

## Counselor Application Information

Summer 2017 Saturday, June 10- Sunday, August 13\*\*

\*\*Some contracts may be beyond August 13

Thank you for your interest in working as a counselor at Camp St. Charles. Staff who are 18 or older are senior counselors and will work in several roles at camp. They will lead teams, supervise cabins and lead activities.

Senior counselors must have training or complete training to lead an activity prior to working with campers. During staff training week, staff may be trained in one or more of the following activity areas:

- Arts and Crafts (ceramics)
- Archery Instruction
- Riflery Instruction
- Canoe/Stand Up Paddle Board Instruction
- Challenge Course/Giant Swing Facilitator
- Horseback riding Instructor
- Sports

There are NO general counselors hired for Camp St. Charles. All counselors will lead activities.

If you are 18 years old or older, do not have your parent contact me for information regarding your job at camp. It is not appropriate for an adult seeking employment to have their parent communicate with their potential employer. It is a violation of your privacy for an employer to speak to your parent about your employment. If you are not prepared to communicate with me directly, then you are not prepared for the responsibilities of being a camp counselor at Camp St. Charles.

In order to apply for a position at camp, you will need to complete the following:  
(please send the staff app, questionnaire and signed policies sheet in ONE mailing)

- Staff Application
- Have 3 personal references mailed directly to Camp St. Charles Attn: Laura Hall P.O. Box 99 Issue MD 20645
- Staff Questionnaire
- Read, sign and return the final page of the Personnel Policies

Once the above items are received, Laura Hall, Camp Director, may contact you regarding a personal interview. Do not complete the items below unless you asked to do so following a successful interview and conditional offer of employment.

- Personal Interview (do not complete the items below unless you have had a successful personal interview and were instructed to do so)
- Submit to criminal background check

- Obtain Maryland work permit (only required for all under 18 staff)
- Health Form (same form is used for campers, exam must be less than 24 months old)
- Direct Deposit Form
- W-4