



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.gsneo.org

SUMMER CAMP EMPLOYMENT INFORMATION

LAUGH, WORK, LIVE, 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 8-9 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 (depending on camp assignment, you get one night off a week and 24-36 hours on the weekend)
- 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 bridle trails located within the boundaries of the Cuyahoga Valley National Park. Our campers are ages 5 to 17. Camp activities include swimming, canoeing, archery, arts & crafts, rock climbing and more! Specialty camps include canoe trips, white water rafting trips, trips to local climbing facilities, trips to other camps and more! **(Scheduled for 9 weeks)**

Camp Timberlane is located on 347 scenic acres in the beautiful Firelands Reserve near Wakeman, Ohio. Campers and staff enjoy will enjoy miles of hiking trails, creeks and ravines that are home to a variety of plants and wildlife. Our campers are ages 5-17. Every day camp activities include swimming, canoeing, kayaking, archery, hiking, arts & crafts and more! **(Scheduled for 8 weeks)**

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 weekends with the option to stay on property or commute from home on weekdays and worker's compensation. GSNEO reserves the right to adjust this information to meet the needs of the camp.

POSITION/# NEEDED	SALARY	QUALIFICATIONS/JOB EXPECTATIONS
Resident Camp Director/2 **	\$500/week	Assist in recruiting, selecting, training and assigning the entire camp staff, which includes camp counselors. Supervise and direct all aspects of Resident Camp including supervising and evaluating camp staff. Carry out the day to day budget and business operations according to GSNEO policy. Assist in developing procedures, routines and practices for the camp operation, which conform to GSUSA, GSNEO and ACA standards. Age 25+
Assistant Camp Director/2 **	\$437.50/week	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+
Program Director/2 **	\$375/week	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+
Waterfront Director/2 ***	\$337.50/week	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+
CIT Director/1 **	\$325/week	Direct supervision and safety of the unit of Counselors in Training. Provide leadership and guidance to campers and staff. (Age 21+)
Lifeguard/4 ***	\$250/week	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+
Nature Specialist/2 *	\$187.50/week	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+
Unit Leader/11 *	\$225/week	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+
Unit Counselor/24 *	\$187.50/week	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+
Head Cook/2 ***	\$337.50/week	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+
Assistant Cook/2 *	\$212.50/week	Prepare meals for campers and staff daily. Prepare pack-outs, and help maintain dining hall. Age 18+
Kitchen Aide/6	\$125.00/week	Assist with food service operations. Willingness to carry out kitchen tasks and accept supervision. Responsible for dishwashing, general cleaning and kitchen work. Age 14+
Health Supervisor/2 ***	\$225.00/week	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+
Drop-In Nurse/2 ***	\$156.25/week	Registered Nurse, Licensed Practical Nurse, EMT. Maintain health records. Age 21+
Driver/2	\$10 hr.	Ability 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+

* High School Degree or equivalent required

** College degree, equivalent or specific documented experience required

*** Related certification and/or experience required

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)

Day Camping
 Primitive Camping
 Troop Camping
 International Encampment
 RV Camping
 Resident Camping
 Family Camping
 Intercouncil or Regional Encampment
 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
Fax 330.467.1908

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
Address	City, State	Zip

- In what capacity have you known the applicant and for how long? _____

- How would you describe the applicant? _____

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

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

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

- 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	Comments: _____ _____ _____
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	

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 _____	Please use the back for additional comments.
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Thank you for your time!



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- 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

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Thank you for your time!

HR/Summer Employment Information and Application 12-2011