

Oswegatchie Educational Center

2010 Summer Employment Application

www.oswegatchie.org

In order to safeguard the well-being of youth served, the Oswegatchie Educational Center will investigate the accuracy of data provided in the application process for all applicants before appointment to the camp staff can be made. This investigation may include, but is not limited to, reference checks with past employers, the military, educational institutions, volunteer organizations, civic groups, and law enforcement agencies. All employees will be checked with the NYS Dept. of Social Services Sexual Offender Registry.

Name: _____ Date of Birth: _____ Home Phone: _____

Home Address: _____
(Street) (City) (State) (Zip)

Other Address: _____
(Street) (City) (State) (Zip)

Other Phones: _____ E-Mail: _____

How did you learn of this work opportunity? _____

Part I- Position and Related Experience

Check all Positions You Are Applying For:

- ___ Counselor / Instructor
- ___ Counselor / Lifeguard
- ___ Leadership Trainer Coordinator
- ___ Environmental Educator
- ___ Food Service Assistant
- ___ Maintenance Worker
- ___ Forestry Worker
- ___ Office Assistant
- ___ Dishwasher
- ___ Equine Director (21 or older)
- ___ Ropes Course Director (21 or older)
- ___ Water Safety Instructor (21 or older)
- ___ Health Director (21 or older)
- ___ Food Service Director (21 or older)

Do you have a presence on "myspace", "facebook", or another social networking site? If Yes, what is the address?

Do you possess any **Useful Certifications** for Summer Camp? Photocopy any Certification Cards and add them to this application. This should include driver's license! List the certifications here. All staff will need to get a 1st Aid & CPR cert before employment begins!

List unrelated Individuals that can attest to your Professional or Personal Abilities and Character.

(Name) (Position or Title) (City & State) (Phone Number w/ Area Code)

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Mandatory Resume Requirements: On a separate piece of paper, Please include a resume that includes all applicable work experience, educational background, military experience, awards, certificates, and anything you think I should know about you! Many computer programs have “resume helpers” to assist with making this easy.

Do you possess any other professional skills that you think could become an asset for Oswegatchie?

Examples are writing skills, mechanics, bike maintenance, promotional work, tractors, carpentry, forestry skill, etc.

Physical work is a major part of the Oswegatchie work experience. What do you do throughout the year that maintains or improves your physical health? (sports, hobbies, & work?)

Do you have any physical condition that may limit ability to perform work applied for? _____

For what occasions or programs, have you been at Oswegatchie for in the past? _____

What makes you want to spend a summer season at Oswegatchie? _____

Counselor Specific Questions

Oswegatchie offers many different programs to its campers. Please check the areas in which you have experience and are interested in instructing: 5= Skilled, 3= somewhat skilled, 0= No skill whatsoever

- ___ Leadership Development
- ___ Environmental Education
- ___ Low Ropes / Teambuilding
- ___ High Ropes / Belaying
- ___ Flat water Canoe / Kayak
- ___ Mountain Biking
- ___ Arts and Crafts
- ___ Lifeguard / Swim Lessons
- ___ Athletics /Competitive Sports
- ___ Tenting / Camping
- ___ Horsemanship
- ___ Hiking ___ Photography
- ___ Archery ___ Fishing
- ___ Sailing ___ Skit Planning
- ___ Firearm Safety
- ___ Motorized Boat Driving

Additional Counselor Specific Questions

Can you ride a mountain bike and guide biking trips? _____

Do you swim well? _____ Do you hike well? _____

Will you be able to help in the water if there was need for instruction while boating or for emergencies? _____

Do you have the confidence to manage a group of youth safely through any needed activities? _____

What do you think are the 5 most important character traits that you need to be a valuable member of Oswegatchie’s Summer Staff, and why?

Food Service Specific Questions

For food service applicants only

What is the largest group you have prepared a meal for? _____

Do you have menu planning experience? _____

Do you have budget management experience? _____

Do you have inventory management experience? _____

Would a computer be important to your organization? _____

Have you any documented sanitation training? _____

Have you ever managed any employees? _____ How many?

Have you ever implemented an employee evaluation? _____

Have you ever released an employee from a job? _____

Have you placed food orders from a vendor? _____

If Yes, What food distributors have you dealt with in the past?

Maintenance / Forestry Specific Questions

For maintenance and forestry applicants only

Rate your ability level on the following areas between 5 and 1.
(5 = High Level and 1 = Low Level)

Carpentry _____ Plumbing _____ Electrical _____

Masonry _____ Landscaping _____ Roofing _____

Tractor Use _____ Welding _____ Chainsaws _____

Painting _____ Small Engines _____ Sawmills _____

Have you ever managed any employees? _____ How many? _____

What is the biggest project you have completed? _____

Have you ever dealt with a severe injury on the job? _____

Have you ever implemented an employee evaluation? _____

Have you ever released an employee from a job? _____

Have you ever worked with youth before? _____

Do you possess any of your own tools that you would bring
during a summer at Oswegatchie? _____

Double check the application to make sure you have filled it out completely and honestly. Have you also done the following items?

- Is your resume completed and attached to this application. Many computer programs have “resume helpers” to assist with making this easy.
- Did you photocopy all of your relevant certifications useful for a summer camp? This includes your driver’s license.
- If hired, you will need to obtain a First Aid & CPR certification that is less than 1 year old by summer camp starting.

I affirm that the information provided on this application is true. I understand that the Oswegatchie Educational Center will be checking my references and previous employers, plus my name and information will be checked with the NYS Dept. of Social Services Sex Offender Registry.

(Signature)

(Date)

Please return this application with a copy of your resume Postmarked by Friday, February 12th, 2010 to:

**Bill Waite
Oswegatchie Educational Center
9340 Long Pond Rd.
Croghan, NY 13327**

**315-346-1222
www.oswegatchie.org
wwaite@oswegatchie.org**

Oswegatchie Educational Center is an equal opportunity employer. It is understood that no discrimination is implied with this form. (Application last modified 11/01/09)

Oswegatchie Staff Applicant Information Sheet

The following information has been put together to answer any questions staff may have about summer employment at Oswegatchie. If you have any additional questions, please email wwaite@oswegatchie.org or call (315) 346-1222.

- Most support staff, such as horses, food service, maintenance, forestry staff, are employed for the entire summer.
- Most counselors will be contracted for a minimum of 7 weeks, with an additional 2 weeks possible for every staffer. We host certain smaller camps that do not need the entire staff. The extra weeks of employment are groups that hire us to run a summer camp program for them. These weeks are typically 6 days long. We will either pay you for extra days or organize time off for those hired to work.
- Staff training covers 10 days in the beginning of summer. This timeframe may also include 2 conferences and possibly other groups. The other groups are crucial for covering staff training expenses.
- Our clientele is mostly youth in-between the ages of 11 – 18. This age bracket is broken down into smaller brackets for most activities throughout the day. Campsites are also broken down into smaller age brackets.
- A typical week of camp starts on Sundays at 9 AM, and ends Friday at 12 Noon. You will have roughly 45 hours off for a weekend. Other work opportunities are available on weekends in order to make more money.
- Staff training runs on a unique time table. It varies from year to year. Time off during this fluctuates. Staff training is in no way typical of the rest of the summer.
- Staff training varies for different staff positions. Food service will spend their time organizing and preparing food for whoever is at camp. Maintenance staff will work on the property. Counselors will be learning a wide variety of skills including bikes, boats, ropes, protocol, and leadership.
- Support Staff live in main camp cabins. This is where they will keep their stuff. Most staff will share buildings with another staffer. These buildings are small and rustic,
- Counseling staff also reside in main camp, but during camping weeks, they stay at campsites. Their main camp cabins are best described as a base of operations or where they keep their stuff.
- Counseling staff are very busy everyday. They stay at campsites at night, and lead activities and workshops during the day. Counselors all get a 1.5 to 2 hour block off each day.
- Support staff only takes evening off after the campers and counselors go back to campsites at night. They are not scheduled time off during the day.
- Food Service staff is only ever scheduled for food service tasks, unless they are receiving additional pay for tasks like life guarding. They start early in the mornings, but get time throughout the day. Food staff may need to work into evenings in order to prep food for upcoming meals.
- Any staffer who acquires a life guarding certification prior to summer camp will receive an additional \$25 / week in salary. You must have had the waterfront module component during your training. If you also get a Water Safety Instructor Certification (WSI), Oswegatchie will pay you an additional \$25 / week.
- We pay \$10 /week for CPR certs and \$15/ week for First Aid certs received in advance to summer camp.
- Oswegatchie will also pay \$25 / week for medical certifications like EMTs, WFRs, and WEMTs. These certs must have CPR to get the bonus pay prior to coming to camp.
- All salaries depend on job positions, past experience, and certifications. Base counselor begins at \$200 per week. Food service and maintenance staff weekly salaries are higher paying positions.

- Staff should bring a wide variety of clothing for a summer. A wide variety of clothing is important for warm and cold weather, outdoor chores, athletics, and rain. You can bring other personal effects to camp such as bikes, books, movies, and electronics. Oswegatchie takes no responsibility for personal electronic equipment.
- Oswegatchie expects that any employee will do its best to represent Oswegatchie before, during, and after employment. This includes any internet pages like “myspace” or “facebook”. Whenever a staffer uses camp pictures, logos, web links, or our name, we expect that person to represent Oswegatchie positively.
- Cellular phones do not work at Oswegatchie. We also only have 1 phone line, calling home will be very limited. Please bring a prepaid calling card for your use. We do provide an internet connection for staff use. The Croghan Library does offer free Wifi for use on weekends.
- No matter what your summer position would be at camp, we are a community that often needs help in a variety of areas to make camp run smoothly. Be prepared to pitch in on tasks as the need arises. This could be supervising a campsite for a sick counselor, doing dishes, mopping floors, or hauling wood.
- The camp program repeats itself over the summer, this often leads to fatigue. Help yourself by getting rest when needed and bring excitement to each activity that you do. It may be your 100th time kayaking, but it may be the campers 1st.