

Education (please include name of school and date of graduation if applicable)

High School: _____

College/Graduate School: _____

Employment background (please include employer's name, address and contact information)

1. _____

2. _____

3. _____

References (please include people who are not related to you that have knowledge of your work experience)

1. Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Capacity in which person has known you _____

2. Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Capacity in which person has known you _____

3. Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Capacity in which person has known you _____

Are you:

_____ CPR Certified (date certified) _____

_____ First Aid Standard (date certified) _____

_____ Registered Nurse (year and state) _____

_____ Licensed Driver (DL# and state) _____

Have you ever been convicted of a crime?

If yes, please explain _____

Authorization

I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same.

Name of applicant, printed

Signature of applicant

Date

Emergency Contacts

Name: _____

Relationship: _____

Phone: _____

Alternate Phone: _____

Name: _____

Relationship: _____

Phone: _____

Alternate Phone: _____

Medication Disclosure

Camp Immanuel does not administer any prescription drugs to children or staff under any circumstances. If you are on medication, it must be administered by your parent/guardian or yourself, preferably outside camp hours.

Signature of applicant – if over 18

Date

Signature of parent/guardian – if under 18

Date

All Staff Members – Cell phone use during camp is restricted to emergencies only. All staff members are required to wear the Camp Immanuel t-shirt every day. Shorts, skirts, dresses, pants and similar outer garments must have an appropriate and modest length and fit. They are considered too short if, when fully extending one's arm and hand along one's side, the hem or cuff is higher than the fingertip of the index finger. Flip flops and open-toed shoes are not allowed. All staff members must attend the mandatory staff meeting prior to the beginning of Camp, as well the Monday morning meeting of each week they are employed with Camp Immanuel.

Camp Director – Applicants must be at least 21 years of age and commit to working the entire 7 weeks of Camp Immanuel. The Camp Director must work Monday through Friday from 8:45am to 3:15pm and serve as the point person for parents and campers. Week 3 hours are from 11:45am until 3:15pm. The Camp Director will report directly to the Executive Director. The Camp Director will also be responsible for overseeing the lunch and recess break for the full day campers. During camp sessions, cell phone use is only allowed in case of emergency or to communicate issues with the Executive Director. This position will also be responsible for covering the front office of the school while camp is in session and the school secretary is unavailable. This involves answering the phone, monitoring the front door, and keeping track of visitors.

Assistant Camp Director – Applicants must be at least 18 years of age, and commit to working the entire 7 weeks of Camp Immanuel. The Assistant Camp Director must work Monday through Friday from 8:45am to 3:15pm. Week 3 hours are from 11:45am until 3:15pm. The Assistant Camp Director will report directly to the Camp Director, will also serve as a Camp Counselor (please see Camp Counselor job description below) for the entire duration of camp and will be the head supervisor for recess.

Camp Medic – Applicants must be at least 21 years of age, be certified by a recognized agency in First Aid, CPR, and AED, and commit to working the entire 7 weeks of Camp SAILS. The Camp Medic must work Monday through Friday from 8:45am to 3:15pm. Week 3 hours are from 11:45am until 3:15pm. The Camp Medic's job is to provide for the health and safety needs of the camp. The Camp Medic alerts the Camp Director to any unsafe actions or conditions of the campers or camp, must be on-site at all times and be available to assist in the event of an emergency, should promote good health practices among campers and staff, maintain a daily sick call and first aid treatment center, and maintain accurate daily health log records of all occurrences involving the first aid center.

Camp Counselor – Applicants must be at least 18 years old to apply. All Camp Counselors will be supplied with a course outline, but will be welcome to discuss changes with the Executive Director. Camp Counselors will be responsible for buying all materials necessary for the week they are assigned. There is a \$100 limit for supplies. Receipts must be submitted to the Executive Director for reimbursement. The head counselor for each course will report directly to the Camp Director and is responsible for overseeing his/her classroom, which includes putting the garbage outside of the classroom door at the end of each day, and returning the classroom to its original condition. Hours for counselors include the mandatory meeting before the start of camp. Full day counselors work from 8:45am until 3:15pm. Half day counselors work from 8:45am to 12pm (AM Session) or 12pm to 3:15pm (PM Session). Counselors must be at their post 5 minutes prior to the start of each session to sign campers in. Counselors may take campers out for a 15 to 20 minute break per session. Any full day staff members will be required to supervise either a lunch or recess shift, which will be at the discretion of the Camp Director.

Assistant Counselor – Applicants must be between 14 and 17 years of age. The Assistant Counselor will report directly to the head counselor in their session providing help as needed and will supervise either lunch or recess duty daily. The Assistant Counselor must watch over the campers during class and break time. Hours for an Assistant Counselor are daily from 9am until 3pm and they are required to attend the mandatory staff meeting before the start of camp. The Assistant Counselor is to be with his/her assigned head counselor by 9am every morning and by 12:30pm every afternoon.

AM Extended Care Director – AM Extended Care is by appointment only this year. The AM Extended Care Director must be CPR and First Aid certified by a recognized agency. The AM Extended Care Director is required to arrive at Immanuel by 7am on days when AM care is requested. Campers will begin arriving for Extended Care at 7:15am and must keep accurate records of when campers arrive. The AM Director is responsible for overseeing all campers in attendance as well as any assistants that are hired. The room must be set up for the morning snacks, and then cleaned up before 9am. At that time, the room will be closed down, and all campers will be escorted to the lobby to check in for their morning session of Camp Immanuel. Attendance forms will be turned into the Camp Director at the end of each morning session. Hours for the AM Extended Care Director are from 7am until 9am. The AM Extended Care Director is required to attend the mandatory staff meeting before the start of camp.

PM Extended Care Director – The PM Extended Care Director must be CPR and First Aid certified by a recognized agency. The PM Extended Care Director is required to arrive at Immanuel by 2:45pm. Campers will begin arriving for Extended Care at 3pm when camp is finished. The PM Director is responsible for overseeing all campers in attendance as well as any assistants that are hired. The room must be set up for the afternoon snacks, and then cleaned up before 6pm. The PM Director is required to stay with the campers until everyone has been picked up at the end of the day and must keep accurate records of when the campers leave. If there are any issues they should report directly to the Executive Director. Attendance forms will be turned into the Camp Director at the end of each afternoon session. Hours for the PM Extended Care Director are from 2:45pm until 6pm. The PM Extended Care Director is required to attend the mandatory staff meeting before the start of camp.

Extended Care Assistant – Applicants must be between 14 and 17 years of age. The Extended Care Assistant is there to interact with the campers in an appropriate manner and to assist the Extended Care Directors as needed. Hours for the Extended Care Assistants are 7:30am to 9am (AM Session) and 3pm to 6pm (PM Session). The Extended Care Assistant is required to attend the mandatory staff meeting before the start of camp.