

HTRA DAY CAMP
P.O. Box 753, 61 Lee's Hill Road
New Vernon, NJ 07976
973-326-1775

LuAnn Romano, Director

Pat Romano, Asst. Director

February 15, 2011

Dear Prospective Counselor/CIT,

Summer is just around the corner and plans are underway for another exciting season at the HTRA Day Camp. Camp will begin on Monday, June 27th and will run through Friday, July 22nd. We will be closed on July 4th for Independence Day.

We are expecting a large number of applicants for CIT and Counselors positions this year. Last year we had to turn away a number of job applicants as we need to manage and meet our budgetary guidelines, so anyone looking for a position as a counselor or CIT should get their applications in by the required deadlines. In addition to last year's counselors, applications are being sent out to those that have already expressed an interest and requested applications.

Also, please note, that since our camp insurance policy covers CITs as campers, anyone wishing to come to camp as a CIT will be assessed a \$150 fee, which will be due and payable upon our review and acceptance of your completed application.

Complete the application form and return it to me by **March 20, 2011**. Counselors that worked at Camp last year will not be asked to secure letters of reference, however all CITs and first time counselors, **including last years CITs will need to have 2 Recommendation Letters submitted to me which can be found on our website**. Please have them completed by teachers, coaches, church leaders, or anyone else you have worked for but not people you have babysat for, **not by parents, relatives or family friends**. Give the recommendation form to your references in a timely manner with a stamped envelope, addressed to me. Recommendation forms must be returned to me by April 15th. Also, for first time counselors, we may also request a job interview with you, and we will be contacting your references, as well. We also reserve the right to run a credit and or background check, including a criminal background check and sex offender registry check. You will be notified by May 15th of your employment status.

(Also, anyone that can work at least 3 of the 4 weeks will be considered ahead of others for employment.)

POSITIONS WILL BE FILLED DEPENDING ON AVAILABILITY, TIMELY SUBMISSION OF YOUR APPLICATION AND PRIOR EVALUATIONS. (APPLICATIONS COMING IN AFTER THE DEADLINE MAY NOT BE ASSURED A POSITION -PLEASE BE PROMPT WITH YOUR RETURN - DEADLINE IS MARCH 20, 2011) PLEASE MAKE SURE YOUR REFERENCES KNOW THAT THEY MUST BE RETURNED TO ME ON TIME AS WELL.

If you have any questions, please give me a call at 973-326-1775 or email me at promano59@comcast.net . Forms can be found at our website which is www.hardingtownshipdaycamp.com. I'm looking forward to hearing from you.

Sincerely yours,

Pat Romano
Assistant Director