

Everglades

Youth Conservation Camp

2018 STAFF APPLICATION

(Minimum Age Requirement: 18)

Applicant Information

Please print neatly or type this information.

Full Name:

Date of Application:

Will you be at least 18 years old by June 3, 2018?

☐

YES

☐

NO

Permanent Address:

School or Business Address:

Home Phone Number:

Cell Phone Number:

E-mail Address:

Dates Available: _____ through _____

(Please note that camp runs from June 3 - August 3, 2018. Support Staff and Instructors will need to be available in May for some additional training.)

Education

Please state high school education and beyond

School	Years	Major Subjects	Degree

References

Please provide names and addresses of three people (not related to you) who have knowledge of your character, experience, work habits and ability.

Reference 1	Name and Relationship to you:	
	Phone Number:	
	Address:	
Reference 2	Name and Relationship to you:	
	Phone Number:	
	Address:	
Reference 3	Name and Relationship to you:	
	Phone Number:	
	Address:	

Camp Experience

Please explain any experience you have with camps.

Dates Attended	Camp Location / Name	Director's Name	Were you a staff member or a camper?

Position Overviews

Rank your top 5 position preferences, #1 being the program in which you are most interested.

EYCC will provide Certification trainings for administrative and instructional positions during the month of May. You must be available from May 1st to August 3rd if selecting an instructional position. All other positions must be available from June 3rd to August 3rd, 2018.

Rank	Position	Description/Special Certifications	
	Assistant Camp Director	Provides supervision of instructional staff. Assists camp director (CD) with programming, staff evaluations, and safety. Certified for all aspects of camp programs	Administrative
	Head Group Leader	Oversees evening programs, supervises group leaders; Assists CD with evening programming, staff evaluations, and safety	
	Medical Director	Provides medical care to all campers and staff <i>(Must be an RN)</i>	
	Food Service Manager	Manages the kitchen staff, oversees all operations of kitchen to Health Dept. Standards, orders food, prepares meals for campers and staff <i>(Must be ServSafe certified)</i>	
	Range Master	Supervise shooting and archery range staff and shooting sport programs <i>(Hunter Safety Certified, USA Level 1 Archery Instructor, NRA Range Safety Officer)</i>	
	Camp Assistant	Assists with office duties, manages the camp store, takes and organizes pictures of camp activities	Support staff
	Cooks	Prepares meals for campers, cleans and maintains kitchen to Health Dept. Standards	
	Dish Washer	Assists in the kitchen doing dishes, emptying trash, and food preparations	
	Facilities Assistant	Cleans bathrooms and dining hall, assists with grounds maintenance and repairs around camp	
	Maintenance Assistant	Assist with maintenance around camp, makes sure water coolers are delivered around camp, transports trailers for off-site programs	
	Leadership Camp Instructor	Supervises the Leadership Camp program (high schoolers), assigns duties, provides training to Leadership Campers	Instructor
	Eco-Equestrian Instructor	Supervises the off-site horseback riding program for 3 rd to 8 th grade campers. <i>(Must be 21 years; Driving required)</i>	
	Wildlife Adventurers Instructor	Provides conservation education through hikes and hands-on activities to 3 rd to 5 th grade campers. <i>(Lifeguard certification)</i>	
	Anglers Instructor	Implements our freshwater fishing program to 4 th and 5 th graders. <i>(Lifeguard certification required)</i>	
	Trail Blazers Instructor	Provides conservation education program to include a one night camping experience for 4 th and 5 th graders. <i>(Level 1 Canoe and Level 2 Kayak instructor; Lifeguard certifications)</i>	
	Pathfinders Instructor	Implements the hunter safety program to 6 th to 8 th graders. <i>(Hunter Safety Instructor, USA Level 1 Archery Instructor)</i>	
	Seafarers Instructor	Implements the saltwater fishing program to 6 th to 8 th graders. <i>(Must be 21 years; Driving Required; Lifeguard certification)</i>	
	Explorers Instructor	Provide a conservation education program with a two-night camping experience to 6 th to 8 th graders.	
	Rangers Instructor	Implement advanced shooting sports program to 7 th to 8 th graders. <i>(Hunter Safety certified, USA Level 1 Archery Instructor, NRA Range Safety Officer)</i>	
	Mariners Instructor	Provide marine ecology instruction to 7 th to 8 th graders. <i>(Must be 21 years; Driving Required; Level 1 SUP and Level 2 Kayak Instructor and Lifeguard Certifications)</i>	
	Waterfront Lifeguard	Supervise swimming at waterfront (pond) for all campers. <i>(Lifeguard certification)</i>	
	Paddle Sports Instructor	Provides basic paddling skills for canoe, kayak, and paddle boards to all campers. <i>(Level 1 Canoe, Level 1 SUP, Level 2 Kayak, Lifeguard Certifications)</i>	
	Fishing/Sports Instructor	Provides fishing and sport opportunities for all campers. <i>(Lifeguard Certification)</i>	
	Archery Instructor	Provides archery instruction to all campers. <i>(USA Archery Level 1 Certification)</i>	
	Group Leaders	Facilities evening programs; Sleep in cabins with campers to provide supervision for up to 16 campers; assist instructors for ½ day.	GL

*Instructors and Administrative staff will only need to attend camp from May 1 to June 3 on specific training dates. A calendar will be provided.

**If hired, all staff will need to attend one of the mandatory Human Resource days (held in May) to complete paperwork, background screenings, and receive an overview of camp procedures.

For which position type are you applying?
(See *Position Overviews*, pg. 2)

- ☐ Support Staff ☐ Instructor
☐ Group Leader (GL) ☐ Administrative

Will you accept any assignment that is offered to you?

☐ YES ☐ NO

If applying for an instructor position, would you accept assignment as a group leader if necessary?

☐ YES ☐ NO

Would you be willing to attend certification trainings for positions that require them?

☐ YES ☐ NO

Past Work History

Starting with your most recent employer, please provide a full record of all employment – paid or volunteer. Explain any gaps in employment. Include any positions on camp staff. You may attach additional sheets, if necessary.

Employer #1 (Your most recent employer)	Dates:	
	Employer:	
	Supervisor, Title:	
	Address:	
	Phone Number:	
	Nature of Work:	<hr/> <hr/>
	Reason for Leaving:	<hr/> <hr/>

Employer #2	Dates:	
	Employer:	
	Supervisor, Title:	
	Address:	
	Phone Number:	
	Nature of Work:	_____ _____
	Reason for Leaving:	_____ _____

Employer #3	Dates:	
	Employer:	
	Supervisor, Title:	
	Address:	
	Phone Number:	
	Nature of Work:	_____ _____
	Reason for Leaving:	_____ _____

Indicate any employer you do not wish us to contact, and the reason:

Applicant Biography

Write a brief biographical sketch, including specialized training in camping, and experience or training in other fields which might have a bearing on the positions(s) for which you are applying. (*Attach a separate sheet if necessary.*)

What contributions do you think you can make at camp?

What contributions do you think a well-run camp can make to children?

DISCLOSURE STATEMENT

Name:

*Social Security #:

Other names by which known (e.g., maiden name):

Date of Birth:

*Driver's License #:

State of Driver's License:

Expiration Date:

Do you have a valid driver's license?

☐ YES ☐ NO

Do you have a current chauffeur's type license?

☐ YES ☐ NO

Do you have a commercial driver's license?

☐ YES ☐ NO

City	State	Years

2. Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them?

☐ YES ☐ NO

If yes, please explain: (Use a separate sheet if necessary.)

3. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children?

☐ YES ☐ NO

If yes, please explain: (Use a separate sheet if necessary.)

4. Are you now or have you ever been subjected to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please explain: (Use a separate sheet if necessary.) _____ _____	

5. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please explain: (Use a separate sheet if necessary.) _____ _____	

I understand that:	
<p>a. The camp may deny employment to any person who answers “yes” to any one of the questions 2 - 5. If hired and the employer later discovers circumstances that would indicate a “yes” answer to any of the above questions, employment may be terminated immediately.</p> <p>b. The information provided on this form is subject to verification, which may include a criminal history check and request from any Central Registry of Child Abusers.</p> <p>c. The camp may terminate employment or volunteer service of any person if that person is found, regardless of when discovered, to:</p> <ol style="list-style-type: none"> 1. have a history of complaints of abuse of a minor; 2. have resigned, been terminated or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or 3. have falsified or omitted information in this disclosure statement. <p>d. This disclosure statement must be updated yearly.</p> <p>I authorize investigation of all statements herein, including any checks of criminal records, and release the camp and all others from liability in connection with same. I understand that, if employed, I will be an at-will employee unless there is an agreement or law which alters that status. Furthermore, I understand that any agreement must be in writing and signed by the designated camp official. I also understand that misrepresentations or falsifications herein or in other documents completed or submitted by me will result in the dismissal, regardless of the date of discovery by the camp.</p>	
Signature:	Date:

**Required for background screening*