



CAMP EMPLOYMENT OPPORTUNITIES

Marinwood Community Services District is now accepting applications for the following positions. The 2023 summer camp season runs June 12-August 11. 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 or additional hours*): 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 2023 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

(\$20.50-\$23.00/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

(\$18.50 - \$19.00/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

(\$17.50-\$18.00/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/AFTER CARE COUNSELOR

(\$15.50-\$16.50/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 2023 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

(\$15.50-16.50/hr)

Designed for beginning 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 2023 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.

Marinwood Community Services District

775 Miller Creek Road, San Rafael, CA 94903

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

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 – Asst. Rec. Director
Phone: (415) 479-0775
email: 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 (2:45-5:15pm)

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

PRESCHOOL-KINDERGARTEN GRADES 1-3 GRADES 4-7

Today's Date: _____

Please write legibly.

Name: _____
First Middle Last

Address: _____ Cell Phone: _____

City: _____ State: _____ Zip: _____ Home Phone: _____

Personal Email Address (*not a school 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:

Check the highest grade completed (as of June 2023):

8 9 10 11 12 GED 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/Organization Issued By	Date Issued	Expiration Date
CPR/AED: _____	_____	_____
First Aid: _____	_____	_____
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. **Present or past employers may be contacted.**

1. Date From: _____ Date To: _____ Employer: _____ Job Title: _____
Address: _____ Supervisors Name/Phone: _____
Salary: _____ Reason for leaving: _____
Duties: _____

2. Date From: _____ Date To: _____ Employer: _____ Job Title: _____
Address: _____ Supervisors Name/Phone: _____
Salary: _____ Reason for leaving: _____
Duties: _____

3. Date From: _____ Date To: _____ Employer: _____ Job Title: _____
Address: _____ Supervisors Name/Phone: _____
Salary: _____ Reason for leaving: _____
Duties: _____

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 / Written Questions - Page 4

Letters of Recommendation



If you attend school (high school or college) and have not worked (in a professional paid setting) in the past, please attach two (2) letters of recommendation to your application. If you listed paid work experience on your application, you do not need to attach letters of recommendation. **If you were a Marinwood Counselor-in-Training, you only need 1 letter 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, employer, volunteer coordinator).

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

Attach additional sheets as needed.

What is the perfect recipe to a great summer camp? What qualities should a camp counselor have and demonstrate?

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

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 9, 12:30-5pm & June 10, 8am-4pm. Training is mandatory for all camp staff. No exceptions. Additional trainings may be offered in the weeks leading up to camp. Exact dates and times will be sent with offers of hire.

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, appropriate swimsuit is required for swimming at the pool and is mandatory to bring with you to work. All staff are expected to swim as part of duties.

Requesting Time Off and Vacation Days

You must be available June 12-August 11. Time off is limited to 10 days of the camp season. No work 7/4. Time off for Monday, July 3 or Friday, August 11 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 2023 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