

# Huntley Park District

## NOW HIRING 2015 CAMP STAFF



## 10 REASONS to work for Huntley Park District Summer Camps

1. Develop Leadership Skills
2. Become A Child's Hero
3. Contribute to a Team
4. Build Your Resume And Credentials
5. Have Fun (And Get Paid For It!)
6. Work Outdoors
7. Learn From Experienced Staff
8. Gain Valuable Experience Working With Children
9. Go On Exciting Field Trips
10. Create Lifelong Memories



### RETURNING APPLICANTS

1. Complete a Park District Employment Application.
2. Complete Summer Camp Staff Interest Form.
3. Return all paperwork to Heather Matteson, Youth Recreation Manager, at the HPD REC Center at 12015 Mill Street by Friday, February 27 at 5pm.
4. Returning applicants will receive a postcard in the mail with their interview date and time.
5. Returning staff who miss the February 27 deadline should follow the process for new applicants.

### NEW APPLICANTS

1. Complete a Park District Employment Application.
2. Complete Summer Camp Staff Interest Form.
3. Include a typed cover letter, signed and dated, explaining your interest in the position and your experience working with children.
4. Include 2 letters of recommendation from prior teachers, professors, employers or personal acquaintances.
5. CPR/AED Certification is required for hire. Include a photo copy of your certification card.
6. Return all paperwork to Heather Matteson, Youth Recreation Manager, at the HPD REC Center at 12015 Mill Street by Friday, February 27 at 5pm.
7. Qualified applicants will receive a postcard in the mail with their interview date and time.

Calls are not accepted. If you have questions please email Heather Matteson, Youth Recreation Manager at [heather@huntleyparks.org](mailto:heather@huntleyparks.org).

**Apply soon, camp positions fill quickly!**

## DO YOU HAVE THE RIGHT STUFF?

Only qualified individuals who demonstrate an insightful sense of commitment and character and who can provide strong positive influences in camper's lives will be selected to be HPD Summer Camp Staff. We are looking for responsible and caring persons to bring their skills to our summer staff community. Our number one priority is finding summer staff who will be positive role models for our campers. We are also lining for charisma, maturity, creativity and activity skills that can support and add to our programs. To ensure the safety of all our youth, we have all applicants (prior to hiring) undergo a thorough background check. Our staff is, without questions, the key to happy and healthy campers and a successful summer camp. We are looking for those very superior individuals who enjoy and have the skills to work with children in a day camp setting.

All Huntley Park District camp staff, including Supervisors, Group Leaders and Counselors, are expected to attend all staff trainings and every day of camp for the full 10 weeks. Regular attendance is crucial to providing a consistent camp experience. A substitute staff member will not know your daily routine or your campers, however, we understand that family emergencies and academic/professional conflicts may occur during the summer. Please include your requested days off on the interest form. All days off requests must be turned in before the start of camp.

**Applicants requesting more than 5 days off over the 10 week span will only be eligible to work as a Substitute Counselor.**

## STAFF ORIENTATION/TRAINING & PARENT'S NIGHT

Before beginning to work, all staff members are **required** to attend the following mandatory trainings:

- **HR Safety Training** - Thursday, May 14<sup>th</sup> @ 6:00pm or Thursday, May 21<sup>st</sup> @ 6:00pm (pick one)
- **Camp Staff Orientation** – Monday, June 1<sup>st</sup> 6:30-8:00pm
- **Camp Staff Training** - Wednesday, June 3<sup>rd</sup> 10:00am-2:00pm (bring sack lunch)
- **Camp Staff Training** – Thursday, June 4<sup>th</sup> 10:00am-2:00pm (bring sack lunch)
- **Camp Staff Training** – Friday, June 5<sup>th</sup> 10:00am-2:00pm (bring sack lunch)
- **Parent's Night** (must attend the camp you are assigned to work with)
  - Camp Play-all-Day– Wednesday, June 3<sup>rd</sup> 5:00-6:00pm
  - Camp Laugh-a-Lot and Camp Adventure – Wednesday, June 3<sup>rd</sup> 6:30-7:30pm
  - Teen Camp – Thursday, June 4<sup>th</sup> 6:00-7:00pm

## Incentives

NEW this year!! All camp staff members will have the opportunity to earn monthly incentive bonuses for perfect attendance. These incentives may include gift cards or CASH! More details to come!

**1<sup>st</sup> day of camp is Monday, June 8<sup>th</sup>!**

# 2015 Summer Camp Interest Form

## Required for ALL new and returning camp staff applicants

(detach the first page - complete and submit the following)



Name: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Summer Camp Staff Schedules will be available to view at [www.whentowork.com](http://www.whentowork.com). If you do not have a username and password already, I will email you the set up instructions. Everyone must have an email address. If you do not have one there are many websites that offer free email accounts (Gmail, Yahoo, etc.)

- The Huntley Park District Summer Camp is in operation from 6:30am – 6:00pm, Monday – Friday.
- Scheduled hours will vary between those hours day to day/week to week.

I am interested in working the 2015 Summer Day Camp as a:

\_\_\_\_\_ **Camp Site Supervisor K-5<sup>th</sup> Grade** (AM, PM, or Swim & Summer School)

\_\_\_\_\_ **Teen Camp Site Supervisor** (AM or PM)

\_\_\_\_\_ **Group Leader** (K-5)

\_\_\_\_\_ **Camp Counselor** (K-8)

\_\_\_\_\_ **Camp Inclusion Aide** (1 on 1 with a camper with special needs)

\_\_\_\_\_ **Substitute Counselor** (Available for those not able to commit to 5 days per week or need to request more than 5 days off over the 10 week season)

*\*The Youth Recreation Manager and Recreation Supervisor will determine which age group you will be assigned to.*

- Visit [huntleyparks.org](http://huntleyparks.org) to view the job posting for the above opportunities.
- Staff hours can start as early as 6:30a.m. and end as late as 6:00p.m.

What date can you start? \_\_\_\_\_

What is the last day you can work? \_\_\_\_\_

How many hours per a week are you wanting to work? \_\_\_\_\_

### Days Off Request

*Applicants requesting more than 5 days off over the 10 week span will only be eligible to work as a Substitute Counselor. If hired, you are allowed to take off a total of 5 days over the 10 week season, this includes sick days.*

**Do you have any other commitments from June 8 through August 14? If so, what?**

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## GROUP INTERVIEWS

In order to best select our camp staff, we will be using a group interview process. During the group interview participants are asked to participate in discussions about camp setup/outline, games & activities, supervising children, leadership, teamwork, etc. and TO TEACH SOMETHING TO THE INTERVIEW GROUP THAT YOU MIGHT TEACH TO CHILDREN. What you teach is up to you but it should be an activity you might teach at camp such as a song, game, craft or skill.

The group interview is an opportunity for us to meet you in a group setting, similar to our camp setting. Your group interview will last approximately two-three hours.

**Group Interviews are mandatory for both new and returning camp applicants. ALL applicants will have to complete a group interview in order to be considered for summer camp employment.**

Below is our current schedule of group interviews. The number of applicants per interview is limited so submit your application as early as possible. Please select your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice of interview dates. We will send you a confirmation postcard with your scheduled interview date/time.

\_\_\_\_\_ Saturday, March 7<sup>th</sup> at 9:30am  
\_\_\_\_\_ Wednesday, March 18<sup>th</sup> at 9:30am  
\_\_\_\_\_ Tuesday, March 24<sup>th</sup> at 9:30am

\_\_\_\_\_ Tuesday, March 10<sup>th</sup> at 9:30am  
\_\_\_\_\_ Saturday, March 21<sup>st</sup> at 9:30am  
\_\_\_\_\_ Thursday, March 26<sup>th</sup> at 9:30am

### **THE FOLLOWING IS MANDATORY**

(Bring to your Group Interview)

We do not want to see basic everyday crafts, activities or games. Please be creative and find new games, crafts and activities. Please do not submit the same activities/crafts if you applied/worked camp last summer.

**On a separate sheet(s) of paper type out 1-2 craft projects. Include a picture of the completed craft, directions, supplies needed, age group, etc.** (Also bring 1 finished example to the group interview.)

**On a separate sheet(s) of paper type out 3-5 group games or activities. Include directions, equipment needed, type of activity/game, group size, space needed, etc.** (Bring all to the group interview)

**Staff T-Shirt Size: (circle) Adult:**      S    M    L    XL    XXL    XXXL

## CPR/AED Certification

Current CPR/AED Certification is required. **New applicants MUST show proof of a current CPR/AED Certification at their group interview to be considered for a camp position other than Substitute Counselor.** Please list certification expiration dates if applicable.

CPR/AED \_\_\_\_\_

First Aid \_\_\_\_\_

Other Certifications (WSI, Lifeguarding, etc.) \_\_\_\_\_

## New Applicant Checklist

### **Please submit the following:**

- \_\_\_\_\_ Completed HPD Employment Application
- \_\_\_\_\_ Completed Summer Camp Interest Form
- \_\_\_\_\_ Cover Letter
- \_\_\_\_\_ Two Letters of Recommendation
- \_\_\_\_\_ Copy of Current CPR/AED Certification

### **Please Initial the Following:**

I understand that I will be assigned to camp according to the needs of the program and that my assignment might change during the course of the summer. \_\_\_\_\_



### **Please return to:**

**Heather Matteson, Youth Recreation Manager**

Huntley Park District - 12015 Mill Street - Huntley, IL 60142

847/669-3180 ext. 316 - [heather@huntleyparks.org](mailto:heather@huntleyparks.org)