

Thank you for your interest in working as a junior counselor at Camp St. Charles. Junior Counselors must be 16 or 17 years old during their time of employment, or must have completed the 10<sup>th</sup> grade or higher. Applicants who are 18+ should apply for a counselor position.

Before you apply for this position, consider the expectations of the position. Please note that former campers are not automatically hired and we often have more applicants than staff positions. Volunteers apply through the same process but will have a more flexible schedule and may commit to a shorter season at camp. Please be clear about your desired dates for volunteering as staff housing is limited and changes may not be possible. Take care when completing all employment related paperwork and follow instructions carefully. Your completed application must be received by February 16, 2018. You are encouraged to apply early and positions may be filled before the application deadline.

1. All JCs must commit to working the entire summer. (June 9-August 12, 2018)\*\* if your school year will not be finished by June 9<sup>th</sup>, be sure to note when your school year will end on the staff application. There are a limited number of positions that may extend contracts beyond August 12.
2. I can often make allowances for one special time off arrangement. This means one family trip (1 week max) or other special time off. The typical time off is one 24 hour period per week, 6:00pm-6:00pm the next day. Be sure that you can make this commitment before you proceed. \*\*\*Vacation dates must be noted on all contracts and will be scheduled on a first come, first served basis.
3. This will be YOUR job. I will expect to communicate with you directly, regarding your role at camp. If you have a question prior to camp, contact the camp director. If you are hired and have a concern at camp, you should speak to me about it. Most of our pre-camp communication will be conducted via email. **Be sure to check your email frequently.**
4. Working at camp involves working long hours, doing manual labor and cleaning as well as working with the campers. Be sure that you are ready do both with enthusiasm or do not apply.

In order to apply for a position at camp, you will need to complete the following:

- Staff Application
- Have 3 personal references mailed directly to Camp St. Charles Attn: Laura Hall P.O. Box 99 Issue MD 20645
- Staff Questionnaire
- Personal Interview (do not complete the items below unless you have had a successful personal interview and were instructed to do so)

If you are offered a position, you will be sent additional paperwork to complete which includes camp health forms, background screening, work permits, etc. Your position will

not be secure until all of these steps are complete and background screening results are received and are satisfactory. These other steps will be complete through a serve called WorkBright, please watch your email for reminders. Additionally, required online training must be completed prior to May 1, 2018.

The screening process may change with little warning if State or American Camp Association requirements change.

I look forward to receiving your application.

Laura Hall, Camp Director

[director@campstcharles.org](mailto:director@campstcharles.org)

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