



# Madison County Parks and Recreation

## Summer Camp Group Leader/Counselor

### Job Information

Madison County Parks and Recreation Authority is looking to hire several Group Leaders and Counselors for our full-day summer camp program. Qualified applicants must turn in completed application, supplemental documentation, complete Concussion Training, complete Protecting Students from Abuse course, and pass a background check. All applicants must be available for an interview in either March or April and must be available for full-day training on Sunday, May 17 from 12:00PM – 6:00PM.

#### BASIC INFORMATION

Dates: Mondays-Fridays June 1 – July 31

Hours: 7:00AM – 5:00PM, varying 8-hour shifts

Pay: \$13.00-\$16.00/Hr. based on position/experience

Participants: Ages Kindergarten – 8<sup>th</sup> Grade, max 10 per age group

#### GROUP LEADERS

- Must be high school graduates
- Must be 18 years or older
- Supervise group of up to 10 participants in grade level K-8 (one age group per leader)
- Responsible for planning daily activities within schedule
- Responsible for supervision of participants at all times
- Responsible for attending all field trips
- Oversee duties of counselor and delegates as necessary
- Responsible for implementing activities for participants

#### COUNSELORS

- Must be 16 years or older
- Assist Group Leader in supervising participants
- Help run activities, crafts, games
- Attend all field trips
- Responsible for cleaning up facilities after activities
- Supervise children that are away from the main group

## JOB DESCRIPTION

Group Leaders and Counselors will be responsible for facilitating all of the activities during the camp day. The activities are, but not limited to:

- Outdoor activities
  - Games on the volleyball court, baseball/softball fields, soccer fields, multi-purpose fields
  - Water games
  - Nature walks
  - Fishing
  - Collecting outdoor items for crafts
  - Performing shows and activities on Performing Arts Stage
  - Tie-dye t-shirts
  - Play on Playground (MPS or Hoover Ridge)
  - Scavenger hunts
- Indoor activities (in rain, extreme heat event)
  - Crafts
  - Movies
  - Board games
  - Team-building activities
  - Reading/coloring

## LOCATIONS

- Hoover Ridge Park
  - Carpenter Pavilion (lunch)
  - Fish pond (fishing)
  - Hoover Ridge Softball/Baseball fields
  - Camp Crockett/Clore Trails
  - Playground
  - Performing Arts Center
  - Multi-purpose fields
  - Outdoor Recreation Center
- Madison Primary School Gymnasium, Cafeteria, Playgrounds
- Wetsel Middle School Gymnasium/Cafeteria
- Madison County High School Gymnasium

For field trips, here may be additional locations including, but not limited to:

- Graves Mountain Lodge – hiking/swimming
- Lake Pelham
- Rockwater Park
- Weekly field trip locations



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### 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? \_\_\_\_\_

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

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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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 |          |

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Have you ever worked with children before?

YES NO

List ANY experience with children that you may have below.

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List ANY experience you have with children with special needs.

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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

DURING THE INTERVIEW, QUALIFIED APPLICANTS SHOULD BE PREPARED TO:

- Outline a full day of camp activities (1-hour increments from 8AM-4PM)
- 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
- Provide ways to modify activities for children with special needs
- Provide ideas for field trip locations within one hour of Hoover Ridge Park

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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 1 – July 31, with a mandatory training on May 17 that I must attend.

\_\_\_\_\_ 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

