



## 2010 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, ropes course, 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 ten fun-filled weeks from Monday, June 21st - Wednesday, August 25th 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 17 (by June 21, 2010) and have completed the 11th 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 a training 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 11<sup>th</sup> grade. In addition, Assistant Counselors are required to attend all pre-camp meetings and at least 7 of the 10 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.

### TRANSPORTATION

Would you like to earn extra money this summer, on top of your salary?The transportation of campers to and from camp is an important part of our camp program. We are looking for responsible counselors to be Assistant Bus Supervisors on our air conditioned buses. All staff are encouraged to ride the bus, whether you are a Supervisor or not. Bus Supervisors will need to be on the bus from the beginning of the route until the end. Responsibilities include supervision of campers, song-leading, maintaining order, handling of all questions or problems as they arise on the bus so the driver can concentrate on the road, and otherwise assisting the driver as needed. You will ultimately be responsible for making sure all campers are present and accounted for, and get on and off the bus at their designated pick up point.

### 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 12, 2010 from 9:00 am to 8:00 pm and Sunday, June 13, 2010 from 9:00 am to 1:00 pm.**



Summer Day Camp

ASSISTANT COUNSELOR APPLICATION 2010

(PLEASE PRINT OR TYPE. ANSWER ALL QUESTIONS COMPLETELY.)

TODAY'S DATE \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Social Security # \_\_\_\_\_ Age: \_\_\_\_\_

Home address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_ Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Driver's license #: \_\_\_\_\_ State: \_\_\_\_\_ # years driving: \_\_\_\_\_ Grade entering 9/2010 \_\_\_\_\_ School \_\_\_\_\_

Are you interested in being an Assistant Bus Supervisor? \_\_\_\_\_ (Bus Supervisors are paid positions) Riding the bus? \_\_\_\_\_ Route: \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Position applying for (Circle): Jr. Camp Counselor Day Camp Counselor Lifeguard Area Specialist Sports Camp

Group/age preference or area of interest: 1st choice: \_\_\_\_\_ 2nd choice: \_\_\_\_\_ 3rd choice: \_\_\_\_\_

Please circle current certifications: First Aid Child CPR Adult CPR WSI Lifeguard Other \_\_\_\_\_

Do you have any limitations, which may affect your ability to perform the job(s) you are applying for? \_\_\_\_\_ If YES, please explain: \_\_\_\_\_

Have you ever been convicted of a crime involving drugs, sex, or violence? \_\_\_\_\_ If YES, please explain. (Conviction will not necessarily disqualify applicant): \_\_\_\_\_

Dates available for work: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ Do you have any commitments that will interfere with working a full summer schedule (6/21/10 - 8/25/10)? \_\_\_\_\_ If YES, please specify dates: \_\_\_\_\_

If you are not a U.S. Citizen, do you have the legal right to remain and work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_ Alien ID# \_\_\_\_\_

\* California Assembly Bill 2914 provides for the furnishing of conviction of 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.

Please circle all of the following camp areas and skills in which you feel confident enough to organize and teach to a group of campers:

ARTS AND CRAFTS

- Camp Crafts
Lanyards
Paper Mache
Tye-Dying
Painting/Drawing
Other \_\_\_\_\_

THEATER & DRAMATICS

- Improvisations
Play Direction
Costumes
Skits & Stunts
Other \_\_\_\_\_

DANCE

- Aerobics/Exercise
Folk/Line Dancing
Creative Movement
Jazz/Tap
Cheer leading
Modern
Other \_\_\_\_\_

GYMNASTICS

- Floor Exercise
Tumbling
Warm-Up Skills
Other \_\_\_\_\_

MUSIC

- Song Leading
Instruments (List): \_\_\_\_\_
Song Writing \_\_\_\_\_
Other \_\_\_\_\_

NATURE LORE

- Mammals
Birds
Farm Animals
Fossils
Insects
Plants/Flowers
Rocks/Minerals
Trees/Hiking
Reptiles
Other \_\_\_\_\_

SPORTS & GAMES

- Archery
Baseball
Basketball
Biking
Board Games
Carom Games
Dodge ball
Field Hockey
Foosball
Football
Frisbee Games
Golf
Handball
Hockey (Ice/In-Line)
Horseback Riding Director
Horseback Riding Instructor
Ice Skating
Ping Pong
Roller Blading/Skating
Soccer
Softball
Swimming
Track & Field
Other \_\_\_\_\_

KARATE

- Blocks
Kicks
Other \_\_\_\_\_

WATER SPORTS

- Boating
Canoing
Fishing
Lifeguard
Water Safety
Other \_\_\_\_\_

MISCELLANEOUS

- Belayer
Computers/Technical
Creative Writing
First Aid/CPR/Nursing
Go-Carts
Photography
Rock Climbing/Rappelling
Video Recording/Movie Making
Food Server/Preparer
Auto Mechanic/Engine Knowledge
Other \_\_\_\_\_

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

Please list your hobbies and special interests:

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

What is your most memorable experience from camp?

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

What opportunities have you had to display leadership skills? Please include any information that will help us assess your potential leadership and supervision abilities.

What do you hope to gain from your experience at Camp Keystone?

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

How did you hear about Camp Keystone? Who referred you?

### 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       | SALARY | REASON FOR LEAVING |
|---|--|-------------------|--------|--------------------|
| <b>Last Job</b><br>From: _____<br>To: _____         | Name: _____<br>Address: _____<br>City: _____<br>State: _____ Zip: _____ Phone: _____ | Supervisor: _____ |        |                    |
| <b>Next to Last Job</b><br>From: _____<br>To: _____ | Name: _____<br>Address: _____<br>City: _____<br>State: _____ Zip: _____ Phone: _____ | Supervisor: _____ |        |                    |
| <b>Prior Job</b><br>From: _____<br>To: _____        | Name: _____<br>Address: _____<br>City: _____<br>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 professions whenever possible.

|  |
|--|
| Name: _____<br>Address: _____ City: _____ State: _____ Zip: _____<br>Home Telephone: _____ Work: _____ Cell: _____ Relationship: _____ Yrs. Known: _____ |
| Name: _____<br>Address: _____ City: _____ State: _____ Zip: _____<br>Home Telephone: _____ Work: _____ Cell: _____ Relationship: _____ Yrs. Known: _____ |
| Name: _____<br>Address: _____ City: _____ State: _____ Zip: _____<br>Home Telephone: _____ Work: _____ Cell: _____ Relationship: _____ Yrs. Known: _____ |

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

**Interview Dates: March 13, April 17, 24, May 1**

**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.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENTS/GUARDIAN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



Camp Keystone Character & Reference Form

I certify that this reference is someone who knows me in a professional manner, NOT a relative or friend. I authorize the release of information and I waive the right to examine this document.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ is being considered for a position with Camp Keystone Summer Day Camp, a co-ed camp for youth ages 3-14. This position entails working closely with children in a recreational setting. The candidate must be conscientious, compassionate, responsible, nurturing, caring, and hard working. They must be committed to the care, safety, happiness, development, and well-being of our campers. We want to make the best decision possible in hiring our staff and we appreciate your thoughtful and candid comments about the applicant's character and abilities. All information on this form will be kept confidential.

In each category please circle the number which you feel best describes the applicant:  
 1: excellent    2: good    3: average    4: below average    5: poor    ?: unknown

|   | 1 | 2 | 3 | 4 | 5 | ? | Comments |
|---|---|---|---|---|---|---|----------|
| Common sense                            |   |   |   |   |   |   |          |
| Even tempered                           |   |   |   |   |   |   |          |
| Patience                                |   |   |   |   |   |   |          |
| Sense of humor                          |   |   |   |   |   |   |          |
| Flexibility                             |   |   |   |   |   |   |          |
| Ability to relate to children           |   |   |   |   |   |   |          |
| Ability to manage emotions              |   |   |   |   |   |   |          |
| Sense of responsibility                 |   |   |   |   |   |   |          |
| Energy                                  |   |   |   |   |   |   |          |
| Willingness to work hard                |   |   |   |   |   |   |          |
| Ability to work with others             |   |   |   |   |   |   |          |
| Adaptability to new situations/people   |   |   |   |   |   |   |          |
| Punctuality                             |   |   |   |   |   |   |          |
| Initiative/resourcefulness              |   |   |   |   |   |   |          |
| Creativity                              |   |   |   |   |   |   |          |
| Leadership ability                      |   |   |   |   |   |   |          |
| Ability to work under pressure          |   |   |   |   |   |   |          |
| Capacity to work independently          |   |   |   |   |   |   |          |
| Acceptance of supervision               |   |   |   |   |   |   |          |
| Acceptance of criticism and suggestions |   |   |   |   |   |   |          |

How long, how closely, and in what capacity have you known this applicant? \_\_\_\_\_

What are the strengths of this applicant? \_\_\_\_\_

What areas need improvement? \_\_\_\_\_

If the applicant was an employee, would you rehire him/her? \_\_\_\_\_

Would you entrust your own child to this applicant's leadership? \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Overall this applicant is (please circle one):

Highly recommend    Recommend    Recommend with reservations    Not recommended

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please fax or mail this form to:  
Camp Keystone  
2854 Triunfo Canyon Road  
Agoura Hills, CA 91301  
(818) 889-2224 Phone  
(818) 889-2416 Fax

For questions or to discuss any information, please contact Elyse or email at [elyse@campkeystone.com](mailto:elyse@campkeystone.com)

Camp Keystone Character & Reference Form



I certify that this reference is someone who knows me in a professional manner, NOT a relative or friend. I authorize the release of information and I waive the right to examine this document.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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| Even tempered                           |   |   |   |   |   |   |          |
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| Creativity                              |   |   |   |   |   |   |          |
| Leadership ability                      |   |   |   |   |   |   |          |
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| Acceptance of supervision               |   |   |   |   |   |   |          |
| Acceptance of criticism and suggestions |   |   |   |   |   |   |          |

(over)

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Would you entrust your own child to this applicant's leadership? \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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Overall this applicant is (please circle one):

- Highly recommend    Recommend    Recommend with reservations    Not recommended

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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