

# Summer Recreation Programs

## Expectations for all positions

1. Upon hiring you will need to present your DL & SS card to fill out paperwork & begin employment. **You will not work without all paperwork completed, Administration Training, & Intellitime training completed.**
2. If you are 21 or older, you will need to fill out a clearance of child abuse form that we will submit to the state. They will return it to us and notify us if you can work with children.
3. You are able to work in a team-oriented situation
4. You are able to work with a diverse population - values, ethnicity, race, developmentally/physically challenged
5. You are able to be flexible & roll with the changes  
-Understand that although we have a good time working with children, sometimes we work with them in stressful situations
6. You will attend staff meetings as scheduled, if you are asked to be there.
7. You may be asked to show examples of your writing, art, or demonstrate your performing skills as part of the interview process

## Camps:

- Summer Camp staff is needed from 8:30 a.m. – 5:15 p.m. or 8:45 a.m. – 5:30 p.m..for 9 weeks Mid- June to Mid-August. There is also a few early evenings of training and a full week of staff training. All staff are required to wear a staff t-shirt on field trips, provided by the Recreation dept.
- Most sites will receive the federally sponsored free lunch program, possibly available to staff on the site.
- We have 7/4 off, but not any work days prior or after. Please list or notify us if this is a conflict with the work schedule **before** you are hired.
- sites are located inside city limits. All are on the bus route.
- Sites will have site supervisor, 4-5 staff and the Counselors In Training, (C I T'S). The staff work together to provide a variety of activities, (art, sports & performing arts). The children will rotate from activity area to area with the mini campsite divided into stations. The structure at Mini Camps is somewhat flexible.
- Sites generally range in numbers from 35 - 50 youth.
- The site supervisors will be required to fill in &/or instruct stations as needed. Children range in age from 5-12. There may be teen CITs, to assist and learn how to be counselors & leaders.
- Our camps are licensed by the state and we need to follow their guidelines. This includes staff being 18 years of age or older. We must also maintain 1 staff per 10 youth.

**Please provide the following required information**

**-Name, date, phone number & e-mail**

**-Is there a 2<sup>nd</sup> job or school schedule for spring & summer?**

**What is your Major:**

**Minor:**

**Please answer the following questions, make comments and give examples**

**-What position(s) are you interested in? (do not list position(s) you do not want)**

**-Do you have any conflicts, work, vacation, school or other, w/the times we need staff for the summer positions that you are applying for?**

**-What team -oriented situations have you worked in?**

**- What diverse populations have you worked/participated with? (Values, ethnicity, race, developmentally/physically challenged)**

**-after reading the descriptions of the programs you are applying for, why do you feel you can do the essential job functions?**

**Do you have experience working with:** *(give examples, use additional paper if needed)*

Children

Sports

Art

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Performing Arts

Literary Arts

Nature/Outdoor Skills

**ADDITIONAL QUESTIONS**

**What accomplishments are you most proud of and why?**

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**What was the toughest lesson you ever learned and why?**

**What would you say to a child who will not participate?**

**What would you say to an angry parent on site with no supervisor available?**

**Describe steps needed, in order, to teach an activity, (art activity, sports activity, and performing arts activity....) to new student(s).**

**What would you say to a co-worker who disciplines a child inappropriately?**

**5 activities that would be appropriate for class/age group (5 yrs. -12 yrs) we are interested in hiring you for.**

**Why do you want to work with children?**

**What would you say and do with the parent of a child who has been disciplined for fighting?**

**Are you CPR or First Aid certified? YES NO**

**If no, would be willing to take CPR/First Aid training on a Saturday prior to camp to get certification? YES NO**