



# Raymond Recreation

4 Epping Street  
Raymond, NH 03077  
Michelle Weaver, Director

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## Raymond Recreation Summer Playground Application Packet

So, you are looking for a job at Raymond Recreation. We will be offering interviews to those that were CIT's first, we will then look at other applicants. We have enclosed all the necessary paperwork for you to apply. We are planning to conduct interviews in March/April.

This year our program (not counting training days) will run from June 24<sup>th</sup> until August 8<sup>th</sup>. The daily participation of staff members is very important to the operations of our Summer Playground program. Before applying please be sure that you are able to make this time commitment. It is our policy that aides may, with prior approval, be permitted to take days off (up to a maximum of one week) for special events they cannot rearrange. This is only allowed with prior approval and if an adequate substitute can be found.

The recommendation forms should be given to teachers, coaches, administrators or any other school staff member that you are in direct contact with. Please fill in your name on the cover sheet and ask them to send their completed form to Raymond Recreation. The forms can be dropped off, Emailed to [treardon@raymondnh.gov](mailto:treardon@raymondnh.gov) or mailed to Raymond Recreation, 4 Epping Street, Raymond, NH 03077. Applications should be returned to Raymond Recreation ASAP.

To be eligible for employment you must be at least entering your junior year or above in the fall of 2024.

- Raymond Recreation

Raymond Recreation  
4 Epping Street  
Raymond, NH 03077

Phone: (603) 895-7031

[recreation@raymondnh.gov](mailto:recreation@raymondnh.gov)

Fax: (603) 895-7064

# Raymond Recreation Employment Application

**Playground Aide - Entering Junior Year or Higher**

Please **PRINT** all information.

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

**References:** Please list names and phone numbers of three references (excluding teachers & family).

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

Please answer the following questions:

1. List any specific skills you have (arts & crafts or sports, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. List specific school activities in which you participate and any awards received \_\_\_\_\_

\_\_\_\_\_

3. Give a brief written statement on why you feel you're qualified for the position, noting specific things that make you different from everyone else. (Use the back if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***You will also need two teacher recommendations***

# Raymond Recreation

*SPRING 2024*

Dear Staff Member,

I realize that staff members are very busy and that it would be very difficult for you to write a letter of recommendation for students who apply for summer employment with Raymond Recreation. With this in mind, I have developed a one-page evaluation listing some of the important qualities I would like to see in the students working with the children in our Summer Playground program.

\_\_\_\_\_ is applying for a Counselor In Training (CIT) job in our summer camp and your confidential recommendation is needed. Please rate him/her in relation to all your other students. Your honest evaluation is greatly appreciated.

I would appreciate it if you could complete this sheet and either mail it to Raymond Recreation, 4 Epping Street, Raymond, NH 03077, Email to [treardon@raymondnh.gov](mailto:treardon@raymondnh.gov) or drop it off at the Raymond Recreation office as soon as possible. Thank you for your help and cooperation.

Yours in Recreation,

- Tammy

Tammy Reardon, Assistant Director  
Raymond Recreation

See Evaluation on back

# Raymond Recreation - Student Evaluation

Student's Name: \_\_\_\_\_

Please give us your opinion of the applicant on the following points.

	Don't Know	Below Average	Average	Above Average	Excellent
Honesty/Integrity/Trustworthy					
Energy & Initiative					
Reliability					
Resourcefulness					
Ability to cooperate with peers/co-workers					
Ability to cooperate with teachers/employers					
Sensitivity/Respect for Others					
Responsibility					
Leadership Qualities					
Ability to follow directions					
Willingness to "go the extra mile"					

Please answer the following questions.

How long have you known the applicant and in what capacity?

What special qualifications or assets does the applicant have for a job working with children?

Do you have any concerns regarding the applicant's ability to work with children in a day camp setting?

Please write any additional information you think we should know about the applicant.

Your Name \_\_\_\_\_ Signature \_\_\_\_\_

May we call you if we have additional questions? Yes \_\_\_\_\_ No \_\_\_\_\_ Phone Number \_\_\_\_\_

Please drop your recommendation off at Raymond Recreation, Email to [treardon@raymondnh.gov](mailto:treardon@raymondnh.gov) or mail to: Raymond Recreation, 4 Epping Street, Raymond, NH 03077 – Thank You!