

# Director Positions

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

Position Applying For (X that which applies)

\_\_\_\_\_ Camp Director

\_\_\_\_\_ Assistant Director

Name: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Tee Shirt Size: \_\_\_\_\_

### EDUCATION

Highest Level Completed: \_\_\_\_\_ Area of Study: \_\_\_\_\_

School Attended: \_\_\_\_\_ Degree Received: \_\_\_\_\_

### PRIOR EXPERIENCE

Please list all prior work experience, beginning with the most recent (attach additional paper if necessary).

Employer: \_\_\_\_\_ Duties: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Employers Phone Number: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Employer: \_\_\_\_\_ Duties: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Employers Phone Number: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Please list current certifications held, including expiration date (i.e. CPR, First Aid, Lifeguard Training, PSI, etc.)

1. Certification \_\_\_\_\_ Expiration Date \_\_\_\_\_

2. Certification \_\_\_\_\_ Expiration Date \_\_\_\_\_

3. Certification \_\_\_\_\_ Expiration Date \_\_\_\_\_

**REFERENCES**

List three (3) references below. Please include **COMPLETE** address and phone number.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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Please describe any past experience you have as a Director or Staff Supervisor.

Please describe any past experience you have that would help you in a camp setting.

What ideas for programs or special events would you have for the camp program?

How would you handle discipline of campers?

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I affirm that the statements made on this application (including any attached papers) are true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Please include a copy of your Birth Certificate \*\***

## ASSISTANT CAMP DIRECTOR

- Qualifications:
- Must be at least 21 years of age
  - Must have previous experience working with children
  - Must have previous supervisory experience
  - Must hold current Responding to Emergencies First Aid certification and Basic Life Support for the Professional Rescuer

Responsible To: Camp Director

General Responsibilities: To assist in the planning, directing and supervision of the Camp program

Specific Responsibilities:

- Assist the Camp Director in planning and implementing the Camp program
- Assist the Camp Director in the supervision of Camp staff
- Act as camp Health Director
- Participate in scheduled staff meetings and training sessions
- Help maintain the health, safety and cleanliness of camp
- Report all relevant information regarding children and parents to the Camp Director
- Maintain order and discipline - especially during emergency situations
- Assist in mid-term and final evaluations
- Supervise and interact with campers and staff during camp hours
- Assume additional related duties as requested by the Camp Director
- Function as the acting Camp Director in the absence of the Camp Director

I have read the above job description. I understand and accept the responsibilities and expectations as stated.

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Signature

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Date

## SUMMER CAMP DIRECTOR

- Qualifications:
- Must be at least 21 years of age and hold a Bachelor's degree
  - Must have previous administrative or supervisory experience (at least 24 weeks) in camping or an equivalent experience acceptable to the State Commissioner of Health
  - Must hold current Responding to Emergencies First Aid certification and basic Life Support for the Professional Rescuer

Responsible To: Community & Social Services Director

General Responsibilities: To plan, direct and supervise the camp program as a whole.

Specific Responsibilities:

- Oversee and supervise all summer camp staff
- Maintain daily attendance records
- Assist with program supply inventory
- Conduct mid-term and final evaluations
- Prepare end of camp reports
- Schedule and attend staff meetings
- Verify staff time sheets
- Maintain order and discipline at all times
- Take charge of emergency situations, except those that are water or beach related and would fall under the responsibility of the Waterfront Director
- Fire Safety Coordinator
- Post weekly activities and clean up schedule
- Insure positive parent contact and communication
- Report all relevant information regarding children, parents and camp activities to the Community & Social Services Director

I have read the above job description. I understand and accept the responsibilities and expectations as stated.

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Signature

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Date