



CAMP HO MITA KODA 2009 STAFF APPLICATION



Please complete this application in its entirety. Completed applications should be returned with copies of certifications (if required) and two completed reference forms to: Camp Manager, 3601 S. Green Rd., Suite 100, Cleveland, OH 44122. Applications without reference letters and/or copies of certifications will be considered incomplete and will not be processed. Early application is recommended; positions will remain open until filled. Please direct questions to the Camp Manager at 216-591-0800.

I. APPLICANT INFORMATION

Name: _____

Social Security# _____ - _____ - _____ E-Mail: _____@_____

Birth date (optional) ____/____/____ Will you be at least 18 years by June 1, 2009?: Yes No

Permanent Address _____

City _____ State _____ Zip _____

Home Phone (including area code):(_____) _____ Cell phone (including area code): (_____) _____

College/Temporary Address _____

City _____ State _____ Zip _____

Please send all future written correspondence to my: Permanent Address College/Temporary Address

EDUCATION

Mark highest level completed: Some HS HS GED or diploma Associate Bachelor Master Doctoral

Current Class Standing (2008-09 school year) : Freshman Sophomore Junior Senior Not applicable

High School _____ City _____ State _____ Year of High School Graduation _____

College _____ City _____ State _____ Years attended _____

Date of College Graduation: _____ **or** Expected Date of Graduation if currently enrolled _____

Major(s) _____ Minor(s) _____

Degree(s) / Certifications Received _____

Please describe any professional teaching experience, program leadership experience, and any current certifications that you hold.

WORK EXPERIENCE Start with most recent. Include both paid and volunteer positions.

1. Company Name _____ Dates of Employment _____
Company Address _____ City _____ State _____ Zip _____
Job Title _____ Duties and accomplishments: _____

2. Company Name _____ Dates of Employment _____
Company Address _____ City _____ State _____ Zip _____
Job Title _____ Duties and accomplishments: _____

3. Company Name _____ Dates of Employment _____
Company Address _____ City _____ State _____ Zip _____
Job Title _____ Duties and accomplishments: _____

II. STAFF POSITIONS Complete position descriptions can be found online at www.camphomitakoda.com. Applicants must meet the age requirement before staff orientation and training begins on June 13, 2009. Most positions require on-site availability for the entire length of camp. Time off will not be permitted for summer courses or other employment. Please check the position(s) you are applying for:

Administrative

- Head Counselor:** Must be at least 21 years of age and a high school graduate. Prior camp experience required. Prefer applicant with previous program development and staff management experience.
- Waterfront Manager:** Must be at least 21 years of age, hold Current Life Guarding certification and Current Water Safety Instructor certification. Prefer applicant with boating experience and pool operation experience.
- Boating Program Coordinator:** Must be at least 18 years of age and a high school graduate, First Aid/CPR and life guard training certification current through August 2009, Instructor rating in at least one area (canoeing, sailing, rowing, kayaking) or documentation of experience indicating knowledge and skill.

Medical (all positions require current CPR certification)

- Camp Nurse Manager:** Must be at least 21 years of age, have current RN licensure in the state of Ohio and at least two years of nursing experience. Certified Diabetes Educator preferred but not required.
- Camp Nurse:** Must be at least 21 years of age and have current RN or LPN licensure in the state of Ohio.
- Dispensary Staff:** Must be at least 18 years of age, completed at least two years of college, and have supervised clinical experience through an accredited nursing, dietetic, pharmacy, or medical school program. Graduate nurses are eligible to apply for this position. If current student, please list location of supervised clinical experience and supervisor's name or name of program _____
- Medical Volunteer:** Must be at least 21 years of age and have current RD, RN, LPN, MD, or DO licensure in the state of Ohio. (*unpaid position*)

Counseling Staff

- Counselor:** Must be at least 18 years of age and a high school graduate.
- Program Specialist:** Must be at least 18 years of age and a high school graduate.
- Lifeguard:** Must be at least 18 years of age and a high school graduate. First Aid/CPR and life guard training certifications must remain current through August 2009.
- Staff in Training I:** Must be at least 16 years of age by June 13, 2009. (*Unpaid Position*)
 - I am applying for a Staff in Training I position and am a certified lifeguard
- Staff in Training II:** Must be at least 17 years of age by June 13, 2009. (*Unpaid Position*)
 - I am applying for a Staff in Training II position and am a certified lifeguard

Facilities

- Camp Custodian:** Must be at least 18 years of age. Prior custodial experience preferred.

Kitchen

- Head Cook:** Must be at least 21 years of age and have prior kitchen management experience.
- Cook:** Must be at least 18 years of age and have prior experience cooking for large groups.
- Kitchen Assistant:** Must be at least 16 years of age. Prior kitchen experience preferred.

III. PERSONAL ESSAY Please describe the skills and experience you offer to Camp Ho Mita Koda. Attach your typed responses to the following questions to your application.

1. Do you have any special background in Type 1 Diabetes? (all applicants)
2. Describe your clinical background and experiences thus far. (Medical/Dispensary Applicants only)

IV. PROGRAM & ACTIVITY LEADERSHIP (This section does not apply to medical or kitchen positions)

Program Specialists, Lifeguards and Counselors will have leadership responsibilities for scheduled camp activities. To help us match your interests and qualifications with our activity needs, please complete the following section. Please indicate the activity(s) you feel you are qualified to plan and serve as a lead instructor with an **L**. Mark activities that you hold current certification in with a **C**. Mark activities you can assist with with an **A**. * indicates activities one must be 18 years of age to teach.

Sports	Arts & Crafts	Outdoor Skills and Nature	Drama, Dance and Music	Waterfront (certified lifeguards only)	Other
<input type="checkbox"/> Archery*	<input type="checkbox"/> Jewelry	<input type="checkbox"/> Hiking	<input type="checkbox"/> Acting class	<input type="checkbox"/> Swimming Lessons	<input type="checkbox"/> Indian Lore
<input type="checkbox"/> Challenge Course & Climbing Wall*	<input type="checkbox"/> Origami	<input type="checkbox"/> Overnight Camping	<input type="checkbox"/> Improv	<input type="checkbox"/> Water Aerobics	<input type="checkbox"/> Foreign Language (specify)
<input type="checkbox"/> Self-defense	<input type="checkbox"/> Ceramics	<input type="checkbox"/> Maps & Compass	<input type="checkbox"/> Piano	<input type="checkbox"/> Synchronized swimming	<input type="checkbox"/> Camp Newspaper
<input type="checkbox"/> Yoga	<input type="checkbox"/> Painting	<input type="checkbox"/> Knots	<input type="checkbox"/> Costuming	<input type="checkbox"/> Sailing	<input type="checkbox"/> Cooking
<input type="checkbox"/> Tai Chi	<input type="checkbox"/> Drawing	<input type="checkbox"/> Fishing	<input type="checkbox"/> Singing	<input type="checkbox"/> Canoeing	<input type="checkbox"/> Evening Programs
<input type="checkbox"/> Pilates	<input type="checkbox"/> Cartooning	<input type="checkbox"/> Nature appreciation	<input type="checkbox"/> Play directing	<input type="checkbox"/> Rowing	<input type="checkbox"/> Photography
<input type="checkbox"/> Basketball	<input type="checkbox"/> Nature Crafts	<input type="checkbox"/> Astronomy	<input type="checkbox"/> Song leading	<input type="checkbox"/> Water Safety	<input type="checkbox"/> Office Skills
<input type="checkbox"/> Floor Hockey	<input type="checkbox"/> Papier-mâché	<input type="checkbox"/> Geology	<input type="checkbox"/> Instrument (specify)	<input type="checkbox"/> Kayaking	<input type="checkbox"/> Typing
<input type="checkbox"/> Ping pong	<input type="checkbox"/> Wool/Felt	<input type="checkbox"/> Pioneering	<input type="checkbox"/> Dance (specify classical, popular, folk, line, etc).	<input type="checkbox"/> *Life Saving	<input type="checkbox"/> Bookkeeping
<input type="checkbox"/> Tennis	<input type="checkbox"/> Woodwork	<input type="checkbox"/> Campfire		<input type="checkbox"/> *CPR	<input type="checkbox"/> Microsoft Word
<input type="checkbox"/> Group Games	<input type="checkbox"/> Carving	<input type="checkbox"/> Outdoor Cooking		<input type="checkbox"/> *First Aid	<input type="checkbox"/> Internet
<input type="checkbox"/> Golf	<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Gardening		<input type="checkbox"/> Fishing	<input type="checkbox"/> Excel
<input type="checkbox"/> Softball		<input type="checkbox"/> Other (specify)		<input type="checkbox"/> Other (specify)	
<input type="checkbox"/> Lacrosse				<input type="checkbox"/> Water Sports (specify)	
<input type="checkbox"/> Aerobics & Dance					
<input type="checkbox"/> Soccer					
<input type="checkbox"/> Flag football					
<input type="checkbox"/> Field games					
<input type="checkbox"/> Volleyball					

V.LIFEGUARDS ONLY (please attach copies of certifications to your application)

- 1. Do you have a life guarding certification that is current through August 2009? YES NO
- 2. Do you have a CPR certification that is current through August 2009? YES NO
- 3. Do you have a Small Craft Safety certification that is current through August 2009? YES NO
- 4. Do you have a Water Safety Instructor (WSI) certification that is current through August 2009? YES NO
- 5. Do you have any boating instructor certifications that are current through August 2009? YES NO

Please list _____

- 6. Do you have a pool operator's certification or related training? YES NO

Please describe _____

- 7. Do you have any previous waterfront management experience, including small crafts? YES NO

Please describe _____

- 8. If any certification(s) expire before August 2009, when will it be renewed? _____

VI. PROFESSIONAL REFERENCES

Applicants must submit two Camp HMK reference forms in signed, sealed envelopes with their application. Reference forms can be downloaded from the camp website: <http://www.camphomitakoda.com>. Applications will not be considered until references have been received. (If you were a paid employee during Type 1 residence camp in 2008, you do **not** need to complete this section).

VI.DISCLAIMER STATEMENT I assert that I have never been convicted of any crime or misdemeanor involving inappropriate conduct with children, the use or sale of controlled substances, and have never been convicted of any crime other than minor traffic violations.

I understand that working with children is a significant part of working at Camp Ho Mita Koda and that a criminal background check and a check of the National Sex Offender Public Registry will be required if I am offered a position.

Camp Ho Mita Koda is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, age, gender, national origin, or non- disqualifying disability. Equal access to programs, services, and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify the Camp's Executive Director.

I verify that the information provided above and in my application materials is complete, true, and accurate. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or firing me after I begin work.

_____ (your signature) ____/____/_____(date)

Please mail completed application, copies of certifications, and two professional references to:

Camp Ho Mita Koda
c/o Camp and Youth Program Manager
3601 South Green Rd, #100, Cleveland, Ohio 44122
Phone: (216) 591-0800