

Huntley Park District NOW HIRING 2018 CAMP STAFF



10 REASONS

To work for Huntley Park District Summer Camps

1. Become A Responsible Leader
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

Calls are not accepted. If you have questions please email Heather Matteson, Youth Recreation Manager at heather@huntleyparks.org.

Apply soon, interview spots fill quickly!



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 23** 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 23 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 2 letters of recommendation from prior teachers, professors, employers or personal acquaintances.
4. CPR/AED Certification is required for hire. Include a photo copy of your certification card or proof of upcoming scheduled class (a copy of certificate is due by June 1)
5. Return all paperwork to Heather Matteson, Youth Recreation Manager, at the HPD REC Center at 12015 Mill Street by **Friday, March 9**.
6. Qualified applicants will receive a postcard in the mail with their interview date and time.

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 **Annual All-Staff Safety Training** with the Human Resource Department and the **ALL-STAFF CAMP ORIENTATION & TRAINING** – Dates are listed below:

TRAINING SCHEDULE

- **HR Safety Training (must attend 1 of the below dates)**
 - Wednesday, May 15 @ 6:30pm
 - Thursday, May 17 @ 6:30pm
 - Wednesday, May 23 @ 6:30 (only if you cannot make either of the 2 previous dates)
- **Group Leader/Supervisor Meeting** – Wednesday, May 16th 6:00-8:30pm (LEAD STAFF ONLY)
- **ALL STAFF Camp Orientation/Training** – Saturday, May 19th 9:30am-3:00pm
- **CPR/AED re-certification** for current/returning staff ONLY - TBA
- **Camp Staff Training** – Tuesday, May 29 - TBA
- **Camp Staff Training** – Wednesday, May 30 - TBA
- **Parent's Night** – Wednesday, May 30 (must attend the camp you are assigned to work with)
 - K-3rd Grade @ 6:00pm
 - 4th-8th @ 7:00pm
- **Camp Staff Training** – Thursday, May 31 - TBA
- **Camp Staff Training** – Friday, June 1 - TBA

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

Camp Dates

Week 1: 6/4-6/8

Week 2: 6/11-6/15

Week 3: 6/18-6/22

Week 4: 6/25-6/29

Week 5: 7/2-7/6 (no camp 7/4)

Week 6: 7/9-7/13

Week 7: 7/16-7/20

Week 8: 7/23-7/27

Week 9: 7/30-8/3

Week 10: 8/6-8/10

2018 Summer Camp Employment Interest Form

Required for ALL new and returning camp staff applicants

(detach, 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 2017	Position(s) <u>interested</u> in for 2018
CAMP COUNSELORS		
Kinder. & 1 st Grade		
2 nd & 3 rd Grade		
4 th & 5 th Grade		
Teen Camp (6 th – 8 th)		
Backyard Buddies ½ Day Camp		
GROUP LEADERS		
Kinder. or 1st Grade		
2nd or 3rd Grade		
4th or 5th Grade		
Teen Camp (6 th & 7/8 th)		
SUPERVISORS		
AM or PM Camp Supervisor		
Swim/Summer School Supervisor		
Teen Camp Supervisor		
K & 1 st Grade Supervisor		
Backyard Buddies Supervisor		
Inclusion/Medication Supervisor		
CIT Supervisor (Counselor in Training)		
SUPPORT STAFF		
1:1 Inclusion Aide		
Substitute Counselor		
Extended Time Leader <small>(6:30-9:00am or 3:00-6:00pm)</small>		

Anticipated Availability
*Circle one per box! Your answers will not determine your employment for the summer. Please be honest.

When is your earliest start date?

Are you available to work 5 days per week?

YES NO

Are you available to work the last session of camp? (August 6-10)

YES NO Not Sure

When is the last day you can work?

How many hours per week are you available to work? _____

Will you be taking off more than 5 days in a row?

YES NO

Additional Information – T-Shirt Size

SM MED LARGE XL XXL
*Cotton T-Shirt, Adult Sizing. Write in your size if not listed:

*****Expect to be interviewed for any new positions selected for 2018!*****

Desired positions not guaranteed.

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, 2018 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 or Extended Time Leader. If hired, you are allowed to take off a total of 5 days over the 11 week season, this includes sick days.

You must request ALL “time-off” through WhenToWork. Shifts must be approved by the Recreation Manager. Requests for “time-off” during the first 2 weeks of camp WILL NOT be granted. Time off for the last 2 weeks will only be approved for those employees returning to school or school district employment.

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 BRING 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 **EMAIL** with your scheduled interview date/time.

- _____ Tuesday, March 13 @ 10:00am
- _____ Wednesday, March 14 @10:00am
- _____ Saturday, March 17 @ 10:00am
- _____ Saturday, March 24 @ 10:00am
- _____ Monday, March 26@ 10:00am
- _____ Tuesday, March 27 @ 10:00am

_____ I am not able to attend any of the provided group interview dates. I am available on these dates/times:

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 2-3 craft projects. Include a picture of the completed craft, directions, supplies needed, age group, etc.

On a separate sheet(s) of paper type out 2-3 group games or activities. Include directions, equipment needed, type of activity/game, group size, space needed, etc.

CPR/AED Certification

Current CPR/AED Certification is required. **New applicants MUST show proof of a current CPR/AED Certification at their group interview (or be able to obtain by the first day of camp) 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
- _____ 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

