests and concerns. Enforce and collect weekly camp payments and late fees.
6. Supervise, motivate, and evaluate staff; suggest methods for improvement as needed. Ensure and maintain accurate timesheets.
7. Assist Summer Camp Counselors with camper disciplinary actions when warranted. Contact parents when inappropriate behavior may require suspension or expulsion. Maintain camper attendance records, incident reports, behavior logs, and copies of discipline letters to parents.
8. Administer first aid when needed; contact parents of such injuries; maintain accident reports. Be knowledgeable of individual campers' health issues.
9. Maintain and organize camper information including but not limited to: registration information, attendance records, incident reports, and tracking of camper payment schedule.
10. Manage inventory of supplies and equipment; request replenishments in advance of needs in accordance with the Summer Day Camp budget; ensure that supplies and equipment are returned in clean and organized condition.
11. Obey and enforce all municipal, policies and rules. Supervise staff clean-up of the site and facilities each day.
12. Maintain records, complete all paperwork in a timely manner and carry out the daily facility condition/safety inspection.
13. Provide oversight, support and direction to Summer Camp Counselors and Counselors in Training (CIT).

Chestnuthill Township Employment Application

PO Box 243
271 Route 715
Brodheadsville, PA 18322
Phone: 570-992-7247
Fax: 570-992-2225
www.chestnuthilltpa.gov

Suffix:	First Name:	Middle Initial:	Last Name:
Present Address:		City:	Zip:
Permanent Address:		City:	Zip
Phone Number:	Secondary Phone Number:	Referred By:	

Equal Employment Opportunity Policy Statement.

Chestnuthill Township provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Please attach your personal resume to the back of this application.

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

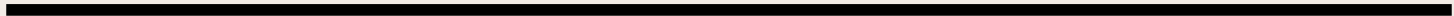
Walk In

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: