

# APPLICATION FOR CAMP EMPLOYMENT

Legal Name: \_\_\_\_\_ Nickname (or Preferred): \_\_\_\_\_  
Last First M.I.

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Are you eligible to work in the U.S.? Yes No T-Shirt Size \_\_\_\_\_

Address: \_\_\_\_\_ ZIP \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Temporary Address (if different): \_\_\_\_\_ ZIP \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

In Case of an Emergency, Notify: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Primary Care Physician: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Are ALL Immunizations Current? Yes No Date of Last TB: \_\_\_/\_\_\_/\_\_\_ Date of Last Tetanus: \_\_\_/\_\_\_/\_\_\_

Position (s) Applied For: \_\_\_\_\_ (If more than one, put in order of preference.)

Wage Requirement: \_\_\_\_\_ (Please do not list vague terms such as "negotiable")

Date Available to Begin: (Part Time) \_\_\_\_\_ (Full Time) \_\_\_\_\_

Available for Work: All Camp Sessions (Based on Baltimore County School Closing)

All Camp Sessions (June 14th - August 27th) **Camp Closed Monday, July 5<sup>th</sup>**

Selected Camp Sessions \_\_\_\_\_

Last Working Date Available: \_\_\_\_\_ If your actual last day will be different from what is stated here, please notify the Assistant Camp Director ASAP. Staffing needs are partly based on this information. Notification does NOT relieve you of the responsibility of covering your shift(s). If you selected "All Camp Sessions" and leave this blank you are expected to be available June 14<sup>th</sup> through August 27<sup>th</sup>.

Date(s) of Planned Vacation and/or Days Off: \_\_\_\_\_

NOTE: Staffing needs are partly based on this information. Notification does NOT relieve you of the responsibility of covering your shift during your absence.

Are there any reasons why you would not be able to participate fully in all camp activities? No Yes, Explain

Are any friends or relatives working here? Yes \_\_\_\_\_ (Who?) No

How did you hear about the position? \_\_\_\_\_

Camp Experience as a camper: \_\_\_\_\_ Camp Name \_\_\_\_\_ Your Age at Time \_\_\_\_\_

## EDUCATION

	Name and Location	G.P.A	# of Years	Course / Degree Major	Year Graduated
High School					
College					
Masters					
90 hr Certification					

Reference number from most recent Child Care Application for Criminal History Record Check (that included Fingerprints) **MUST BE WITHIN THE PAST 180 DAYS** \_\_\_\_\_ (12 digit number)

Do you have a valid driver's license? Yes No Do you have reliable transportation? No Yes

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**Pine Valley Swim & Tennis Club**  
 4638 White Marsh Road Baltimore, MD 21237  
 pinevalleyswim.com jobs@pinevalleyswim.com  
 (410) 668-9888 fax (410) 663-3654

**TRAINING List any relevant certification you have, including level obtained and expiration dates.**

	Date Course Passed	Expiration Date	Date Enrolled / Expected Completion	Certifying Organization	Location
Community First Aid					
Community CPR					
Lifeguarding					
Other-					

Please specify work availability for all sessions you've applied for: (Attach separate page if necessary.)

	M	T	W	R	F
From					
To					

Have you ever been dismissed from employment for any reason other than lack of work? Yes No If yes, explain: \_\_\_\_\_

**EMPLOYMENT OR VOLUNTEER RECORD** (Attach Resume' for additional information, list most recent & relevant employment here.)

Dates From/To	Name, Full Address & Telephone of Employer(s)	Position/Title Duties	Wages Start/Leaving	Supervisor / Title	Reason For Leaving

**REFERENCES** (Those listed should be able to give an accurate evaluation of your suitability for this position.) (Not family members.)

Name	Full Address	Telephone	Business/Profession /Relationship

**JOB APPLICANT'S RELEASE TO PROSPECTIVE EMPLOYER TO REQUEST INFORMATION ABOUT THE APPLICANT**

In consideration of Pine Valley Swim and Tennis Club's ("Pine Valley") agreement to consider my job application, I hereby authorize it or it's designated agents to engage in background checks, examine my criminal record and vehicular driving record, and investigate any and all statements I have made on the job application (and during job interview) and, further, to obtain any other information regarding my previous employment, my veracity, my skills and/or abilities which the above-named employer may deem relevant.

I authorize any individual, firm, partnership, corporation, educational institution, public official or public entity ("Information Providing Entity") to furnish Pine Valley any information regarding my previous employment or education and any pertinent information they may have and release all Information Providing Entities from any liability on any theory whatsoever for providing such information to Pine Valley. I also release Pine Valley, its current and former employees, and any other persons giving references from any liability on any theory whatsoever for the exchange of this information and any other reasonable and necessary information incident to the employment process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If under 18, Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

What interested you in working at Pine Valley Day Camp? \_\_\_\_\_

Indicate your level of competency in the following areas: (0 = no experience, 1 = have done, 2 = fair experience, 3 = could help instruct or lead campers, 4 = very comfortable instructing/leading campers, 5= could instruct other staff, 6 = very competent instructing staff/extensive training and/or certification). (Note: Some of these skills are of particular importance to some job positions, but not to others).

Swimming \_\_\_\_\_ First Aid \_\_\_\_\_ Crafts \_\_\_\_\_ Nature Study \_\_\_\_\_ Drama \_\_\_\_\_ Indoor Games \_\_\_\_\_  
Story Telling \_\_\_\_\_ Computer Skills \_\_\_\_\_ Singing \_\_\_\_\_ Team Building \_\_\_\_\_ Tennis \_\_\_\_\_

Briefly describe personal qualifications or specific job experiences that you feel should be considered with your application for the specified position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you play an instrument? Describe \_\_\_\_\_

Please comment on each of the following:

- 1. Would you be willing to work extra hours?                      Yes    No
- 2. Would you be willing to work on scheduled days off?                      Yes    No
- 3. What type of work are you expecting to perform? (Please be **specific**.)

\_\_\_\_\_  
\_\_\_\_\_

4. What strengths do you have to offer both the camp and the staff team community? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. What would be the areas you most need to work on? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. What factors do you consider when you are planning and leading a skill or activity? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. What adjectives would a person use to describe your personality? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. Why do you want to work at Pine Valley Day Camp? What does the camp have to offer you and how can you benefit from it?

\_\_\_\_\_  
\_\_\_\_\_

Hobbies or Special Interests: \_\_\_\_\_

This application is current only for (90) days. If you have not heard from Pine Valley within (90) days and still wish to be considered for employment, it will be necessary for you to fill out a new application.

\*\*\*\*\*CONDITIONS OF EMPLOYMENT\*\*\*\*\*

I understand that as a condition of employment, I must attend one or more orientation sessions and read the Employee Handbook. I must also attend regular Department meetings during the season. These sessions are educational in nature and are for my own benefit as well as Pine Valley Swim & Tennis Club / Pine Valley Day Camp (hereinafter referred to as "The Club"). There may be no compensation for these sessions. If hired, I am expected to be available for work the entire summer season or term of employment and that guidelines for unpaid vacation requests are in the Employee Handbook. However, I cannot assume that this vacation request will be granted. I also realize that my employment and/or hours-worked are completely dependent upon weather and business conditions. If either or both prove unfavorable, my work schedule may be drastically reduced or eliminated entirely. Because of the size and complexity of the Club, I realize I may be required to perform duties other than those specifically assigned to my position. I agree that my employment is subject to all of the Club's employment policies and terms and conditions of employment. My employment is at will and may be terminated at anytime by myself or the Club for any reason. The Club may copyright, sell, use and publish all photographic negatives and other likeness made of me while employed with or without the use of my name, all without additional compensation to me. I may be required to submit myself to medical examinations, which may include testing for drugs and/or alcohol, by physicians of the Club's selection as often as requested during my employment. I understand that failing to pass or refusing any such examination may prevent me from being employed by the Club; and I further understand and agree that failure of the Club to request a physical examination shall not be construed as an admission by the Club that I am physically qualified to perform any specific type of service. At all times, I will be polite and respectful of the campers, camp parents, guests, members and staff of the Club. I will forward any problems to the proper person. I will work efficiently and understand that the punch card system and regular scheduling will be combined to determine my actual work time. I understand that I will be required to wear the appropriate uniform and a refundable deposit will be required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If under 18, Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*CERTIFICATION\*\*\*\*

Please read carefully before signing.

1. I certify that the information in this application for employment is true and complete to the best of my knowledge. I understand that deliberate falsification or omission of this information may result in refusal of employment or dismissal.
2. In consideration of my employment, I agree to conform to the rules and regulations of Pine Valley Swim and Tennis Club, Inc., its affiliates and subsidiaries (collectively, "Pine Valley"). I understand that if hired I will be an at will employee and my employment and compensation can be terminated with or without cause, and with or without notice, at the option of either the Pine Valley or myself. I understand that no representative of Pine Valley, other than the President or Vice President of Pine Valley, has any authority to enter into any agreement for employment for any specified period of time, or make any agreement contrary to the foregoing.
3. In consideration of Pine Valley's acceptance of this employment application and, if applicable, my subsequent employment by Pine Valley, I hereby agree to submit all disputes related in any way to employment at Pine Valley (including any dispute concerning my application for employment with Pine Valley) based on legally protected rights recognized in the state where I applied for a position to final and binding arbitration pursuant to Pine Valley's Alternative Dispute Resolution Policy ("ADR Policy"). In the event the binding arbitration provision of Pine Valley's ADR Policy is deemed void for any reason, I hereby agree to waive any right to jury trial that I may have.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Your signature indicates that you have read and understood items 1 through 3 above.)

If under 18, Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

(Your signature indicates that you have read and understood items 1 through 3 above.)

For Office Use Only:

I: \_\_\_\_\_ I by: \_\_\_\_\_ WO: \_\_\_\_\_ P: \_\_\_\_\_ HD: \_\_\_\_\_ SS: \_\_\_\_\_ ID: \_\_\_\_\_ WP: \_\_\_\_\_  
I-9: \_\_\_\_\_ W-4: \_\_\_\_\_ MW507: \_\_\_\_\_ Cert: \_\_\_\_\_ CBC: \_\_\_\_\_

## GENERAL JOB DESCRIPTIONS

All positions require the ability to actively participate in all activities with the children. You will stand for very long periods of time in an outdoor setting and can reasonably expect to have to lift an average of 40lbs. All paid positions require a Criminal Background Check prior to your first working day. These are general descriptions only. ALL POSITIONS REQUIRE CONFIDENTIALITY OF CAMPER AND STAFF INFORMATION.

### Group Leader:

- Must possess at least 24 weeks of previous administrative or supervisory experience in camping or some other equivalent activity involving children.
- Current Lifeguard, Community First Aid and CPR Certifications
- Full-time, Must be available **second through ninth week of camp. Camp will be closed Monday July 4<sup>th</sup>**. Hours available generally between hours of 7:30 am and 6:00 pm Monday through Friday

Directly responsible for campers, Group Counselors and any Junior Counselors or Counselors in Training that may be a part of your group. Responsible for planning, coordinating, administering, organizing and implementing the activities for their assigned group. Groups are broken down by age and include: Pine Cones- ages 5-6, Young Spruce-ages 7-8, Evergreens-ages 9-10 and Bonsai-ages 11-13. Work with the Director to develop and implement camp rules and regulations, discipline policies and other administrative duties as they apply to the camp, including, but not limited to: ensuring paperwork is complete, all state required forms and logs are maintained, all staff in group are properly trained. Submit lesson plans to the Assistant Camp Director for "Creative Thinking" based upon pre-determined weekly themes. Lesson plans are due at least one week in advance, along with an example of the finished product. (No later than the Monday prior.)

**Provide a fun, safe, clean and friendly, positive atmosphere** for both staff and campers. Supervise and ensure proper staffing within group. Meet with Parents as necessary. Assist in donations of supplies. Co-ordinate with other Leaders in the implementation of the following activities: Nature and Drama. Provide weekly write-ups for weekly camp newsletter by the end of day on Thursdays.

### Group Counselor:

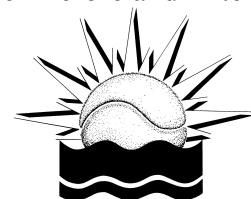
- Current Lifeguard, Community First Aid and CPR Certifications
- Part-time and Full-time hours available generally between hours of 7:30 am and 5:30 pm Monday through Friday

Generally 18 years of age or older and may be left in charge of a group of campers. Assist Group Leader and You will actively supervise and participate with campers, as well as set up / clean up activities. Provide a proper role model and ensure the safety and well being of the campers in your group. Groups are broken down by age and include: Pine Cones- ages 5-6, Young Spruce-ages 7-8, Evergreens-ages 9-10 and Bonsai-ages 11-13. Ensure that all rules are adhered to. Maintain supplies and equipment in proper working condition and in an organized manner. **Provide a fun, safe, clean and friendly, positive atmosphere** for both staff and campers. Assist in the proper completion of all required reports.

### General Counselor:

- See Group Counselor
- Part-time and Full-time hours available generally between hours of 7 am and 6 pm Monday through Friday

**Provide a fun, safe, clean and friendly, positive atmosphere** for both staff and campers. Unlike the Group Counselor, you will work with all the different age groups providing additional coverage in required areas. You will rotate with other general counselors in performing "Lunch Monitor" duties and provide coverage as necessary for the Group Counselor or Group Leaders. You may also be directly responsible for the "Before and After Care" from either 7:00 - 8:30 am or 5:00-6:00 pm.



## PINE VALLEY DAY CAMP

### Arts & Crafts Instructor:

- Must be at least 18 years of age
- Full-time-hours generally between 8:30 am and 5 pm Monday through Friday
- Must be available a minimum of these 6 weeks (second through eighth week of camp)
- Community First Aid and CPR

**Provide a fun, safe, clean and friendly, positive atmosphere** for both staff and campers. Provide fun activities that include both “long term” and “short term” projects based upon weekly themes. You are responsible for ensuring that all necessary supplies are available. You will keep within budget and follow supply ordering protocol. Maintain an organized and clean classroom. Submit weekly write-ups for camp weekly newsletter. Each group has 3 sessions weekly. Ensure all projects are taken home each week/as they are completed.

### Nature Leader:

- Must be at least 18 years of age
- Part-time-hours generally between 8:30 am and 5 pm Monday through Friday
- Community First Aid and CPR

**Provide a fun, safe, clean and friendly, positive atmosphere** for both staff and campers. Provide fun activities based upon weekly themes when possible. You are responsible for ensuring that all necessary supplies are available. Maintain an organized and clean classroom. You will keep within budget and follow supply ordering protocol. Submit weekly write-ups for camp weekly newsletter. Each group has 2 sessions weekly.

### Drama Leader:

- Must be at least 18 years of age
- Part-time-hours generally between 8:30 am and 5 pm Monday through Friday
- Community First Aid and CPR

**Provide a fun, safe, clean and friendly, positive atmosphere** for both staff and campers. Provide fun activities based upon weekly themes when possible. You are responsible for ensuring that all necessary supplies are available. Maintain an organized and clean classroom. You will keep within budget and follow supply ordering protocol. Submit weekly write-ups for camp weekly newsletter. Each group has 2 sessions weekly.

### Tennis Instructor:

- Must be at least 18 years of age
- Part-time-hours generally between 8:30 am and 2 pm Monday through Friday
- Must be available a minimum of these 6 weeks (second through eighth week of camp)
- Community First Aid and CPR

**Provide a fun, safe, clean and friendly, positive atmosphere** for both staff and campers. Provide fun and educational tennis lessons to children ages 5-13 following USTA guidelines. Maintain inventory of equipment. Test skill levels and provide recognition of skills completed.

### Camp Administrator/Certified Medical Technician:

- Must be at least 18 years of age
- Current CMT Certification (course to be offered at Pine Valley)
- Hours generally between 7:00 am and 6:00 pm Monday through Friday
- Highly energetic, organized, able to multi-task with an eye for detail
- Lifeguard, Community First Aid and CPR

**Provide a fun, safe, clean and friendly, positive atmosphere** for both staff and campers. You are either the first or last person to see the campers each day! It is your responsibility to greet, take attendance / sign out each camper and you will generally either open / close. You will provide on-site care to the campers for their minor injuries as well as supervising campers taking their medications and maintaining proper records. You will supervise campers at lunch and assist parents as needed.