



Girl Scouts of Northern New Jersey
Attn: Elena Morgan
1579 Sussex Turnpike
Randolph, NJ 07869
973-248-8200

Dear potential staff-

Thank you for your interest in joining the Lake Rickabear community!

I believe that the staff make up the foundation of a summer camp. I also believe that what distinguishes a good camp from a fantastic camp is the enthusiasm and dedication of the staff. As such, hiring a great team for this summer is a big priority for me. If you would like to be part of that team, I encourage you to submit an application.

A completed application includes**:

- staff application form (page 2-3 of this document)
- three completed reference forms (page 7-8 of this document)
- resume
- cover letter that describes your relevant experiences

**Returning staff only need to submit the staff application form (page 2-3 of this document)

All materials can be submitted to:

Girl Scouts of Northern New Jersey
Attn: Elena Morgan
1579 Sussex Turnpike
Randolph, NJ 07869
Fax: 973-927-7683
Email: emorgan@gsnnj.org (must be scan with signature)

The position begins Monday, June 24th and ends Friday, August 16th. Days off are granted on a first come, first served basis.

I look forward to reviewing your application and discussing the opportunities available for you at Lake Rickabear Day Camp. If you should have any questions in the meantime, please contact me at 973-248-8200 or emorgan@gsnnj.org.

I hope to hear from you soon!

Elena Morgan

Lake Rickabear Day Camp Director



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2019 LAKE RICKABEAR DAY CAMP STAFF APPLICATION

APPLICANT INFORMATION

Last Name		First Name		Date Of Application	
Permanent Address					
Email			Current occupation or year in school		
Cell Phone			Home phone		
Where did you learn about this position? (if staff, who?)			Dates available to work (camp runs 6/24-8/16)		
Have you ever worked for this company?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	If so, when and where?		

POSITION DESIRED

Indicate ANY positions that you would like to be considered for. Please see descriptions on page 4-5 of application. Unless otherwise indicated, all staff must be at least 18 years old.

Camp Administration	Waterfront Staff	Additional Positions (extra pay)	
<input type="checkbox"/> Assistant Director	<input type="checkbox"/> Waterfront Director (21+)	<input type="checkbox"/> Day and Away Counselor	
<input type="checkbox"/> Program Director	<input type="checkbox"/> Assistant Waterfront Director	<input type="checkbox"/> Lead AM Care Supervisor	
<input type="checkbox"/> Health Supervisor	<input type="checkbox"/> Lifeguard (free certification)	<input type="checkbox"/> Lead PM Care Supervisor	
<input type="checkbox"/> Business Manager	<input type="checkbox"/> Jr Lifeguard (free certification, 16+)	<input type="checkbox"/> AM Care Counselor	
<input type="checkbox"/> Kitchen Manager (free certification)	Activity Specialists	<input type="checkbox"/> PM Care Counselor	
<input type="checkbox"/> Office/Program Assistant	<input type="checkbox"/> Environmental Education Specialist	<input type="checkbox"/> Counselor in Training Leader	
<input type="checkbox"/> Communications/Marketing Manager	<input type="checkbox"/> Archery Specialist (free certification)	Bus Chaperone (extra pay)	
<input type="checkbox"/> Trading Post Manager	<input type="checkbox"/> Arts and Crafts Specialist	<input type="checkbox"/> Bus Chaperone: Select ALL buses you would like to be considered for below	
<input type="checkbox"/> Head Unit Leader	<input type="checkbox"/> Team Building Specialist (free certification)	<input type="checkbox"/> Substitute Bus Chaperone: Select ALL buses you would like to be considered for below	
Counseling Staff	<input type="checkbox"/> Seasonal Maintenance	<input type="checkbox"/> Bus A: Rutherford	<input type="checkbox"/> Bus B: Mahwah
<input type="checkbox"/> Unit Leader		<input type="checkbox"/> Bus C: Paramus	<input type="checkbox"/> Bus D: Hackensack
<input type="checkbox"/> Assistant Unit Leader		<input type="checkbox"/> Bus E: Sussex	<input type="checkbox"/> Bus F: Franklin Lakes
<input type="checkbox"/> Jr Counselor (16+, CIT 1 and 2 required)		<input type="checkbox"/> Bus G: Sparta	<input type="checkbox"/> Bus H: Park Ridge

EDUCATION

Name of School	Dates	Degree or Field Of Study

AGE VERIFICATION**In order to provide quality care and meet legal requirements for supervision of children, please indicate:**

- I will be under 18 years old during summer 2019
- I will turn 18 during summer 2019 (birthday June 24th -August 16th)
- I will be 18 or older during summer 2019

REFERENCES (NEW STAFF ONLY)

List three persons NOT related to you who can judge your qualifications for this position. Send each person a Reference Form to complete and return to the Camp Director at the address listed below.

Name	Email	Phone

PREVIOUS EMPLOYMENT (NEW STAFF ONLY)

Company 1		Position	
Address			
Phone		Period of employment	
Company 2		Position	
Address			
Phone		Period of employment	
Company 3		Position	
Address			
Phone		Period of employment	

DISCLAIMER AND 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?

- NO YES 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 (must be ink signature, not typed)		Date:	
Parent/Guardian Signature (If Applicant Is A Minor):		Date:	

Please return this completed application to:
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LAKE RICKABEAR DAY CAMP STAFF JOB DESCRIPTIONS 2019

All staff must be 18 years old unless otherwise indicated

CAMP ADMINISTRATION:

Assistant Camp Director: Work closely with the Camp Director to enrich the campers' and staff experiences by providing an organized cohesive day camp program that responds to the current youth issues and interests of Girl Scouts. Supervise program specialists and unit staff. Candidate is intrinsically motivated, has deep experience in youth programming, and is well versed across Girl Scouts and camp curriculum.

Program Director: Work closely with the Camp Director and Assistant Camp Director to create and implement program providing the development of progressive learning experiences for campers, including daily schedule, all-camp programs, overnights, and rainy day activities. Supervise program specialists and unit staff. Oversee, distribute, and organize all program supplies. Applicant should have a positive, contagious work ethic, be creative and well organized, and be able to communicate well with campers, staff, and parents.

Health Supervisor: Provide health care to campers and staff. Organize and maintain medical supplies throughout the camp property. Maintain accurate and detailed medical records. Notify parents and/or staff of relevant camper medical information. Will monitor sanitation and safety practices throughout camp. Applicant should be a licensed RN (preferably School RN).

Business Manager: Responsible for all business aspects of the operation of camp. Will purchase all supplies needed for camp. Will manage all monetary transactions and keep records and inventories. Must be well organized and competent in money management.

Kitchen Manager: Work closely with Business Manager and Camp Director to implement the purchase, preparation, and distribution of all food and beverages for lunch, cookouts, overnight meals, daily snacks, and water supply. Must maintain proper sanitization and practice safe food handling. Food safety certification is provided.

Office/Program Assistant: Support operation of the camp through various administrative tasks including distributing camper t-shirts, taking unit photos, answering parent calls, and copying/distributing unit paperwork. Responsible for all aspects of camper attendance, including oversight of bus changes, early pickups, absences, unit changes, and late add-ons. Will assist Program Director with program needs. Will assist in the kitchen during times of high demand.

Communication/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.

Head Unit Leader: Supervise all Unit Leaders and Assistant Unit Leaders within one age group. Work with camp administrative staff to create and implement age-appropriate programming, including overseeing all Girl Scout badge work.

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

COUNSELING STAFF:

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-centered planning, camping skills, and an appreciation for the outdoors. Responsible for all unit paperwork. Applicant must be patient, energetic, enthusiastic, and be able to communicate well with other unit staff.

Assistant Unit Leader: Ensure campers have a fun and safe summer camp experience. Serve as primary caregiver and positive role model for campers. Assist Unit Leaders, activity specialists, and waterfront staff by supervising campers and leading activities. Applicants must be patient, energetic, and enthusiastic.

Junior Counselor: Ensure campers have a fun and safe summer camp experience. Serve as primary caregiver and positive role model for campers. Assist unit staff, activity specialists, and waterfront staff by supervising campers and leading activities. Applicants must be patient, energetic, and enthusiastic. Applicant must be at least 16 years old AND have completed Counselor in Training and Counselor in Training II.

WATERFRONT STAFF:

Waterfront Director: Coordinate all swimming activities, including lessons, training and supervising of waterfront staff and swim records. Maintain safe standards in swimming area at all times and administer routine lifeguard drills. 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.

Assistant Waterfront Director: Assist Waterfront Director in coordination of all swimming activities, 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. Coordinate and supervise swimming program for overnights and plan alternative activities for foul weather. Must display enthusiasm and promote high staff and camper morale.

Lifeguard: Supervise and guard waterfront activities to ensure safe and healthy conditions at all times. Facilitate swimming lessons, waterfront-based games and activities, and rainy-day activities. Must be currently certified in *Waterfront* Lifeguard, First Aid, CPR and AED certification and be able to pass the Lake Rickabear skill test. Staff member must be fit enough to carry out lost swimmer drills, weekly lap and in-service requirements. Waterfront Lifeguard course or recertification course is provided free of charge.

Junior Lifeguard: Supervise and guard waterfront activities to ensure safe and healthy conditions at all times. Facilitate swimming lessons, waterfront-based games and activities, and rainy-day activities. Must be currently certified in *Waterfront* Lifeguard, First Aid, CPR and AED certification and be able to pass the Lake Rickabear skill test. Staff member must be fit enough to carry out lost swimmer drills, weekly lap and in-service requirements. Waterfront Lifeguard course or recertification course is provided free of charge. Applicant must be at least 16 years old.

ACTIVITY SPECIALISTS:

Environmental Education Specialist: Generate interest in the outdoors among campers by developing and delivering an age-appropriate nature program. Examples of topics within the nature program might include nature exploration, astronomy, water studies, outdoor cooking, hiking, orienteering, and fire building. Applicants should have a love of the outdoors, knowledge of natural history, and experience teaching children about nature.

Archery Specialist: Develop and deliver a creative, age-appropriate, and safe archery program for campers. Applicant must have a thorough knowledge of archery instruction and be minimally certified as a Basic Archery Instructor. Free certification is provided.

Arts & Crafts Specialist: Develop and deliver arts and crafts activities and projects for campers that are age-appropriate, and creative. Maintain and coordinate the ordering of arts and crafts supplies. Applicant should be innovative, enthusiastic, and have experience teaching arts and crafts to children.

Team Building Specialist: Develop and deliver fun activities that encourage communication, leadership, goal setting, and problem solving skills in campers. Activities will include group initiatives, low ropes course challenges, and a zip line. Maintain safe conditions at ropes course by inspecting equipment, enforcing rules, and training counselors in safety procedures. Applicant must be certified as a Challenge Course Facilitator. Free training is provided.

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

ADDITIONAL POSITIONS (to be combined with above positions)

Day & Away Counselor: Supervise and provide a variety of activities for a unit of 10-20 girls in a safe and healthy environment at Lake Rickabear the first week of a two-week session. Spend Sunday through Saturday of the second week of the session at Camp Lou Henry Hoover, (resident camp in Middletown, NJ, Sussex County), supervising and providing activities with the same girls from your Lake Rickabear unit. (\$150 extra for 2-week session)

Lead AM Care Supervisor: To oversee the morning AM Care. Respond to phone calls beginning at 7am. (\$150 per week)

Lead PM Care Supervisor: To oversee the afternoon PM Care. Respond to phone calls until each bus has called in the "All Clear" starting at 4pm until approximately 6pm. (\$150 per week)

AM Care Counselor: Supervise and care for campers prior to camp opening from 7 am to 9am, including planning and implementing games, quiet play, and other activities. Punctuality is extremely important for this position. (\$100 per week)

PM Care Counselor: Supervise and care for campers prior to camp opening from 4 pm to 6 pm, including planning and implementing games, quiet play, and other activities. Staff member must enforce a strict pick up protocol. (\$100 per week)

Counselor in Training Leader: Oversee unit of CIT campers, including following curriculum, making schedule, and facilitating workshops and activities. Provide feedback on counseling skills and growth. Oversee additional volunteer weeks, including obtaining permission slips, making schedule, and checking attendance. (\$100 extra per 2-week session)

Bus Chaperone/Substitute Bus Chaperone: Supervise campers to assure safety and order at all times while traveling to and from camp. Specific duties include taking attendance, preventing and reporting misbehavior, conducting weekly evacuation drills, and enforcing a strict pick-up and drop-off protocol. Must secure own parking or transportation at first bus stop of the route. In the event the Bus Chaperone is unable to ride the bus, a Substitute Bus Chaperone must be contacted and the Camp Director must be notified in advance. (\$125 per week)

REQUEST FOR REFERENCE FOR SEASONAL EMPLOYMENT

This form should be sent to three people not related to you who can judge your qualifications for this position.

Dear Reference Provider:

Girl Scouts of Northern New Jersey is seeking staff members for Lake Rickabear Day Camp who are mature, patient, energetic, enthusiastic, and experienced in working with young girls. 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. Thank you for your assistance.

Applicant's Name: _____

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

Describe the applicant's gifts and strong points.

What have you seen as the applicant's weaker points?

Would you want this person to be responsible for the welfare of your child? Yes No

Please explain: _____

Please check the appropriate box. If you have not witnessed a characteristic, check "Unknown" box.

	Unknown	Poor	Below Average	Average	Above Average	Superior
Enthusiasm						
Attendance/punctuality						
Dependability						
Energy level						
Works well under stress						
Works well as part of a team						
Works well in the outdoors						
Works well with children						
Patience						
Sense of humor						
Maturity						
Communicates effectively						
Accepts suggestions and criticism						

Additional comments:

Name: _____

Organization: _____

Position or Relationship to Applicant: _____

Signature (in ink, required): _____

Phone: _____ Date: _____

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