



TERRIER SPORTS AND RECREATION CAMP SUMMER 2012 EMPLOYEE APPLICATION

Thank you for your interest in Summer Camp 2012! We are really excited to begin the process of accepting applications for our summer staff and can't wait to start planning an exciting summer. Camp is a fun and busy time here at FitRec. As counselors, we work with children ages 9-13 and spend the summer teaching them how to swim, sail, rock climb, and play court sports. Working at camp is a rewarding experience where you can get to know children and make an impact on their summer adventures. Camp runs from 9am-5pm, Monday through Friday throughout 9 weeks of the summer.

All staff will be required to pass a CORI background check before working at camp. BU students are also required to apply for Work Study. This separate application for work study can be found on the Student Employment Office website <http://www.bu.edu/seo/students/work-study/summer-fws/>. **Applications for summer work study are due to the Student Employment Office by March 10th.**

Attached you will find several documents that are required to complete your application, even if you have worked with Camp in previous years. Once everything is complete, please submit your application to:

Barbara Green-Glaz
Manager of Family Programming
Boston University Fitness and Recreation Center
Department of Physical Education, Recreation and Dance
915 Commonwealth Ave.
Boston, MA 02215
Fax: 617-353-5147
Email: bsgregl@bu.edu

We will email you once we have your completed application and with any further questions we may have.



**TERRIER SPORTS AND RECREATION CAMP
SUMMER 2012 APPLICATION**

Applicant Name _____

Phone number _____ **Email** _____

Max # of hrs/wk you would like to work: _____ **BU ID#** _____

Type of Employment (Circle one) Student Non-Student Work-Study

Referred by _____

Position(s) you are applying for:

Swimsport Camp Assistant Director

Swimsport Counselor

Current certifications and exp. dates*

CPR/AED and First Aid certifications are required prior to the first day of training week

Lifeguard Training _____

Water Safety Instructor _____

CPR & AED for the Professional

First Aid _____

Rescuer _____

Other: _____

*Please attach a photo copy to your application

Availability for the summer:

Training Week: June 11th – 15th

Session Two: July 9th – 20th

Pre-Camp: June 18th – 22nd

Session Three: July 23rd – August 3rd

Session One: June 25th – July 6th

Session Four: August 6th – 17th

Dates you are not available:

Work History and Experience

See next page

References

Please have three people fill out the attached reference forms and write their names here.

1. _____
2. _____
3. _____



**BOSTON UNIVERSITY
TERRIER SPORTS AND RECREATION CAMP 2012
RESUME**

Use this space to list relevant work experience which makes you qualified to be a camp counselor. You can also attach a resume instead.



**BOSTON UNIVERSITY
TERRIER SPORTS AND RECREATION CAMP 2012
WORK HISTORY FORM**

Applicant Name: _____

Please list your last three employers in descending order, **starting from the most recent.**

Employer Name: _____

Complete Address: _____

Phone Number (w/Area Code): _____

Contact Person: _____

For office use only:

Date _____

Reference checked

by _____

Employer Name: _____

Complete Address: _____

Phone Number (w/Area Code): _____

Contact Person: _____

For office use only:

Date _____

Reference checked

by _____

Employer Name: _____

Complete Address: _____

Phone Number (w/Area Code): _____

Contact Person: _____

For office use only:

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by _____



Camp – Employee Questionnaire

IN THE SPACE PROVIDED PLEASE ANSWER ALL THE QUESTIONS

1. What characteristics do you possess which would make you a good counselor?
2. Why do you want to work for the Terriers Sports and Recreation Camp?
3. Describe your leadership background including your own personal philosophy of leadership.
4. Give your definition of teamwork. Then describe how important this concept is in the framework of a summer camp.
5. What are some of the benefits that summer camp can/should add to a camper's life?
6. Do you have any other commitments between **8:15am-5:30pm from June 11 through August 17?** If so, please let us know at this time.



BOSTON UNIVERSITY
TERRIER SPORTS AND RECREATION CAMP 2012
REFERENCE FORM

Write in the name, address, and phone number of a person who has observed you in a work situation or can give a personal character reference. Please note: References will not be accepted from family members, roommates, and significant partners. It must be a professional reference. Your reference should fill in the form and return it to the contacted listed below.

NAME OF REFERRAL _____

ADDRESS (City, State) _____

PHONE (Include Area Code) _____

_____ (Applicant name) has applied to work for the Boston University Terrier Sports and Recreation Camp and has given us your name as a reference. Briefly answer the questions below and return this to: Barbara Green-Glaz, Boston University, Dept. of P.E.R.D., 915 Commonwealth Avenue, Boston, MA 02215, you can also fax it to 617-353-5147 or email it to bsgregl@bu.edu. Thank you for taking the time to fill this out.

How would you rate the reliability and responsibility of this person?

How would you to describe this person's character? Give an example if applicable.

Why would you recommend this person for the job?

For office use only: Date_____, Ref ck by_____

Please provide any further comments on the back of this page.

Signature_____ Date_____



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How would you describe this person's character? Give an example if applicable.

Why would you recommend this person for the job?

For office use only: Date_____, Ref ck by_____

Please provide any further comments on the back of this page.

Signature_____ Date_____



Job Description – Swimsport Camp Assistant Director

Supervisor: Camp Director and Camp Associate Directors

Minimum Hourly Rate: \$14.25

Qualifications:

- Two or three years' experience working at a camp or in a childcare situation. Demonstrated experience working with children.
- Must hold current certifications in CPR and First Aid (prior to first day of training week).
 - Acceptable CPR certifications include:*
CPR for the Professional Rescuer, Healthcare Provider CPR, Layperson CPR, Community CPR, Adult and Child CPR, Healthcare Provider CPR, Heartsaver CPR and AED
 - Acceptable First Aid certifications include:*
Basic First Aid, Standard First Aid, Babysitter First Aid, First Responder, Heartsaver First Aid, Heartsaver First Aid and CPR/AED
- Available 8:15am-5:30pm, Monday - Friday from June 11 thru August 17.
- Ability to oversee daily schedule of Swimsport Camp program activities, special events, and field trips.
- Ability to be flexible and adaptable to changing situations and children's needs.
- Ability to teach and lead various recreational activities.
- Excellent character, integrity, and adaptability.
- Ability to communicate and work with a variety of age and skill levels.
- Desire and ability to work in a cooperative, team-oriented atmosphere.
- Enthusiasm, sense of humor, patience, and self-control.

General Duties:

- Assist the Camp Director/Associate Directors in all aspects of programming. Meet/communicate regularly regarding concerns, updates, challenges, and successes.
- Act as lead counselor for camp programs and activities for an assigned group of campers. Monitor daily attendance and be aware of any late arrivals and/or early pick-ups during the day.
- Coordinate daily breaks for other counselors while still ensuring a proper counselor-to-camper ratio.
- Stress the importance of good sportsmanship, manners, and trust amongst everyone at camp.
- Ensure maximum participation from campers, and provide opportunities so that each individual experiences success while at camp.
- Set a good example for campers in all areas, including cleanliness, punctuality, clean-up chores, rules, sportsmanship, and safety.
- Make sure all equipment and supplies are ready and set-up for activities in advance and that it is properly cleaned up and stored at the conclusion of the activity or day.

Specific Duties:

- Submit all required paperwork on time. Become familiar with camp medical forms and injury reports to be prepared in case of emergency.
- Submit camp log at end of day to Camp Director/Associate Directors.
- Oversee and ensure campers' safety as they switch from activity to activity.
- Supervise field trip activities.
- Work with Camp Director/Associate Directors on alternate activities in the event a planned activity must be cancelled (as during inclement weather).
- Prepare for and actively participate in pre-camp training and weekly meetings.



Job Description – Swimsport Counselor

Supervisor: Camp Director and Camp Associate Directors

Minimum Hourly Rate: \$9.25

Qualifications:

- At least 18 years of age with previous experience working at a camp or in a childcare situation.
- Must hold current certifications in CPR and First Aid (prior to first day of training week).
 - Acceptable CPR certifications include:*
CPR for the Professional Rescuer, Healthcare Provider CPR, Layperson CPR, Community CPR, Adult and Child CPR, Healthcare Provider CPR, Heartsaver CPR and AED
 - Acceptable First Aid certifications include:*
Basic First Aid, Standard First Aid, Babysitter First Aid, First Responder, Heartsaver First Aid, Heartsaver First Aid and CPR/AED
- Available 8:15am-5:30pm, Monday - Friday from June 11 thru August 17.
- Ability to assist with daily schedule of Swimsport Camp program activities, special events, and field trips.
- Ability to be flexible and adaptable to changing situations and children's needs.
- Ability to teach and lead various recreational activities.
- Excellent character, integrity, and adaptability.
- Ability to communicate and work with a variety of age and skill levels.
- Desire and ability to work in a cooperative, team-oriented atmosphere.
- Enthusiasm, sense of humor, patience, and self-control.

General Duties:

- Assist the Assistant Directors in all aspects of programming. Communicate regularly regarding concerns, updates, challenges, and successes.
- Assist lead counselor for camp programs and activities for an assigned group of campers. Monitor daily attendance and be aware of any late arrivals and/or early pick-ups during the day.
- Stress the importance of good sportsmanship, manners, and trust amongst everyone at camp.
- Ensure maximum participation from campers, and provide opportunities so that each individual experiences success while at camp.
- Set a good example for campers in all areas, including cleanliness, punctuality, clean-up chores, rules, sportsmanship, and safety.
- Make sure all equipment and supplies are ready and set-up for activities in advance and that it is properly cleaned up and stored at the conclusion of the activity or day.

Specific Duties:

- Become familiar with camp medical forms and injury reports to be prepared in case of emergency.
- Ensure campers' safety as they switch from activity to activity.
- Supervise field trip activities.
- Work with Assistant Director on alternate activities in the event a planned activity must be cancelled (as during inclement weather).
- Prepare for and actively participate in pre-camp training.