

A.Y.F. CAMP HAIASTAN

2012 STAFF APPLICATION PACKET

P.O. Box C, Franklin, MA 02038 Phone: 508 520-1312 Email: haicamp@verizon.net Website: www.camphaiastan.org
Roy Callan, Executive Director

Dear 2012 Season Camp Staff Applicant:

We welcome your application for a staff position at A.Y.F. Camp Haiastan for the 2012 camp season. Camp Haiastan seeks qualified candidates at least 17 years of age (by June 25, 2012) for staff positions, and we are interested in considering your application. By completing and submitting this **Seasonal Summer Staff Application along with all supporting materials by March 1, 2012** you will receive consideration for a staff position. The following supporting documents ***must be submitted by the deadline in addition to an application:***

- ***3 Confidential Recommendations For Employment sent to the camp by your 3 recommenders***
- ***Biographical Sketch/Applicant Essay with required current frontal face photo***
- ***Activities and Skills Checklist***
- ***Your resume – optional but welcome***

You will be notified by email when your application is received and when your application is complete. You will be interviewed only if your application has been received by March 1, 2012 and is complete with all supporting documents. After being interviewed, applicants will be notified of hire status as soon after March 10 as possible. You should be aware of the highly competitive nature of our selection process. ***We stress to all applicants by priority what is important to us in a staff candidate:***

- ***Application and supporting documents received by the deadline***
- ***In most cases, returning staff in good standing are considered first***
- ***A strong interview***
- ***Full-season (9 week) work commitment - this includes Staff Training Week***
- ***If less than full-season commitment, you must be flexible and attend Staff Training Week***

We pledge to keep all information on this application private. Should you have questions at any time, please do not hesitate to contact the Camp Haiastan office (see contact information above). Good luck!!

Sincerely AYF Camp Haiastan Staff Selection Team,
Board of Directors, Executive Director, Camp Director



REMEMBER TO RETAIN COPIES OF ALL SUBMITTED DOCUMENTS FOR YOUR RECORD

CAMP HAIASTAN IMPORTANT 2012 STAFF DATES TO REMEMBER:

Deadline for submitting Seasonal Summer Staff Application	March 1
Phone Interviews and selection process	Feb. & March
Staff Move-In Day	Sat. & Sun. June 24 & 25
*Staff Training Week (Mandatory for all staff):	Mon. June 25 – Sat. June 30
Teen Session Begins:	Sun. July 1
First One-Week Day Camp Begins:	Mon. July 2
First One-Week Day Camp Ends:	Fri. July 6
Teen Session Ends – Session 1 Begins:	Sun. July 15
Session 1 Ends – Session 2 Begins:	Sun. July 29
Session 2 Ends – Session 3 Begins:	Sun. Aug. 12
One-Week “Try It Out” Session begins:	Sun. Aug. 12
Second One-Week Day Camp Begins:	Mon. Aug. 13
Second One-Week Day Camp Ends:	Fri. Aug. 17
One-Week “Try It Out” Session ends:	Sun. Aug. 19
Session 3 Ends:	Sun. Aug. 26
Post-Camp Ends (optional):	Mon. Aug. 27 (Noon)
*Additional Staff Training & Orientation sessions will be scheduled during the season.	



Camp Haiastan of The Armenian Youth Federation, Inc.
SEASONAL SUMMER STAFF EMPLOYMENT APPLICATION

Deadline For Submitting This Application Mar. 1, 2012

- Return application and supporting materials to: Roy Callan, Executive Director P.O. Box C Franklin, MA 02038; Scan and submit by email: haicamp@verizon.net. Faxed applications are not accepted.
- Camp Haiastan is an equal opportunity employer regardless of gender, race, color, religion or national origin.
- Age and certification requirements for certain positions are required by law. You must be at least 17yrs. of age to work at Camp Haiastan.
- Lack of camp experience is not an obstacle to employment.
- The applicant warrants that the information given in this application is true. Responses must be accurate and should be brief.
- Please **PRINT NEATLY** in black or blue ink or type (use additional paper if necessary). Illegible applications will be returned.

Last Name: _____ First Name: _____ Gender: M F (circle one)

Home Address: _____
(Address) (City) (State) (Zip+4)

Home Phone: (____) _____ Cell Phone: (____) _____

Best phone # for us to call: Home Cell (circle one) Best days & times to call: _____

Email Address: _____

School Address (if living away from home): _____
_____ Until When? _____

Soc. Sec. No. _____ Date of Birth: ____ - ____ - ____ Age on June 25: ____ U.S. Citizen?: Yes No (circle one)
mm dd year

Marital Status: Single Married (circle one) No. of children (if applicable): ____ Height: ____ Weight: ____ General Health: _____

Physical Restrictions: _____

Other Restrictions: _____

Your Primary Language: _____ Your Secondary Language.: _____

Drivers Lic. No. & State: _____ Shirt & Jacket Size: S M L XL (circle one)

Education: At least 3 years education history required. Start with most recent. Use a separate paper if necessary.

SCHOOL OR COLLEGE MAJOR STUDIES YEARS ATT'D DEGREE EARNED

Employment: 3 years employment history required if applicable. Start with most recent job.

EMPLOYER CONTACT PERSON & PHONE NO. POSITION DATES OF EMPLOYMENT

Organized Day/Overnight Camping Experience: Start with most recent.

CAMPER OR STAFF CAMP NAME/LOCATION DIRECTOR PHONE DATES

Professional teaching or leadership experience:

INSTITUTION/LOCATION POSITION PHONE DATES

Extra-curricular activities: _____

Do you play a musical instrument? If so what? _____

Enter below one level of Armenian (Western) language proficiency for each: Fluent Moderate Beginner None

Speaking: _____ Reading: _____ Writing: _____

Have you received any moving vehicle citations within the past 24 months? If yes, note how many and explain: _____

√ Check nationally recognized certifications that you have earned (give expiration date & attach photo copy of certificate):

Water Safety Instructor _____ Life Saving/Lifeguard _____ Small Craft Inst. _____ Archery Inst. _____ CPR/AED _____

First Aid _____ EMT _____ ServSafe _____ Other: _____

√ Check your certification, experience and/or skills in: (please mark that which applies: C for certification - E for experience - S for skills)

____ computer/Microsoft Office ____ computer video/photo editing ____ digital video or still camera ____ website development

____ cooking/food prep. ____ bookkeeping/accounting other? _____

PHYSICAL, MENTAL & EMOTIONAL HEALTH CHALLENGES - if "yes" to any of the questions below attach a statement that:

- a. Describes the challenge and management plan proposed if selected to work at camp.
- b. Describes the support needed from the camp to complement your proposed management plan if selected to work at camp.

Do you have diagnosed physical restrictions ordered by your doctor? Yes____ No____

Do you have a diagnosed eating disorder that will impact your work? Yes____ No____

Do you have a diagnosed emotional health challenge that will impact you work? Yes____ No____

Do you have a psychiatric diagnosis such as depression, OCD, panic/anxiety that will impact your work? Yes____ No____

Do you have a diagnosed learning challenge that will impact your work? Yes____ No____

MY AVAILABILITY FOR WORK THIS SUMMER

✓ Check what best describes your availability for work this summer. Before you continue it is important for you to understand:

- All staff must attend Staff Training Week or have formal Staff Training prior to beginning work – NO EXCEPTIONS.
- Full-season (STW + 4 sessions) availability applicants will be given first priority.
- 7-week (STW + 3 sessions) or more availability applicants will be given secondary priority.
- 5-week (STW + 2 sessions) or more availability applicants will be considered third.
- Less than 5-week commitments considered only after all positions are filled.

____ I commit to work full season (9 weeks) ____ I commit to work STW + these 3 sessions: _____

____ I commit to work STW + these 2 sessions: _____ ____ None of these choices, I commit to work: _____

My exact work start date _____ My exact work end date: _____

Give your comments regarding your work commitment (optional):

Position(s) you are applying for (please consult Job Description for qualifications & information) _____

Any special conditions that we should know about in considering your application? _____

Are there any obligations or reasons requiring you to ask for time away from your employment commitment during the summer if hired? If yes explain with the understanding that this time away may or may not be granted, or you may be requested to modify your request:

AYF Camp Haiastan's policy is to prohibit all forms of harassment by our employees. This includes sexual, racial, gender, religious, and other forms of harassment. Have you ever been accused of harassment of any person including, but not limited to workplace harassment? Prior accusation is not a bar to employment. An accusation and when it occurred will be evaluated by the camp before any decision is made.

_____ Yes, I have been accused of work place harassment. Explain on a separate sheet.

_____ No, I have never been accused of work place harassment.

AYF Camp Haiastan's policy, is to forbid staff use or possession of tobacco, alcohol and controlled substances by its employees, whether on duty or off duty, whether on Camp Haiastan property or off Camp Haiastan property. This is a "zero tolerance" policy and violation of which can mean immediate termination. No provision will be made for smokers who seek employment at Camp Haiastan which is a tobacco free facility.

We contact all employers for references unless we are requested not to do so in writing.

Camp Haiastan will request a Criminal Offender Record Information (CORI) check with the Commonwealth of Mass. Criminal History Systems Board and a Sex Offender Record Information (SORI) check with the Commonwealth of Mass. Sex Offender Registry Board prior to considering anyone for employment or volunteer status. Camp Haiastan has the authority to request a staff candidate's entire adult criminal record (which includes conviction and non-conviction data, plus pending cases), as well as their juvenile record. It is the policy of Camp Haiastan to not consider for employment or volunteer status any applicant that has a criminal history or a sex offender history of any kind revealed by CORI and/or SORI and/or an applicant's local police department arrest record check.

Non-U.S. citizen applicants must enroll in the YMCA International Camp Counselor Program (YMCAICCP) if selected. Should the selected Non-U.S. citizen applicant qualify for the ICCP, there is a cost to the applicant and to Camp Haiastan for the ICCP to obtain a legal J-1 Visa, temporary Social Security Number and health insurance for the applicant.

All Camp Haiastan employees are paid by official payroll check, no exceptions.

I authorize investigation of all information and statements I have made herein, including checks of criminal records, sex offender records, my local police department arrest records. I release Camp Haiastan and its officers, directors and employees from liability in connection with same. I understand that, if employed, I will be an at-will employee unless there is an agreement or law that alters that status. Furthermore, I understand that any employment agreement must be in writing and signed by me and by the Camp Haiastan Board of Directors or their assigned agent. I also understand that misrepresentations or falsifications of any information or statements herein or in other documents I have completed and submitted will result in my termination if hired, regardless of the date of discovery by the camp. This includes but is not limited to Health History & Examination Form, Employment Agreement and behavioral expectation agreements. By signing below, I acknowledge that I have read and fully understand this document and the questions I have answered and statements of policy made herein.

Applicant Signature _____ Date _____

Parent Signature (req'd for 17 yr. old applicant only) _____ Date _____

Camp Haiastan of The Armenian Youth Federation, Inc.
SEASONAL SUMMER STAFF ACTIVITIES SKILLS CHECKLIST

Applicant Name: _____

In the following list, put a number "1" before those activities you are ***proficient*** in and can organize and teach; put a number "2" before those activities which you can ***assist*** in teaching and supervise; put a "3" before those activities which you have ***limited knowledge*** but are interested in. DO NOT MARK ACTIVITIES IN WHICH YOU HAVE NO EXPERIENCE OR INTEREST.

ARMENIAN CULTURE

- _____ Language
- _____ AYF History/Ideals/Memb.
- _____ History/Culture/Customs
- _____ Dance
- _____ Crafts
- _____ Cooking/Foods
- _____ Music/Song
- _____ Current Events/Politics

SPORTS & GAMES

- _____ Archery
- _____ Badminton
- _____ Basketball
- _____ Stickball
- _____ Floor/Street Hockey
- _____ Table Games
- _____ Soccer
- _____ Softball/Wiffleball
- _____ Track & Field
- _____ Volleyball
- _____ Tennis
- _____ Children's Games
- _____ ROPES Challenge Course
- _____ Pool Water Sports

ARTS & CRAFTS

- _____ Armenian projects
- _____ Ceramics/wheel
- _____ Jewelry/Macramé/Gimp
- _____ Leather/Wood
- _____ Nature Medium
- _____ Paper Mache
- _____ Painting
- _____ Tie dyeing
- _____ Clay Sculpture
- _____ Sketching

NATURE STUDY

- _____ Animals/Insects/Flowers
- _____ Astronomy
- _____ Environmental Conservation
- _____ Rocks & Minerals
- _____ Raised Veg. Garden

CREATIVE ARTS

- _____ Camp Newspaper Editing
- _____ Digital Photo/Video Editing
- _____ Session Memory CD Editing
- _____ Digital Still/Video Camera Inst.
- _____ Webpage Creation

EVENING ACTIV./SPEC. DAY

- _____ Camp Olympics
- _____ Song/Talent Night
- _____ Saturday Dances
- _____ Peanut Carnival
- _____ Det. Game/Backbreaker

AQUATIC ACTIVITIES

- _____ Canoe/Kayak
- _____ Recr. Swimming
- _____ Catch & Release Fishing
- _____ Life Saving
- _____ Sunfish Sailboat
- _____ Instr. Swimming

DRAMATICS

- _____ Creative
- _____ Directing
- _____ Skits
- _____ Story Telling

CAMP CRAFTS

- _____ Campsite Skills
- _____ Hiking
- _____ Orienteering/Compass
- _____ Outdoor Living Skills
- _____ Overnight Tent Camping

Camp Haiastan of The Armenian Youth Federation, Inc.
Seasonal Summer Staff Applicant Biographical Sketch, Essay & Photograph

1. Attach A Recent Photo: (A 2" x 2" school type frontal face photo is required)
2. Brief Biographical Sketch: Tell us about you and what's going on in your life now.
3. Comprehensive Essay (use additional paper if necessary and feel free to attach a typed response):
 - a. Describe in detail how you (your skills, attributes, abilities, experiences, goals, etc.) will contribute to Armenian camping at AYF Camp Haiastan this season if hired.
 - b. Brainstorm and predict any future post-staff relationship with Camp Haiastan as your life progresses.

[If you are proud of what you are writing, give it some thought and write it clearly!]

CAMP HAIASTAN STAFF CANDIDATE PHONE/PERSONAL INTERVIEW EVALUATION

[This form completed by AYF Camp Haiastan interviewer- Include With Your Application]

Staff candidate name: _____

Interview date: _____ Phone or Personal (circle one) New or Returning Staff (circle one)

Position Applied For: _____

Position Initially Qualified For: _____

Exact Agreed Start Date: _____ Exact Agreed End Date: _____

(Comments) _____

Special Time Off Consideration Requested: _____

Outstanding Skills/Talents: _____

Interviewer name & position: _____

Interviewer Comments/Recommendations/Etc.: