

# Huntley Park District

## NOW HIRING 2019 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*

### 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.

### RETURNING APPLICANTS

1. Complete Summer Camp Staff Interest Form.
2. Return all paperwork to Heather Matteson, Youth Recreation Manager, at the HPD REC Center at 12015 Mill Street by **Friday, February 22.**
3. Returning applicants will receive an email with their interview date and time or summer position information if interview is not required.
4. Returning staff who miss the February 22 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 1.**
6. Qualified applicants will receive an email with interview date/time.

**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

# 2019 Summer Camp Employment Interest Form

## Required for ALL new and returning camp staff applicants

(RETURN BY FRIDAY, FEBRUARY 22 for Returning Staff, March 1 for New Applicants)

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 2018	Position(s) <u>interested</u> in for 2019
<b>CAMP COUNSELORS</b>		
Kinder. & 1 <sup>st</sup> Grade		
2 <sup>nd</sup> & 3 <sup>rd</sup> Grade		
4 <sup>th</sup> & 5 <sup>th</sup> Grade		
Teen Camp (6 <sup>th</sup> – 8 <sup>th</sup> )		
Backyard Buddies ½ Day Camp		
<b>GROUP LEADERS</b>		
Kinder. & 1 <sup>st</sup> Grade		
2nd or 3rd Grade		
4th or 5th Grade		
Teen Camp (6 <sup>th</sup> gr. Or 7/8 Gr.)		
<b>SUPERVISORS</b>		
2 <sup>nd</sup> -5 <sup>th</sup> Gr. Camp Site Supervisor		
Swim/Summer School Supervisor		
Teen Camp Supervisor		
K & 1 <sup>st</sup> Grade Supervisor		
Backyard Buddies Supervisor		
Inclusion/Medication Supervisor		
CIT Supervisor (Counselor in Training)		
<b>SUPPORT STAFF</b>		
1:1 Inclusion Aide		
Substitute Counselor		
Extended Time Leader <small>(6:30-9:00am or 3:00-6:00pm)</small>		

Anticipated Availability

When are you available to start?

\_\_\_\_\_

Are you available to work 5 days per week?

YES
NO

Are you available to work the first and last session of camp?

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 2019!\*\*\*

Desired positions not guaranteed.