

# CONSERVANCY

for CUYAHOGA VALLEY NATIONAL PARK

## **Position Announcement** **Summer Camp Lead Counselor**

*Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for the park and provide services to enhance public use and enjoyment of the park. The Conservancy offers a variety of day and overnight camps for children ranging in ages 6-17 in northeast Ohio's Cuyahoga Valley National Park. 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. Participants will make new friends and take on new responsibilities while building a positive camp community. 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](http://www.conservancyforcvnp.org).*

### **Position Description:**

- Implement the purpose, goals, and objectives of all Conservancy camps and summer programs and participate, as a team member, in the guidance of campers in daily activities.
- Assume responsibility for interpreting the policies and procedures of the Environmental Education Center and Cuyahoga Valley National Park to campers.
- Assist the Camp Coordinator with counselor training week and other duties as assigned.
- Live in the dormitory when resident camp is in session and act as the liaison between Camp Coordinator and Counselors overnight.
- Help facilitate meals and evening activities
- Assist teaching faculty during camp activities.
- Develop and teach camp classes, as needed.
- Work closely with the Camp Coordinator to create camp sessions, make the weekly schedules, set up for each week, and prep supplies.
- 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.
- Participate, as a team member, in the guidance of campers in daily activities.

### **Minimum Qualifications:**

Applicants should be enrolled in a college program or have a Bachelor's degree. Experience in a camp setting for at least one summer is required; proven supervisory experience, high interest in arts and environmental education desired, and computer literacy preferred. Must possess strong communication and problem solving skills, as well as have the ability to manage others. Enjoy working with youth is a must. Must possess the ability to work in a team environment as well as operate independently. Enthusiasm, tolerance, creativity and good physical health required. Background/fingerprint check and First Aid & CPR Certification completed before start date, and valid driver's license required.

### **Term:**

June 6, 2013 through August 3, 2013. Camp sessions run from June 16<sup>th</sup> – August 2<sup>nd</sup>.

### **Pay and Benefits:**

Camp Lead Counselor salary is \$250/week. Lodging is provided in National Park Service housing during employment term. All camp counselors will be required to reside in dormitories at the Environmental Education Center when residential camp is in session. Meals are provided when campers are in residence.

### **To Apply:**

Deadline to apply is April 30, 2013. 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](mailto:info@forcvnp.org) for more information.

*The 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.*

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## Summer Seasonal Application

Cuyahoga Valley Environmental Education Center

3675 Oak Hill Rd., Peninsula, OH 44264

330-657-2796 Fax 330-657-2058

[info@forcvnp.org](mailto:info@forcvnp.org)

[www.conservancyforcvnp.org](http://www.conservancyforcvnp.org)

Position you are applying for:

\_\_\_\_\_

**1. Contact Information:** *Please note where you wish to receive mail and through what date you will reside there.*

Name: \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Permanent Address: \_\_\_\_\_ When: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Temporary Address: \_\_\_\_\_ When: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

College: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

**2. References:** *These should correspond to the persons completing your reference forms.*

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

- Have you ever been through a counselor/teacher training program? If yes, please describe the program, including length of the program and location.
- What camp/camping or outdoor /environmental education experience do you have?
- Why are you interested in this position?
- What do you consider the most important elements of a residential environmental /arts education experience?
- Do you have teaching experience? If so, how would you describe your teaching style?
- What experiences do you have working with children? Length of time? What ages?
- What contributions can you make to benefit the programs?

**4. 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	1	2	3	4
Nature Hikes: Night	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

**5. Other:**

Do you have a valid driver's license? \_\_\_\_\_ Which State? \_\_\_\_\_

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

If yes, please explain on a separate sheet (a conviction will not automatically bar employment)

**6. Verification and Authorization:**

I hereby authorize the Conservancy for Cuyahoga Valley National Park 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 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 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 \_\_\_\_\_

**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.

330-657-2796 Fax 330-657-2058 Email: [info@forcvnp.org](mailto:info@forcvnp.org) Website: [www.conservancyforcvnp.org](http://www.conservancyforcvnp.org)

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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

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Email: [Info@forcvnp.org](mailto:Info@forcvnp.org)

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