



Tate's Day Camp

The Fun Professionals

Staff Information for 2018 - Returning Staff

Benefits:

- ◆ Day Camp hours - 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!

Dates: All Staff Orientation is May 21-25, 2018. The camp season is from May 29-August 3, 2018. Specialized instructors must also attend specific training to be scheduled prior to May 21.

Important Staff Information: (Additional policies are found in the Staff Handbook and will be discussed during Orientation and Training.)

- Orientation and Training are required for everyone unless specific arrangements are made in writing with the camp director prior to accepting employment. Training is conducted through educational sessions and team-building exercises that will give all staff the necessary skills to start a successful summer. 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, 2018.** 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 30-August 3) 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 campout enrollment.
- Staff members are not paid hourly for campouts but will receive a \$35 bonus for working the campout.
- **Mandatory Staff Meetings will be held on Thursday nights during weeks 1, 4, 5, 8, and 10** unless that is the staff person's scheduled vacation week. Staff meetings will be paid hourly on the final paycheck of the summer. **(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.
- 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.
- 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.
- All staff members must pass a background check and drug test. After the initial test, random tests will be conducted throughout the summer.

MORE INFO ON BACK



Important Dates:

- Re-entry interviews are scheduled as applications are received.
- Group interviews are not required for returning staff.
- May 21-25 (Monday-Friday) All Camp Orientation and Training **(MANDATORY)**
- May 29 First Day of Camp
- June 22 (Friday) Camper Campout
- July 4 (Wednesday) No Camp
- July 20 (Friday) Family Campout (Rain date is July 27)
- August 3 (Friday) Last Day of Camp
- Scheduled staff meetings will be held on Thursdays from 6:30-7:30 PM.

Positions Available:

Minimum Qualifications

- Counselors ----- in High School and at least 16 years of age. (Completion of the Tate's Day Camp CIT Program preferred.)
- Counselors ----- desire and ability to work with children in an outdoor setting. High School graduate and at least 18 years of age.
- Lifeguards ----- must have American Red Cross Lifeguard certification or Equivalent.
- Lifeguards w/ WSI ----- must have American Red Cross WSI certification and Lifeguard
- Arts and Crafts Inst. ----- must have prior experience leading structured arts and crafts activities
- Low Ropes (group initiatives) / Archery / Climbing Tower-Zipline / Tree Climbing / Marksmanship Instructors ----- ability and availability to be cross-trained as an instructor in these distinct areas, basic understanding of target sports and desire to receive instructor training, ability and experience to lead group initiatives and climbing activities
- Nature Instructor ----- desire and ability to program and lead outdoor education activities
- *Drama Leader ----- ability and experience to lead acting, set design, costuming, and theater
- *Music Leader ----- must be able to lead children and staff in singing (guitar experience required)
- 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 Couns. ----- must be able to work with many different age groups, be extremely flexible, have a diverse knowledge of camp, and preferred past experience working with children.

* Drama and Music Leaders are primarily counselor positions with an emphasis in leading these activities.

Schedule Your Meeting and Sign Your Letter of Commitment by:

January 20 and receive \$50.00

After January 20 - we'd still love to speak with you about summer 2018, but no bonuses apply.

Bonus will be issued on first payroll.



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9215 Bob Gray Road • Knoxville • TN 37923

(865) 690-9208

www.tatescamp.com

2018 Staff Reapplication

Office Use:

Date Received _____

Meeting Completed: _____

Letter of Commitment Filed
Date Signed: _____

Bonus Issued: _____

Please Type or Print

Date _____

Full Legal Name _____ Soc. Security # [already on file for returning staff]

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 _____

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

- Counselor
- Arts & Crafts Instructor
- Music / Song Leader - Theater / Drama
- Floater (works weekly in different positions)
- Other _____
- Swim Staff (must have valid lifeguard certification prior to camp)
- Low Ropes / Archery / Tower / Trees / Marksmanship
- Nature Instructor
- Welcome Center (Guest Services)
- 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:

- Full Time (30-40 hrs. per week)
- Part-time (generally 17.5 hrs. per week i.e. 2:30-6:00 PM)
- Either
- Subbing

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

High School _____

Graduate? ___ yes ___ no

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

Past Employment since August 2017 - Provide a full record of all employment you have held since camp ended - paid and volunteer. List your most recent employment first and give a complete mailing address with phone number. Use a separate sheet if you have had more than two employers since August.

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 _____

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

How have you been spending your time since camp ended in July 2016? (Include things like employment, school, new hobbies, special interests, training, etc.)

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

What are some of your strongest leadership skills?

What are some areas in which you believe you can improve?

What did you enjoy most about your previous summer at Tate's Day Camp?

What would you like to change or improve about Tate's Day Camp?

How can you contribute to making any changes and/or improvements that you listed above?

List any training, experiences, extracurricular activities, honors, and certifications such as First Aid, CPR, Lifeguarding, WSI, etc., that are relevant to the position you are applying: (Submit a photocopy of any certifications)

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

Please list any date conflicts with your availability for Summer 2018 including any conflicts with the mandatory training week of May 21-25. Please also note if you will be requesting more than the allowed one week (up to 5 days) of vacation time. If you are a teacher or if you are pursuing a teaching position or internship in the fall, then please list when your school year ends this spring and when teachers in your county must report back in the fall.

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 _____