

Marinwood Community Services District - Camp Staff Application -

775 Miller Creek Rd, San Rafael, CA 94903

Phone: (415) 479-0775 www.marinwood.org Fax: (415) 479-7759

****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: Hillary Schulte
775 Miller Creek Rd, San Rafael CA 94903
(415) 479-0775 phone / (415) 479-7759 fax

Questions?

Contact Hillary Schulte – Asst Rec Director
Phone: (415) 479-0775
email: hschulte@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 Senior Counselor (graduated HS) Substitute
 Assistant Director Counselor Before / After Care

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

PRESCHOOL

Pine Cone (3yr old)
Bumblebee (4-5 year old, ½ day only)
Miwok (4-5 yr old)

GRADES K-2

Buckeye (5-6 yr old)
Acorn (6-7 yr old)
Arrowhead (7-8 yr old)

GRADES 3-6

Superstars Sports (7-10 yr old–field trips, 2nd, 3rd, 4th)
Sequoia (8-10 yr old–field trips, 3rd, 4th)
Mighty Oak (9-11 yr old–no field trips, 3rd, 4th, 5th)
Marinwood (10-12 yr old–field trips, 4th, 5th, 6th)

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? _____

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.

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 can not 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.

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.

Training Dates - Page 5

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 11-August 17. 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 Assistant Recreation Director 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 8, 1:00-5pm & June 9, 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: _____

My anticipated last day of work for the summer is _____.
 If it changes, I will let you know. Otherwise, consider this my last day for the summer.

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.

Complete and return this form with your application

SCHEDULE PREFERENCE

Camp is 9am-3pm
 Before care: 7:30-9am
 After Care: 3-6pm

You must be available to work the hours you are applying for and must be available to start and end with extra time (ex. 8:30am-3:30pm for camp)

Are there any days or times that conflict with the above schedule? (ex. summer school, sports/practice, other jobs, volunteer time). If so, please list conflicts: _____

Please note, any conflicts will impact the availability of hours offered to work for Marinwood Camps.

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 one week. If you request more than one week, you will be considered for a substitute position. **TRAINING DATES: June 8, 1:00-5pm & June 9, 8am-4pm. Training is mandatory for all camp staff.**

June

	M	T	W	TH	F
session					8/9
#1	11	12	13	14	15
#2	18	19	20	21	22
#3	25	26	27	28	29

July

session	M	T	W	TH	F
#4	2	3	X	5	6
#5	9	10	11	12	13
#6	16	17	18	19	20
#7	23	24	25	26	27
#8	30	31			

August

session	M	T	W	TH	F
#8			1	2	3
#9	6	7	8	9	10
#10	13	14	15	16	17

*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

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 2012 camp season runs June 11-August 17.**

Applications available at www.marinwood.org or at the Marinwood Community Center.

CAMP DIRECTOR

(\$14.10-\$17.20/hr)

Under the supervision of the Assistant Recreation Director/Recreation Director, each Day Camp Director is responsible for overseeing and planning the Summer Day Camp program. Prepares program plan. Attends and oversees all camp trips. Maintains camper registration records. Maintains inventory of camp supplies and shops accordingly while staying within camp budget. Shall conduct staff meetings as needed. Maintains communication with other Directors and coordinates activities and special events. Maintains open line of communication with staff, supervisors, and parents. Ensures safety and well-being of campers. Performs first aid as needed and fills out accident reports. Maintains first aid supplies. Supervises Assistant Director and Counselors, and delegates responsibilities accordingly. Fills in as activity leader when necessary. Keeps Asst. Recreation Director informed of all camp activities and problems. 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. Is responsible for supervision of swim time to assure proper staff/camper supervision. High School Graduate or Equivalent. At least one year previous day camp experience. Must work well with children. Must be currently certified in First Aid and CPR (Red Cross).

ASSISTANT CAMP DIRECTOR

(\$11.55 - \$14.10/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. Performs safety checks of the area to insure safe conditions for campers. Acts as lead supervisor for Counselors in Training. Must work well with children. Must be currently certified in First Aid and CPR (Red Cross).

SENIOR COUNSELOR

(\$9.65-\$11.65/hr)

This position is for returning counselors or those with previous camp experience. Under the direction of the Camp Director and the Assistant Director, the Senior Camp Counselor acts as a unit leader and "guide" for the campers. Supervises campers at all times. Acts as an activity leader. Responsible for providing a fun, positive, and safe experience for the camper. Ensures the safety and well-being of the camper and performs first aid as needed. Maintains open communication with supervisors, coworkers, and parents. Must work well with children. Must be currently certified in First Aid and CPR (Red Cross).

CAMP COUNSELOR

(\$8.80-\$9.20/hr)

Under the direction of the Camp Director and the Assistant Director, the Camp Counselor acts as a unit leader and "guide" for the campers. Supervises campers at all times. Acts as an activity leader. Responsible for providing a fun, positive, and safe experience for the camper. Ensures the safety and well-being of the camper and performs first aid as needed. Maintains open communication with supervisors, coworkers, and parents. Must work well with children. Must be currently certified in First Aid and CPR (Red Cross).

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}.