



Girl Scouts.

Girl Scouts of North East Ohio

One Girl Scout Way

Macedonia OH 44056-2156

330-864-9933 or 800-852-4474 HR Fax 330-467-1908

www.hr@gsneo.org

SUMMER CAMP EMPLOYMENT INFORMATION

LAUGH, WORK, PLAY

Love working with children. Love the out of doors. Be a part of a fantastic summer experience, while making a difference in the life of a child. You will help girls ages 5 to 17 to develop to their full potential while they learn to work and respect others and make decisions while contributing to the camp community. In addition, girls and staff alike will make and rekindle friendships, laugh, and experience many new and exciting things.

Enclosed is information, an application and (2) reference forms. Take a few minutes to read through the information, carefully fill out the application and return it to the address listed as soon as possible. Please give the reference forms to someone who can attest to your abilities and character. The reference forms should be mailed directly to our Council address found on the forms.

For additional information on any of our summer camp positions, please contact:

Donna DeFiore, Property Program Manager

(330) 983-0437 or (800) 852-4474

ddefiore@gsneo.org

RESIDENT CAMP

Spend 7 - 8 ½ weeks of your summer working at camp! This is bound to be the best job you've ever had and the hardest work you'll ever love! Girls come to our camps from all walks of life and find themselves in a caring nurturing environment where they get to make friends and try new things while creating lasting memories. Wouldn't you love to be part of the difference made in a girl's life?

Here are a few benefits of working at Girl Scout summer camp:

- We will train you to be successful in your job
- We offer competitive salaries
- Time off to relax and re-energize
- Multicultural experience – work with employees from other states and countries
- Build life long friendships
- Gain job experience to build your resume
- Mentor a girl

About Our Camps:

All of our resident camps are accredited by the American Camp Association (ACA). We maintain high standards for program health, safety, and camper and parent satisfaction.

Camp Ledgewood is located in Peninsula, 15 miles north of Akron and 25 miles south of Cleveland. Campers and staff will enjoy 400 acres of forests, ravines, Boston Run creek, and miles of hiking and trails located within the boundaries of the Cuyahoga Valley National Park. Camp activities include swimming, canoeing, archery, arts & crafts, rock climbing and more! Specialty camps include canoe and white water rafting trips, caving, and trips to local climbing facilities.

Camp Timberlane is located on 347 scenic acres in the beautiful Firelands Reserve near Wakeman, Ohio. Campers and staff will enjoy miles of hiking trails, creeks and ravines that are home to a variety of plants and wildlife. Every day camp activities include swimming, canoeing, kayaking, archery, hiking, arts & crafts and more!

Camp Sugarbush is located in Kinsman in Trumbull County. Campers and staff enjoy 200 acres of natural areas. Camp activities include swimming, canoeing, archery, arts & crafts, and more! Specialty camps include canoe and horseback trips, Cedar Point amusement park adventure, and specialized outdoor skills programs.

Position Information and Benefits:

Salaries are based on position, the individual's education and previous years of employment at one of our camps. Benefits include room and board on weekdays and worker's compensation. GSNEO reserves the right to adjust this information to meet the needs of the camp. Salary amounts are based on an 8-week camp schedule and may be adjusted based upon actual length of employment. Approximate dates are listed below.

POSITION/# NEEDED	SALARY	QUALIFICATIONS/JOB EXPECTATIONS
Assistant Camp Director - 3 **	\$3500+	Assist in camp administration, staff training and supervision. Plan, implement and oversee out-of-camp trips, all camp activities and special programs. Supervise Unit Leaders and Unit Counselors. Related certification and/or experience required. Age 21+ (6/11 - 8/11)
Program Director - 3**	\$3,000+	Assist in camp administration, staff training and supervision. Plan, implement and oversee Programs such as Arts & Crafts, nature, archery, rock climbing, all camp activities and Special programs. Oversee unit scheduling. Supervise some Program staff. Age 21+ (6/11 - 8/8)
Waterfront Director - 3 ***	\$2,700+	Develop and implement program activities at pool and lake including swimming lessons And canoeing. Manage pool operations, supervise waterfront staff and organize/schedule overall aquatics program. Maintain pool, showerhouse and lake front, and ensure that camp meets aquatic standards. Age 21+ (6/11 - 8/9)
Lifeguard - 6 ***	\$2,000+	Guard at pool and lake. Teach swimming & small craft skills. Maintain pool, shower House and lake front. Current lifeguard certification and CPR-PR required. Age 18+ (6/13 - 8/8)
Arts and Crafts Specialist - 2* (1 FT/1PT)	\$1,500+ (FT) \$10 hr. (PT)	Develop and implement an integrated craft program supporting unit programs and camp objectives. Organize scheduling and maintain crafts facility. Inventory and order equipment and supplies. Age 18+ (6/13 - 8/8)
Unit Leader - 13*	\$1,800+	Work as a team with Program Director and program staff to develop and implement unit program. Oversee unit paperwork and scheduling. Work with campers to provide fun, high-quality program opportunities. Insure the safety of all participants. Age 20+ (6/11 - 8/8)
Unit Counselor - 22*	\$1,500+	Work as a team with Unit Leader to develop and implement unit program. Work directly with campers to provide fun, high-quality program opportunities. Insure safety of all participants. Age 18+ (6/13 - 8/8)
Junior Counselor - 6	\$1,100+	Assist with the operations of a camp unit implementing the unit program. Insure safety of all participants. Must have participated in CIT program. Age 17+ (6/13 - 8/8)
Head Cook - 3 ***	\$2,900	Manage all aspects of food service operations. Plan menus, schedule and supervise cooks, order food, maintain inventories, maintain dining hall and organize distribution of pack-out food. Age 21+ (6/13 - 8/1)
Assistant Cook - 3*	\$1,700	Prepare meals for campers and staff daily. Prepare pack-outs, and help maintain dining hall. Age 18+ (6/13 - 8/1)
Kitchen Aide - 7	\$1,000	Assist with food service operations. Willingness to carry out kitchen tasks and accept supervision. Responsible for dishwashing, general cleaning and kitchen work. Age 14+ (6/13 - 8/1)
On-Site Nurse - 1 ***	\$2,000	Registered Nurse, EMT. Maintain and distribute camper and staff medications. Perform first aid and basic health care as necessary. Maintain the health cabin and health records and ensure that camp is meeting all health codes and standards. Age 21+ (6/13 - 8/1)
Health Supervisor - 2***	\$1,800	Licensed Practical Nurse, Nursing Student. Maintain and distribute camper and staff medications. Perform first aid and basic health care as necessary. Maintain the health cabin and health records and ensure that camp is meeting all health codes and standards. Age 20+ (6/13 - 8/1)
Driver - 3	\$10 per hour	Be able to operate 12 passenger vans. Drive camp vehicle in appropriate manner for the camper and/or staff transportation, and run errands as needed. Age 21+ (6/13 - 8/1)

* High School Degree or equivalent required

** College degree, equivalent or specific documented experience required

*** Related certification and/or experience required



Girl Scouts of North East Ohio SUMMER CAMP EMPLOYMENT APPLICATION

PERSONAL INFORMATION:

Last Name: _____ First Name: _____ Middle Initial: _____

Present Address: _____ Present Phone: _____
street city state zip

Present Address is good until what date? _____ Cell Phone: _____

Permanent Address: _____ Permanent Phone: _____
street city state zip

E-mail address: _____ Best time to contact you by phone: _____

Present occupation and/or year in school: _____

How did you learn of this job opportunity _____

POSITION(S) AVAILABLE:

Locations: **Camp Ledgewood (L)** **Camp Sugarbush (S)** **Camp Timberlane (T)**

Assistant Camp Director	Assistant Cook
Program Director	Kitchen Aide
Arts and Crafts Specialist	Unit Leader
Waterfront Director	Unit Counselor
Lifeguard	Junior Counselor
Driver	Health Supervisor
Head Cook/Food Supervisor	Nurse

Please select the camp(s) you're applying for: __ (L) __ (S) __ (T)

Please select up to three positions that you are interested in apply for:

First Choice: _____

Second Choice: _____

Third Choice: _____

EDUCATION AND EXPERIENCE:

Level	School	Major	Degree or Credits	Graduation Date
High School				
College				
Graduate School				
Other				

Academic or other honors: _____

*You are not required to supply information that would reveal your race, religion, color, sex, age, national origin, citizenship, disability, veteran status, or any other classification protected by applicable law.

Training & Certifications

Please attach a copy of your certifications. Only include certifications that expire after the end of the camp season.

	Expiration Date		Expiration Date
<input type="checkbox"/> Lifeguard	_____	<input type="checkbox"/> First Aid	_____
<input type="checkbox"/> Lifeguard Instructor	_____	<input type="checkbox"/> First Aid Instructor	_____
<input type="checkbox"/> Water Safety Instructor	_____	<input type="checkbox"/> CPR	_____
<input type="checkbox"/> Canoe Instructor	_____	<input type="checkbox"/> CPR – PR	_____
<input type="checkbox"/> Archery Instructor	_____		
	State	License #	Expiration Date
<input type="checkbox"/> Medical Doctor	_____	_____	_____
<input type="checkbox"/> Nurse	_____	_____	_____
<input type="checkbox"/> Paramedic	_____	_____	_____
<input type="checkbox"/> EMT	_____	_____	_____
<input type="checkbox"/> Driver's License	_____	_____	_____
<input type="checkbox"/> OTHER: _____	_____	_____	_____
<input type="checkbox"/> OTHER: _____	_____	_____	_____

Camping Experience (check all that apply)

<input type="checkbox"/> Day Camping	<input type="checkbox"/> Primitive Camping	<input type="checkbox"/> Troop Camping	<input type="checkbox"/> International Encampment
<input type="checkbox"/> Wider Opportunity	<input type="checkbox"/> RV Camping	<input type="checkbox"/> Resident Camping	<input type="checkbox"/> Family Camping
<input type="checkbox"/> Intercouncil or Regional Encampment	<input type="checkbox"/> Other (explain): _____		
Have you completed a Counselor-In-Training Program? _____	If so, where and when? _____		

Girl Scout Experience

Are you currently a registered Girl Scout? _____ Years as a Girl Scout: _____

Current Level: Daisy Brownie Junior Cadette Senior Ambassador Adult Troop Leader Other: _____

Skills

In the following list, please put "E" before activities in which you have experience; "T" before activities in which you can teach; and "C" before activities in which you have current certification. Please attach a copy of your certification(s).

Adventure / Challenge	Outdoor Skills	Nature	Sports (cont.)
<input type="checkbox"/> Climbing	<input type="checkbox"/> Hiking	<input type="checkbox"/> Astronomy	<input type="checkbox"/> Group Games
<input type="checkbox"/> Rappelling	<input type="checkbox"/> Outdoor Cooking	<input type="checkbox"/> Gardening	<input type="checkbox"/> Bicycling
<input type="checkbox"/> Ropes Course	<input type="checkbox"/> Fire Building	<input type="checkbox"/> Trails & Signs	<input type="checkbox"/> Archery
Arts & Crafts	<input type="checkbox"/> Tent Camping	<input type="checkbox"/> Wildlife	Waterfront
<input type="checkbox"/> Candle Making	<input type="checkbox"/> Orienteering	<input type="checkbox"/> Animal Care	<input type="checkbox"/> Fishing
<input type="checkbox"/> Basketry	<input type="checkbox"/> Backpacking	<input type="checkbox"/> Flowers	<input type="checkbox"/> White Water Rafting
<input type="checkbox"/> Ceramics	<input type="checkbox"/> Min. Impact Camping	<input type="checkbox"/> Forestry	<input type="checkbox"/> Swim Instructing
<input type="checkbox"/> Jewelry	<input type="checkbox"/> Mountaineering	<input type="checkbox"/> Insects	<input type="checkbox"/> Diving
<input type="checkbox"/> Nature Crafts	Dancing	Sports	<input type="checkbox"/> Kayaking
<input type="checkbox"/> Painting	<input type="checkbox"/> Ballet	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Sailing
<input type="checkbox"/> Pottery	<input type="checkbox"/> Jazz	<input type="checkbox"/> Swimming	<input type="checkbox"/> SynchronizedSwimming
<input type="checkbox"/> Sketching	<input type="checkbox"/> Social	<input type="checkbox"/> Basketball	<input type="checkbox"/> Snorkeling
<input type="checkbox"/> Weaving	<input type="checkbox"/> Square	<input type="checkbox"/> Soccer	<input type="checkbox"/> Canoeing
<input type="checkbox"/> Fabric Dyeing	<input type="checkbox"/> Tap	<input type="checkbox"/> Softball	<input type="checkbox"/> Rowing

Employed Camp Experience

Dates	Camp	Director	Address	Position Held

Other Employment Experience

Dates	Employer	Supervisor's Name	Position Held	Reason for Leaving

Please attach additional pages as necessary.

What contributions do you think you can make at camp?

What contribution do you think that camp can make to children?

Briefly summarize community, school, volunteer or other experiences that will enable you to carry out the responsibilities of the job you are seeking. Include experience working with children, the purpose of your experience, your role and the results.

Have you ever been convicted of a felony or misdemeanor? Yes No (Conviction will not necessarily disqualify applicant.)

If yes, please give date, place and offense:

Do you know of any reason why you would be unable to perform the functions of the position you are applying for? Yes No

I hereby authorize you to check all my educational references and the personal and employment references. I further authorize these references to release to you all information they have about me. If hired, I agree to support the philosophy, policies and standards of Girl Scouts of North East Ohio and Girl Scouts of the USA. I understand that successful completion of a physical examination is a condition of employment. I certify that all information provided on this application is true and complete. I understand that falsification or significant omissions of any information may be considered justification for dismissal. I also understand that a background check will be done through local, state and/or federal bureaus in compliance with state laws and American Camp Association Standards. Girl Scouts of North East Ohio is an equal opportunity employer.

Signature of Applicant: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

(for applicants under 18 years of age only)



EMPLOYEE REFERENCE FORM

Please complete and return at your earliest convenience to:
Human Resources Department
Girl Scouts of North East Ohio
One Girl Scout Way
Macedonia OH 44056-2156

Applicant Last Name: _____ First Name: _____
 Position(s) Applied For: _____

The above named individual has applied for a position at a GSNEO camp. We are seeking mature people with training and experience working with girls. It is important that they understand children, work well with other adults, have real love of outdoor living, and are flexible enough to adjust to changing situations. It is also important that staff members are able to live and work in a close, young adult community for an extended period of time. The task of selecting the right staff for such an important position as summer camp leadership is difficult and we would appreciate your careful analysis of the applicant named above.

Reference Name	Day Phone	Evening Phone
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Address	City, State	Zip
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- 1) In what capacity have you known the applicant and for how long? _____

- 2) How would you describe the applicant? _____

- 3) Where and when have you observed the applicant working with children? _____

- 4) What skills does the applicant demonstrate in working with children? _____

- 5) Would you be comfortable having the applicant as a mentor to your own child? Yes No
 Please explain: _____
- 6) Does the applicant show interest in training or other means to improve his/her skills and knowledge? Yes No
 Please explain: _____
- 7) Do you think the applicant is physically able to enjoy a summer of active living in the out of doors? Yes No

- 8) Do you know of any prejudices (ie: religious, cultural, or racial) the applicant might have that would limit her ability to work with children and staff? Yes No

In your opinion is the applicant mature enough to: Be responsible for children in a camp setting? <input type="checkbox"/> Yes <input type="checkbox"/> No Get along with co-workers under close living conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No Assume responsibility for carrying out delegated duties? <input type="checkbox"/> Yes <input type="checkbox"/> No Accept ongoing guidance and supervision? <input type="checkbox"/> Yes <input type="checkbox"/> No Flexible enough to accept changing conditions and assignments? <input type="checkbox"/> Yes <input type="checkbox"/> No Maintain energy and enthusiasm over an extended period? <input type="checkbox"/> Yes <input type="checkbox"/> No Make responsible decisions in emergency situations? <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments: _____ _____ _____
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Please check the statements that best describe the applicant:

<input type="checkbox"/> Gets along well with people of all types	<input type="checkbox"/> Is tolerant of others' ideas and desires	<input type="checkbox"/> Takes initiative
<input type="checkbox"/> Accepts corrections graciously	<input type="checkbox"/> Has genuine interest in people	<input type="checkbox"/> Seems to be self-centered
<input type="checkbox"/> Seems to have self-confidence	<input type="checkbox"/> Seems to lack self-confidence	<input type="checkbox"/> Finds change difficult
<input type="checkbox"/> Is adaptable to new situations	<input type="checkbox"/> Feels that supervisors are unduly critical	<input type="checkbox"/> Almost always seems happy
<input type="checkbox"/> Discusses job problems with everyone	<input type="checkbox"/> Gets angry easily – loses temper	

Signature	Date
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Please use the back for additional comments.

Thank you for your time!



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In your opinion is the applicant mature enough to: _____ Comments: _____

Be responsible for children in a camp setting? Yes No _____

Get along with co-workers under close living conditions? Yes No _____

Assume responsibility for carrying out delegated duties? Yes No _____

Accept ongoing guidance and supervision? Yes No _____

Flexible enough to accept changing conditions and assignments? Yes No _____

Maintain energy and enthusiasm over an extended period? Yes No _____

Make responsible decisions in emergency situations? Yes No _____

Please check the statements that best describe the applicant:

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Signature _____ Date _____

Please use the back for additional comments.

Thank you for your time!