CONSERVANCY
for CUYAHOGA VALLEY NATIONAL PARK

Position Announcement
Summer Camp Counselor

The Conservancy for Cuyahoga Valley National Park *is a non-profit organization created to engage public support for Cuyahoga Valley National Park and provide services to enhance public use and enjoyment of the park. The Conservancy and the National Park Service (NPS) work in partnership to manage the Cuyahoga Valley Environmental Education Center (CVEEC). Programs at CVEEC are designed to educate and inspire youth and adults in a 500 acre natural setting. During the summer months, the Conservancy offers a variety of day and overnight camps for children ranging in ages 6-17. Our goal is for campers to learn more about the environment, the arts, themselves, and their world. We stress individual growth and group cooperation in residential and day camp settings. Join us for an exciting summer, where every week is a new adventure. Please check out the variety of summer camps we offer for youth at www.conservancyforcvnp.org.*

Position Description, Essential Duties *(other duties as assigned)*

- Implement the purpose, goals, and objectives of all Conservancy camps and summer programs.
- Participate in our week-long pre-camp training.
- Participate, as a team member, in the guidance of campers in daily activities.
- Live in the dormitory when camp is in session and assume responsibility for overnight camper supervision.
- Provide leadership and guidance to campers in daily living with special attention to: safety, meals, health and welfare, personal hygiene, respect, discipline, and camper participation in all camp activities.
- Assume responsibility for interpreting the policies and procedures of the CVEEC and the Conservancy to campers.
- Assist summer teaching staff and outside faculty in camp activities.
- Create and facilitate evening and themed programming for large and small groups of campers.
- Serve as a positive role model in making good decisions and implementing effective practices for campers and fellow staff.
- Transition between day camp, residential camp, and other summer programs in the park.
- Perform related work as required. Counselors with appropriate skills may be asked to assume additional responsibilities.

Minimum Qualifications:
Applicants should be at least 19 years of age and have at least one year of college or equivalent experience. Enthusiasm, flexibility, tolerance, creativity and good physical health required. Demonstration of leadership abilities is essential. Preferred candidates will have a background in the arts, environment, or education, and experience as a camper or counselor. Background/fingerprint check and First Aid & CPR Certification must be completed before start date, and valid driver's license is required.

Term:
June 8, 2014 through August 1, 2014. Camp sessions run from June 15th – August 1st.

Pay and Benefits:
Camp counselor salary is $1400 stipend for the summer, with one week off in the middle of the season (June 29- July 5). Lodging is provided in National Park Service housing during employment term. All camp counselors will be required to reside in dormitories at the CVEEC when residential camp is in session. Meals are provided when campers are in residence.

To Apply:
Deadline to apply is April 30, 2014. Applications are accepted as received. Send a completed application including cover letter, resume, application form, 3 reference forms, and college transcripts to **Summer Camp Coordinator, 3675 Oak Hill Road, Peninsula, OH 44264.** Call 330-657-2796 ext. 100 or email info@forcvnp.org for further information.

Conservancy for Cuyahoga Valley National Park is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, the presence of a non job-related medical condition or handicap, or any other legally protected status.

Application for Employment

Summer Seasonal

Conservancy for Cuyahoga Valley National Park
Environmental Education Center, 3675 Oak Hill Road, Peninsula, OH 44264 • 330/657-2796 • 330/657-2058 Fax
Administrative Office, 1403 West Hines Hill Road, Peninsula, OH 44264 • 330/657-2909 • 330/657-2328 Fax
www.info@forcvnp.org

Your completed application should include:

A cover letter, resume, application form, three completed reference forms, and college transcript(s).
Please submit all information to the attention of:
Summer Camp Coordinator, 3675 Oak Hill Rd., Peninsula, OH 44264

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. **Please Type or Print.**

The Conservancy for Cuyahoga Valley National Park is an equal opportunity employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone #: (_____) _____ Email: _____

Position applying for: _____

On what date would you be available to start work? _____

Are you able to meet the attendance requirements? _____ Yes _____ No

Do you have any objection to working overtime if necessary? _____ Yes _____ No

Have you ever been previously employed by our organization? _____ Yes _____ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? _____ Yes _____ No

If you are under 18, can you furnish a work permit if it is required? _____ Yes _____ No

Have you been convicted of a crime in the last 7 years? _____ Yes _____ No

If yes, please explain (a conviction will not automatically bar employment): _____

_____

_____

Have you lived in the state of Ohio for the last 5 years? _____

If not, what state(s) have you lived in? _____

Driver's license number: _____ State issued in: ___ Expiration date: _____

How were you referred to us? _____

Employment History

Please provide all employment information for your past three employers starting with the most recent.
May we contact your previous employers for a reference? O YES O NO

Employer: _____ Position held: _____
Address: _____ Telephone #: _____
Immediate supervisor and title: _____
Dates employed: from _____ to _____ Salary: _____
Job summary: _____
Reason for leaving: _____

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Immediate supervisor and title: _____
Dates employed: from _____ to _____ Salary: _____
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Educational History

High school

Name and location: _____
Course of study: _____Did you graduate? _____

Undergraduate College or University

Name and location: _____
Course of study: _____ Did you graduate? _____

Graduate School

Name and location: _____
Course of study: _____ Did you graduate? _____

Vocational or Technical Training

Name and location: _____
Course of study: _____ Did you graduate? _____

Other

Name and location : _____
Course of study: _____ Did you graduate? _____

References

List 3 reference names, telephone numbers, and years known. (*These should correspond to the persons completing your reference forms).*

Name: _____ Address: _____
Phone #: (_____) _____ Years known: _____
Email:_____

Name: _____ Address: _____
Phone #: (_____) _____ Years known: _____
Email:_____

Name: _____ Address: _____
Phone #: (_____) _____ Years known: _____
Email:_____

Skills and Qualifications

1. Questions

(*Please answer these questions on a separate sheet. One paragraph for each question is sufficient.)*

A. Have you ever been through a counselor/teacher training program? If yes, please describe the program, including length of the program and location.

B. What camp/camping or outdoor /environmental education experience do you have?

C. Why are you interested in this position?

D. What do you consider the most important elements of a residential environmental /arts education experience?

E. Do you have teaching experience? If so, how would you describe your teaching style?

F. What experiences do you have working with children? Length of time? What ages?

G. What contributions can you make to benefit the programs?

2. Skills Assessment

Please circle the areas in which you have: 1) no knowledge or experience 2) basic knowledge or experience 3) advanced knowledge or experience 4) teaching experience. Not all items apply to all jobs.

Astronomy	1 2 3 4
Creative Writing	1 2 3 4
Dance / Movement	1 2 3 4
Creative Drama/Theater	1 2 3 4
Ecology	1 2 3 4
Fire Building	1 2 3 4
Foreign Language Specify:_____	1 2 3 4
Freshwater Biology	1 2 3 4
Geology	1 2 3 4
Musical Instrument Type:_____	1 2 3 4
Nature Hikes: Day Night	1 2 3 4 1 2 3 4

New Games	1 2 3 4
Ohio History	1 2 3 4
Orienteering/Map Reading	1 2 3 4
Ornithology	1 2 3 4
Outdoor Games/Recreation	1 2 3 4
Painting/ Drawing	1 2 3 4
Photography	1 2 3 4
Sculpture	1 2 3 4
Song Leading	1 2 3 4
Specific Cultural Knowledge: Specify:_____	1 2 3 4
Storytelling	1 2 3 4
Tent camping	1 2 3 4

Verification and Authorization

I hereby authorize The Conservancy for CVNP to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability The Conservancy for CVNP and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I understand that I will be employed at-will, and that my employment can be terminated without cause and without notice, at any time. I understand that no employee, supervisor or representative of The Conservancy for CVNP has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to my employment at-will.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation to perform the essential functions of the relevant job, as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: _____ Date: _____

CONSERVANCY
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Summer Seasonal Position
Reference Form

Applicant Name:_____ Position Applying For:_____

Please mail completed reference form to: Summer Camp Coordinator
3675 Oak Hill Road
Peninsula, Ohio 44264

The above applicant is applying for a seasonal position with the Conservancy for Cuyahoga Valley National Park. The Conservancy offers day and residential summer camps for children ages 6-17 in Cuyahoga Valley National Park in northeast Ohio. Our goal is for campers to learn more about the environment, the arts, themselves and their world. We stress individual growth and group cooperation in residential and day camp settings. Campers and staff will make new friends and take on new responsibilities while building a positive camp community. We are looking for individuals who are leaders and can thrive in a fast-paced, high-energy environment.

We are interested in a frank appraisal of the applicant's motivation, ability to lead, and the quality of his or her work or school experience. Your evaluation is of considerable importance to us and your observations will supplement the information we receive for the applicant.

Please complete ***both sides*** *of this form and attach additional sheets if necessary. Thank you.*

1. How would you compare the applicant to his/her peers in terms of these qualities of character and behavior? (Please check the most appropriate box.)

	No basis for judgment	**Below average**	**Good**	**Excellent**	**Outstanding**
Concern for others					
Creativity					
Emotional Maturity					
Energy					
Enthusiasm & Attitude					
Honesty					
Leadership					
Motivation					
Organizational Ability					
Professional Appearance					
Response to Criticism					
Self - Discipline					
Sense of Humor					
Sound Judgment					
Speech / Communication					
Teaching Ability					
Team Player					

2. What are the applicant's personal strengths and weaknesses? What are the first words that come to mind to describe the personality of the applicant?

3. Would you entrust the applicant with a child of yours? Why?

4. From your perspective, why would the applicant be a good camp counselor?

5. Additional comments or insights:

Signature of reference:_____ Date:_____

Print Name:_____Phone: _____

How long have you known the applicant?_____ In what capacity?_____

_____

Thank you for your help and cooperation. We appreciate your candor and honesty.

Summer Camp Coordinator
3675 Oak Hill Rd.
Peninsula, OH 44264

330-657-2796 or 800-642-3297 Fax 330-657-2058
Email: Info@cvnpa.org Website: www.conservancyforcvnp.org