



Mountain Lakes Recreation

2026 Summer Employment or CIT Application

Return application to: Laurie Stepper, recreation@mtnlakes.org or
Mountain Lakes Recreation Department,
400 Boulevard, Mountain Lakes, NJ 07046

POSITIONS:

Summer Recreation Programs – Director, Lead Counselors, Counselors, and volunteer CITs

Summer Recreation Program Director provides leadership for the planning and daily operation of the program. This role oversees Summer Recreation Staff and Counselors-in-Training, ensures participant safety, and delivers a fun, engaging, and well-structured program. The Director ensures activities run smoothly and fosters a positive, inclusive environment where participants and staff can thrive. Strong leadership, communication, and adaptability are essential to creating a safe and enjoyable summer experience. **Must be 21+ years and older.**

Lead Counselors oversee a specific age group, manage the daily schedule, and act as a positive role model and leader for counselors and CITs. Confirm daily activities are prepared and ready to go and are vigilant to ensure the safety and well-being of participants and staff under your watch. **Must be 18+ years and older.**

Counselors provide direct supervision to a group of children throughout the program. The role of a Counselor is to participate, build relationships and have fun while ensuring the physical and emotional safety of every child. **Applicants must be at least 15 years old** and going into 10th grade or older.

Counselor-in-Training (CITs) - Get ready to begin your journey toward being a counselor! You'll develop the skills needed to mentor younger participants and understand their needs, while under the guidance of program staff. **Students entering 9th grade in Sept 2026 can apply to volunteer.** No prior experience necessary.

Specialists – Arts or Sports - Each Specialist is responsible for the set-up, facilitating, and clean-up of a meaningful music/arts/crafts program or engaging sport/game activity for all groups to attend daily. The ideal candidate can communicate and work with groups of various ages and skills levels and provide necessary instruction to participants and/or staff. Pre-program planning is involved, including submitting a list of needed supplies and equipment, while working within the existing budget. **Must be 18+ years and older.**

Teen Adventure Director Leads a travel-based recreation program for participants entering grades 6–9, overseeing weekly excursions, transportation, staff and participant supervision, and daily operations. This role ensures a safe, inclusive, and engaging environment while promoting active participation and strong leadership. First Aid/CPR/AED certification (or equivalent) necessary. **Must be 21+ years and older.**

Teen Adventure Supervisor - Responsible for assisting the Teen Adventure Director with ensuring the care and supervision of participants on trips. Promote and actively encourage participation in activities. Experience working with children in a teaching and/or coaching role, as well as experience in a supervisory role are required. First Aid/CPR/AED certification (or equivalent) necessary. **Must be 21+ years and older.**

Beaches – Director, Assistant Director, and Lifeguards

Beach Director - Oversees the operation, safety, and management of two town beaches, supervising aquatics and lifeguard staff, maintaining safe and welcoming facilities, and managing daily operations, public interaction, and programs. Weekend and holiday work is required. First Aid/CPR/AED certification (or equivalent) necessary. **Must be 21+ years and older.**

Assistant Beach Director - Supports the Beach Director and Recreation Director in preparing, operating, and supervising borough beaches, including lifeguard training, aquatics operations, and special events. This seasonal role helps ensure a safe, organized, and welcoming beach environment. Weekend and holiday work, including July 4th, is required. Current Lifeguarding/First Aid/CPR/AED certification & valid Waterfront Skills (to guard over open water) preferred. **Must be 21+ years and older.**

Beach Lifeguards - Lifeguards will work under the direction of the Beach Director and Assistant Beach Director. Prior experience and the ability to work flexible shifts through the summer are expected. The ideal candidate will have excellent skills in the water and on the beach. Required: **Must be at least 16 years old** and have current Lifeguarding/First Aid/CPR/AED certification & valid Waterfront Skills (to guard over open water).

Swim & Dive Head Coaches and Assistant Coaches

Head Swim Coach - Lead and manage the Mountain Lakes Swim and Dive Association summer swim team program. The Head Swim Coach is responsible for the planning, organization, and execution of all team practices and competitions, as well as the supervision and development of coaching staff. This role is focused on creating a safe, educational, and enjoyable environment that supports the athletic and personal growth of all swimmers. **Must be 21+ years and older.**

Assistant Swim Coach/Lifeguard - Works under the direction of the Head Swim Coach and will help with all aspects of the program, including running practices and providing stroke and racing instruction, "on deck" coaching during meets, assisting with set-up and breakdown for home meets, and attending social events. Prior experience as a competitive swimmer, teaching swimming lessons or coaching is preferred. You will be required to be a lifeguard during some swim practices, so Lifeguard certification is required. You must be at least 16 years old to be a lifeguard at the beach. However, 15-year-olds with Lifeguard certification and experience are welcome to apply to coach.

Head Dive Coach - Responsible for leading and managing the summer diving team program. This role oversees all aspects of athlete development, practice planning, and competition preparation while ensuring a safe, educational, and enjoyable environment. The Head Diving Coach serves as a leader and role model, supporting the growth of athletes both as divers and as individuals. **Must be 21+ years and older.**

Assistant Dive Coach/Lifeguard - Works under the direction of the Head Dive Coach and will help with all aspects of the program, including running practices, competition instruction, and "on deck" coaching during meets. Prior experience as a competitive diver and lifeguard certification is required as may be required to lifeguard during some diving practices. You must be 16 years old to be a lifeguard at the beach. However, 15-year-olds with Lifeguard certification and experience are welcome to apply to coach.

Sailing Program – Director, Assistant Director, Counselors, and volunteer CITs

Sailing Director - Responsible for the overall supervision, safety, and daily operation of the sailing program. This role provides leadership to participants, counselors, and Counselors-in-Training (CITs), promotes active participation, and ensures a safe, engaging, and positive learning environment for children. The Director works collaboratively with Recreation Department leadership, beach and lifeguard staff, and the Mountain Lakes Sailing Association Board to deliver a high-quality sailing program.

Assistant Sailing Director - Supports the Sailing Director in overseeing the safety and daily operation of the sailing program, coordinating staff and CIT schedules, supporting instruction, and ensuring smooth operations in a safe and engaging learning environment.

Sailing Counselor/CITs - Supports the daily operation of the sailing program by providing safe, engaging instruction, maintaining boats and equipment, leading activities, and helping create a fun, inclusive learning environment under the guidance of the Sailing Director and Assistant Sailing Director. Prior experience sailing is required. It is preferable to have participated in the ML Sailing Association for 2 years, but it is not necessary if other experience is provided.

EMPLOYMENT REQUIREMENTS:

Summer Recreation Program

- Employees are **highly encouraged** to be available to work **a minimum of 3 weeks of camp**. Staff hours may fluctuate depending upon camp enrollment. **Staff will not be paid when they are absent from work due to illness, vacation, personal reasons, etc.**
- Employees **are required** to complete online training, as assigned, and possibly attend additional training.
- Employees 18 years of age and older who work directly with children are required to be fingerprinted every three years. Fingerprint reimbursement is available for NJ locations only.

SUMMER RECREATION PROGRAM DAYS/DATES:

- Week 1 Monday through Thursday, June 29-July 2, 2026
- Week 2-5 Monday through Friday, July 6 – July 31, 2026
- PROGRAM HOURS: 9am-12pm (Daily program hours)
- STAFF HOURS: 8:45am-12:15pm

SAILING PROGRAM DAYS/DATES:

- Week 1-5 Monday through Thursday, June 22-July 23, 2026
(Fridays, reserved for make-ups)
- PROGRAM HOURS: Session 1 – 9am-11am; Session 2 – 11:30am-1:30pm
- STAFF HOURS: 8:30am-1:30pm

TEEN ADVENTURE DAYS/DATES:

- Week 1-4 Monday through Friday, July 6 – July 31, 2026
- STAFF HOURS: Vary depending on trip, typically 6-8 hours per day

Beach Lifeguards

- Employees **are required** to attend **mandatory** staff training/orientation held in May/June, TBA and online training, as assigned.
- Employees are **highly encouraged** to be available to work **a minimum of 3 weeks**. Staff hours may fluctuate depending on staffing gaps. **Staff will not be paid when they are absent from work due to illness, vacation, personal reasons, etc.**

BEACHES ARE OPEN: Weekends: Starting May 22 (including Monday, May 25) through June 14, 2026
Daily: Starting the last day of school
Labor Day Weekend: September 4-7, 2026

BEACH HOURS: 10am-7pm daily, unless otherwise posted

PLEASE NOTE: It is **YOUR** responsibility as an applicant to indicate dates **YOU CANNOT WORK ON THIS APPLICATION**. For dates unknown at the time of application a request **MUST BE SUBMITTED IN WRITING** to both the Director and the Recreation Director for approval.

INTERVIEW PROCESS:

- Applicants will be interviewed at the discretion of the Recreation Department Staff.
- Interview scheduling begins in March until all openings are filled.
- Applicants will be notified via email for all correspondence.
- Questions can be directed to Laurie Stepper, Recreation Director, recreation@mtnlakes.org or 973.334.3131x2004

Mountain Lakes Recreation Department—2026 Employment and CIT Application

PLEASE PRINT CLEARLY

ARE YOU 18+ OR OLDER? YES NO

NAME: _____ **CELL PHONE:** _____
(First) (Middle) (Last)

ADDRESS: _____ **T-SHIRT SIZE:** _____
(Street) (Town) (Zip) (indicate Youth or Adult size)

APPLICANT'S EMAIL ADDRESS (mandatory): _____

PARENT/GUARDIAN NAME: _____ **CELL PHONE:** _____
(if applicant is a minor)

PARENT/GUARDIAN EMAIL, mandatory if applicant is a minor: _____

Summer Recreation Positions	Preference** 1st, 2nd, etc.	Other Positions	Preference** 1st, 2nd, etc.	Other Positions	Preference** 1st, 2nd, etc.
Program Director		Beach Director		Head Dive Coach	
Lead Counselor		Assistant Beach Director		Assistant Dive Coach/Lifeguard	
Health Staff/Nurse		Beach Lifeguard		Head Swim Coach	
Recreation Specialist - Arts or Sports		Sailing Director		Assistant Swim Coach/Lifeguard	
Counselor		Assistant Sailing Director		Teen Adventure Director	
CIT Volunteer (for applicants entering 9th grade in Sept. 2026)		Sailing Counselor		Teen Adventure Supervisor	
		Sailing CIT Volunteer (for applicants entering 9th grade in Sept. 2026)			

****Check all desired positions. If more than one, please number your preferences.**

PLEASE LIST ANY KNOWN DATES THAT YOU CANNOT WORK: (due to vacation, college orientation, sports, etc.)

Are you First Aid and/or CPR certified? Lifeguarding/First Aid/CPR/AED certification & valid Waterfront Skills?

YES / NO: ____ If yes, what is your certification and when does it expire? _____

If you have previously worked OR volunteered for the Recreation Department, please list the following information:

<u>LOCATION</u>	<u>AGE GROUP</u>	<u>PROGRAM & POSITION HELD</u>	<u>DATES</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list any special skills or experience you may have that will be an asset to our summer programming (camp experience, child-care experience, arts/crafts experience, sports experience, leadership roles, etc.)

MOST RECENT EDUCATION LEVEL :

SCHOOL	YEAR CURRENTLY IN (circle)	SCHOOL	YEAR CURRENTLY IN (circle)
MIDDLE SCHOOL:	6 TH 7 TH 8 TH	COLLEGE:	Fr So Jr Sr
HIGH SCHOOL:	9 TH 10 TH 11 TH 12 TH	OTHER:	

IF YOU ARE CURRENTLY A FULL TIME EMPLOYEE, please list the name of the company/business and the address. A resume may supplement but may not substitute this application:

Employer _____

Address _____

Please list any special interests and/or hobbies you have (what do you do in your spare time?)

**Complete the information below ONLY if you are NOT EMPLOYED FULL TIME
A resume may supplement but may not substitute this application:**

List your most recent work experience outside the Recreation Department - indicate whether it was paid or volunteer.

<u>EMPLOYER'S NAME</u>	<u>TYPE of WORK</u>	<u>DATES EMPLOYED</u>	<u>PAID or VOLUNTEER</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REFERENCES: List below THREE names of adults (NOT related to you) whom we can call for a reference.

<u>ADULT'S NAME</u>	<u>PHONE #</u>	<u>How do you know this person?</u>	<u>How many years?</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

By signing below, I understand and agree with the following:

- Completion of this application does not guarantee employment or a position.
- Positions are NOT filled on a first come, first served basis.
- Placement is based on the positions available at the time of hiring.
- After 2 consecutive sick days, a doctor's note is required.
- The Borough of Mountain Lakes is an equal opportunity employer and will not discriminate based on any legally protected status.

Date: _____ Signature of applicant, or parent/guardian if the applicant is under 18 years of age

NEW APPLICANTS MUST complete the required questionnaire on the next page.

NEW APPLICANT QUESTIONNAIRE

Name: _____ Applicant Signature: _____

What are your top three skills, that will prove to be an asset to the position you are applying for and why?

Write a summary of past work experience and/or training which will help make you an effective summer staff member, or volunteer.

What is your favorite sport or hobby?

Why are you interested in working with the Mountain Lakes Recreation Department team?

Is there anything else you'd like to share about yourself?
