



Tate's Day Camp

The Fun Professionals

Camp 2017

Greetings!

Thank you for your interest in working for Tate's Day Camp. We are preparing to have a great 2017 summer and hope you can be a part of that experience!

Some of the qualities we expect our staff to have include a strong work ethic, positive attitude, maturity, and a genuine love for children.

Working at Tate's Day Camp will give you the opportunity to use your time and talents enhancing a child's summer. It is also a chance to gain responsibility and learn skills that you will keep forever.

Teamwork is essential at Tate's Day Camp and full participation is expected. Enclosed is a list of camp dates for which attendance is required. Please also review the staff information, essential functions, and job description. Feel free to contact us if you have any questions. You may also learn more about our program by visiting our web site at: www.tatescamp.com.

After reviewing this information, fill out the application thoroughly and return it to:

Tate's Day Camp
9215 Bob Gray Road
Knoxville, TN 37923

Be sure to complete all information including the phone numbers and addresses for all previous employers and references. After reviewing your application, we will contact you to schedule a convenient time for your first interview. Because we feel that excellent staff is the heart of Tate's Day Camp, our application process may include up to three interviews including two personal interviews and a group interview.

Until the games begin,

Chris Strevel
Executive Camp Director



Directions to the camp office: Take Interstate I-40 to the Cedar Bluff Road Exit # 378. Follow the green interstate signs to N. Cedar Bluff Road. When on Cedar Bluff Road travel north -- there will be a McDonald's on your right and several other fast food restaurants. Continue down Cedar Bluff Road approximately 1.4 miles. After passing Metropolitan Apartments on your right, turn left at the next traffic light onto Bob Gray Road. The camp office is the third building on your right -- a green colored barn with a sign and flagpole in the front.

Tate's Day Camp / 9215 Bob Gray Road / Knoxville, TN 37923
Phone: 865-690-9208 / Fax: 865-670-9229 / Email: info@tatescamp.com

Considering Tate's Day Camp? *Staff information for 2017*

Benefits:

- ◆ Day Camp hours with evenings and weekends off
- ◆ Working in the great outdoors
- ◆ Making friendships
- ◆ Working with children
- ◆ Developing communication, leadership, and management skills
- ◆ Possible internship credit
- ◆ Having Fun!

Camp Dates: All Staff Orientation is May 22-26, 2017. The camp season is from May 30-August 4, 2017. Specialized instructors must also attend specific training to be scheduled prior to May 22.

Important Staff Information: (Additional policies will be discussed during orientation and training. Complete Personnel Policies are available at www.tatescamp.com)

- Orientation and Training are required for everyone unless specific arrangements are made in writing with the camp director prior to accepting employment. Staff are not paid hourly for training, however, staff attending all of orientation and training will receive \$50.00.
- Staff members may have up to one week of unpaid vacation time. **Days must be used consecutively, i.e. M-F, and requested in writing before May 1, 2017.** Individual work schedules will be determined based on camp enrollment and the needs of the camp. All staff members, except for certified teachers reporting for inservice, must work the last week of camp (July 31-Aug. 4) unless an agreement is made in writing with the director prior to accepting employment.
- Staff members are expected to work all overnight campouts unless one of these events falls within the staff person's scheduled vacation week, or unless a director schedules staff "off" due to the enrollment of a campout.
- Staff members are not paid hourly for campouts but will receive \$35 for working the campout.
- **Thursday night, weekly staff meetings are mandatory** unless that is the staff person's scheduled vacation week. Staff meetings are not paid hourly and a \$50 bonus is paid at the end of the summer for attending all scheduled staff meetings. **(Thursdays from 6:30-7:30 p.m.)**
- Body Piercing Policy: Females may wear up to two small earrings in each ear. No other visible body piercing is allowed including tongue or nose rings. Males may not display any visible type of body piercing. Inappropriate tattoos (including but not limited to references of death, drugs, sex, or violence) may not be displayed at camp.
- As outlined by the Fair Labor Standards Act Section 13 (a) (3), Tate's Day Camp, being a seasonal recreational establishment and "not operating for more than seven months in any calendar year" is exempt from minimum wage and overtime requirements.
- Personal websites such as Facebook and other social media sites are acceptable as long as they do not detract from your image as a positive role model for children. Inappropriate information, blogs, messages, and/or photos are prohibited.
- All staff members must pass a background check and drug test. After the initial test, random tests will be conducted throughout the summer.

Important Dates:

- Applications are accepted year round.
- May 22-26 (Monday-Friday) All Camp Orientation and Training **(MANDATORY)**
- May 30 First Day of Camp
- June 23 (Friday) Camper Campout
- July 4 (Tuesday) No Camp
- July 21 (Friday) Family Campout (Rain date is July 28)
- August 4 (Friday) Last Day of Camp
- Staff meetings will be held weekly on Thursdays from 6:30-7:30 PM.

Positions and Minimum Qualifications:

- Counselors (under 18) -- in High School and at least 16 years of age. Completion of the Tate's Day Camp CIT Program preferred. **Please refer to MANDATORY dates prior to applying and note any potential date conflicts with Orientation and Training (May 22-26) on your application.**
 - Counselors -- desire and ability to work with children in an outdoor setting. Must have high school diploma and be at least 18 years of age.
 - Lifeguards -- must have American Red Cross Lifeguard certification or equivalent prior to camp beginning.
 - Lifeguards w/ WSI -- must have American Red Cross Water Safety Instructor (WSI) and Lifeguard certification prior to camp beginning. These are the preferred certifications for swim staff.
 - Arts & Crafts Instructor -- must have prior experience leading structured arts and crafts activities.
 - Camp Instructors -- The following positions require prior experience and/or documented training. Tate's Day Camp provides opportunities for instructors to receive the required training. Please ask about training dates and courses if interested. Generally staff members are cross-trained to instruct three to five of these programs. All instructors must possess the desire and ability to receive instructor training.
 - Low Ropes (group initiatives)
 - Archery
 - Marksmanship
 - Climbing Tower/Zipline
 - Tree Climbing
 - Nature Instructor -- desire and ability to program and lead outdoor education and environmental / nature activities.
 - *Drama Leader -- ability and experience to lead acting, set design, costuming, theater, and organize programs.
 - *Music Leader -- must be able to lead children and staff in singing (guitar experience preferred).
 - Welcome Center -- must have excellent customer service and communication skills.
 - Office Assistant -- positive communication, ability to handle multiple tasks, organized beyond belief, friendly, and smile all of the time. (Must be available at least part-time in March/April and full-time from early May – late July)
 - Floater/Sub Counselor -- must be able to work with many different age groups, be extremely flexible, have a diverse knowledge of camp, and past experience working with multiple age groups.
- * Drama and Music Leaders are primarily counselor positions with an emphasis in leading these activities.

Potential Earnings:

Base pay for most first-year staff is **\$7.25** per hour. The camp may pay the course fees for some employees needing additional training or certification; however, the employee is not paid hourly to attend these training courses.

Essential Functions:

Because every staff member is actively involved in the quality education and recreation of children, there are "essential functions" that are vital for all camp employees. "Essential functions" include but are not limited to:

1. The ability to communicate and work with groups, participate in various camp activities according to the age and skill levels of the child, and provide necessary instruction to campers.
2. The ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
4. The physical ability to participate when necessary with campers in all activities including running.

Counselor / Staff Job Description:

Minimum Qualifications

- ◆ Desire and ability to work with children outdoors.
- ◆ Ability to relate to one's peer group.
- ◆ Ability to accept supervision and guidance.
- ◆ Ability to lead activities.
- ◆ Good character, integrity, adaptability, enthusiasm, sense of humor, patience, and self-control.
- ◆ High School graduate or equivalent, or have completed the Tate's Day Camp CIT program.
- ◆ Ability to fulfill all of the essential functions for the job.

Responsible To

Camp Director / Program Directors / Team Leaders

Camp Goals

Meet and exemplify the specific responsibilities of Tate's Day Camp, reflecting the goals of the camp and camper. (Found in the staff handbook)

General Responsibility

To identify and meet camper needs.

Specific Responsibilities

1. Learn the likes/dislikes of each participant.
2. Recognize and respond to opportunities for problem solving in the group.
3. Develop opportunities for interaction between campers and staff.
4. Provide opportunities for the group so that each individual experiences success during camp.
5. Provide opportunities for discussion of individual or group problems or concerns.
6. Help all campers develop confidence in themselves and their abilities while nurturing social development.
7. Check the medical information of your group and be aware of any allergies or problems.

General Responsibility

To carry out camp programs.

Specific Responsibilities

1. Guide groups and individual campers in participating successfully in all aspects of camp activities.
2. Carry out established roles for supervising camper health and safety.
3. Develop written weekly activity plans and lead the activities with your group. Activities should incorporate the camp's weekly themes.
4. Supervise all aspects of the campers' day.
5. Instruct campers in emergency procedures.
6. Help campers plan their participation in special events and activities.
7. Teach and lead activities with unit groups as assigned.

General Responsibility

To fulfill other staff administrative roles.

Specific Responsibilities

1. Must participate in staff orientation and training.
2. Must attend weekly staff meetings.
3. Must participate in overnight campouts and special events unless that is your scheduled week of vacation.
4. Set a good example for campers and others including cleanliness, punctuality, sportsmanship, and dress.
5. Encourage respect for personal property, camp equipment, and facilities.
6. Maintain good public relations with campers' parents.
7. Submit weekly plans on time.
8. Submit time cards for biweekly payroll.
9. Inform the directors of any camper, parent, and / or staff problems.
10. These are not the only duties to be performed. Some duties may be assigned or reassigned as required.



Tate's Day Camp

The Fun Professionals

9215 Bob Gray Road • Knoxville • TN 37923

(865) 690-9208

www.tatescamp.com

2017 Staff Application

Please Type or Print

Date _____

Full Legal Name _____ Soc. Security # [not required on application]

Name goes by _____ Phone _____

E-mail address _____ Cell Phone _____

Present Address _____ Apt./Suite _____

City _____ State _____ Zip _____

Permanent Address (if different from above) _____

City _____ State _____ Zip _____

Permanent Phone _____

Are you at least 18 years of age? ___ yes ___ no If "no" then when will you turn 18? _____

How did you hear about Tate's Day Camp? _____

Which position(s) are you interested in applying? (Check all that apply.)

- | | |
|--|---|
| <input type="checkbox"/> Counselor | <input type="checkbox"/> Swim Staff (must have valid lifeguard certification prior to camp) |
| <input type="checkbox"/> Arts & Crafts Instructor | <input type="checkbox"/> Low Ropes / Archery / Tower / Trees / Marksmanship |
| <input type="checkbox"/> Music / Song Leader - Theater / Drama | <input type="checkbox"/> Nature Instructor |
| <input type="checkbox"/> Floater (works weekly in different positions) | <input type="checkbox"/> Welcome Center (Guest Services) |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Office Assistant (must be avail part-time beginning in April) |

With which age group(s) do you feel you are best suited to work? (Check all that apply.)

- 3-4 year olds 5-6 year olds 7-8 year olds 9-10 year olds 11-13 year olds

Are you primarily interested in:

- | | |
|---|----------------------------------|
| <input type="checkbox"/> Full Time (30-40 hrs. per week) | <input type="checkbox"/> Either |
| <input type="checkbox"/> Part-time (generally 17.5 hrs. per week i.e. 2:30-6:00 PM) | <input type="checkbox"/> Subbing |

Will you be attending summer school or have any other employment this summer?

Education

High School _____

Graduate? ___ yes ___ no

Colleges and/or Universities	Major Subjects	# of years attended	Degrees Received (if any)

If you have attended more than 3 colleges/universities, then please list others on a separate sheet of paper. Include # of years attended.

Past Employment - Provide a full record of all employment - paid and volunteer. List your most recent employment first and give a complete mailing address with phone number. Explain any gaps in employment. Use a separate sheet if necessary.

1) Employer _____ Supervisor's Name _____
 Address _____ Phone _____
 City _____ State _____ Zip _____
 Supervisor's Email _____ Dates Employed _____
 Nature of Work _____ Salary (optional) _____
 Reason for leaving _____

2) Employer _____ Supervisor's Name _____
 Address _____ Phone _____
 City _____ State _____ Zip _____
 Supervisor's Email _____ Dates Employed _____
 Nature of Work _____ Salary (optional) _____
 Reason for leaving _____

3) Employer _____ Supervisor's Name _____
 Address _____ Phone _____
 City _____ State _____ Zip _____
 Supervisor's Email _____ Dates Employed _____
 Nature of Work _____ Salary (optional) _____
 Reason for leaving _____

Indicate any employer you **do not** wish us to contact and the reason: _____

List any previous experience working with children, specialized training in camping, or experience / training in other fields which might have a bearing on the position(s) for which you are applying. Attach a separate sheet if necessary.

Why do you want to work at Tate's Day Camp? _____

What contributions do you feel you can make at Tate's Day Camp? _____

Describe your definition of the ultimate camp staff person. _____

What contributions do you feel a well-run camp brings to children? _____

Please list any training, experiences, extracurricular activities, and certifications such as First Aid, CPR, Lifeguard, Water Safety Instructor (WSI), Wilderness First Responder, etc., that are relevant to the position for which you are applying: **(Submit a photocopy of any certifications)**

Certification/Training	Date of Certification/Training	Expires
_____	_____	_____
_____	_____	_____
_____	_____	_____

Others _____

Do you have reliable, dependable transportation to and from work?

yes no

Have you ever been convicted of a crime, or are there any charges pending against you for a crime involving drugs, sex, violence, child abuse, or any felony? (If yes, explain fully on an additional sheet.)

yes no

Are there any reasons you may have difficulty in performing any of the essential functions of the job for which you have applied? (If yes, explain fully on an additional sheet.)

yes no

List any potential date conflicts or other comments about your availability for Summer. (See Mandatory Dates and Vacation Policy.)

Personal References

List at least three (3) people including coworkers, teachers, coaches, etc. who have knowledge of your character, experience, work habits, and ability. **Do not include relatives or duplicate supervisors that you listed under the Past Employment section.** Provide a complete mailing address, phone number, and email for each person.

Name_____ Relationship to you_____

Address_____ City_____ State_____ Zip_____

Phone_____ Email_____

Name_____ Relationship to you_____

Address_____ City_____ State_____ Zip_____

Phone_____ Email_____

Name_____ Relationship to you_____

Address_____ City_____ State_____ Zip_____

Phone_____ Email_____

I authorize investigation of all statements herein, including any checks of criminal records and past employment history, and release the camp and all others from liability in connection with the same. I understand that nothing contained in the application or conveyed during any interviews is intended to create an employment contract between me and Tate's Day Camp. Furthermore, I understand that if employed, I will be an at-will employee and that any agreement to the contrary must be in writing and signed by the director of Tate's Day Camp. I also understand that untrue, misleading, or omitted information herein or in other documents completed or submitted by the applicant may result in dismissal, regardless of the date of discovery by Tate's Day Camp.

Signature_____

Date_____