



Madison County Parks and Recreation

Summer Camp Leader

Job Information

Madison County Parks and Recreation Authority is looking to hire a Camp Leader for our full-day summer camp program. Qualified applicants must turn in completed application, supplemental documentation, be CPR/First Aid/AED certified (by start of camp), complete Concussion Training, complete Recognizing and Reporting Child Abuse and Neglect (for educators) 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 May 26 – August 7

Hours: 7:00AM – 5:00PM, varying shifts

Pay: \$10.00-\$12.00/Hr. based on position

Participants: Ages Kindergarten – 8th Grade, max 10 per age group

CAMP LEADER

Must:

- Be 18 years or older
- Have completed or be enrolled in a college program in education, recreation, psychology or related field, or any combination of experience that would provide experience necessary
- Assist in training staff
- Be responsible for supervision of participants and camp staff
- Interact positively with elementary aged youth, adolescents and adults
- Be responsible for program implementation
- Lead recreation activities for all ages
- Oversee camp sport activities and officiate camp athletic events as needed
- Assist with the development of arts and crafts activities and lead instruction in these activities as necessary
- Provide modified activities and games for children in the inclusion program or children with special needs
- Inventory, maintain, clean and organize recreation and activity supplies and equipment
- Clean and maintain facilities and surrounding activities

- Attend all field trips
- Be responsible for daily schedule
- Provide First Aid/CPR/AED when necessary
- Ensure that safety protocols set forth by MCPRA are upheld by all staff and participants
- Be responsible for any other tasks as assigned by Recreation Coordinator or MCPRA Manager

JOB DESCRIPTION

The Camp Leader will work with the Recreation Coordinator (head of Hoover Ridge Summer Camp) to direct the summer camp program. Camp Leader will assist in staff scheduling, camp scheduling, field trips, and other activities. Camp Leader will be responsible for overseeing daily activities of each age group.

Qualified applicant should be prepared to effectively communicate with a large group of people, be organized, prepare equipment, and assess the needs of each age group.

Group Leaders and Counselors will be responsible for facilitating all of the activities during the camp day for their assigned age group. 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)

- Volleyball Sand Court
- Hoover Ridge Softball/Baseball fields
- Camp Crockett/Clore Trails
- Playground
- Performing Arts Center
- Multi-purpose fields
- Madison Primary School Playgrounds (if available)
- Waverly Yowell Elementary (lunch)
- Wetsel Middle School Library/Cafeteria (rain/storm/heat)
- Madison County High School Gymnasium
- Graves Mountain Lodge – hiking/swimming
- Weekly field trip locations



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.

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.

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

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.

List ANY experience you have working with children with special needs.

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)
- 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
- 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 May 26 – August 7, 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

Madison County Parks and Recreation Authority

Background Check Screening Policy

The Madison County Parks and Recreation Authority reserves the right to screen any volunteer who will be working with children involved in PRA sponsored Youth Sports/Activities. The screening will consist of 1) completion of Volunteer Application Form, including references; 2) approval by the PRA; and 3) consent to background checks.

If a background check is performed and the following convictions are revealed, the PRA will deny an individual application of those persons. The list includes, but is not limited to:

Violent/Behavioral Crimes:

- Murder
- Theft/Burglary/Robbery-Armed/Larceny
- Breaking and Entering
- Prostitution
- Disorderly Conduct
- Rape or Sexual Assault
- Assault
- Arson
- Escape from penitentiary

Crimes Against Children

- Solicitation of a minor
- Sexual abuse/assault of a minor
- Child abuse
- Child molestation
- Sexual conduct with a minor
- Contributing to the delinquency of a minor
- Indecency with a minor
- Abandonment/Endangerment of a min

Drug and Alcohol Related Crimes

- Possession of drug and/or paraphernalia
- Drug Dealing
- Trafficking
- DUI/DWI (3 in last 7 years)
- Domestic Violence/Abuse

To complete the background screening process, please complete the following form and return to the Madison Parks and Recreation Authority office. All results from the background screening will be kept confidential and forms will be destroyed following the screening. This information will not be shared.

MCPRA reserves the right to refuse any applicant regardless of the results of the background check.

Cut here

Full Name: _____

First Name
Middle
Last

Mailing Address: _____

Social Security Number (required): _____ Date of Birth: ____/____/____

E-mail Address: _____

I hereby give my consent for Madison Parks and Recreation Authority to conduct a Background Check as described above. _____ *signed*