



2012 Senior 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, ropes course, 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 18th to Friday, August 24th, from approximately 8:00 am to 5:00 pm (including bus transportation) with one weekend of staff training June 9th & 10th. We offer the following summer programs:

Junior Camp

Camp Keystone's Jr. Camp was designed specifically for pre-school aged children. It was developed as a distinct, separate part of the campground with its own schedule and developmentally appropriate activities.

Day Camp

Camp Keystone's Day Camp provides a traditional program for our older campers. Activities include swimming, boating, horseback riding, fishing, gymnastics, karate, go-carts, camp crafts, 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.

POSITIONS AVAILABLE

The following is a list of all positions available at Camp Keystone Summer Day Camp. All staff members, including both counseling and specialist positions, are required to be outdoors during the camp day interacting with campers and actively participating in all camp activities. This may require staff members to run, hike, swim, etc. Most positions may also apply for Bus Supervisor positions (refer to Transportation section). All salaries are based on experience, educational level and additional skills or applicable certificates. All Senior Counselors are required to attend all pre-camp meetings and at least 7 of the 11 weeks of camp.

Camp Counselor

Would you like to make a difference in a child's life? Would you like to be idolized and looked up to? Then a counselor position is for you! Senior Counselors need to be at least 18 years of age or have graduated high school.

Area Specialists

Do you have knowledge and expertise in a certain area that you would love to share with kids of all ages? Then check out our area specialist positions. You will develop your own program to teach to the campers. Must be at least 18 years of age or have graduated high school. Camp salary is based upon experience.

Arts & Crafts - Are you a budding artist? Creative? Do you have experience in different art media? Join our staff and you can design and implement your own creative arts and crafts program for children ages 3-13.

Nature Crafts - Calling all nature lovers! Are you creative and able to design and implement a nature science program teaching campers age's 5-12 ecology & the environment, animals, and other nature concepts through creative projects and games? If so, this position would be perfect for you.

Martial Arts/Wrestling/Gymnastics - Jackie Chan, Shannon Miller, and Hulk Hogan's of the world. Karate kids and tumbling gymnasts are a part of our summer camp experience, and we are looking for great Instructors. The minimum requirement is 3 years training in martial arts, wrestling, or gymnastics. You will be able to design and instruct children 3-12 years old in basic karate/martial arts/gymnastics.

Creative Movement/Drama/Song Leader - Singers, dancers, performers, lend me your ear! Do you have a background in theater arts? Do you play an instrument? We are looking for an enthusiastic, energetic individual with the ability to instruct children ages 3-12 in song and dance, drama, and creative movement.

Cooking With Kids - Is there a budding Martha Stewart in you? Can you create fun, easy culinary concoctions without the use of a kitchen? If you can teach our 3-12 year olds how to make tasty treats which they can then eat, then we have a position for you. You will have the freedom to design your own lesson plan and do your own shopping. This is one of our most popular areas!

Archery - William Tell and Robin Hood, load your bows! Are you a level 1 certified archer? You can teach children 5-12 years old how to shoot a bow and arrow and established safety regulations for them. Show them how they can be the next Legolas!

Go-Carts - Indy drivers, street racers, and mechanics. Do you love zipping around a go-cart track? If you can perform basic maintenance and upkeep on go-carts and the safety equipment, this would be your perfect summer job.

Climbing Instructor/Belayer/Ropes Course Instructor - Rock climbers, and zip liners, and ropes course aficionados... Check out our climbing wall, 3 zip lines, and amazing new ropes course! We are looking for individuals who are belay certified from a recognized organization. You should be able to enforce established safety regulations, provide appropriate instruction, be aware of proper rescue procedures involving specialized equipment, and be able to assist and supervise children 5-12 years old.

Horseback Riding Instructor or Wrangler - If you are a certified wrangler who loves taking care of horses and teaching kids how to ride, here is a job for you. If you are at least 18 years of age and are experienced with children ages 3 and up with varied riding abilities, then check out our 2 corals and beautiful trails, and help plan and supervise trail rides and lessons for our campers.

Lifeguard Director - All you David Hasselhoff's out there, is the pool your domain? Then join our staff as a Lifeguard Director. As Lifeguard Director you will supervise the lifeguards and staff at the pool, and maintain all records and the pool facility. Wait until you experience our 274' water slide! Water Safety Instructor, Lifeguard Training, Standard/Advanced First Aid, and CPR certificates required.

Water Safety Swim Instructors & Lifeguards - Looking to spend your summer hanging at the pool and working on the ultimate tan? Then join our staff at the ultimate pool party! Lifeguard Training, Standard/Advanced First Aid, and CPR certificate required. Must be able to lifeguard pool with other staff and assist the Director in maintaining all records and pool facilities. WSI certification is preferred.

TRANSPORTATION

Would you like to earn extra money this summer, on top of your salary? How awesome would it be not to put the miles and wear and tear on your car, or have to pay for gas to get to and from work? The transportation of campers to and from camp is an important part of our camp program. We are looking for responsible counselors to be Bus Supervisors on our air conditioned buses. All staff is encouraged to ride the bus, whether you are a Bus Supervisor or not.

Bus Supervisors - You 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 9th, 2012 from 9:00 am to 8:00 pm and Sunday, June 10th, 2012 from 9:00 am to 5:00 pm.



SENIOR COUNSELOR APPLICATION 2012

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

TODAY'S DATE _____

Last name: _____ First name: _____ Social Security # _____

Home address: _____ City: _____ State: _____ Zip: _____

School address (if you live at school): _____ City: _____ State: _____ Zip: _____

Email address: _____ Home phone: _____ Cell: _____

Driver's license #: _____ State: _____ # years driving: _____ Are you interested in being a Bus Supervisor? _____

Assistant Bus Supervisor? _____ (All Supervisors are paid positions) Riding the bus? _____ Are you at least 18 years of age? _____

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 (6/18/12 - 8/24/12)? _____ 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

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/Movie Making
Food Server/Preparer
Auto Mechanic/Engine Knowledge

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 |
|---|--|-------------------|--------|--------------------|
| 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: _____ | | |

EDUCATION:

| | |
|--------------------------------------|--------------------------------------|
| High School Attended: _____ | Date of Graduation: _____ |
| College Attended: _____ Major: _____ | (Expected) Date of Graduation: _____ |
| College Attended: _____ Major: _____ | (Expected) Date of Graduation: _____ |

REFERENCES: Please list 2 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 Telephone: _____ | Work: _____ | Cell: _____ | Relationship: _____ | Yrs. Known: _____ |
| Name: _____ | | | | |
| Address: _____ | | City: _____ | State: _____ | Zip: _____ |
| 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 3, 10 April 7, 28 May 5, 12, 19

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: _____

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 | ? | |

(over)

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



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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: _____

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:
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Agoura Hills, CA 91301
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