



Summer Camp 2010 staff application packet

Youth Guidance at Ravenswood School's Around the World in Seven Weeks Summer Camp is located on the north side of Chicago in the Ravenswood neighborhood.

Camp's staff is as important to the campers as the activities or the surroundings. Staff members are carefully selected for their understanding, patience, experience and personal commitment to the campers as individuals. Over 25 paid staff members are hired each summer. All staff will attend a weeklong training workshop prior to the first week of camp

Camp serves children from 3yrs- 8th grade from Ravenswood School and the surrounding communities. All campers, just as all staff, have a variety of developmental abilities and challenges. Camp staff is to be tolerant of all individuals (camper and staff alike) and be open to providing a fortifying summer to all involved.

The typical workday is from 8a-3p for day staff and 215-6p for after-care staff. The 2010 Summer Employment season runs from June 21st -August 13th, 2010.

Benefits:

- A competitive salary based on experience and qualifications
- A chance to explore the rich international heritage here in Chicago
- Form friendships that last a lifetime
- A summer that you will never forget

Thanks for applying and good luck!

Applicants for all positions at Youth Guidance at Ravenswood are considered without regard to race, color, religion, gender, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or disability. Please return this application complete with resume to:

Marcia Lane-McGee 4332 N. Paulina Chicago, IL 60613 312.994.8179 (f) 773.534.5775

mlane-mcgee@youth-guidance.org no later than February 26th, 2010.

Interviews for all positions will be held from March 8th-19th, 2010.

Job Descriptions:

1. **After-Care Counselors** (pre-k (3's and 4's), Kindergarten-2nd, 3rd-5th, 6th-8th) Constant companion a group of campers. Responsible for campers' care, behavior management, and involvement in programs. These positions are open for High School students going into their junior year and are 16 years of age. Experience working with children in a camp setting is preferred, but not mandatory.
2. **After-care Instructors** (Recreation, Arts and Crafts, Music) Responsible for planning and leading activities in your program and participate in all areas of the general camp program. Education and/or experience in the program field are required. Persons applying for Instructor positions should have the capacity to adapt projects and activities for children that may have other needs.
3. **After-Care Lead** – This person is responsible for overseeing the after-care program when the camp day has ended. Supervision of staff, campers and activities are the primary concern of this employee. Previous experience working in social and human services is a plus. Prior supervisory experience is preferred, but not required.
4. **Assistant Camp Director** With the Resource Coordinator, responsible for the design and implementation of organized camp activities and assisting the Camp Director (Resource Coordinator) in overseeing camp activities and campers. Also Responsible for coordinating camper care and needs. Supervises and evaluates counseling staff. A degree in education, social or human services preferred, but is not required.
5. **Camp Counselors** (3's, pre-k, kindergarten A, Kindergarten B, 1st, 2nd, 3rd-4th, 5th-6th, Vista (7th-8th) Constant companion a group of campers. Responsible for campers' care, behavior management, and involvement in programs. These positions are open for High School students going into their junior year and are 16 years of age. Experience working with children in a camp setting is preferred, but not mandatory.
6. **Camp Day Instructors** (Dance, Art, Sewing, Theatre, Recreation, Music, Language) Responsible for planning and leading activities in your program and participate in all areas of the general camp program. Education and/or experience in the program field are required. Persons applying for Instructor positions should have the capacity to adapt projects and activities for children that may have other needs.
7. **Office Assistant** Duties include typing, filing, word processing, telephone usage, camper registration and general office work. High school plus one year of office and computer experience or college. Knowledge of Microsoft Word, Microsoft Access and databases helpful.
8. **Service Learning Interns** (to work with both counselors and instructors) - Students will help the staff in making sure camp run smoothly. The interns are the legs of the program and should have a good work ethic and be open to learning new things and following instructions.

All interested applicants should possess proficient English speaking and writing skills for all above positions.

**2010 Summer Camp Job Application
Youth Guidance at Ravenswood School**

Name: _____ **Date of Birth:** _____

Address: _____

Phone(s): _____ **email:** _____

When is the best time to reach you? _____

Please indicate the position(s) for which you are applying:

- After-Care Counselor
- After-Care Instructor
- After-Care Lead
- Assistant Camp Director
- Camp Counselor – **Please indicate age group (rank 1-3):**
 __Pre-K __ K __1st __2nd __3rd-4th __5th-6th – __7th-8th
- Camp Day Instructor – **Program of Interest** _____
- Office Assistant
- Service Learning Intern (graduating 8th graders- those entering sophomore year of high school)

RECORD OF EDUCATION:

School	Name & Address of School	Major	Years Completed	Did you Graduate?	Degree Earned
High School	_____				

College	_____				

College	_____				

Graduate School	_____				

Post-Graduate	_____				

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RECORD OF EMPLOYMENT

Present Employer _____
 Address _____ City, State Zip _____
 Date employed: From: _____ To: _____
 Telephone _____ Supervisor: _____
 Describe duties as completely as possible: _____

May we contact your present employer without jeopardizing your present position? _____

List former employers with names and address	Time Employed		Nature of Work	Salary	Reason for Leaving	Name of Immediate Supervisor	Telephone of Supervisor
	From	To					

May we contact the employers listed above? __

References (Not Relatives)	Occupation/ Company	Email address	Telephone

Have you worked for Youth Guidance before? No Yes, when? _____

Have you worked in a summer camp before? No Yes, when? _____

If yes, please tell us about your experience:

What are your strengths in working with children? Explain _____

What are some things you find challenging when working with children? Explain _____

What would you be able to contribute to our camp staff and students? (i.e. talents, special skills, certifications, etc...) _____

Why are you qualified for the position(s) for which you are applying?

Do you foresee a difficulty in abiding by strict policies concerning smoking, drug and alcohol use? If so, please explain.

The positions at camp may include some heavy lifting (at least 20 pounds), strenuous activities, and sometimes long hours. Do you have any physical or mental limitations that would affect your job performance in the position for which you are applying? _____ Yes _____ No If yes, what? (please note that your answer may not effect employment).

Have you been convicted of a felony, including but not limited to sexual or child abuse in the past ten years? _____ Yes _____ No If yes, please describe in full. _____

Have you applied for employment with Youth Guidance before?

_____ Yes _____ No If yes, month and year: _____

Camp training is from June 21st-25th, 2010 from 9a- 4p everyday. Do you foresee any conflicts with those dates and times? _____ If so, please explain: _____

Camp staff is required to work from June 28th-August 14th anywhere between 7:30am- 6pm depending on the day, camp activities scheduled and position. Will that be a problem? _____ If so, please explain: _____

Are there any days from June 21st-August 14th that you will be unavailable? Please also list other major commitments (children, life changes, family vacations, etc...). _____

AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment/volunteer work as may be necessary in arriving at an employment/volunteer work decision. I give permission for previous employers to share employment information. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that Youth Guidance will conduct background checks such as driving record, criminal history background, etc in association with this employment. I understand also that I am required to abide by all rules and regulations of Youth Guidance and Ravenswood School. Any public social networking or weblog site content deemed inappropriate for working with children or in conflict with camp policy may result in termination of candidacy. I have read everything in the employment application and summer job description sheet and I fully understand the information. I also understand that completion of this application does not certify receipt of employment or an interview. I certify that I am/will be 18 years of age or older as of the first day of employment. If I am not, I will be able to furnish the appropriate parental consent.

Signature of Applicant: _____ Date _____

Signature of Parent (If applicant is under 18) _____ Date _____