

CAMP KEYSTONE

SUMMER DAY CAMP

2008 Assistant Counselor Application

LOCATION & FACILITIES

Camp Keystone is located in Agoura Hills at Vasa Park. Check out the pictures in our catalog and on our website. You won't believe how amazing our facility is! We have a 274' waterslide, 3 zip lines, go-carts, horses, a creek for boating and fishing, and upwards of 50 giant interactive inflatables! You won't find a camp like this anywhere else!

THE PROGRAM

Camp Keystone operates for eleven fun-filled weeks from Monday, June 16th - Wednesday, August 27th from approximately 8:00 am to 5:00 pm (including bus transportation). We offer the following summer programs to our campers:

Junior Camp

Camp Keystone's Jr. Camp was designed specifically for children 3-5 years old. It was developed as a distinct, separate part of the program with its own schedule and developmentally appropriate activities.

Day Camp

Camp Keystone's Day Camp provides a traditional program for our 5-12 year old campers. Activities include swimming, boating, horseback riding, fishing, gymnastics, karate, go-carts, camp crafts, zip lines, and team sports among others.

Sports Camp

Sports Camp is for boys and girls 7-12. They learn the skills and fundamentals of soccer, flag football, basketball, and baseball. If you love coaching, teaching, playing sports, and helping kids build their confidence by learning and perfecting their skills, then Sports Camp is for you.

ASSISTANT COUNSELOR PROGRAM

Camp Keystone's Assistant Counselor program is a significant part of our entire camp program. **The program is offered to individuals who are 16 (by June 16, 2008) and 17, and have completed the 10th grade (proof of age required with application).**

The program provides teenagers the opportunity to work closely with children, peers and adults in a fun, recreational setting. It also provides a valuable opportunity to develop their leadership skills while being involved in camp-related activities. Throughout the summer program, Assistant Counselors will be paired with different Senior Staff members and Area Specialists to assist them with their responsibilities. While participating in the program, they will help supervise both individual groups of campers and specific activity areas. Depending on age and experience, Assistant Counselors with verifiable experience will earn either a training wage or minimum wage.

BASIC REQUIREMENTS

Any staff member who has not reached his/her eighteenth birthday during the summer is required to obtain a work permit prior to your first day of employment. All Assistant Counselors must show proof of completion of the 10th grade. In addition, Assistant Counselors are required to attend all pre-camp meetings and at least 7 of the 11 weeks of camp. There will be one Group Interview and a mandatory Staff Training session for all new Counselors. **All of these meetings are mandatory.** Please do not ask us to make any exceptions.

MANDATORY STAFF TRAINING/ORIENTATION

The Staff Training is mandatory for all staff members. It is the most important time for you to learn about your role in the camp program as well as a great opportunity to get to know the rest of the staff! The dates for Staff Training are Saturday June 7, 2008 from 9:00 am to 8:00 pm and Sunday, June 8, 2008 from 9:00 am to 1:00 pm.

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Assistant Counselor Application

(Please print or type. Answer all questions com-

TODAY'S DATE _____

FIRST NAME		LAST NAME		SOCIAL SECURITY NO.	
WINTER ADDRESS (NUMBER, STREET, CITY, STATE, ZIP)				PHONE NUMBER	
SUMMER ADDRESS (IF DIFFERENT FROM ABOVE)				PHONE NUMBER	
DRIVER'S LICENSE NUMBER	ISSUING STATE	NO. YEARS DRIVING	SPECIAL ENDORSEMENTS	EMAIL ADDRESS	
IN CASE OF EMERGENCY, NOTIFY THE PERSON LISTED AT RIGHT, WHO HAS THE AUTHORITY TO ACT ON MY BEHALF		NAME		ADDRESS	
				PHONE NUMBER	
POSITION APPLYING FOR JR. CAMP COUNSELOR <input type="checkbox"/> DAY CAMP COUNSELOR <input type="checkbox"/> LIFEGUARD <input type="checkbox"/> AREA SPECIALIST <input type="checkbox"/> SPORTS CAMP <input type="checkbox"/>					
GROUP/AGE PREFERENCE OR AREA OF INTEREST 1ST CHOICE _____ 2ND CHOICE _____					
PLEASE CHECK CURRENT CERTIFICATIONS FIRST AID <input type="checkbox"/> CPR <input type="checkbox"/> WSI <input type="checkbox"/> LIFEGUARD <input type="checkbox"/> VAN/BUS <input type="checkbox"/> OTHER _____					
ARE YOU INTERESTED IN BEING A BUS SUPERVISOR? YES <input type="checkbox"/> NO <input type="checkbox"/>					
ARE YOU INTERESTED IN BEING AN ASSISTANT BUS SUPERVISOR? YES <input type="checkbox"/> NO <input type="checkbox"/>					
PLEASE BE ADVISED THAT YOU WILL BE REQUIRED TO BE ON THE BUS FROM THE FIRST STOP TO THE LAST STOP					
HAVE YOU EVER BEEN CONVICTED OF A CRIME INVOLVING DRUGS, SEX, OR VIOLENCE? * YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, EXPLAIN _____					
DO YOU HAVE ANY LIMITATIONS THAT MAY AFFECT YOUR ABILITY TO PERFORM THE JOB(S) YOU ARE APPLYING FOR? YES <input type="checkbox"/> NO <input type="checkbox"/> EXPLAIN _____					
DATES AVAILABLE FOR WORK: BEGINNING _____ ENDING _____ WILL YOU BE ABLE TO WORK ADDITIONAL HOURS? YES <input type="checkbox"/> NO <input type="checkbox"/>					
DO YOU HAVE ANY PRIOR COMMITMENTS THAT WILL INTERFERE WITH WORKING A FULL SUMMER SCHEDULE (6/16/08- 8/27/08) ? YES <input type="checkbox"/> NO <input type="checkbox"/>					
PLEASE SPECIFY DATE (S) _____					
IF YOU ARE NOT A U.S. CITIZEN, DO YOU HAVE THE LEGAL RIGHT TO REMAIN AND WORK IN THE U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/> ALIEN ID # _____					

PLEASE CIRCLE ALL OF THE FOLLOWING CAMP ACTIVITY AREAS AND SKILLS IN WHICH YOU FEEL CONFIDENT ENOUGH TO ORGANIZE AND TEACH TO A GROUP OF CAMPERS:

● **ARTS AND CRAFTS**

CAMP CRAFTS
CLAY/CERAMICS/POTTERY
LANYARDS
PAPER MACHE
TYE-DYING
WOODWORKING
PAINTING/DRAWING
OTHER _____

● **DANCE**

AEROBICS/EXERCISE
FOLK
LINE DANCING
CREATIVE MOVEMENT
SQUARE
OTHER _____

● **THEATRE & DRAMATICS**

COSTUMES
MAGIC
PLAY DIRECTION
PUPPETRY
SKITS & STUNTS
JUGGLING
IMPROVISATION
OTHER _____

● **GYMNASTICS**

FLOOR EXERCISE
TUMBLING
WARM-UP SKILLS
TRAMPOLINE
OTHER _____

● **NATURE LORE**

MAMMALS
BIRDS
FARM ANIMALS
FOSSILS
INSECTS
PLANTS/FLOWERS
REPTILES
ROCKS/MINERALS
TREES
HIKING
OTHER _____

● **MUSIC**

SONG LEADING
INSTRUMENTS (PLEASE LIST): _____

OTHER _____

● **SPORTS AND GAMES**

ARCHERY
BASEBALL
BASKETBALL
BICYCLING/BIKING
BOARD GAMES
CAROM GAMES
CROQUET
DODGEBALL
FIELD HOCKEY
FOOSBALL
FOOTBALL
FOUR SQUARE
FRISBEE GAMES
GOLF
HANDBALL
HOCKEY (ICE/IN-LINE)
HOPSCOTCH
HORSEBACK RIDING DIRECTOR
HORSEBACK RIDING INSTRUCTOR
ICE SKATING
PING PONG
PHYSICAL FITNESS
ROLLER BLADING/SKATING
SOCCER
SOFTBALL
SWIMMING
TRACK & FIELD
TENNIS

● **KARATE**

BLOCKS
KICKS
OTHER _____

● **WATER SPORTS**

BOATING
CANOEING
FISHING
LIFEGUARD
WATER SAFETY
OTHER _____

● **MISCELLANEOUS**

BELAYER
COMPUTERS/TECHNICAL
CREATIVE WRITING
FIRST AID/CPR/NURSING
GO-CARTS
PHOTOGRAPHY
ROCK-CLIMBING/RAPPELLING
VIDEO RECORDING
FOOD SERVER/PREPARER
AUTO MECHANIC
ENGINE KNOWLEDGE
MASTER OF CEREMONIES
LEADERSHIP DEVELOPMENT

*California Assembly Bill 2914 provides for the furnishing of conviction records relating to crimes involving drugs or violence in addition to sex offenses. Fingerprints, criminal history information and drug testing may be required as a condition of employment.

EDUCATION HISTORY

SCHOOL NAME	SCHOOL ADDRESS	# OF YEARS?	DEGREE/TYPE
HIGH SCHOOL			
COLLEGE			
GRADUATE/TRADE/OTHER SCHOOL			

EMPLOYMENT BACKGROUND:

List present and past employment beginning with the most recent. Include previous camp and/or teaching experiences whenever possible.

DATES	EMPLOYER	YOUR DUTIES	RATE OF PAY	REASON FOR LEAVING
Last Job From: To:	Name _____ Address _____ City _____ State _____ Zip _____ Phone _____	Supervisor _____		
Next to Last Job From: To:	Name _____ Address _____ City _____ State _____ Zip _____ Phone _____	Supervisor _____		
Prior Job From: To:	Name _____ Address _____ City _____ State _____ Zip _____ Phone _____	Supervisor _____		

REFERENCES: Please list 3 persons other than friends or relatives who have knowledge of your character, experience, and ability. Include persons in the camping and/or teaching profession.

Name _____	Address _____
City _____ State _____ Zip _____	Home Telephone _____ Work _____
Relationship _____	Years Known _____
Name _____	Address _____
City _____ State _____ Zip _____	Home Telephone _____ Work _____
Relationship _____	Years Known _____
Name _____	Address _____
City _____ State _____ Zip _____	Home Telephone _____ Work _____
Relationship _____	Years Known _____

PERSONAL BACKGROUND

Please list your hobbies and special interests:

Please list any extra-curricular activities that you are currently involved in:

PERSONAL BACKGROUND

Please answer the following questions about you and your experiences as completely as possible (Use separate sheets if necessary.)

What past experience/training have you had in which you have worked with and/or been exposed to children? (Include all relevant information regarding ages of the children, types of activities, etc.)

What opportunities have you had to display leadership skills? (Include all relevant information regarding types of roles, settings, etc.)

Why are you applying for a position at Camp Keystone?

Is there any additional information that you feel will be helpful to us in considering your application?

The most convenient group interview date(s) for me (dates are located below) is/are: _____

**** (Please come prepared with your own supplies and/or equipment to instruct a 5 minute talent/skill with the group).**

Interview Dates: March 15, April 5, 6, 12, 13, 19 May 3, 4, 10, 17, 31

PLEASE READ AND SIGN:

I am aware that the statements I make on my job application and during interviews will be completely verified by Camp Keystone. I hereby authorize Camp Keystone and its representatives to engage in background checks regarding any and all statements I have made on the job application and during job interviews. I also give my consent for Camp Keystone to obtain any other information regarding my previous employment, my veracity, my skills, and/or my abilities which may deem relevant. I hereby release any individual, firm, partnership, corporation, public official, or public entity from any employment practices liability for providing such information to Camp Keystone. Camp Keystone is proud to be an equal opportunity employer and selects the best matched individuals for the job based upon job related qualifications, regardless of race, creed, color, sex, national origin, age, handicap, or other protected groups under federal, state, or local equal opportunity laws. I hereby authorize Camp Keystone to contact my references and employers, including my current employer if so indicated. If hired, I understand that I may be required to be fingerprinted for background investigation. I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for immediate dismissal.

SIGNATURE _____

DATE _____

Please send completed application to:

Camp Keystone 2854 Triunfo Canyon Road, Agoura Hills, CA 91301 Tel (818) 889-2224 Fax (818) 889-2416