



Honey Creek Community School Summer Camp Staff Application

IMPORTANT!

YOU NEED TO MAKE A COPY OF THE APPLICATION AND RENAME THE COPY WITH YOUR OWN NAME ON IT AND THEN SHARE IT BACK WITH ME OTHERWISE MULTIPLE APPLICANTS HAVE ACCESS TO YOUR APPLICATION!

Thank you for your interest in a position at Honey Creek Summer Camp!

Our camp season runs from June 21 - August 25, 2017. Staff hours are from 7:45am-6:15pm. We ask that all staff do not have conflicts during these working hours. Our staff work up to 40 hours per week. There MAY be some opportunities for part-time employment. This is a temporary full-time position for the summer season. You will only be paid for time worked.

Counselor positions are available for persons over 18 years of age who have at least completed their senior year of high school. Starting salary for staff is \$10 to \$15/hour and may be based on experience and education.

Enclosed in this packet is a camp employment application. **You will need to complete the application and return it to Honey Creek by Monday, April 10th, 2017.**

If you have met our requirements and completed the hiring packet, you will be contacted for an interview. Interviews will be held during the weeks of April 10th - April 21st, however, they may be scheduled sooner if we receive the applications earlier. These will ideally be held in-person, but phone or video-conference interviews may be scheduled for candidates who reside outside of Michigan at the time of the interviews.

Working interviews will then take place in our after care program. You **WILL** need to prepare and lead a 30 minute activity that ties in with one of our themed weeks. Please gear your activity toward children between the ages of 5 and 13. You are also required to teach and lead a camp song that you have prepared (please come up with something different from "Baby Shark & Boom Chicka Boom"). Remember that staff will be hired based on experience, enthusiasm, reliability, and skills.

All offers will be made to staff via phone and/or email during the week of **April 24th through 28th.**

If you are offered a position with Honey Creek Summer Camp, it is your responsibility to attend all sessions of pre-season training. CPR and 1st Aid Training (required) are offered during the pre-camp training. The following are the **MANDATORY** training dates:

a half day training on Wednesday (pm), June 14; full day training on Thursday and Friday, June 15-16 and full day training on Monday and Tuesday, June 19-20

If you have any questions, please email Amber Byers and Sue Hofbauer at hcssummercamp@hc.wash.k12.mi.us or contact us by phone at (734) 994-2636 x 2240.

Thank you,
Amber Byers and Sue Hofbauer
Honey Creek Community School Summer Camp Program



Honey Creek Community School Summer Camp Staff Application

1735 S. Wagner Rd. Ann Arbor, MI 48103

Honey Creek Summer Camp 2017 Staff Application

Name: _____ Date submitted: _____

Permanent Address: _____

SSN: _____ DOB: _____

Phone number: _____ Email: _____

If you are currently in school, please circle the year you will have completed when this school year ends: **High School** 4 **College** 1 2 3 4 **Post-Grad** 1 2 3 4

School or College Name: _____

Major Area: _____

There are two (maybe 3) hourly shifts of staff. Please indicate your availability for each shift. Preference will be given to staff members available for all shifts.

yes	no	Shift A:	7:45am-3:45pm
yes	no	Shift B:	10:15am-6:15pm
yes	no	Shift C:	_____ list your available part-time hours

t-shirt size: S M L XL XXL XXXL

Camp is in session for the following dates. Please indicate any dates that you will be unavailable by circling the date. Again, preference will be given to staff members available for the entire summer.

Training: June 14, 15, 16, 19, 20

June	week 1:	21, 22, 23	August	week 7:	31, 1, 2, 3, 4
	week 2:	26, 27, 28, 29, 30		week 8:	7, 8, 9, 10, 11
July	week 3:	5, 6, 7		week 9:	14, 15, 16, 17, 18
	week 4:	10, 11, 12, 13, 14		week 10:	21, 22, 23, 24, 25
	week 5:	17, 18, 19, 20, 21			
	week 6:	24, 25, 26, 27, 28			

Please number your preferred age groups 1, 2, 3, 4 with 1 being your most preferred:

_____ K-1 _____ 2-3 _____ 4-5 _____ 6-8



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Please answer the following questions thoroughly.
(returning camp staff, please update with any changes)

1. Certifications: Please Check YES or NO

First Aid Yes _____ No _____ If yes, expiration date: _____

CPR/AED Yes _____ No _____ If yes, expiration date: _____

Lifeguard Yes _____ No _____ If yes, expiration date: _____

WSI Yes _____ No _____ If yes, expiration date: _____

MI Certified Teacher Yes _____ No _____ Subject/Age Group: _____

Please list any other relevant certifications below:

2. Describe any previous camp experience you have had.

3. Describe other experience you have working with children.

4. List any hobbies, interests and/or talents that you feel would be an asset to our summer camp program.

5. Please describe your idea of a quality summer camp program.

6. Describe briefly, in your opinion, the skills needed by a summer camp counselor.



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7. How can day camp positively contribute to a child's development?

8. Describe the difference between discipline and punishment.

9. Honey Creek believes in teaching values. What values do you believe are important to teach children and why? How can you include these values in your programming?

All applicants please reply regardless of past employment.

10. If you have worked at a summer camp (or in any capacity with children) in the past, please identify one strength and one area of weakness. How do you plan to improve upon your area of weakness?

11. Please write a 5-7 sentence paragraph introducing yourself to parents and campers for our staff bio book.



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Job description: Day camp Counselors will be responsible for a group of 15-20 campers in a general day camp program. Counselors will be responsible for the health, safety and the supervision of the children. The counselors will plan developmentally appropriate activities with their campers and will implement those activities. Counselors will role model appropriate behavior, communication with others and participation in all activities.

We hope that you will take the time to complete this form as honestly and as accurately as possible. It is important to the children attending Honey Creek Summer Camp that we select only those people for our staff who are leaders by reason of their intelligence, character, skill and personality. Thank you for your time and effort.

RELEASE

I, _____(print your name), having made application for employment with Honey Creek Summer Camp, and desiring Honey Creek to be informed as to my ability, reasons for leaving employment, character, reputation for honesty, financial responsibility, habits and any records of convictions, I hereby authorize Honey Creek to investigate and ascertain any and all information which may be necessary. I hereby release my present and former employers, any city, county, or state law enforcement agencies, and all persons whomsoever from any damage resulting from furnishing said information.

Signature: _____

Employment History:

Place of employment: _____
Dates of employment: _____ Start: _____ End: _____
Reason for leaving: _____
Dates of employment: _____ Start: _____ End: _____
Reason for leaving: _____
Place of employment: _____
Dates of employment: _____ Start: _____ End: _____
Reason for leaving: _____

References:

Name: _____ Phone Number: _____ Email: _____
Name: _____ Phone Number: _____ Email: _____
Name: _____ Phone Number: _____ Email: _____