Thank you for your interest in Camp Terrier 2020! We are really excited to begin the process of accepting applications for our summer staff and can’t wait to start planning an exciting summer. Camp is a fun and busy time here at FitRec. As counselors, we work with children and teens ages 5-15 and spend the summer teaching them how to swim, sail, rock climb, dance and play court sports. Working at camp is a rewarding experience where you can get to know children and make an impact on their summer adventures. Camp runs from 8:30am-5:30pm, Monday through Friday throughout 10 weeks of the summer.

All staff will be required to pass a CORI background check before working at camp. We will also need a copy of your most recent physical, (within the last 18 months) as well as your immunization records.

Attached you will find several documents that are required to complete your application, even if you have worked in previous years.

Once everything is complete, please submit your application to:

Barbara Green-Glaz
Manager of Family Programming & Minors Program Coordinator
Boston University Fitness and Recreation Center
Department of Physical Education, Recreation and Dance
915 Commonwealth Ave.
Boston, MA 02215
Office: 617-353-0686
Fax: 617-353-5147
Email: bsgregl@bu.edu

Thank You!

Staff Paperwork Checklist:

- CORI
- Physical
- Immunization Records
- Application
- First Aid
- CPR
- Resume
- 3 References
- Work History
EMPLOYEE APPLICATION

Applicant Name ________________________________________________________________

Phone number ______________________ Email ____________________________________________

Maximum number of hours per week you are able to work: __________________

Do you work anywhere else at BU? _____________________, if yes, how many hours per week __________

BU ID#: _____________________

Type of Employment: (Circle one) Work Study    Student Employment    Non-Student

Referred by: __________________________________________

Current certifications and expiration dates:

☐  First Aid ______________
☐  Infant, Child and Adult CPR/AED ______________________

Please attach a copy of your certifications to this application. CPR/AED and First Aid certifications are required prior to the first day of camp.

Summer Camp Weeks and Sessions:

☐  Staff Training Week: June 8th – June 12th
☐  Session 1: June 15th – June 19th
☐  Session 2: June 22nd – June 26th
☐  Session 3: June 29th – July 2nd (no camp on Friday, July 3rd)
☐  Session 4: July 6th – July 10th
☐  Session 5: July 13th – July 17th

☐  Session 6: July 20th – July 24th
☐  Session 7: July 27th – July 31st
☐  Session 8: August 3rd – August 7th
☐  Session 9: August 10th – August 14th
☐  Session 10: August 17th-August 21st
**WORK HISTORY FORM**

Applicant Name: ________________________________________________________________

Please list your employers from the last five years in descending order, **starting from the most recent.**

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Complete Address</th>
<th>Phone Number (w/Area Code)</th>
<th>Contact Person</th>
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*For Office Use Only*

Reference Checked

By: __________

Date: __________
WORK HISTORY FORM (CONTINUED)

Employer Name: ____________________________________________
Complete Address: ____________________________________________
Phone Number (w/Area Code): ________________________________
Contact Person: _____________________________________________

Employer Name: ____________________________________________
Complete Address: ____________________________________________
Phone Number (w/Area Code): ________________________________
Contact Person: _____________________________________________

Employer Name: ____________________________________________
Complete Address: ____________________________________________
Phone Number (w/Area Code): ________________________________
Contact Person: _____________________________________________

Employer Name: ____________________________________________
Complete Address: ____________________________________________
Phone Number (w/Area Code): ________________________________
Contact Person: _____________________________________________
EMPLOYEE QUESTIONNAIRE

In the space provided, please answer all questions.

1. What characteristics do you possess which would make you a good counselor?

2. Why do you want to work for Camp Terrier?

3. Describe your leadership background including your own personal philosophy of leadership.

4. Give your definition of teamwork. Describe why this concept is important in the framework of a summer camp.

5. What are some of the benefits that summer camp can/should add to a camper's life?

6. Do you have any other commitments between 8:00am-6:00pm from June 8th through August 21st? If yes, please list them here.
REFERENCE FORM

Write in the name, address, and phone number of a person who has observed you in a work situation or can give a personal character reference. Please note: References will not be accepted from family members, roommates or significant partners. It must be a professional reference. Your reference should fill in the form and return it to the contact listed below.

NAME OF REFERRAL  ______________________________________________

ADDRESS (City, State) ______________________________________________

PHONE (Include Area Code) _________________________________________

________________________________

__________________________________ (Applicant name) has applied to work for Boston University’s Camp Terrier and has given us your name as a reference. Briefly answer the questions below and return this form to: Barbara Green-Glaz, Boston University, Dept. of P.E.R.D., 915 Commonwealth Avenue, Boston, MA 02215. You can also fax the completed form to: 617-353-5147 or email to: bsgregl@bu.edu. Thank you for taking the time to complete this form.

1. How would you rate the reliability and responsibility of this person?

2. How would you describe this person’s character? Give an example if applicable.

3. Why would you recommend this person for the job?

Please provide any further comments on the back of this page.

Signature: __________________________________________________________   Date: ____________________
REFERENCE FORM

Write in the name, address, and phone number of a person who has observed you in a work situation or can give a personal character reference. Please note: References will not be accepted from family members, roommates or significant partners. It must be a professional reference. Your reference should fill in the form and return it to the contact listed below.

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5. How would you describe this person’s character? Give an example if applicable.

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Signature: __________________________________ Date: _________________
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7. How would you rate the reliability and responsibility of this person?

8. How would you describe this person’s character? Give an example if applicable.

9. Why would you recommend this person for the job?

Please provide any further comments on the back of this page.

Signature: _________________________________________________________ Date: ____________________
JOB DESCRIPTION – COUNSELOR

Supervisor: Camp Assistant Directors, Camp Director, Camp Executive Director
- Starting Pay: $15/hr

Qualifications:
- At least 18 years of age with previous experience working at a camp or in a childcare setting.
- Hold current certifications in Adult & Child CPR/AED and First Aid (prior to first day of camp).
- Available 8:00 AM - 6:00 PM, Monday - Friday from June 8 through August 21 (Full and part-time positions available).
- Ability to assist with daily schedule of Camp Terrier program activities special events.
- Ability to be flexible to changing situations, operation or children’s needs.
- Ability to teach and lead various recreational activities.
- Excellent character, integrity and adaptability.
- Ability to communicate and work with a variety of age and skill levels.
- Desire and ability to work in a cooperative, team-oriented atmosphere.
- Enthusiasm, sense of humor, patience and self-control.

General Duties:
- Assist the Assistant Directors in all aspects of programming. Communicate regularly regarding concerns, updates, challenges and successes.
- Lead camp programs and activities for an assigned group of campers.
- Stress the importance of good sportsmanship, manners and trust amongst everyone at camp.
- Ensure maximum participation from campers and provide opportunities so that each individual experiences success while at camp.
- Set a good example for campers in all areas, including cleanliness, punctuality, clean-up chores, rules, sportsmanship and safety.
- Make sure all equipment and supplies are ready and set-up for activities in advance and that it is properly cleaned up and stored at the conclusion of the activity or day.
- Perform other duties as assigned by Camp Senior Staff.

Specific Duties:
- Become familiar with camp medical forms and injury reports to be prepared in case of emergency.
- Ensure campers’ safety as they switch from activity to activity.
- Supervise special events.
- Prepare for and actively participate in staff training.
JOB DESCRIPTION – ASSISTANT DIRECTOR

Supervisor: Camp Director, Executive Camp Director
- Starting Pay: $18/hr

Qualifications:
- Two or more years’ experience working at a camp, educational setting or equivalent.
- Hold current certifications in Adult & Child CPR/AED and First Aid (prior to first day of camp).
- Available 8:00 AM - 6:00 PM, Monday - Friday starting from June 3 through August 21.
- Ability to oversee daily schedule of Camp Terrier program activities and special events.
- Ability to be flexible to changing situations and camp operational needs.
- Ability to respond appropriately and professionally to campers’ needs.
- Ability to teach and lead campers and staff in various recreational activities.
- Excellent character, integrity and adaptability.
- Ability to communicate and work with a variety of age and skill levels.
- Desire and ability to work in a cooperative, team-oriented atmosphere.
- Enthusiasm, sense of humor, patience and self-control.

General Duties:
- Assist the Camp Director in all aspects of programming. Meet/communicate regularly regarding concerns, updates, challenges and successes.
- Act as lead counselor for camp programs and activities with an assigned group of campers. Monitor daily attendance and be aware of any late arrivals and/or early pick-ups during the day.
- Coordinate daily breaks for counselors while still ensuring a proper counselor-to-camper ratio.
- Stress the importance of good sportsmanship, manners and trust amongst everyone at camp.
- Ensure maximum participation from campers and counselors and provide opportunities so that each individual experiences success while at camp.
- Set a good example for campers and counselors in all areas, including cleanliness, punctuality, clean-up chores, rules, sportsmanship and safety.
- Make sure all equipment and supplies are ready and set-up for activities in advance and that it is properly cleaned up and stored at the conclusion of the activity or day.
- Perform other duties as assigned by Camp Senior Staff.

Specific Duties:
- Become familiar with camp medical forms and injury reports to be prepared in case of emergency.
- Submit camp log and all required paperwork at end of day to Camp Director.
- Oversee and ensure campers’ safety as they switch from activity to activity.
- Supervise special events.
- Work with Camp Director to plan alternate activities in the event of an unexpected cancellation.
- Prepare for and actively participate in staff training and weekly meetings.
Supervisor: Executive Camp Director
- Starting Pay: $20/hr

Qualifications:
- Three or more years’ experience working at a camp, educational setting or equivalent.
- Must be at least 21 years of age.
- Hold current certifications in Adult & Child CPR/AED and First Aid (prior to first day of camp).
- Ability to oversee daily schedule of Camp Terrier program activities and special events.
- Available 8:00 AM - 6:00 PM, Monday - Friday starting from June 3 through August 21.
- Ability to be flexible to changing situations and operational needs.
- Ability to teach and lead staff and campers and to respond appropriately and professionally to situations as they occur.
- Excellent character, integrity and adaptability.
- Ability to communicate and work with a variety of age and skill levels.
- Desire and ability to work in a cooperative, team-oriented atmosphere.
- Enthusiasm, sense of humor, patience and self-control.

General Duties:
- Oversee the Assistant Directors in all aspects of camp programming.
- Meet/communicate regularly with Camp Staff regarding concerns, updates, challenges and successes.
- Monitor daily camper and staff attendance and be aware of any late arrivals and/or early pick-ups during the day.
- Oversee the coordination of daily breaks as assigned by the Assistant Directors ensuring a proper counselor-to-camper ratio.
- Stress the importance of good sportsmanship, manners and trust amongst everyone at camp.
- Ensure that all Assistant Directors are seeking maximum participation from staff and campers and provide opportunities so that each individual experiences success while at camp.
- Reinforce expectations for all staff and campers in all areas, including, but not limited to, cleanliness, punctuality, clean-up, rules, sportsmanship and safety.

Specific Duties:
- Meet weekly with Executive Camp Director and Senior Camp Staff.
- Communicate daily with parents/guardians regarding camper issues as well as progress.
- Oversee camp programming daily within area purview, (Sports & Recreation or Arts & Recreation)
- Collect daily logs from Assistant Directors at the conclusion of each camp day and keep in order as part of camp licensing and reporting requirements.
- Prepare for and actively participating in staff training and weekly meetings.
- Oversee and help plan weekly special events and activities related to camp themes.
- Assist and evaluate camp staff and program objectives.
- Recommend suggestions for better camp experiences and ensure that camp policies and procedures are enforced at all times.