

To: Potential Jockey Hollow Day Camp Staff

From: Rachel Jaffe, Outdoor Program Director

Thank you for your inquiry regarding staff positions at Jockey Hollow Day Camp. We look forward to the fast approaching summer camp season – one that promises to be filled with fun, adventure and learning experiences for our campers and staff too! Camp sessions begin July 1 (no camp on Thursday July 4 or Friday July 5) and run through August 16, 2019.

Complete the Application Form (see below) and either mail to the Randolph office or scan and email (must be signed with pen). Print three copies of the Reference Form and send a copy to each of the three references you indicated on your application. Return the completed Application Form as soon as possible and request that your references do the same.

All camp staff is required to attend Pre-Camp Orientation which will be held Tuesday, June 25, Wednesday, June 26, Thursday, June 27, and Friday, June 28, 2019 at Jockey Hollow Camp from 9:00 a.m. to 5:00 p.m.

I look forward to reviewing your application and discussing the opportunities available for you at Jockey Hollow Day Camp. In the meantime should you have any questions, do not hesitate to contact me at 973-248-8200 or email me at rjaffe@gsnnj.org.

Rachel Jaffe

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Outdoor Program Director

Jockey Hollow Day Camp Director

2019 STAFF APPLICATION (PLEASE TYPE OR PRINT CLEARLY WITH BLACK INK)

Last Name		First Name		Date of Application	
Permanent Address					
City		State		Zip	
Home Phone		Cell Phone			
Email Address		Present Occupation or Year in School			
Where did you learn about this camp position? (If a previous or current Jockey Hollow employee referred you, please state their first and last name)					
I am available to work all summer (6/25-8/16)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If not, what dates are you NOT available?		
I am a registered member of GSUSA for 2018-2019 year	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
In order to provide quality care and meet legal requirements for supervision of children, please indicate:			I will be <i>at least</i> 18 years old by 6/25/19 <input type="checkbox"/>	I will be <i>under</i> 18 years old by 6/25/19 <input type="checkbox"/>	

POSITION DESIRED (PLEASE INDICATE ANY POSITIONS THAT YOU WOULD LIKE TO BE CONSIDERED FOR)

Returning Staff New Applicant

<input type="checkbox"/> Assistant Director	<input type="checkbox"/> Unit Leader	Additional Positions - Extra Pay (18 yrs+)	
<input type="checkbox"/> Program Director	<input type="checkbox"/> Unit Counselor (18 yrs+)		<input type="checkbox"/> Bus Monitor
<input type="checkbox"/> Business Manager	<input type="checkbox"/> Assist. Counselor (17 yrs+ & Jr. Counselor)		<input type="checkbox"/> Bus Monitor Substitute
<input type="checkbox"/> Health Supervisor (RN, LPN)	<input type="checkbox"/> Jr. Counselor (16 yrs+ & CIT and CIT II certification)		<input type="checkbox"/> Overnight Counselor
<input type="checkbox"/> Asst. Health Supervisor (RN, LPN, EMT)	<input type="checkbox"/> Arts & Crafts Specialist		<input type="checkbox"/> Aftercare Counselor
<input type="checkbox"/> Pool Director (free certification provided)	<input type="checkbox"/> Challenge Course Specialist (free certification provided)		<input type="checkbox"/> Aftercare Substitute
<input type="checkbox"/> Kitchen Manager (free certification provided)	<input type="checkbox"/> Environmental Specialist		<input type="checkbox"/> CIT/CIT II Unit Leader
<input type="checkbox"/> Communications/Marketing Manager	<input type="checkbox"/> Archery & Games Specialist (free certification provided)		<input type="checkbox"/> Day & Away Counselor
<input type="checkbox"/> Trading Post Manager	<input type="checkbox"/> Lifeguard (17 yrs+, free certification provided)		
<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> Seasonal Maintenance		

EDUCATION

High School		From		To		Did you graduate	YES <input type="checkbox"/>	NO <input type="checkbox"/>
College		Address						
From		To		Degree or Field of Study				
College		Address						
From		To		Degree or Field of Study				

COURSES TAKEN IN TRAINING OR LEADERSHIP

Course Taken	Agency	Place	Dates

ADDITIONAL TRAININGS (LIST NAME OF COURSE AND MOST RECENT CERTIFICATION)

	Course	Certification Date		Course	Certification Date
Lifeguarding			First Aid		
Water Safety Instructor			CPR		
Water Safety/Lifeguard Instructor			Emergency Medical Technician		
Teacher/Coach			Registered Nurse		
Challenge Course Facilitator			Licensed Driver		
Archery Instructor					

TRANSPORTATION

I would prefer to ride the bus (Seats are not guaranteed. Campers get first priority to bus seat availability.)

I will drive my own vehicle

ACTIVITIES (FOR NEW APPLICANTS ONLY)

On a separate sheet of paper, briefly summarize community, school or other experiences that will enable you to carry out the responsibilities of the job you are seeking. Also list experience in working with children, the purpose of the experience, your role, the results. Note any Girl Scout experience as a girl member, leader, camp staff, etc. including completed Girl Scout Awards.

EMPLOYED EXPERIENCE (FOR NEW APPLICANTS ONLY – PLEASE LIST MOST RECENT FIRST)

Company		Dates Employed From		Supervisor's Name	
Address			Reason for Leaving		
Company		Dates Employed From		Supervisor's Name	
Address			Reason for Leaving		
Company		Dates Employed From		Supervisor's Name	
Address			Reason for Leaving		

EXPERIENCE AS A CAMP STAFF MEMBER (FOR NEW APPLICANTS ONLY)

Camp Name and Address	Position	Year	Sponsoring Organization	Supervisor's Name

REFERENCES (FOR NEW APPLICANTS ONLY)

List three persons NOT related to you who can judge your qualifications for this position. **Two need to be professional; the other can be character-based.** Send each person a Reference Form to complete and return to the Randolph Council Office.

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

SIGNATURE (MUST BE PEN SIGNATURE)

Do you know of any reason why you would not be able to perform the essential functions of the job position for which you are applying with or without reasonable accommodation?

YES NO If yes, what accommodations might be necessary?

I understand that completion of a health history form is a condition of employment. I certify that all information provided on this application is true and complete. I am aware that falsification or significant omissions of any information may be considered justification for dismissal if discovered at a later date. I hereby grant consent to the council to secure a criminal background check. (Note: refusal to grant permission voids this application.)

Signature		Date	
Parent/Guardian Signature (if applicant is under 18 yrs. old)		Date	

Please return by mail or scan/email this completed application to:
 Girl Scouts of Northern New Jersey
 Attn: Rachel Jaffe
 1579 Sussex Turnpike
 Randolph, NJ 07869
 Fax: 973-927-7683
 Email: rjaffe@gsnnj.org



GIRL SCOUTS OF NORTHERN NEW JERSEY
Jockey Hollow Day Camp
1579 Sussex Turnpike
Randolph, NJ 07869
973-248-8200

STAFF JOB DESCRIPTIONS 2019

ADMINISTRATION

Program Director: Create and implement program providing the development of progressive learning experiences for campers. Weekly program should incorporate badge work for all scout levels. Director needs to supervise program specialists, coordinate Friday Fest programs, special interest day activities and programs for overnights. Maintain Rainy Day Activity Kits for Units. Applicant should have a positive, contagious work ethic, enthusiastic, well organized and communicate well with campers and staff.

Health Supervisor: Responsible for providing medical treatment to campers and staff in cases of illness or accident and communicate with parents. Will supervise check in of campers and notify staff of any medical needs pertaining to their campers. Needs to keep and review medical records, call parents whose child is absent and camp wasn't notified, maintain and order medical equipment for entire camp and supervise sanitation & safety practices throughout camp. Applicant must be a licensed RN or LPN.

Assistant Health Supervisor: Assist Health Supervisor with providing medical treatment to campers and staff, checking in of campers on first day of camp, calling parents whose child is absent and camp was not notified, inventorying of medical supplies and other duties as assigned by the Health Supervisor. Applicant must be a licensed RN, LPN or EMT.

Business Manager: Responsible for all business aspects of the operation of camp, including finances and transportation. Will manage all monetary transactions and keep records and inventories. Will supervise bus monitors during morning and afternoon bus activities. Execute weekly bus evacuation drills. Must be well organized and competent in money management.

Pool Director: Coordinate all swimming activities at the pool, including lessons, training and supervising of pool staff and swim records. Maintain safe standards in swimming area at all times and administer routine lifeguard drills. Supervise care and maintenance of pool equipment. Coordinate and supervise swimming program for overnights and plan alternative activities for foul weather. Must display enthusiasm and promote high staff and camper morale. In accordance with ACA standards, applicant must be at least 21 years of age and be certified as an ARC Lifeguard and WSI.

Kitchen Manager: Responsible for purchase and distribution of all food and beverages for cookouts, overnight meals and daily snacks. Must monitor camper's specific allergy needs. Must maintain sanitization and supervise safety practices in kitchen area at all times. Must be certified in food protection. Applicant needs to be organized and friendly.

Communications/Marketing Manager: Responsible for helping us tell the stories of what happens at camp each day. Capture and edit high quality photos and create fun and engaging content for use in digital media channels including video and email. Looking for creativity to help identify the moments and experiences that will help highlight "a day in the life." This position will work in partnership with the communications department and will be asked to follow Girl Scout brand guidelines as directed by the GSNNJ communications team. Must own DSLR camera and equipment, video camera, laptop, editing software or other relevant equipment.

Trading Post Manager: Operate the camp store, including selling, maintain accurate accounting, monitoring inventory, ordering snacks, and packing overnight care packages. Work with Camp Marketing Director to feature items on social media. Assist in office as needed.

Administrative Assistant: Support operation of the camp through various administrative tasks including ordering supplies, answering parent calls, and copying/distributing unit paperwork. Responsible for updating unit changes and adding late add-ons to paperwork. Will assist Program Director with program needs. Will assist in the kitchen during times of high demand.

SPECIALISTS

Arts & Crafts: Create and implement creative arts and crafts activities and projects for the campers and supply ideas and activities for staff to administer in their units. Provide activities for overnights and special interest days. Maintain and order arts & crafts supplies. Applicant should be innovative, creative and enthusiastic.

Archery & Games: Teach archery skills to 2nd-9th grade campers. Create and implement creative group initiatives and other inspirational games for the campers. Supply ideas and activities for staff to administer in their units. Provide activities for overnights and special interest days. Maintain and oversee archery and sports equipment. Must be certified as a Basic Archery Instructor. Applicant should be innovative, creative and enthusiastic.

Challenge Course: Create and implement group initiative and challenge course activities. Maintain safe conditions and check course equipment daily. Provide alternative activities for rainy days. Train counselors in basic safety procedures while facilitating at course site. Provide activities for overnights and special interest days. Must be certified as a Challenge Course Facilitator. Applicant should be innovative, creative and enthusiastic.

Environmental Education: Create and implement creative nature and environmental activities. Supply ideas and activities for staff to administer in their units. Provide activities for overnights and special interest days. Maintain and oversee nature equipment. Applicant should be innovative, creative and enthusiastic.

COUNSELORS

Unit Leader: Supervise and provide a variety of activities for a unit of 10-20 girls in a safe and healthy environment. Create a fun environment that promotes friendships, girl planning, camping skills and an appreciation for the out-of-doors. Provide activities for rainy days. Supervise counselors and program aides in the unit. Responsible for all paperwork for the unit. Supervise girl planning and implementation of cookouts. Applicants must be at least 18 yrs. old, have previous camp counseling experience, be innovative, creative, enthusiastic and able to communicate well with other unit staff.

Unit Counselor: Assist unit leader in supervising and providing a variety of activities for the unit's campers. Ensure campers have fun, stay safe and develop appreciation for the out-of-doors. Assist with providing rainy day activities, serving as waterfront watcher and helping girls to plan, and implement cookouts. Applicants must be at least 18 years of age and should be innovative, creative and enthusiastic.

Assistant Counselor: Assist unit leader in supervising and providing a variety of activities for the unit's campers. Ensure campers have fun, stay safe and develop appreciation for the out-of-doors. Assist with providing rainy day activities, helping girls to plan, and implement cookouts. Applicant must have completed Counselor in Training, Counselor in Training II and Junior Counselor and be at least 17 years of age.

Junior Counselor: Assist in planning, teaching and coordinating of unit's activities. Perform duties as may be assigned by the Camp Director or the Unit Leader. Applicant must have completed Counselor in Training and Counselor in Training II and be at least 16 years of age.

OTHER STAFF

Lifeguard: Assist Pool Director in organizing and administering activities at the pool. Display patience and encouragement while teaching swimming lessons. Plan and execute alternative activities for foul weather and guard the pool during free swim. Monitor safe and healthy conditions at all times. Assist in pool maintenance. Keep swim lesson records. Must have current ARC Lifeguard certification (free certification provided). Applicant must be at least 17 years of age.

Seasonal Maintenance: Assist in maintaining facilities at camp, including moving supplies, maintaining equipment, collecting trash and cleaning facilities. Must be able to lift 75 pounds. Must use safe practices and be willing to learn new skills.

ADDITIONAL POSITIONS

Bus Monitor: Assist bus driver in supervising campers to assure safety and order at all times while traveling to and from camp. Duties include taking attendance, making sure campers disembark at proper drop off stops, instill bus safety rules and report any misbehavior to Business Manager. Assist in weekly evacuation drill. Job cannot be combined with overnight staff position unless coverage is approved by Director. Bus monitor must be at least 18 yrs. old, be certified in First Aid and CPR, and commit to all seven weeks of camp. (\$125 per week)

Overnight Staff: Assist and supervise campers with dinner and breakfast preparation and clean up. Supervise campers at evening program activities. Overnight Staff must be at least 18 yrs. old and be responsible for campers during overnight, making sure sleeping time is enforced. (\$75 per night)

After Camp Care Staff: Supervise and care for campers after camp (until 6:00pm). Plan and implement program to include games, quiet activities, arts & crafts and snacks. Responsible for all supplies needed, and safety and well being of campers until picked up by parents. Care staff must be at least 18 yrs. old and commit to all seven weeks of camp. (\$125 per week)

Day & Away Unit Leader/Counselor: Supervise and provide a variety of activities for a unit of 10-20 girls in a safe and healthy environment at Jockey Hollow the first week of a two-week session. Spend Sunday through Saturday of the second week of the session at Camp Hoover, (sleep over camp) supervising and providing activities with the same girls from your Jockey Hollow unit. Staff must be at least 18 yrs. old. (\$150 extra for the 2-week session)

CIT/CIT II Unit Leader: Create and submit to Outdoor Program Director a curriculum indicating skills being taught during first week of session and update and submit a manual for CIT/CITII programs before the start of the camp season. Unit Leader will help CITs accomplish skills such as teaching camping skills and appreciation of the out-of-doors that are age appropriate, and teaching songs, games, and arts & crafts to all age level campers. Mentor and observe the CITs during the second week when they are assigned to units. Meet regularly with them to evaluate their progress. Distribute evaluation forms to Unit Leaders to complete and return to CIT Unit leader for CITs in their unit. Review evaluations with CITs. Applicant must be a veteran JHDC staff member. (\$100 for 2-week session)



Girl Scouts of Northern New Jersey Council is seeking staff members for Jockey Hollow Day Camp who are mature, emotionally stable, in good health and who are trained and experienced in working with young girls. Each position requires that the applicant have a real love for the out-of-doors and is able to work well with children and adults. Your opinion of the applicant's skills and capabilities will help us to determine if she/he is well-suited for the position. All the information that you offer will be kept strictly confidential.

Applicant's Name: _____

Position Applied For: _____

1. How long, and in what capacity, have you known the applicant?

2. In your opinion, is the applicant physically able to handle active outdoor activities? Yes No

Comments:

3. Our camp serves girls ages 5 to 14. Please describe the applicant's strengths and weaknesses as they relate to working with children in a camp setting.

4. Please rate the applicant's capabilities (5 being the highest). If you have no knowledge of the applicant's abilities in a particular area, leave blank.

Table with 2 columns of traits and 5 rating options (1-5). Traits include: Accepts supervision & guidance, Adapts to different situations, Accepts responsibility, Gets along with adults, Gets along with children, Takes initiative, Decision making skills, Emotional stability, Tact, Maturity, Judgment, Dependability, Resourcefulness, Integrity, Teaching ability, Cheerfulness, Sense of humor, Personal appearance, Physical stamina, Health.

5. Would you want the applicant to be responsible for the welfare of your child? Yes No

Comments:

