

## **How do I apply for a job as an Adventureland Day Camp Counselor?**

Download an application from our web site [adventurelanddaycamp.com](http://adventurelanddaycamp.com). After filling out this application and securing at least two reference forms, you will need a personal interview appointment. At that time, bring the completed application and associated "paperwork". On the last page of this document please see the information concerning what clearances you need to provide in order to work with children in the state of Pa. and at Adventureland.

You will need to bring two letters of recommendation with you. It helps speed up the hiring process. No letters from friends or family members please.

## **What will I get out of being a camp counselor?**

- You will experience the unique feeling of satisfaction that results from being a positive influence in the development of children.
- The potential exists for you to discover new interests, new friends and new skills.
- You will spend the entire summer in the out-of-doors, engage in physical activities that promote your healthy physical development.

You will gain increased ability in working with children and other adults. Increased skills in dealing with inter-personal relationships will benefit you with respect to your future career plans.

## **What skills are we looking for in an Adventureland Day Camp counselor?**

- The ability to work well with children of all ages.
- The belief that you can make the difference in the life of a child.
- The willingness and the ability to foster self-esteem, cooperation, courage, responsibility & FUN!
- The ability to work well in close proximity with others.
- A love of the outdoors - in all weather conditions.
- The ability to take charge and motivate others.
- Creativity, patience, kindness, cooperation & spirit.
- The ability and willingness to be a positive role model.
- The willingness to pitch-in and go the extra mile...

## **How long will the job last?**

Our summer season at Adventureland Day Camp lasts 39 days (8 weeks). We generally hire staff that can work all 39 days 1<sup>st</sup>. All staff members are required to attend our staff orientation that is 2 nights.

## Camp Day Hours for staff:

**Senior Staff** day begins at 8:30 am sharp with a morning meeting. **THESE MEETINGS ARE MANDATORY!** It ends at 4:30. This is based on the majority of campers being gone from the site so it could be a little earlier.

**Junior Staff** day begins at 9am sharp and ends at 4:00. We understand that some Junior staff will need to be dropped off earlier and picked up later than this because of transportation situations. If you are on the site you are expected to help out.

## What are some of the challenges of working at camp?

We'll give it to you straight: camp is a lot of fun and can be very rewarding, but it has its challenges as well – challenges unlike those you'll find at any other job. We ask that you take a look at this list and seriously think about whether you have what it takes to overcome these common hardships.

**The need to always be “on.”** When you are with campers, you'll need to be on the watch, all the time – to participate *and* supervise in an activity without getting so involved that you forget to keep your campers safe. You'll need to keep an upbeat attitude, even with activities or individual campers you don't feel so enthusiastic about. The safety of our campers depends on your supervision and guidance.

**“Regressive pull.”** When you're around kids, the tendency is to act like a kid – just when you most need to act like an adult. You'll need to resist the temptation to act childishly and that takes serious self-control.

**“Envelope of Safety.”** You'll have to find the happy medium between being a friend to your campers and being the responsible adult who sets and enforces rules that keep your campers safe – emotionally and physically. This “envelope” is the area within clear boundaries that you set that allows for safe exploration and healthy risk-taking.

**Difficulties with campers.** As much fun as working with children can be, kids aren't perfect. Sometimes campers can be tough; they may be asserting their independence by disagreeing with you or expressing homesickness (even just for the day!) by complaining about seemingly everything. They will find many, many ways to try your patience and test their boundaries – calling each other names, talking when you've asked for quiet, getting angry when you ask them to move on from a favorite activity. We will prepare you with tools to handle these situations, but please keep in mind that this can be stressful for the unprepared.

## Other Challenges

Working at camp has to be something that you really want to do. Besides the challenges as a staff member, you may also face obstacles when deciding to *become* a staff member. The following items will give you an idea of what these obstacles could be and how to overcome them.

**Wages.** If your only wish this summer is to make money, don't work at camp – any camp! You will make much more at McDonald's! But if you're looking for other, deeper rewards, Adventureland could be the place for you.

**What will people say?** In a recent study of the benefits and hardships of a camp counseling experience by the Association of Independent Camps, some counselors complained that their parents or friends didn't understand why they wanted to spend a summer at camp. Maybe your parents think you should be doing an internship. Or perhaps your friends don't want you to work this summer. (Have them become counselors with you!) We would love to have you join us at Adventureland this summer; we know that you will have a great time. We also want to know that you've made this decision knowing you are ready for the challenges.

So why would you want to be a camp counselor after hearing about all these difficulties? Because you'll have the summer of a lifetime, that's why! Besides being a part of your campers'

accomplishments, spending the summer in the outdoors, and coming away with valuable work experience, there are many other benefits to working at Adventureland. As a staff member you deal face-to-face with our campers on a daily basis and are the role model they will look to. You'll build self-confidence as you work through the challenges of the summer. You'll learn how to solve a problem quickly without overreacting. You'll have a chance to be part of something bigger than any one individual: a community built on caring and belonging. Our comprehensive **pre-season and in-service training programs** will give you valuable resources and hands-on practice for many scenarios. These training sessions are led by our directors, who have many years experience in camp. The best memories of your life are made at camp. You'll make new friends and have the chance to really make a difference in kids' lives. As one counselor once said, "If you give [children] a half hour, they will remember you the rest of their lives." You'll be giving your campers much more than a half hour...and you'll receive tremendous rewards in return! After a summer with Adventureland Day Camp, you'll have life experience that's incredibly valuable no matter what road you choose in life. That's what we offer you. We know that our staff is the single most important aspect of our operation, and we will treat you with the **respect** and **appreciation** that you are due. You will be part of a team whose watchwords are **consideration** and **kindness**. Your directors are mature staff members; they have years of experience at Adventureland and will be glad to pass their **wisdom** along to you throughout the summer. They are there to provide you with the **support** and **encouragement** that you need to do the best job you can.

## Will this be as good for my resume as an internship at a big company?

Many people think you should only work at a camp if your plans are to become a teacher, social worker or want to work in the child-care industry. We're here to tell you that being a camp counselor prepares you for many work environments better even than an internship at a big company. You will learn the same important skills – problem solving, communication, and leadership – but within a supportive team that helps you get the most out of each day. Employers look for strengths like teamwork, tenacity, and loyalty. There's no better place to learn these skills than at camp. You will come out of the summer with strong organizational skills, experience talking to groups, and the ability to lead. You'll be able to mediate disputes, organize a team, and work well under pressure. Skills like these are exactly what potential employers – from banks to publishers to design firms – are looking for! Sure, potential employers value professional experience – the kind you would get from a traditional internship – but they also recognize the even more important life experience you get at camp: the teamwork, flexibility, and leadership you won't learn anywhere else. We work with experts who make sure to give you these tools at an advanced level.

### Top Ten Reasons Adventureland Day Camp Looks Great on Your Resume!

10. Problem solving skills...and we're not talking about calculus.
9. As you guide your campers to make good choices, you too will learn to reinvent yourself. You may be good at things you've never even dreamed of!
8. You'll have experience working with children —a plus for future teachers, coaches, and many other professions in the field of child development.
7. Professional staff training, and lots of it!
6. You've proven you can devote long hours and lots of energy to a rewarding job.
5. Personal growth, maturity, and self-respect...you'll build these things along with your campers.
4. Being part of a team that works toward a common vision: building stronger, more caring, more competent children. It's a real sense of community and importance greater than oneself!
3. You'll build public speaking skills, the better with which to speak at meetings and make presentations to clients.
2. You'll know how to set a goal and take steps to achieve it.
1. You will learn to lead!

## Counselor

### Qualifications:

- College experience
- Enthusiasm and ability to work well with children
- Team player - ability to work well with others and also pitch in when others may need help
- Ability to act as a role model for campers, to instill a positive self-image and connect them to the world
- Ability to accept and respond to supervision and guidance
- Willingness to assist in teaching activities
- Good moral character: motivated, responsible, flexible, trustworthy
- Sense of humor, selflessness, patience, and self-control
- CPR/First Aid/Lifeguard certifications preferred
- Non-smoker (smoking is not permitted on camp grounds)

\*\*\* Must have these 3 clearances: [Criminal History Record Information](#), [Child Abuse Clearance](#) and [Federal Criminal History Record Information](#)

### Immediate Supervisor/Responsible To:

- Directors

### General Responsibilities:

- Identify and meet camper needs
- Help campers leave their comfort zones and take healthy risks
- Participate in camp programs and activities
- Complete assigned administrative duties

### Specific Responsibilities:

- Maintain and improve the health, safety, and well-being of your group and other campers
- Help campers adjust to camp life and to each other; emphasize respect for self and others
- Assist campers in developing an appreciation of the natural world
- Earn respect from campers, staff, and co-workers such that you become a positive role model
- Follow and enforce all camp rules and policies
- Motivate campers to enthusiastically participate in all camp activities and events
- Assist with or lead programs within the camp
- Attend, assist with, and participate in all activities and programs designated by the Camp Directors. These activities may include, but are not limited to: clean-up, instructional and free swim, athletics, evening programs, special days and events.
- Remain with group at all times unless otherwise instructed
- Eat with group; supervise eating habits and behavior at meals
- Attend daily morning staff meetings and other staff meetings designated by Camp Directors
- Write introductory letters to campers or make introductory phone calls, as directed, at the beginning of each session and weekly updates throughout the summer
- Write final evaluation reports at the end of each session
- Supervise campers' hygiene habits
- Other duties as assigned at the discretion of the Camp Directors

### Essential Functions:

- Ability to effectively communicate with campers and other staff
  - Commitment to camper physical and emotional safety
  - Commitment to fellow staff members
  - Ability to train staff to assist in an activity and improve their skills in working with children
  - Visual and hearing ability to identify and respond to dangers or emergencies
  - Physical ability to respond to situations requiring first aid or other rapid attention
  - Physical strength, endurance, and patience to maintain constant supervision throughout camp
  - To help campers leave their comfort zones and take healthy risks while improving knowledge and skill
  - Provide a safe, successful, and fun experience to both campers and staff
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- Commitment to camper physical and emotional safety
  - Commitment to fellow staff members and ability to train staff to assist in the Activity Area
  - Visual and hearing ability to identify and respond to dangers or emergencies

## **Junior or Assistant Counselor**

If you are entering tenth, eleventh or twelfth grade next year, you would be a Junior Counselor. You need to be 16 years of age to work at Adventureland. If you just graduated or are 18 years old by June 1<sup>st</sup>, you would be an assistant counselor. These positions are very much like the Counselor description you see above, but your immediate supervisor would be the Senior Counselor rather than the Directors. The general responsibilities and essential functions are the same; the specific responsibilities are similar, but there is no direct interaction with parents.

\*\*\*If you are between the ages of 16 and 18 you will need your transferable working papers. You get these from the closest public high school to your house. It may not be the high school you attend. You get it from the guidance counselor. Working papers are required for all JR camp staff

\*\*\* Must have these 3 clearances: [Criminal History Record Information](#), [Child Abuse Clearance](#) and [Federal Criminal History Record Information](#)

## State of Pennsylvania Comprehensive Background Checks Updated 1/30/2015

As of December 31 2014, Pennsylvania [Act 153 of 2014](#) requires that new employees, volunteers, and those with expired clearances who have direct contact and care for children must obtain three clearances which are then valid for 3 years. They would need to be re-attained after 3 years. This law also applies to persons over the age of 14 working paid positions, revealing information if the minor had been convicted as an adult.

Beginning July 1, 2015, all persons who are, “responsible for the welfare of a child or having direct contact with children” are to complete the clearances below prior to the commencement of service. Clearances obtained before January 1, 2015 are not valid.

The required background checks include:

1. [Criminal History Record Information](#) obtained from the Pennsylvania State Police (\$ fee) <https://epatch.state.pa.us>
2. [Child Abuse Clearance](#) obtained through the Pennsylvania Department of Human Services certifying the applicant is not named in the statewide database “as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or indicated report” of child abuse.” (\$ fee) [www.compass.state.pa.us/cwis/Public/home](http://www.compass.state.pa.us/cwis/Public/home)
3. [3.Federal Criminal History Record Information](#) obtained by submitting a full set of fingerprints to Cogent Systems for submission to the Federal Bureau of Investigation. (\$ fee) [www.identogo.com/services/live-scan-fingerprinting](http://www.identogo.com/services/live-scan-fingerprinting) service code 1KG738. Complete directions on page 7

Volunteers are not required to complete the federal criminal history check (#3) if they have lived continuously in Pennsylvania over the previous 10 years and are working an unpaid position. However, they must swear or affirm in writing that they are not barred from volunteering due to a conviction or offense under [§6344\(c\)](#).

Unpaid volunteers committed to less than 30 days can provide clearances from their home state or county. Those volunteering longer than 30 days must obtain clearance through the state of Pennsylvania.

The law does not require employers to pay for their employee’s background check fees, and camps may front the costs for the background checks, and then deduct the fees from the employee’s pay if an agreement exists in writing as part of the employment contract.

All three background checks are initiated online by the employee. As the law stands now, an employee must complete new background checks for each new employer. Employees cannot use existing clearances to begin employment with a new employer, even though the certificates are valid for three years.

The law also extends beyond ACA accreditation standards which require an annual criminal background check for all seasonal camp staff (paid and/or volunteer) based on property and at least every five years for year-round staff (paid and/or volunteer) based on camp property. In addition to those checks, the new law would require a Child Abuse Clearance and Federal Criminal History Record obtained every three years.

# FBI Fingerprinting Directions

1. Go to the following website- <https://www.identogo.com/services/live-scan-fingerprinting>
2. Select Pennsylvania in the dropdown box
3. Click "GO"
4. Scroll to the bottom of the page. You will see 3 boxes. Click on the "Digital Fingerprinting" box
5. Enter the following service code 1KG738
6. Click "Go"
7. Click on "Schedule and Manage Appointment"
8. Complete the entire application
9. Click "Done" when finished
10. You will receive verification by email.
11. Send the verification that you have registered to:

adaycamp@aol.com.com

## A few things to know:

- a. The ID that you are registering with is the ID that you must bring to the print location.
- b. You must register using the exact name on your ID.
- c. You pay at the location.
- d. During registration you must choose a print location.

e. You can choose to walk-in or make an appointment.