



# Madison County Parks and Recreation

## Summer Camp Leader Job Application

### PERSONAL INFORMATION

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Second Contact Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

If employed, can you submit verification of your legal right to work in the U.S.? YES NO

Are you over the age of 18? YES NO

If hired, do you have reliable means of transportation to get to work? YES NO

Have you ever been convicted of a felony, or for child abuse or sex-related crimes? YES NO

If you answered yes above, please explain in the space provided below.

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Are you presently employed? YES NO

If yes, may we contact your present employer? YES NO

Will you be able to work the desired hours of service recommended? YES NO

Will you be able to work all weeks of Summer Camp? YES NO

If not, why and when? \_\_\_\_\_

Are you a college student? YES NO

Are you enrolled in Summer Courses? YES NO

If yes, please attach a copy of your class schedule.

How did you find out about the Summer Camp job openings?

- Facebook
- Newspaper
- Website
- Other: (please specify) \_\_\_\_\_

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**EDUCATION AND TRAINING INFORMATION**

Name of High School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Are you enrolled in a secondary school at this time (college, vocational, etc.)? YES NO

If yes, what school? \_\_\_\_\_

If yes, what is your current major/minor? \_\_\_\_\_

Highest Degree Earned: High School Associate Bachelor Master Doctorate

*Any additional education, vocational, and/or professional information, such as special areas of research or study, seminars, etc. should be included with your application. Please attach any written resume or other summary of information that is relevant to the position for which you are applying. Please include any foreign language skills or experiences you may have with this. Professional memberships, certificates, or licenses held, please supplement this information by written or typed attachment if applicable.*

**OTHER PERTINENT INFORMATION**

Are you willing to be without your cellular phone while at work? YES NO

What leadership experience do you have? Please list all that apply and any positions held.

\_\_\_\_\_  
\_\_\_\_\_

What public speaking experience, if any, do you have? Are you comfortable speaking in front of people?

\_\_\_\_\_  
\_\_\_\_\_

You will be working outdoors for most of the camp. What are 5 safety precautions you should anticipate while working with children outdoors, namely at Hoover Ridge Park?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you enjoy sports? YES NO

If yes, what sports and at what level?

\_\_\_\_\_  
\_\_\_\_\_

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Do you enjoy arts and craft activities? YES NO

Do you enjoy outside activities? YES NO

Do you enjoy inside activities? YES NO

List any other hobbies or extracurricular activities that you enjoy.

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Do you have any special skills that could be useful in our camp? For example, are you a musician, artist, athlete, etc.?

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Out of the following, circle your top 5 choices.

- |           |                 |            |             |              |                   |          |
|-----------|-----------------|------------|-------------|--------------|-------------------|----------|
| Soccer    | Basketball      | Baseball   | Kickball    | Whiffle Ball | Arts/Crafts       | Golf     |
| Music     | Archery         | Volleyball | Fishing     | Hiking       | Football          | Softball |
| Badminton | Performing Arts |            | Water Games |              | Nature activities |          |

Have you ever worked with children before? YES NO

List ANY experience with children that you may have below.

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What is your main reason for applying for this job?

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Are you willing to learn and follow MCPRA guidelines? YES NO

Will you wear a uniform/proper attire to work every day if hired? YES NO

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DURING THE INTERVIEW, QUALIFIED APPLICANTS SHOULD BE PREPARED TO:

- Outline a full day of camp activities (1-hour increments from 8AM-4PM)
- Create a travel protocol for large groups]
- Provide 5 1-hour camp activities – one each involving athletics, leadership, arts/crafts, outdoor/nature, and one of your choosing
- Provide a plan for conflict resolution between participants, participants/staff, staff, and staff/parents

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**PRE-EMPLOYMENT CERTIFICATION**

**Please read the following and initial after each statement.**

\_\_\_\_\_ I understand that this application is only valid for the position applied for at present and that MCPRA is not obligated to retain or consider this application for future openings.

\_\_\_\_\_ I authorize investigation of all statements contained in this application. I understand that falsification, misrepresentation, or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize MCPRA to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience in releasing all parties from any liability arising therefrom.

\_\_\_\_\_ If employed by MCPRA, I will abide by all policies and rules.

\_\_\_\_\_ I authorize MCPRA to run a complete background check based on the MCPRA guidelines. I have attached my background screening consent form.

\_\_\_\_\_ I understand that my employment is for the entire Summer Camp term June 10 – August 9, with a mandatory training period TBA. I understand that there is a mandatory training on May 19 that I must attend. I also understand that there is no camp July 1-5.

\_\_\_\_\_ If I am employed by MCPRA, I understand that my employment can be terminated, with or without cause and with or without notice, at any time at the option of MCPRA or myself. I understand that, other than the MCPRA Manager, no supervisor or representative of MCPRA has authority to enter into any agreement for employment for any specific period of time, or make any agreement contrary to the foregoing. Only the Manager of MCPRA has the authority to make any agreement contrary to the foregoing and then only in writing. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and MCPRA.

I, \_\_\_\_\_ certify that all the information provided above is true and correct.

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

Signature of Applicant

*\*\*Madison County Parks and Recreation Authority does not discriminate in the recruitment of Summer Camp Counselors on the basis of race, color, religion, national origin, sex, or disability. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its completion does not imply that you will be accepted into the program. Please read all questions carefully and call (540) 308-1247 if you have any questions. \*\**

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**PREVIOUS EMPLOYMENT INFORMATION**

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

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

Phone Number: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor Name and Title: \_\_\_\_\_

Job Description and Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor Name and Title: \_\_\_\_\_

Job Description and Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor Name and Title: \_\_\_\_\_

Job Description and Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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**REFERENCES**

In the space provided, please provide a list of professional/work references that we may contact.

| Name | Address | Phone Number | Relationship |
|------|---------|--------------|--------------|
|      |         |              |              |
|      |         |              |              |
|      |         |              |              |

**Please submit completed application, resume, and other supplemental documents to:**

Lindsay Von Herbulis - Recreation Coordinator  
Madison County Parks and Recreation  
P.O. Box 435  
Madison, VA 22727  
lindsay.mcparksrec@gmail.com