

**Lyme Summer Pond Program**  
**Counselors!!!**

For 2 weeks in July and 2 weeks in August the Lyme Summer Pond Program is in session at Post Pond. I am looking for responsible children entering grades 6 and above who would be interested in joining the program as counselors. If you are under the age of 14, you will be volunteering for the program. Volunteers, please submit your paperwork to me by June 17, 2016 in order to be a part of the program. Please help keep the program going by volunteering your time to the young children of Lyme.

If you are in need of a summer job and you are 14 years of age or older you could be hired as a counselor. I am looking for three head counselors per week for the program. You must be mature, responsible students to fill these positions. If you are interested you need to **mail in your application prior to** June 6, 2016 to be considered for the job. You will know if you have been hired by June 13, 2016. I can be reached at 603-443-3432

***Counselor hours:***

**8:30am -9:30 am** ~ swimming lessons /beach cleanup/meeting

**Mandatory for all counselors, volunteer or paid!**

**9:00 am – 12:30 pm** ~ Pond Program

**12:30 pm – 12:45pm** ~ Counselor clean up

**Counselors may NOT leave until cleanup is complete**

**& children have left!!**

If you have any questions about being a counselor please call,  
Pond Program Coordinator Rose Carlo at 603-443-3432

**Lyme Summer Pond Program**  
**Counselor Application (to be filled out by the applicant!)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Birthday \_\_\_\_\_ Grade entering in fall \_\_\_\_\_

Paid (14+) / Volunteer (please circle one)

Parents Name(s) \_\_\_\_\_

Phone number(s) where parent(s) can be reached during the day:

\_\_\_\_\_

Email address for applicant \_\_\_\_\_

Email address for parent \_\_\_\_\_

Please list any experience that you have had working with young children:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any reasons why you feel you should be hired as a counselor or serve as a volunteer:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Weeks you are available to work/ volunteer (**please circle**):

**Week 1:** July 11 – July 15

**Week 2:** July 18 – July 22

**Week 3:** Aug 1 – Aug 5

**Week 4:** Aug 8 – Aug 12

**Please**

**mail your application to:**

**Town of Lyme  
PO Box 126  
Lyme NH 03768**

## **Lyme Summer Pond Program Information for potential Counselors/ Volunteers and parents**

Dear Potential Counselors/Volunteers,

The following informational letter outlining the roles and responsibilities of a summer recreation program for counselor/volunteer, although primarily addressed to counselors/volunteers, is important for parents to read and understand the expectations for these positions. Please read carefully and feel free to call me with questions (603-208-8303 or meglasp@myfairpoint.net).

The important thing that you must remember about working and/ or volunteering at the Pond Program this summer is that **YOU MUST BE RESPONSIBLE AND MATURE** as you are setting an example for the youth at the program. The program itself is designed for the young children of Lyme. You are asked to make this the first and foremost priority when you are at the pond, your best behavior is required. Although I consider this to be a fun job for the summer, it does take a fair amount of commitment and responsibility.

The Pond Program will be held 2 weeks in July and 2 weeks in August. Legally no one under the age of 14 can be paid. Head Counselors need to complete the enclosed form and return it to me **after they have been hired**. All other counselor positions are on a volunteer basis and need to complete the enclosed form and return it to me by June 18, 2016.

### **Your expectations are as follows:**

1. All counselors must take Swimming lessons and wear appropriate suits (**NO TWO PIECES!**). The lessons begin at 8:30am sharp and last for ½ hour. The Pond Program is from 9:00 AM- 12:30 PM. Please be at the pond no later than 8:30am for morning meetings and ready to swim, **NO EXCEPTIONS! Unless sick medical reason or emergency And you must let me know ahead of time**

2. You must be on time. Failure to be on time without notification to me will result in you being asked to relinquish your duties.
3. You must stay until all children have been picked up from the program, **NO EXCEPTIONS!**
4. The counselors hired by me (14+) will be head counselors and in charge of leading specific activities. Volunteer counselors will be expected to lead their group of campers to the activities, assist and encourage the children to play and have fun.
5. You will NOT be allowed to socialize with friends while at the program. You are responsible for providing a safe, fun and active morning for the young children of Lyme. Save your socializing for after the program.
6. I will assign the grouping. I cannot guarantee volunteers any particular age group.
7. If the weather is rainy, you will receive a call by 7:30 am if the program needs to be cancelled.
8. For paid counselors, you will be given further information on work papers from me when the decision is made of hired

***\*\*Volunteers and parents please sign and date the section below and return no later than June 18, 2016. Head Counselors will need to sign and return the form after they are hired! \*\****

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I have read this letter and understand what responsibilities my child must undertake prior to being hired to work or volunteer as a counselor.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read this letter and understand my responsibilities when hired to work or volunteer as a counselor at the pond this summer.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_