



Tate's Day Camp

The Fun Professionals

Camp 2003

Hello!

Thank you for your interest in working for Tate's Day Camp. We're preparing to have a great summer and hope you can be a part of that experience!

Some of the qualities we expect our staff to have include a strong work ethic, positive attitude, maturity, and a genuine love for children.

Working at Tate's Day Camp will give you the opportunity to use your time and talents enhancing a child's summer. It is also a chance to gain responsibility and learn skills you will keep forever.

Teamwork is essential at Tate's Day Camp and full participation is expected. Enclosed is a list of camp dates for which attendance is required. Please also review the staff information, job description, and essential functions for the job. Feel free to contact us if you have any questions.

After reviewing this information, fill out the application thoroughly and return it to:

Tate's Day Camp
9215 Bob Gray Road
Knoxville, TN 37923

Be sure to complete all information including the phone numbers and addresses for all previous employers and references. After reviewing your application, we will contact you to schedule a convenient time for your first interview. Because we feel that excellent staff is the backbone of Tate's Day Camp, our application process may include up to three interviews including two personal interviews and a group interview.

Sincerely,

Chris Strevel
Executive Camp Director

Considering Tate's Day Camp?

Staff information for 2003

Benefits:

- ◆ Day Camp hours with evenings and weekends off
- ◆ Working in the great outdoors
- ◆ Making friendships
- ◆ Working with children
- ◆ Developing communication, leadership, and management skills
- ◆ Possible internship credit
- ◆ Having Fun!

Dates: Staff Orientation is May 19-23, 2003. The camp season is from May 26 - August 8, 2003.

Potential Weekly Earnings:

• Counselors	\$240
• Junior Counselors	\$226
• Lifeguards	\$246
• Lifeguards w/ WSI	\$252
• Archery Instructors	\$240*
• Arts and Crafts Instructors	\$240*
• Lead Climbing Instructor	\$240*
• Climbing/Low Ropes	\$240*
• Nature Instructor	\$240*
• Drama Instructor	\$240*
• Music Instructor	\$240*

Minimum Qualifications

desire and ability to work with children in an outdoor setting. At least 18 years of age with completion of at least one semester of college in High School or graduating in Spring of 2003
must have American Red Cross Lifeguard certification or equivalent
must have American Red Cross WSI certification and Lifeguard basic understanding of archery and desire to receive instructor training
must have prior experience leading structured arts and crafts activities
must have prior experience with climbing, rappelling, and belaying (preferably documented)
ability and experience to lead group initiatives and climbing tower
desire and ability to program and lead outdoor education activities
ability and experience to lead acting, set design, costuming, and theater
must be able to lead children and staff in singing and plan programs (guitar experience preferred)

(* based on previous documented experience and skill)

Important Dates:

- Interviews are scheduled as applications are received.
- Group interviews to be announced.
- April Evening Meeting to be announced.
- May 19-23 (Monday-Friday) All Camp Orientation and Training **(MANDATORY)**
- May 26 (Monday) First Day of Camp
- June 6 (Friday) Overnight Campout #1
- June 27 (Friday) Overnight Campout #2
- July 4 (Friday) Camp is Closed
- July 18 (Friday) Overnight Campout #3
- August 8 (Friday) Last Day of Camp

Counselor / Staff Information: (Additional policies will be discussed during training and orientation.)

- A Group Interview is where a group of applicants are brought together to participate in camp games and activities. It is an informal way for us to see people interact in a camp setting and a great way for applicants to see the camp facility.
- Training and Orientation is required for everyone unless specific arrangements are made in writing with the camp director prior to accepting employment. Training is conducted through educational sessions and team-building exercises that will give all staff the necessary skills to start a successful summer. Staff are not paid hourly for training, however, staff attending all of training and orientation will receive \$50.00 payable at the end of the summer (must fulfill camp contract).
- Staff members may have up to one week of non-paid vacation time. Days must be used consecutively, i.e. M-F, and requested in writing before May 9, 2003. All staff members, except for certified teachers reporting for inservice, must work the last week of camp (August 4-8) unless an agreement is made in writing with the director prior to accepting employment.
- Staff are expected to work all overnight campouts unless one of these events falls within the staff person's scheduled vacation week.
- Staff are not paid hourly for campouts and will receive a \$30 bonus for working the campout.
- Weekly staff meetings are mandatory unless that is the staff person's scheduled vacation week. A \$50 bonus is paid at the end of the summer for attending all scheduled staff meetings. (Thursdays 6:30-8:00 p.m.)
- As outlined by the Fair Labor Standards Act Section 13 (a) (3), Tate's Day Camp, being a seasonal recreational establishment and "not operating for more than seven months in any calendar year" is exempt from minimum wage and overtime requirements.
- All staff members must pass a drug test. After the initial test, random tests will be conducted throughout the summer.

Tate's Day Camp

Counselor / Staff Job Description

Minimum Qualifications

- ◆ Desire and ability to work with children outdoors.
- ◆ Ability to relate to one's peer group.
- ◆ Ability to accept supervision and guidance.
- ◆ Ability to lead an activity.
- ◆ Good character, integrity, adaptability, enthusiasm, sense of humor, patience, and self-control.
- ◆ High School graduate or equivalent, or have completed the Tate's Day Camp C.I.T. program.
- ◆ Ability to fulfill all of the essential functions for the job. (See attached)

Responsible To

Camp Director / Assistant Camp Director / Program Directors

Camp Goals

Meet and exemplify the specific responsibilities of Tate's Day Camp, reflecting the goals of the camp and camper. (Found in the staff handbook)

General Responsibility

To identify and meet camper needs.

Specific Responsibilities

1. Learn the likes/dislikes of each participant.
2. Recognize and respond to opportunities for problem solving in the group.
3. Develop opportunities for interaction between campers and staff.
4. Provide opportunities for the group so that each individual experiences success during camp.
5. Provide opportunities for discussion of individual or group problems or concerns.
6. Help all campers develop confidence in themselves and their abilities while nurturing social development.
7. Check the medical information of your group and be aware of any allergies or problems.

General Responsibility

To carry out camp programs.

Specific Responsibilities

1. Guide groups and individual campers in participating successfully in all aspects of camp activities.
2. Carry out established roles for supervising camper health and safety.
3. Develop written weekly activity plans and lead the activities with your group. Activities should incorporate the camp's weekly themes.
4. Supervise all aspects of the campers' day.
5. Instruct campers in emergency procedures.
6. Help campers plan their participation in special events and activities.
7. Teach and lead activities with unit groups as assigned.

General Responsibility

To fulfill other staff administrative roles.

Specific Responsibilities

1. Must participate in staff training and orientation.
2. Must attend weekly staff meetings.
3. Must participate in three overnight campouts and parent's night.
4. Set a good example for campers and others including cleanliness, punctuality, sportsmanship, and dress.
5. Encourage respect for personal property, camp equipment, and facilities.
6. Maintain good public relations with campers' parents.
7. Submit weekly plans on time.
8. Submit time cards for biweekly payroll.
9. Inform the directors of any camper, parent, and / or staff problems.
10. These are not the only duties to be performed. Some duties may be assigned or reassigned as required.

Tate's Day Camp *Essential Functions*

Because every staff member is actively involved in the quality education and recreation of children, there are "essential functions" that are vital for all camp employees. "Essential functions" include but are not limited to:

1. The ability to communicate and work with groups, participate in various camp activities according to the age and skill levels of the child, and provide necessary instruction to campers.
2. The ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
4. The physical ability to participate when necessary with campers in all activities including running and swimming.

If you feel that Tate's Day Camp is the quality camp program that you are looking for, then we would enjoy the opportunity to know you better! After you review the staff information sheet, the counselor job description, and the essential functions, please complete the staff application and return it to Tate's Day Camp. For more information about our program, please visit our web site:

www.tatescamp.com

You are also welcome to call the camp office at 865-690-9208 to schedule a time to tour our beautiful 50-acre camp facility.

Directions to the camp office: Take Interstate I-40 to the Cedar Bluff Road Exit # 378. Follow the green interstate signs to N. Cedar Bluff Road. When on Cedar Bluff Road travel north -- there will be a McDonald's on your right and several other fast food restaurants. Continue down Cedar Bluff Road approximately 1.4 miles. After passing Sunchase Apartments on your right, turn left at the next traffic light onto Bob Gray Road. The camp office is the second building on your right -- a green colored barn with a sign and flagpole in the front.



Tate's Day Camp

The Fun Professionals

9215 Bob Gray Road • Knoxville • TN 37923

(865) 690-9208

www.tatescamp.com

2003 Staff Application

Please Type or Print

Date _____

Full Legal Name _____ Soc. Security # _____

Name goes by _____ Phone _____

Present Address _____

City _____ State _____ Zip _____

E-mail address _____

Permanent Address (if different from above) _____

City _____ State _____ Zip _____

Permanent Phone _____

Are you at least 18 years of age? ___ yes ___ no

How did you hear about Tate's Day Camp?

What type of position do you want at camp?

- | | |
|---|---|
| <input type="checkbox"/> Counselor | <input type="checkbox"/> Swim Staff (must have current lifeguard certification) |
| <input type="checkbox"/> Arts & Crafts Instructor | <input type="checkbox"/> Archery Instructor |
| <input type="checkbox"/> Low Ropes (group initiative) | <input type="checkbox"/> Music or Theater Leader |
| <input type="checkbox"/> Climbing Tower Instructor | <input type="checkbox"/> Nature Instructor |
| <input type="checkbox"/> Other _____ | |

Will you be attending summer school or have any other employment this summer?

Education

High School _____ Graduate? ___ yes ___ no
Your school or university _____
Year in college _____ Major _____ GPA _____
Degrees Held _____

Past Employment - Provide a full record of all employment – paid and volunteer. List your most recent employment first and give a complete mailing address with phone number. Explain any gaps in employment. Use a separate sheet if necessary.

1) Employer _____ Supervisor's Name _____
Address _____ Phone _____
City _____ State _____ Zip _____
Dates Employed _____ Salary _____
Nature of Work _____
Reason for leaving _____

2) Employer _____ Supervisor's Name _____
Address _____ Phone _____
City _____ State _____ Zip _____
Dates Employed _____ Salary _____
Nature of Work _____
Reason for leaving _____

3) Employer _____ Supervisor's Name _____
Address _____ Phone _____
City _____ State _____ Zip _____
Dates Employed _____ Salary _____
Nature of Work _____
Reason for leaving _____

Indicate any employers you wish us to not contact and the reason:

Please list any previous camper experience. When? Where?

List any previous counselor / childcare experience. When? Where?

What contributions do you feel you can make at camp?

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

Please list any training, experiences, extracurricular activities, honors, and certifications such as First Aid, CPR, Lifeguarding, WSI, etc., that are relevant to the position for which you are applying:
(Submit a photocopy of any certifications)

Do you have reliable, dependable transportation to and from work?

___ yes ___ no

Have you ever been convicted of a crime, or are there any charges pending against you for a crime involving drugs, sex, violence, or other felony? (If yes, explain fully on an additional sheet.)

___ yes ___ no

Are there any reasons you may have difficulty in performing any of the essential elements of the job for which you have applied? (If yes, explain fully on an additional sheet.)

___ yes ___ no

Personal References

List at least three (3) people including coworkers, teachers, coaches, etc. who have knowledge of your character, experience, work habits, and ability. Do not include relatives or duplicate supervisors that you listed under the Past Employment section. Provide a complete mailing address and phone number for each person.

Name _____ Relationship to you _____

Address _____ Phone _____

City _____ State _____ Zip _____

Name _____ Relationship to you _____

Address _____ Phone _____

City _____ State _____ Zip _____

Name _____ Relationship to you _____

Address _____ Phone _____

City _____ State _____ Zip _____

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 the same. I understand that nothing contained in the application or conveyed during any interviews is intended to create an employment contract between me and Tate's Day Camp. I further understand that if employed, I will be an at-will employee and that any agreement to the contrary must be in writing and signed by the director of Tate's Day Camp. I also understand that untrue, misleading, or omitted information herein or in other documents completed by the applicant may result in dismissal, regardless of the time of discovery by Tate's Day Camp.

Signature _____ Date _____