



MARINWOOD CSD SUMMER CAMP EMPLOYMENT APPLICATION 2026

Marinwood Community Services District is now accepting applications for the following positions. The 2026 summer camp season runs June 15-August 14.

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

Camp Hours: 9:00-3:00pm, Before Care: 8:00-9:00am, After Care: 3:00-5:00pm

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

It is highly recommended that applicants personally contact the Community Center directly with questions or when turning in forms. Do not have your parents contact the Community Center on your behalf.

ELIGIBILITY:

Applicants** must be at least 15 years of age by June 15, 2026 and entering high school to be eligible. No exceptions. If you are ineligible to apply, please check out our Counselor-in-Training program for 13-15 year olds.

**Applicants who participated in the CIT program at Marinwood Summer Camps may apply at age 14. Former Marinwood CITs must be at least 14 years of age by June 15, 2026 and entering high school to be eligible. Past participation in the CIT program does not guarantee a hired position.

All staff must be certified in First Aid and CPR for the Professional Rescuer (Red Cross) by the camp season. If hired, certifications classes for staff will be scheduled.

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 no later than March 1, however application submission prior to March 1 does not guarantee an interview.

Interested applicants may find the application on Marinwood's website or at the Community Center. Qualifying applicants may be contacted by the Department to interview in early Spring. Offers of hire will be contingent upon meeting job requirements prior to starting date including check of past employment references, passing a CSD-paid fingerprint check and obtaining necessary certifications. Salary will be dependent upon qualifications and availability. All positions are limited to a maximum of 1,000 hours per fiscal year.

POSITIONS:

FLEX COUNSELOR I (\$16.90/hr, infrequent shifts, for new staff as an introduction to the summer camp job experience)

FLEX COUNSELOR II (\$16.90-\$17.20/hr, 1-2 shifts per week, for staff with previous camp experience or those who do not want to be scheduled on a consistent basis)

Flex Counselor positions are similar to those of a substitute counselor. Typical schedules may be 1 shift a week (or more) depending on last minute camp staffing needs. Flex counselors will have some shifts designated prior to summer but most shifts will be scheduled during summer, as other staff take time off or become ill. Priority will be given to Flex II positions.

Under the direction of more senior camp staff, 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

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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.

CAMP COUNSELOR/AFTER CARE COUNSELOR (\$16.90-\$17.20/hr, 3-5 shifts per week, for staff with previous camp experience)

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.

SENIOR COUNSELOR (\$18.50-\$18.75/hr, 4-5 shifts per week, requires two years of previous camp experience or high school graduate or equivalent.)

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 two years of previous camp experience or high school graduate or equivalent.

ASSISTANT CAMP DIRECTOR (\$20.25 - \$20.50/hr, High School Graduate or Equivalent preferred. 5 shifts per week, requires two years of previous camp experience or high school graduate or equivalent.)

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 preferred. Requires at least two years of camp experience.

CAMP DIRECTOR/AFTER CARE DIRECTOR (\$23.00-\$24.00/hr, High School Graduate or Equivalent. 5 shifts per week. Requires at least three years of camp experience.)

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. Always maintains a positive attitude and works as a "team member" with 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.

Marinwood Community Services District Summer Camp Application

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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 – Asst. Rec. Director
Phone: (415) 479-0775 ext. 104
email: rbruton@marinwood.org

Marinwood Community Center office hours:

Monday – Friday, 9am-5pm

Position Applying For: (Check all that apply and applicant is eligible for)

Job descriptions and qualifications for each position have been attached for your convenience.

_____ Director (Graduated HS) _____ Assistant Director (Graduated HS) _____ Senior Counselor
_____ Camp Counselor _____ Flex Counselor II _____ Flex Counselor I
_____ After Care Counselor (2:45-5:15pm)

What age group would you prefer to work with? (List Your Preference 1-3)

_____ PRESCHOOL-KINDERGARTEN _____ GRADES 1-3 _____ GRADES 4-7

Today's Date: _____

Please write legibly. Indecipherable applications will not be considered.

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 (if applicable): _____

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) _____

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Page 2 – Education / History / Skills / Certifications —

Education:

Check the highest grade completed (as of June 2026):

___ 8 ___ 9 ___ 10 ___ 11 ___ 12 ___ GED ___ 13 ___ 14 ___ 15 ___ 16 ___ 17 ___ 18

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

Name of School & Location	Major Subject of Course Study	Total Quarters/Sem./Years Attended	List Degree / Certificate Rcvd. Including Dates

1. Will you have completed at least the eighth (8th) grade and reached fifteen (15) years of age by the beginning of our summer programs?

___ YES ___ NO ___ I WAS A CIT AT MARINWOOD AND WILL BE AT LEAST 14 YEARS OLD BY JUNE 15.

2. Are you at least 18 years of age? ___ YES ___ NO

3. Desired number of hours each week: _____

4. Would you be interested/available in working additional shifts for our After Care program (3-5pm) throughout the week? ___ YES ___ NO

5. 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 _____

6. Have you, as an adult, ever been convicted of any law violation, excluding minor traffic violations? _____ YES _____ NO If yes, please explain _____

7. Have you ever been discharged or asked to resign? _____ YES _____ NO If yes, please explain _____

8. Do you have any relatives working for the Marinwood CSD? _____ YES _____ NO If yes, please explain _____

Certifications: Please list any certifications you hold that either are job-related or are required for the job.

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

Certification Title & Organization Issued By Date Issued Expiration Date

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History / References / Recommendations- Page 3

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: _____

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: _____

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.

Imagine you are a witch/wizard and need to brew a potion to create a great summer camp program. What potion ingredients would you need? What is your recipe for a successful camp and staff?

[illegible]

Why would you make a great camp counselor? What qualities should a camp counselor have and demonstrate? What experience and/or work history do you have that would help you in this role?

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Page 5 - Staff Requirements

Employee Orientation / **Mandatory Training Dates**

All employees will be required to attend staff orientation training. 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.

Save the Friday, June 12, 12:30-5:00pm & Saturday, June 13, 8:00am-4:00pm.

Training is mandatory for all camp staff. No exceptions. Additional non-mandatory training opportunities may be scheduled in the weeks leading up to summer camp, in which staff are encouraged to attend. Exact dates and times will be sent with offers of hire.

Camp Staff Uniforms and Employment Requirements

All staff members will be required to wear a designated uniform. As with your appearance, uniforms need to always be neat and clean. Uniform alterations deemed inappropriate by management are not permitted. A uniform set consists of two (2) Marinwood shirts and appropriate length leg wear. An approved, appropriate swimsuit is required for swimming at the pool, and it is mandatory to bring with you to work. **All staff are expected to perform first aid as needed, swim with campers, and be active in camp activities as part of duties.**

Requesting Time Off

You must be available June 15-August 14. **Time off is limited to 15 days of the camp season for all positions. Flex Counselors may not be scheduled every day but due to last-minute staff needs, should be available.** No work 7/3.

I understand that employment with Marinwood Community Services District 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 granted, staff are expected to be at work that day.
- If more than 15 days are needed, then staff may not be considered for hire. 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 2026 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. 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

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