

Director Positions

APPLICATION FOR EMPLOYMENT PERSONAL INFORMATION

Position Applying For (X that which applies)

_____ Camp Director/Asst. Director _____ Morning Program Director

_____ Arts & Crafts Coordinator

Name: _____ Home Phone Number: _____

Address: _____ Cell Phone # _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Age: _____ E-Mail: _____

Tee Shirt Size: _____

EDUCATION

Highest Level Completed: _____ Area of Study: _____

School Attended: _____ Degree Received: _____

PRIOR EXPERIENCE

Please list all prior work experience, beginning with the most recent (attach additional paper if necessary).

Employer: _____ Duties: _____

Employers Address: _____

Employers Phone Number: _____ Immediate Supervisor: _____

Dates Employed: _____

Employer: _____ Duties: _____

Employers Address: _____

Employers Phone Number: _____ Immediate Supervisor: _____

Dates Employed: _____

Please list current certifications held, including expiration date (i.e. CPR, First Aid, Lifeguard Training, PSI, etc.)

1. Certification _____ Expiration Date _____

2. Certification _____ Expiration Date _____

3. Certification _____ Expiration Date _____

REFERENCES

List three (3) references below. Please include **COMPLETE** address and phone number.

1. _____

2. _____

3. _____

Please describe any past experience you have as a Director or Staff Supervisor.

Please describe any past experience you have that would help you in a camp setting.

What ideas for programs or special events would you have for the camp program?

How would you handle discipline of campers?

I affirm that the statements made on this application (including any attached papers) are true.

Signature: _____ Date: _____

**** Please include a copy of your Birth Certificate ****

MORNING PROGRAM DIRECTOR

Qualifications:

- Must be at least 21 years of age and hold an Associates Degree
- Must have previous administrative and supervisory experience or an equivalent experience acceptable to the State Commissioner of Health.

Responsible To: Youth Director

Responsibilities:

- Oversee and supervise all Morning Program staff
- Maintain daily attendance records
- Assist with program supply inventory
- Conduct mid-term and final evaluations
- Prepare end of program report
- Schedule and attend staff meetings
- Verify staff time sheets
- Maintain order and discipline at all times
- Take charge of emergency situations
- Fire Safety Coordinator
- Conduct training sessions
- Post weekly activities and clean up schedule
- Insure positive parent contact and communication
- Report all relevant information regarding children, parents and camp activities to the Youth Director in a timely fashion

I have read the above job description. I understand and accept the responsibilities and expectations as stated.

Signature Date

SUMMER CAMP DIRECTOR

Qualifications:

- Must be at least 21 years of age and hold a bachelors degree
- Must have previous administrative or supervisory experience (at least 24 weeks) in camping or an equivalent experience acceptable to the State Commissioner of Health
- Must hold current Responding to Emergencies First Aid certification and basic Life Support for the Professional Rescuer

Responsible To: Youth Director

General Responsibilities: To plan, direct and supervise the camp program as a whole

Specific Responsibilities:

- Oversee and supervise all summer camp staff
- Maintain daily attendance records
- Assist with program supply inventory
- Conduct mid-term and final evaluations
- Prepare end of camp reports
- Schedule and attend staff meetings
- Verify staff time sheets
- Maintain order and discipline at all times
- Take charge of emergency situations, except those that are water or beach related and would fall under the responsibility of the Waterfront Director
- Fire Safety Coordinator
- Post weekly activities and clean up schedule
- Insure positive parent contact and communication
- Report all relevant information regarding children, parents and camp activities to the Youth Chairman in a timely fashion

I have read the above job description. I understand and accept the responsibilities and expectations as stated.

Signature Date

ASSISTANT CAMP DIRECTOR

Qualifications:

- Must be at least 21 years of age
- Must have previous experience working with children
- Must have previous supervisory experience
- Must hold current Responding to Emergencies First Aid certification and Basic Life Support for the Professional Rescuer

Responsible To: Camp Director

General Responsibilities: To assist in the planning, directing and supervision of the Camp program

Specific Responsibilities:

- Assist the Camp Director in planning and implementing the Camp program
- Assist the Camp Director in the supervision of Camp staff
- Act as camp Health Director
- Participate in scheduled staff meetings and training sessions
- Help maintain the health, safety and cleanliness of camp
- Report all relevant information regarding children and parents to the Camp Director
- Maintain order and discipline - especially during emergency situations
- Assist in mid-term and final evaluations
- Supervise and interact with campers and staff during camp hours
- Assume additional related duties as requested by the Camp Director
- Function as the acting Camp Director in the absence of the Camp Director

I have read the above job description. I understand and accept the responsibilities and expectations as stated.

Signature Date