

Huntley Park District

NOW HIRING 2016 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 26 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 26 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 **Tuesday, March 1st 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.

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 looking 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.

STAFF ORIENTATION/TRAINING & PARENT'S NIGHT

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

- **All Staff – Our annual All-Staff Safety Training is Tuesday, May 17th from 5:00-6:00pm in the Cosman Theatre.** The additional All-Staff Safety Training date, for those who are away at school during the week of May 17th, will be held on Wednesday, May 25th from 5:00-6:00pm. **You must attend one of these trainings.*
- **ALL STAFF Orientation** – Saturday, May 21st 9:30am-12:00pm
- **Group Leader/Supervisor Meeting** – Thursday, May 19th 6:30-8:30pm
- **CPR/AED re-certification** for current/returning staff ONLY - TBA
- **Camp Staff Training** – Thursday, May 26th 6:30-8:30pm (snacks/drinks provided)
- **Camp Staff Training** – Tuesday, May 31st 6:30-8:30pm (dinner provided)
- **Camp Staff Training** – Wednesday, June 1st 10:00am-2:00pm (bring sack lunch)
- **Camp Staff Training** – Thursday, June 2nd 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 1st 5:00pm
 - Camp Laugh-a-Lot and Camp Adventure – Wednesday, June 1st 6:30pm
 - Teen Camp – Thursday, June 2nd 6:00pm

**Dates/times subject to change – Specific training topics will be provided at a later date.*

1st day of camp is Monday, June 6th!

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: _____

Home Address (include City): _____

Best Phone Number to Contact You: _____

Email Address: _____

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>Check the box!</i>	Position(s) worked in 2015	Position(s) <u>interested</u> in for 2016
CAMP COUNSELORS		
Camp Play-all-Day (K & 1 st)		
Camp Laugh-a-Lot (2 nd & 3 rd)		
Camp Adventure (4 th & 5 th)		
Teen Camp (6 th – 8 th)		
Backyard Buddies ½ Day Camp		
GROUP LEADERS		
Camp Play-all-Day		
Camp Laugh-a-Lot		
Camp Adventure		
Teen Camp		
SUPERVISORS		
AM Camp Supervisor		
Swim/Summer School Supervisor		
Teen Camp Supervisor		
Camp Play-all-Day Supervisor		
Backyard Buddies Supervisor		
SUPPORT STAFF		
1:1 Inclusion Aide		
Substitute Counselor		
Expect to be interviewed for any new positions selected for 2016!		

Anticipated Availability <i>*Circle one per box! Your answers will not determine your employment for the summer. Please be honest.</i>
<p style="text-align: center;">The 1st day I can start work is:</p> <p style="text-align: center;">_____</p>
<p style="text-align: center;">Available 5 days per week:</p> <p style="text-align: center;">I can work! I can't work. I am not sure.</p> <p style="text-align: center;">_____</p>
<p style="text-align: center;">4th of July Week:</p> <p style="text-align: center;">I can work! I can't work. I am not sure.</p>
<p style="text-align: center;">Last Session of Camp (Aug. 8-12)</p> <p style="text-align: center;">I can work! I can't work. I am not sure.</p>
<p style="text-align: center;">"I will be requesting more than 5 days off in a row"</p> <p style="text-align: center;">I can work! I can't work. I am not sure.</p>
<p style="text-align: center;">Last day I can work:</p> <p style="text-align: center;">_____</p>
<p style="text-align: center;">How many hours per week are you available to work?</p> <p style="text-align: center;">_____</p>
Additional Information – T-Shirt Size
<p style="text-align: center;"> SM MED LARGE XL XXL <i>*Cotton T-Shirt, Adult Sizing. Write in your size if not listed:</i> </p> <p style="text-align: center;">_____</p>

WhenToWork is an online staff scheduling program – all staff schedules will be available to view online each week.

“I have logged on to WhenToWork since January 1st, 2016 and I ...”

Please select all that apply!

- ☐ Have access to W2W and can receive all messages
- ☐ Forgot my username and need it reset
- ☐ Forgot my password and need it reset
- ☐ Changed my email address and cannot receive notifications
- ☐ Need to update my personal information (phone #, home address, etc.)
- ☐ Cannot login (username/password) does not work.
- ☐ **I do not have a WhenToWork account.**



Days Off Request

Applicants requesting more than 5 days off over the 10 week span may 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 6 through August 12? If so, what?

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. There will also be a 5 minute private 1:1 interview with each applicant.

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 certain returning camp applicants (certain returning camp applicants will be required to assist the Youth Recreation Manager and Recreation Supervisor on conducting group interviews). ALL applicants are required to participate in 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 1st, 2nd and 3rd choice of interview dates. We will send you a confirmation postcard with your scheduled interview date/time.

_____ Saturday, March 12th at 9:30am
_____ Tuesday, March 22nd at 9:30am
_____ Tuesday, March 29th at 9:30am

_____ Thursday, March 24th at 9:30am
_____ Thursday, March 31st at 9:30am
_____ Saturday, April 2nd @ 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)

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