

*Township of Ocean Recreation Office and Project Extend*

**Morning Recreation/Summer Project Extend  
Leadership Training Internship  
Job Description**

*General Information and Qualifications*

LTI applicants must be at least 13 years of age at the time of staff orientation. LTI's must be available for the essential dates and times the program is in session and for orientation. A limited number of LTI positions are available. Interested persons must submit an application including written parental permission and be interviewed by the Program Coordinator.

*Responsibilities*

The Program Supervisors will supervise LTIs. LTIs will be expected to adhere to the Counselor Code of Conduct. The code of conduct will be reviewed at orientation and is available for review at any time. LTIs will aid the program counselors in planning and implementing a variety of recreational activities in a safe setting. LTIs will aid in program instruction and will encourage participants during activities. LTIs may be assigned to work with a variety of grade groups throughout the duration of the program. LTIs will participate in on and off site activities. LTIs will be issued staff shirts that must be worn on a daily basis. LTIs will be expected to perform miscellaneous duties as assigned by their supervisor or the Program Coordinator.

***Essential Dates for 2016 Season***

***Program Dates:***

*June 27 – August 5, Mondays – Fridays.*

***Daily Hours:***

*Morning Recreation 8:30 a.m. – 12:30 p.m.*

*or*

*Summer Project Extend 12:00 p.m. – 5:00 p.m.*

***Staff Orientation:***

*Wednesday, June 22, 9:00 am – 1:00 pm (West Park Rec.)*

*Thursday, June 23, 9:00 am – 1:00 pm (West Park Rec.)*

***LTIs must be present on both dates of orientation.***

Please complete  
**Leadership Training Internship Application**

Township of Ocean Recreation Office  
601 Deal Road  
Ocean, NJ 07712  
(732) 531-2600

## Leadership Training Internship Application

Morning Recreation and Summer Project Extend

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Age: \_\_\_\_\_

Grade as of September 2016: \_\_\_\_\_

Which program are you interested in – Morning Recreation \_\_\_\_\_ or Summer Project Extend  
\_\_\_\_\_

Do you need any reasonable accommodations to perform the responsibilities of this position?

If yes, please explain: \_\_\_\_\_

Please list reasons why you would like to be a LTI at the Morning Recreation Program or Summer Project Extend Program (use reverse side of paper if needed):

---

---

---

References: Please list three people who we may contact, other than relatives, who have knowledge of your specialized skills or who have seen you interact with younger children.

Name

Telephone

---

---

---

*Please continue on the reverse side*

Parent and applicant please read and sign.

Leadership Training Interns (LTIs) must be at least 13 years of age as of staff orientation. A copy of a birth certificate may be required to verify age.

There are a minimal number of available LTI positions. The Program Coordinator will review completed applications. Selected candidates will then be contacted for an interview.

The Leadership Training Internship is a volunteer position.

Attendance at staff orientation is required.

LTIs are expected to adhere to the Staff Code of Conduct. The Staff Code of Conduct is attached for the applicant and parent to review.

Bus transportation may be available to and from the Morning Recreation program for LTIs. If bus service is requested, please discuss it with the Program Coordinator during the interview. LTIs must act responsibly if they are granted permission to ride the bus.

The Program Supervisors and Coordinator supervise the LTIs. If it is determined that a LTI is not performing as expected he or she may be dismissed from the LTI program.

Participation in the LTI program does not guarantee a Counselor position the following summer.

LTI participants assume the responsibilities of all reasonable risks that may exist due to participation in Township sponsored programs.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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

*Parent please print:*

*Parent name:* \_\_\_\_\_

*In event of emergency during the program I can be reached at:*

*Home Telephone number* \_\_\_\_\_

*Work Telephone number* \_\_\_\_\_

*Other Telephone number* \_\_\_\_\_

*If I cannot be reached, please contact  
(Include name, telephone number and relationship to the LTI)*

\_\_\_\_\_