



CAMP EMPLOYMENT OPPORTUNITIES

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

The 2022 summer camp season runs June 13-August 17.

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

Camp Hours: 9:00-3:00pm

Typical Work Shift for Counselors (*subject to change*): 8:45-3:15pm

Camp staff applicants: Please contact the Community Center directly with questions or turning in forms. Do not have your parents contact the Community Center for you.

To be eligible to work, all applicants must be at least 14 years of age by June 2022 and entering high school to be eligible. No exceptions. If you are ineligible to apply, please check out our Counselor-in-Training program meant for 13-14 year olds.

APPLICATION PROCEDURE:

POSITIONS WILL BE FILLED ON A CONTINUOUS BASIS UNTIL ALL POSITION FILLED. Once all positions are filled, applications may still be submitted to be kept on file. It is recommended to submit an application as early as possible.

Interested applicants may find the application on Marinwood's website or at the Community Center. Submit a completed application to Marinwood. Selected applicants will be invited to interview beginning in March. 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}.

CAMP DIRECTOR

(\$20.00-\$22.00/hr)

Under the supervision of the Asst. Recreation Director and Camp Supervisor. Each Camp Director is responsible for overseeing and planning their individual summer day camp program including planning and implementing activities. 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 supervisors 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 ensure safe conditions for campers.

-High School Graduate or Equivalent. At least one year previous 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

(\$18.00 - \$18.50/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

(\$17.00-\$17.50/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 2 years previous camp experience or 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.

CAMP COUNSELOR

(\$15.00-\$16.00/hr)

Designed for counselors who 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 be at least 14 years of age by June 2022 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.

FLEX COUNSELOR

(\$15.00-15.50/hr)

Designed for counselors who have no previous camp experience or for those who are interested in typically 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. 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 2022 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.

Page 2 – Education / History / Skills

Education:

Circle the highest grade completed (as of June 2022):

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.
If hired, Marinwood will offer Red Cross certification classes for staff. American Red Cross CPR/AED and First Aid for the Professional Rescuer certification is required.

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

Page 5 - Staff Requirements

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 10, 12:30-5pm & June 11, 8am-4pm. Training is mandatory for all camp staff. No exceptions. *Exact training times may be subject to change due to COVID safety measures. Advance notice will be given.

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 13-August 17. Time off is limited to 10 days of the camp season. No work 7/4. Time off on Friday, July 1 must be approved by camp supervisor prior to June 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.

- If the days off are not submitted with the paperwork, staff must receive approval from their camp supervisor as well as the Asst. Recreation Director. 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 school calendar so that you know the dates you are required to be at school for the Fall 2022 semester.
- It is at the discretion of the Asst. 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.

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