



EMPLOYMENT APPLICATION PACKAGE

APPLICATION PROCESS

1. All applications must be submitted to the attention of Camp Discovery, 5120 Whitfield Chapel Rd., Lanham, MD 20706) or fax to Camp Discovery ATTN at 301-577-7907. If you are faxing please call the church office to confirm receipt at 301-577-4882. **APPLICATION DEADLINE: MARCH 31, 2014.**

HIRING PROCESS

1. You will be asked to attend the Job Fair where formal interview appointments will be set up on **APRIL 12 from 7:00a-12:00n.** All required documents needed for your position, are required for the Job Fair. Failure to bring those documents places your application on the waitlist. Phone interviews are available for students away at college.
2. All offers are based on the number of children registered to the program. Verbal offers, position and work shifts are subject to change due to budget constraints and/or work experience.
3. **Staff Orientation TBA.**
During this orientation we will go through operations code of conduct for all employees, offer letter presentation, introduction of camp teams and training schedule – all employees MUST be available for training. **All training dates will be given out at a later time.**
4. **First Aid Training – TBA.**
This training will be held for all volunteer staff. Please note, all volunteers must attend this training.
5. Please constantly check your emails for offers, meetings, etc.

*****Please refer to the following pages for a description of the position you are considering applying for and a checklist of materials needed in order apply. Please read the desired shift in its entirety. *****

CAMP DISCOVERY CHECKLIST

These are the items that are **REQUIRED** in order to qualify for any position at Camp Discovery:

EVERYONE:

- ⇒ Sports/School Activity schedule for those involved in school events
- ⇒ A copy of your most recent report card/ School Max print out

NEW EMPLOYEES:

- ⇒ Completed Employment Application
- ⇒ Two letter of recommendation that explicitly describes an experience and/or activity where you were involved with children.
- ⇒ Two paragraphs explaining:
 - Why do you want to work at Camp Discovery?
 - Why do you feel you are qualified to work at Camp Discovery?

RETURNING EMPLOYEES: (If you have worked at Camp Discovery within the last year (current school year and/or past summer).

- ⇒ Performance Evaluation from Camp Discovery's Program Coordinator.
- ⇒ Completed Employment Application (If any information on file has changed)

SENIOR CHILDCARE ASSISTANT

Age Requirements: 19 years or older and/or college

Experience/Ability: At least one summer of camp experience, working within a childcare facility or some kind of related experience working with youth. You must be emotionally mature, able to work under supervision to accomplish the camp objectives.

Job Summary: **SENIOR CHILDCARE ASSISTANT** is responsible for assisting the Program Coordinator with daily operations. This position is directly responsible for planning and overseeing daily direction of the camp staff within your assigned group, along with assisting with all aspects of the program and curriculum development.

****Must be available for staff training. The dates will be given during Job Fair. ****

PURPOSE:

- To provide leadership for a group of campers in the Camp Discovery Program.
- To develop leadership abilities and skills in young people.
- To assist with providing a fun and safe camp environment for the campers.

REQUIRED QUALITIES

- **Knowledge** - Knowledge of administering First Aid and CPR. Basic knowledge of the principles and practices of instructional and recreational program/curriculum development.
- **Skills** - Skill in understanding and responding to customer needs.
- **Abilities** - Ability to exercise considerable initiative and sound judgment; plan, organize, assign and review the work of subordinate staff; communicate clearly and concisely; effectively develop, organize, coordinate, and implement the activities and personnel in the Camp Discovery Program; work well with varied and demanding people; effectively motivate, develop and discipline subordinate staff; assist to evaluate program effectiveness and efficiency; work from broad direction with limited supervision; work well with culturally diverse people; establish and maintain effective working relationships with employees, public, and other agencies; organize information in a clear and logical format; employ and enforce safety practices and procedures; handle emergency situations; identify, analyze, and address problems in a timely manner, efficient, and equitable manner; organize activities in order to complete tasks in accordance with priorities, address multiple demands, or meet deadlines; organize tasks and working environment to maximize efficiency; focus attention on tasks, which may be complex, routine, or repetitive, without losing concentration or becoming distracted by external activities; adapt to interruptions, processes/schedule changes, unusual demands, or changing priorities and handle confidential information.
- Working Relationships and Interpersonal Skills
- Adaptability
- Judgment and Problem Solving
- Customer Service
- Organizational Abilities
- Initiative
- Communication
- Leadership
- Motivation and Development of Subordinates

RESPONSIBILITIES: Each **SENIOR CHILDCARE ASSISTANT** will —

- Abide by CAMP DISCOVERY POLICIES and PROCEDURES.
- Assists with the development and implementation of curriculum to ensure it is appropriate for the type of class and level of participants. Plans and organizes activities in the areas of music, arts & craft, game time, dance, step, mime, fashion and physical education for ages 4-14.
- Assist with ordering and maintaining equipment and supplies for the program.
- Communicate openly and effectively with the program coordinator, other staff, participants, parents, and volunteers in order to provide excellent customer service.
- Report any class changes, postponements or conflicts to Program Coordinator that will affect the overall schedule of the program.
- Attend and participate in all parts of the all camp staff orientation and assigned meetings.
- Serve as a leader for camper learning group activities
- Performing duties which include, but are not limited to assisting with all learning group activities. Levels of assistance will vary, however, the group counselor will be required to participate in all activities including music, arts & craft, game time, fashion, step, dance, mime, physical education and any free day activities.

- Responsible for staff member's participation and signing all incident reports before turning them into the office for the final signatures.
- Oversee the safety of campers during all activities and insuring that all staff are participating.
- Assist in the development of **JUNIOR CHILDCARE AIDE'S** and **STUDENT HELPER**. Counselors assigned to same your specific groups.
- Assist in the planning and participate in all evening and weekend programs that involve Camp Discovery.
- Attend all staff meetings.
- Familiarize yourself with the staff manual and perform in conjunction with all policies and procedures contained therein.
- Participate in periodic evaluations of the overall camp operations programs, and job performance.
- Provide leadership and guidance to all campers on an ongoing basis.
- Interpret to the campers and staff all policies, procedures and rules of the camp.
- Know and be ready to perform emergency duties as necessary.
- Other duties may be assigned as needed.

INDEPENDENCE OF ACTION: Works under the general direction of the Program Director and the Program Coordinator. Ensures **JUNIOR CHILDCARE AIDE'S** and **STUDENT HELPER** counselors to establish overall goals and objectives. Exercise some independence of judgment in meeting assigned objectives and implementing operations, services, and programs.

PERSONNEL MANAGEMENT RESPONSIBILITY: Responsible for providing daily direction of camp activities and staff. This includes scheduling, delegating tasks, providing training, coaching, and correcting performance/conduct deficiencies

JUNIOR CHILDCARE AIDE

Age Requirements: 16 – 18 years old

Experience/Ability: Must be emotionally mature, able to work under supervision to accomplish the camp objectives.

Job Summary: Responsible for the safety and well-being of assigned group of campers and serving as the group leader to campers. Assist **CHILDCARE ASSISTANT'S**. Oversee routine tasks and activities related to group. Assist with planning and implement group activities.

****Must be available for staff training. The dates will be given during Job Fair. ****

PURPOSE:

- To provide leadership for a group of campers in the Camp Discovery Program.
- To develop leadership abilities and skills in young people.
- To assist with providing a fun and safe camp environment for the campers.

REQUIRED QUALITIES:

- Working Relationships and Interpersonal Skills
- Adaptability
- Judgment and Problem Solving
- Customer Service
- Organizational Abilities
- Initiative
- Communication
- Leadership
- Motivation and Development of Subordinates
- An interest in working with children.
- Able and willing to work with others.
- Able and willing to take direction.
- Is mature in judgment and attitude.
- Is willing to give full attention to the program.

RESPONSIBILITIES: Each **JUNIOR CHILDCARE AIDE**

- Abide by CAMP DISCOVERY POLICIES and PROCEDURES.
- Attend and participate in all parts of the all camp staff orientation.
- Communicate openly and effectively with **SENIOR CHILDCARE ASSISTANT**, other staff, participants, parents, and volunteers in order to provide excellent customer service.
- Report any class changes, postponements or conflicts to the Program Coordinator that will affect the overall schedule of the program.
- Serve as a co-leader for the **SENIOR CHILDCARE ASSISTANT** and a leader for group activities
- Performing duties which include, but are not limited to assisting with all learning group activities. Levels of assistance will vary, however, you will be required to participate in all activities including music, arts & craft, game time, fashion, step, dance, mime, physical education and any free day activities.
- Assist in the development of **STUDENT HELPER's** assigned to your specific groups.
- Assist in the planning and participate all evening and weekend programs that involve Camp Discovery.
- Attend all staff meetings.
- Familiarize yourself with the staff manual and perform in conjunction with all policies and procedures contained therein.
- Participate in periodic evaluations of the overall camp operations and programs, and job performance.
- Provide leadership and guidance to all campers on an ongoing basis.
- Interpret to the campers all policies, procedures and rules of the camp to campers and staff.
- Know and be ready to perform emergency duties as necessary.
- Other duties may be assigned as needed.

STUDENT HELPER

Age Requirements: 15 years old

Experience/Ability: Must have the ability to carry out all general responsibilities related to working with youth. You must be emotionally mature, able to work under supervision to accomplish the camp objectives.

Pay Scale: Paid activities

Job Summary: A **STUDENT HELPER** is a young person who desires to learn the leadership skills of a camp counselor. The **STUDENT HELPER** is one who learns by doing and by observing. The **STUDENT HELPER** works in coordination with other **STUDENT HELPER**'s, **SENIOR CHILDCARE ASSISTANT'S**, and **JUNIOR CHILDCARE AIDE** and the Program Coordinator. As a **STUDENT HELPER**, you are not a camper anymore and you will have a greater degree of freedom. With this acceptance comes responsibility. You will be expected to exercise good judgment and remember that safety is of great concern. Your behavior must be exemplary. You will be a role model to younger campers who will be observing your every action. A **STUDENT HELPER** may request to attend one week of camp or all weeks of camp. After the **STUDENT HELPER** has attended camp for one week, his/her performance will be evaluated and if performance is at a satisfactory level, the **STUDENT HELPER** will receive an invitation to return to camp the following week. The **STUDENT HELPER** will be evaluated every week he/she attends camp. A **STUDENT HELPER MUST** receive an **INVITATION** in order to return to camp each week.

****Must be available for staff training. The dates will be given during Job Fair. ****

PURPOSE:

- To provide leadership for a group of campers in the Camp Discovery Program.
- To develop leadership abilities and skills in young people.
- To assist with providing a fun and safe camp environment for the campers.

REQUIRED QUALITIES:

- An interest in working with children.
- Able and willing to work with others.
- Able and willing to take direction.
- Is mature in judgment and attitude.
- Is willing to give full attention to the program.

RESPONSIBILITIES: Each **STUDENT HELPER** will —

- Abide by CAMP DISCOVERY POLICIES and PROCEDURES.
- Attend Counselor Orientation and Training Sessions
- Assists in assuring the safety of campers at all times.
- Participates in all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc.
- Serves as a role model to young children by demonstrating high standards of personal conduct.
- Responsible for knowing where his/her campers are at all times.
- Is willing and able to assume responsibility of counselor in event of absence.
- Abide by CAMP DISCOVERY POLICIES and PROCEDURES.
- Attend Counselor Orientation and Training Sessions
- A **STUDENT HELPER** is responsible to know where her/ his campers are at all times.
- Guide campers in following all camp policies, procedures and rules and must be willing to abide by the same rules by which the campers themselves follow.
- Guide campers in participation in group, individual, and all-camp activities.
- **STUDENT HELPER** should encourage healthy relationships.
- Practice good, effective, and shared leadership with counselors and campers.
- Participate in all activities with the group and must be willing to be involved in all evening and weekend activities related to Camp Discovery.
- Plan activities for the campers with counselor, allowing flexibility.
- Report to **SENIOR CHILDCARE ASSISTANT** matters she/he cannot handle, e.g., discipline, communication problems with staff, counselors or campers, etc.
- Must avoid engaging with friends/relatives which may disrupt work productivity.
- Must have reliable transportation to and from camp.

Summer Camp Descriptions

Traditional Camp

This camp consists of two programs “KidZ Zone” designed for ages 4 - 11 and our new program “Teen Xpressions” designed for ages 12 – 14.

KidZ Zone

This program will challenge campers mentally through pre-selected reading & math topics and encourage their creative abilities through dance, music and arts & crafts. As well as build physical endurance through structured game time, cheerleading, little leagues sports and more.

Teen Xpressions

This program has been designed for teens that don't have the desire to dance, step or play sports. Teens will learn the fundamentals of preparing cuisines, designing and building fashion portfolio's. Teens will take arts & crafts to a different level by painting still life images and taking a peek into the fundamentals of pottery. Teens will be involved in fitness with CPR training and learn the art of music by being able to read & understand music and more.

Performing & Fine Arts Camp

Performing Arts Camp is a fundamental camp to teach children the basic steps and movements of dance while having fun learning. Children will also learn the true meaning of ministering to the audience for God's glory by being willing vessels to be used. The children will also learn basic of stepping. The children will be taught the basics of step and where it originated from. Dancing and stepping will become a passion for the children as they learn to move through mind, body, and soul. Before the summer camp is over I want the children to be able to walk away with some knowledge of dance and step.

Athletic Camp

Athletic Camp is a fun-filled camp that teaches children different sports from all around the world (i.e. basketball, soccer, baseball, football). Upon learning these sports, children also get to experience the different fundamentals like stretching, background history, challenging their physical endurance and understanding sportsmanship & teamwork. Instruction for all activities includes that for beginners through experts.

EMPLOYMENT APPLICATION

| APPLICANT INFORMATION | | | | |
|--|----------------------------------|------------------------------------|--|---|
| CURRENT AGE: | | BIRTHDAY (MM/DD/YYYY): | | |
| Last Name | First | M.I. | | |
| Street Address | | | Apartment/Unit # | |
| City | State | ZIP | | |
| Phone 1 Cell | E-mail Address | | | |
| Phone 2 Alternative | T-Shirt Size | | | |
| Position Applied for | | | | |
| Are you a citizen of the United States? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Have you ever worked for Camp Discovery? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when? |
| Desired Days of Availability: | | | | |
| Monday <input type="checkbox"/> | Tuesday <input type="checkbox"/> | Wednesday <input type="checkbox"/> | Thursday <input type="checkbox"/> | Friday <input type="checkbox"/> |
| List any coursework, work or volunteer experience that would possibly qualify you for this position applied for. | | | | |
| | | | | |
| | | | | |
| | | | | |
| If you had the option to be a part of the production team (Talent Show, Christmas Recital, Productions, etc.), would you accept? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | | |
| If yes, please list the attributes/ideas that you would be bring to the table: | | | | |
| | | | | |
| | | | | |
| | | | | |
| EDUCATION | | | | |
| Current GPA: | | | | |
| High School | | Address | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |
| College | | Address | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |

| | |
|---|----------------|
| REFERENCES (NON FAMILY MEMBERS) | |
| <i>Please list three professional references.</i> | |
| Full Name | Relationship |
| Company | Phone () |
| Address | |
| Full Name | Relationship |
| Company | Phone () |
| Address | |
| Full Name | Relationship |
| Company | Phone () |
| Address | |
| Do we have permission to contact your references? YES <input type="checkbox"/> NO <input type="checkbox"/> | |

PARENTS OF NON-DRIVING EMPLOYEES

Camp Discovery holds MANDATORY MONTHLY team meetings every 1st Thursday of each month at 6:15p (summer) and 7:15p (School Year). By signing below, you (the parent/ guardian) are aware of the mandatory meeting and missing a meeting is grounds for termination.

Parent/ Guardian Signature

Date

By signing below, I agree and understand that it is important that I complete all parts of the application. If my application is incomplete or does not clearly show the experience and/or training required, my application may not be accepted. Also, if I have no information to enter in a section I wrote N/A. I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.

Applicant Signature

Date