

# Marinwood Community Services District

775 Miller Creek Road, San Rafael, CA 94903

(415) 479-0775 phone / (415) 479-7759 fax



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## CAMP EMPLOYMENT OPPORTUNITIES

Marinwood Community Services District is now accepting applications for the following positions.

The 2018 summer camp season runs June 18-August 24.

Applications available at [www.marinwood.org](http://www.marinwood.org) or at the Marinwood Community Center.

Typical Work Day: 8:40-3:15pm

### CAMP DIRECTOR

(\$16.00-\$19.00/hr)

Under the supervision of the Recreation Supervisor and Camp Supervisor. Each Camp Director is responsible for overseeing and planning their individual summer day camp program. Ensures safety and well-being of campers. Supervises Assistant Director and counselors and delegates responsibilities accordingly. Ensures smooth flow of camp activities and recommends changes as needed. Maintains a positive attitude at all times and works as a "team member" with other day camp staff to create a positive environment for both campers and staff. Maintains open line of communication with staff, supervisors, and parents. Keeps Recreation and Camp Supervisor informed of all camp activities and issues. Maintains communication with other Directors and coordinates activities and special events. Conducts staff meetings as necessary. Conducts first aid as needed and fills out accident reports. Performs safety checks of the area to insure safe conditions for campers.

High School Graduate or Equivalent. At least one year previous day camp experience. Must work well with children. Must be certified in First Aid and CPR for the Professional Rescuer (Red Cross) by the beginning of camp season.

### ASSISTANT CAMP DIRECTOR

(\$14.50 - \$15.00/hr)

Under the direction of the Camp Director, the Assistant Director is the on-site supervisor of all camp activities in the absence of the Director. Assists Director in the creation of program plans. Acts as an activity leader and attends all trips. Fills in as Camp Director as needed. Assists with supervision of swim time to assure proper staff/camper supervision. Ensures safety and well-being of campers and performs first aid as needed. Maintains open communication with supervisors, coworkers, and parents. Maintains a positive attitude and works as a "team member" at all times. Acts as lead supervisor for Counselors in Training.

High School Graduate or Equivalent. Must work well with children. Must be certified in First Aid and CPR for the Professional Rescuer (Red Cross) by the beginning of camp season.

### SENIOR COUNSELOR

(\$13.00-\$13.50/hr)

The Senior Counselor position is for returning counselors or those with previous childcare or camp experience who exhibit the following qualities: initiative, leadership, maturity, good attitude and flexibility. The senior counselor, in addition to the duties of a regular counselor, also acts as a role model/mentor to other counselors (exudes a positive attitude, and strong work ethic), administers positive reinforcement and discipline to campers, takes on the Assistant Director's role when Director or AD are not present, may be asked to help with planning and has the ability to lead entire camp in activities.

Requires one year of camp experience. Must work well with children. Must be certified in First Aid and CPR for the Professional Rescuer (Red Cross) by the beginning of camp season.

### CAMP COUNSELOR

(\$12.00-\$12.50/hr)

Designed for counselors who have graduated high school or have previous childcare or camp experience. Under the direction of the Camp Assistant Director, Camp Director and Camp Supervisor, a camp counselor acts as an activity leader to campers (leads the campers in games, crafts, sports, songs, swim time, and all other camp activities). Must supervise campers at all times and ensure the safety and well-being of the campers. Performs first aid in accordance to Red Cross standards as needed. Maintains open communication with coworkers and supervisors. Responsible for providing a fun, positive and safe experience for campers.

Must work well with children. Must be certified in First Aid and CPR for the Professional Rescuer (Red Cross) by the camp season. Must be at least 14 years of age by June 2018 and entering high school to be eligible.

## **FLEX COUNSELOR**

(\$12.00-12.50/hr)

Designed for counselors who have no previous camp experience or for those who are interested in working less than five days per week. Under the direction of the Camp Assistant Director, Camp Director and Camp Supervisor, a flex camp counselor acts as an activity leader to campers (leads the campers in games, crafts, sports, songs, swim time, and all other camp activities). Must supervise campers at all times and ensures the safety and well-being of the campers. The flex counselor works within the camps of their chosen age group and is mentored by camp directors and their camp supervisor. A flex counselor works a few days a week depending on the schedule usually with a minimum average of 20 hours per week. Performs first aid in accordance to Red Cross standards as needed. Maintains open communication with coworkers and supervisors. Responsible for providing a fun, positive and safe experience for campers.

Must be at least 14 years of age by June 2018 and entering high school to be eligible. Must work well with children. Must be certified in First Aid and CPR for the Professional Rescuer (Red Cross) by the camp season.

## **AFTERCARE COUNSELOR**

(\$14.00/hr)

Typical work hours 2:30-6:00pm

Under the direction of the Aftercare Director and Camp Supervisor, an aftercare counselor acts as an activity leader to campers in our aftercare camps (leads the campers in games, crafts, sports, songs, swim time, and all other camp activities). Must supervise campers at all times and ensures the safety and well-being of the campers. Performs first aid in accordance to Red Cross standards as needed. Maintains open communication with coworkers and supervisors. Responsible for providing a fun, positive and safe experience for campers.

Must work well with children. Must be certified in First Aid and CPR for the Professional Rescuer (Red Cross) by camp season.

POSITIONS WILL BE FILLED ON A CONTINUOUS BASIS.

Application Procedure: Interested applicants can contact the Marinwood Community Center for an application. Applications can be picked up or mailed to interested applicants. Submit a completed application. Selected applicants will be invited to interview. Offers of hire will be contingent upon meeting job requirements prior to starting date. Salary will be dependent upon qualifications and

availability. For further information, contact the number above. {Marinwood CSD is an equal opportunity employer}.

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*Incomplete applications or applications with missing documents will not be accepted. A completed application does not guarantee employment with the Marinwood Community Services District, but may qualify you for an interview.*

**Return your application to:**

Marinwood Community Center  
Attn: Robyn Bruton  
775 Miller Creek Rd, San Rafael CA 94903

**Questions?**

Contact Robyn Bruton – Recreation Supervisor  
Phone: (415) 479-0775  
email: [rbruton@marinwood.org](mailto:rbruton@marinwood.org)

**Marinwood Community Center office hours:**

Monday – Friday, 9am-5pm

**Position Applying For:** (Check all that apply)

Job descriptions and qualifications for each position are available at the Marinwood Community Center and have been attached for your convenience.

Director (Graduated HS)     Assistant Director (Graduated HS)     Senior Counselor  
 Camp Counselor     Flex Counselor     After Care Counselor

**What age group would you prefer to work with?** (Circle all that apply)

PRESCHOOL     GRADES K-2     GRADES 3-6

**What camp(s) are you applying for?** (Circle all that apply, recommended to work one specialty camp if working summer)

Mid-Winter Break Camp (Feb. 20-23)     Spring Break Camp (April 9-13)     Summer Camp (June 18-August 24)

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
  First                                       Middle                                       Last

Address: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: (     ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Driver's License # and State: \_\_\_\_\_

Have you worked for the Marinwood Community Services District before? \_\_\_\_\_

If so, what position & what dates? \_\_\_\_\_

How did you hear about the job? (Name your reference if applicable) \_\_\_\_\_

# Page 2 – Education / History / Skills

## Education:

Circle the highest grade completed (as of June 2018):

1 2 3 4 5 6 7 8 9 10 11 12 G.E.D. 13 14 15 16 17 18

Are you at least 15 years of age?    YES                      NO

List your High School, College, Business, Trade, Correspondence or other courses below:

Name of School & Location	Major Subject of Course Study	Total Sem. Units	Total Quar. Units	List Degree / Certificate Rcvd. Including Dates

1. Are you at least 18 years of age?    YES                      NO
2. Desired number of hours each week: \_\_\_\_\_
3. Do you have any physical conditions which may limit your ability to perform the job you are applying for?  
      \_\_\_\_\_ YES    \_\_\_\_\_ NO    If yes, please explain \_\_\_\_\_
4. Have you, as an adult, ever been convicted of any law violation, excluding minor traffic violations?  
      \_\_\_\_\_ YES    \_\_\_\_\_ NO    If yes, please explain \_\_\_\_\_
5. Have you ever been discharged or asked to resign?  
      \_\_\_\_\_ YES    \_\_\_\_\_ NO    If yes, please explain \_\_\_\_\_
6. Do you have any relatives working for the Marinwood CSD?  
      \_\_\_\_\_ YES    \_\_\_\_\_ NO    If yes, please explain \_\_\_\_\_

# Certifications / History / References - Page 3

**Certifications:** Please list any certifications you hold that either are job-related or are required for the job. CPR & First Aid are required, Red Cross only, specific courses listed below. *If hired, Marinwood will provide Red Cross certification classes.*

Title	Date Issued	Expiration Date
CPR for the Professional Rescuer (Red Cross only)	_____	_____
First Aid Basics (Red Cross only)	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____

**Employment History:** Please list any job-related voluntary or paid employment experience. Begin with your present or most recent position. Use additional sheets if necessary. You may submit a resume or other supporting documentation, but that does not substitute for completion of this section. **Do not write "see resume" in the "Duties" box. Present or past employers may be contacted.**

From: Mo./Yr.	To: Mo./Yr.	Employer	Job Title
Total Yrs./Mos.	Hours per week	Street Address	City Supervisors Name/Phone
Salary: \$		Duties:	
Reason for Leaving:			

From: Mo./Yr.	To: Mo./Yr.	Employer	Job Title
Total Yrs./Mos.	Hours per week	Street Address	City Supervisors Name/Phone
Salary: \$		Duties:	
Reason for Leaving:			

From: Mo./Yr.	To: Mo./Yr.	Employer	Job Title
Total Yrs./Mos.	Hours per week	Street Address	City Supervisors Name/Phone
Salary: \$		Duties:	
Reason for Leaving:			

**Professional References:** Please list three (3) **non-related** individuals that we may contact.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_
3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

## Recommendations



If you attend school (high school or college), and have not worked in the past, please attach two (2) letters of recommendation to your application. If you listed work experience on your application, you do not need to attach letters of recommendation.

Letters of recommendation must come from a non-relative.

Letters can be from the same people that you listed under “References” on page 3.  
(i.e. teacher, coach, volunteer coordinator)

**Applicants who do not have work experience  
will not be interviewed without 2 letters of recommendation.**

Why do you think you would make a great camp counselor? What contributions can you make at camp? What past experience do you think you can use for this job?

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Why do you want to work at Marinwood Summer Camps?

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# Page 5 - Staff Requirements

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## Employee Orientation / Training Dates

All employees will be required to attend a staff orientation. This is your chance to ask questions and make sure you are a good fit to join our team. The orientation will also specifically address various job duties, responsibilities, and benefits that come with being employed by the Marinwood Community Services District. All employees are expected to attend mandatory meetings throughout the year to review and improve individual skills and overall job performance.

**TRAINING DATES: June 15, 12:30-5pm & June 16, 8am-4pm. Training is mandatory for all camp staff. No exceptions. No work 7/4.**

## Camp Staff Uniforms

All staff members will be required to wear a designated uniform. As with your appearance, uniforms need to be neat and clean at all times. Uniform alterations deemed inappropriate by management are not permitted. A uniform set consists of two (2) Marinwood shirts. An approved swimsuit is required for swimming at the pool and is mandatory to bring with you to work.

## Requesting Time Off and Vacation Days

**You must be available June 18-August 24. Time off is limited to 10 days of the ten weeks of camp.**

I understand that the Marinwood Community Services District Camp Staff is a seasonal position, and the busiest time is from June through August. For this reason, I will be available to work on a consistent basis during this period.

- If the days off are not submitted with the paperwork, staff must receive approval from their camp supervisor as well as the Recreation Supervisor. All requests are not guaranteed. If your request is not grant, staff are expected to be at work that day.
- If more than 10 days are needed then staff will be automatically considered for a flex position. Special exceptions may be made. It is the responsibility of the staff to keep track of the days requested and whether the request was approved or denied.
- If you need to make a special arrangement for leaving early at the end of the summer (for college orientation or classes), please let us know as soon as possible. Please check your college calendar so that you know the dates you are required to be at school for the Fall 2018 semester.
- It is at the discretion of the Recreation Supervisor to accept or decline employment based on the amount of vacation requested.
- Once your vacation request is accepted, all scheduling will be done on an availability basis. The more vacation and leave time needed the lower priority you will receive when being scheduled for hours.

**I have read the above and fully understand its terms and my commitment to the Marinwood Community Services District – Summer Camp Program, and sign it freely and voluntarily.**

**CERTIFICATE OF APPLICANT** – I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statements will subject me to disqualification or dismissal. I authorize Marinwood CSD to investigate my qualification, employment record or character through inquiries to any sources mentioned in the application, unless otherwise stated.

X \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Signed