

**Marinwood Community Services District**  
775 Miller Creek Rd. San Rafael, CA 94903  
Phone: (415) 479-0775 www.marinwood.org Fax: (415) 479-7759

## **CAMP EMPLOYMENT OPPORTUNITIES**

**Marinwood Community Services District is now accepting applications for the following positions.  
The 2016 summer camp season runs June 13-August 19.**

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

### **CAMP SUPERVISOR**

(\$18.00-\$22.00)

#### **Responsibilities:**

- Primary responsibility: Directly supervises camp directors.
- Assures safety and quality of camps (as stated in the camp manual and mission statement of the Marinwood Community Services District)
- Assists Recreation Supervisor in resolving conflicts and managing behavioral problems as they arise among camp staff, campers and parents.
- Checks and approves camp staff timesheets
- Be responsible for monitoring/evaluating the camps needs and purchasing food items and other camp supplies as needed. Maintains an ongoing inventory of arts and crafts supplies, first aid kit supplies and sports equipment. Order supplies and equipment as needed under the direction of the Recreation Supervisor.
- Act as liaison between the Camp Directors and Marinwood management.
- Assists with planning and delivery of camp counselor trainings, camp nights, and other related events.
- Plans and implements meetings for camp staff.
- Creates schedules as related to camp such as room and pool schedules.
- Answers questions and concerns about the summer day camp program for parents, as needed.
- Responds to emergency situations; reports any unusual problems or events to Recreation Supervisor.
- Helps coordinate, plan and confirm field trip logistics. Attends field trips as a supervisor, maintains contact with Marinwood office and Recreation Supervisor.
- Travels to and supervises offsite camp locations.
- Report problems of unsafe conditions to Recreation Director or Recreation Supervisor
- Maintains the facility by keeping it clean, ensures equipment organized and in safe working order. Supervises and oversees camp cleaning schedule and approves cleaning tasks.
- Carries out any other relevant duties assigned by the Recreation Supervisor.

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}.

# Marinwood Community Services District

775 Miller Creek Road, San Rafael, CA 94903

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

## **\*\*APPLICATIONS MUST BE RETURNED OR MAILED IN BY THE APPLICANT\*\***

*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

**Marinwood Summer Camps:** Please circle your top two age ranges.

#### **PRESCHOOL**

Includes:

Pine Cone (3yr old)

Bumblebee (4-5 year old, ½ day 9:30am-1:30pm)

Miwok (4-5 yr old)

#### **GRADES K-2**

Includes:

Buckeye (5-6 yr old)

Willow (5-6 yr old)

Acorn (6-7 yr old)

Arrowhead (7-8 yr old)

#### **GRADES 3-7**

Includes:

Red Fox (7-9 yr old–field trips, 3<sup>rd</sup>)

Sequoia (9-10 yr old–field trips, 4<sup>th</sup> -5<sup>th</sup>)

Marinwood (11-12 yr old–field trips, 6<sup>th</sup> -7<sup>th</sup>)

**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? \_\_\_\_\_

# Page 2 – Education / History / Skills

## Education:

Circle the highest grade completed (as of June 2016): 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 \_\_\_\_\_

**Describe fully any job related skills, knowledge, qualifications or other training that you possess that pertains to the position. Please list any recreation or camp experience you may have.**

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# 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:			

**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: \_\_\_\_\_

# Page 4 - Staff Requirements / Recommendations ---

## Employee Orientation / Meetings

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.

## 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. Remember, you must be dressed comfortably and ready to respond to an emergency as well as oversee summer camps and daily activities. Footwear must be closed toe – no flip flops, sandals or high heels; tennis shoes are the only option. Additional uniform items such as sweats may be purchased for a minimum cost upon employment. Free sunscreen is provided to the staff on site.

## Team Appearance Guidelines

The image of a positive, safe and clean environment is presented to our campers by the personal appearance of our staff. We ask that all staff members keep their hair clean, neat and if a staff member has long hair pulled back out of their face while working. Earrings need to be conservative and should be kept to small hoops and studs for the safety of both the staff and our patrons. All other jewelry should not be worn while on duty. Shorts cannot be worn below the waistline (sagging). Your appearance must project a professional image at all times. Cell phones are not permitted to be used while working. Using the computer for personal use is not permitted. Personal talk among employees is not allowed in the eye of the public. **Any appearance or conduct deemed inappropriate by management is not permitted.**

## Providing Great Customer Service is Required

All Camp Staff employees have daily contact with our campers and their parents. We require excellent “people skills” and courtesy from all employees. If you do not enjoy smiling, interacting with people or being courteous, this job is not for you.

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## 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.

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.

- Time off should be limited. The summer season is only ten (10) weeks long and extensive vacation and leave schedules will limit your chances of being hired for the summer.
- **You must be available June 13-August 19.** Please plan to take only one week off of the ten weeks of camp. If you start school mid-August, the last week of camp should be your week off.
- 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.
- **TRAINING DATES: You must be available June 10, 1:30-5pm & June 11, 8am-4pm. No exceptions. Training is mandatory for all camp staff.**

At this time please take some time and complete the insert titled "Schedule Preference & Time off Request". This will be your availability used when making future schedules. **Time off should be limited.** Again, the summer season is only ten (10) weeks long and extensive vacation and leave schedules will limit your chances of being hired for the summer. Please see "Schedule Preference & Time off Request" for more details. Employees will be allowed excused time off for family emergencies with a written note and medical conditions/emergencies with doctor's note, or reasons deemed reasonable by the Assistant Recreation Director.

**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

# Page 6 – Availability

## SCHEDULE PREFERENCE & TIME OFF REQUEST

Name: \_\_\_\_\_

Position: \_\_\_\_\_

### Complete and return this form with your application

The following is designed to offer you an opportunity to express your preferences for scheduled work hours. Preferences will be considered and assigned accordingly. Preferences are not guaranteed. Once the schedule is posted, staff may make changes by following regular substitution procedures. **NOTE:** If we do not receive your Schedule Preference / Time Off Request by the deadline date, you will not be scheduled.

The first day I can work is: \_\_\_\_\_ The last date I can work is: \_\_\_\_\_

Are you around before June 10<sup>th</sup>? YES NO

If so, what date? \_\_\_\_\_

All requests for time off will be considered on a first-come, first-serve basis. Only requests containing *specific dates* will be considered for approval. Remember, for camp, you may take up to two weeks. If you request more than two weeks, you will be considered for a substitute position. You must find a substitute and be approved by a supervisor for any additional days taken off. **Please cross off days that you are not available to work.**

### **TIME OFF REQUEST – all staff**

All requests for time off will be considered on a first-come, first-serve basis. Only requests containing specific dates will be considered for approval. Cross off days that you are **not available** to work. Remember, for camp, you may take only two weeks. If you request more than two weeks, you will be considered for a substitute position. **TRAINING DATES: June 10, 1:30-5pm & June 11, 8am-4pm. Training is mandatory for all camp staff.**

June						July						August					
Session	M	T	W	Th	F		M	T	W	Th	F		M	T	W	Th	F
					10	<b>3</b>					1	<b>8</b>	1	2	3	4	5
<b>1</b>	13	14	15	16	17	<b>4</b>	4	5	6	7	8	<b>9</b>	8	9	10	11	12
<b>2</b>	20	21	22	23	24	<b>5</b>	11	12	13	14	15	<b>10</b>	15	16	17	18	19
<b>3</b>	27	28	29	30		<b>6</b>	18	19	20	21	22						
						<b>7</b>	25	26	27	28	29						

\*Additional days may be taken each season. However, you will need to find your own coverage for additional days.

For Office Use Only:		
_____ All dates submitted are approved		
_____ All but the following dates are approved: _____		
_____ None of the dates are approved.		
_____	_____	_____
Authorization	Title	Date