



## 2010 Volunteer Jr. 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 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.

### VOLUNTEER JUNIOR COUNSELOR PROGRAM

Camp Keystone's Volunteer Junior Counselor program is a significant part of our entire camp program. **The program is offered to individuals who are 15 or 16 (by June 21, 2010) and have completed the 9th or 10th grade (proof of age required with application).** It is an enriching experience for teenagers helping them make the exciting transition from being a CILT to enjoying the benefits of working as a staff member.

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, Junior 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. We believe that the Volunteer Junior Counselor program is a tremendous learning experience for all who are involved. Depending on age and experience, Volunteer Junior Counselors may receive an honorarium.

### BASIC REQUIREMENTS

Any staff member who has not reached his/her eighteenth birthday during the summer will be considered a Junior Counselor and is required to obtain a work permit prior to your first day of employment. All Junior Counselors must show proof of completion of the 9th or 10th grade. In addition, Junior 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 Volunteer Junior 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 12th, 2010 from 9:00 am to 8:00 pm and Sunday, June 13th, 2010 from 9:00 am to 4:00 pm.



## VOLUNTEER JUNIOR COUNSELOR APPLICATION 2010

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

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

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

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

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

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

Age: \_\_\_\_\_ (as of June 21, 2010) Proof of age required Birth date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Grade entering in September 2010: \_\_\_\_\_

School attending September 2010: \_\_\_\_\_ Driver's license #: \_\_\_\_\_ State: \_\_\_\_\_ Yrs. Driving: \_\_\_\_\_

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

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: \_\_\_\_\_

### PERSONAL BACKGROUND:

Please list any sports teams you are involved in: \_\_\_\_\_

Please list any other extra-curricular activities you are involved in: \_\_\_\_\_

Please list any hobbies or special interests: \_\_\_\_\_

Did you attend camp as a child? YES \_\_\_ NO \_\_\_ If YES, which camp(s) and for how many years? \_\_\_\_\_

What age/group preference would you like to work with? \_\_\_\_\_

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

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 LEAVING	EMPLOYER	YOUR DUTIES	PAY	REASON FOR
<b>Last Job</b> From: _____ To: _____	Name _____ Address _____ City _____ State _____ Zip _____ Phone _____	Supervisor: _____		
<b>Prior Job</b> 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 professions whenever possible.

Name _____
Address _____ City _____
State _____ Zip _____ Home Phone _____ Cell _____ Relationship _____ Yrs. Known _____
Name _____
Address _____ City _____
State _____ Zip _____ Home Phone _____ Cell _____ Relationship _____ Yrs. Known _____
Name _____
Address _____ City _____
State _____ Zip _____ Home Phone _____ Cell _____ Relationship _____ Yrs. Known _____

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

**Interview Dates: March 20 or April 24**

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. **I understand that I/my child must be a minimum of 15 years of age by June 21, 2010 to qualify for this program.**

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

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

Please send completed application to:  
 Camp Keystone 2854 Triunfo Canyon Road, Agoura Hills, CA 91301



## 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

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

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



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	1	2	3	4	5	?	
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Adaptability to new situations/people	1	2	3	4	5	?	
Punctuality	1	2	3	4	5	?	
Initiative/resourcefulness	1	2	3	4	5	?	
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Capacity to work independently	1	2	3	4	5	?	
Acceptance of supervision	1	2	3	4	5	?	
Acceptance of criticism and suggestions	1	2	3	4	5	?	

(over)

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

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

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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2854 Triunfo Canyon Road  
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(818) 889-2416 Fax

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