

## CAMP SHRIVER STAFF APPLICATION - 2009

We are excited that you have chosen to apply to for a position with Camp Shriver at UMass Boston. Camp Shriver at UMass Boston is an inclusive, sports-oriented day camp for boys and girls ages 8-12. Camp Shriver welcomes campers both with special needs (intellectual disabilities and other learning problems) and without. The primary goal of the camp is to provide Boston-area kids with the chance to develop social skills and foster friendships while having fun participating in sports and other camp activities with their peers.

Members of the camp staff will be responsible for working each day of camp (July 6 – July 31, Monday through Friday) from 8:00 am to 2:30 pm, as well as a staff orientation session June 29 – June 30. Additionally, most staff will be required to serve as monitors on the Camp Shriver buses. Bus monitors receive additional compensation. Full participation in all camp-related activities is a condition of employment.

Once you have filled out the application, review this list to make sure you have included all the necessary information.

- Personal Information
- Work History
- Education
- References
- Skills (with copies of all relevant certifications)
- Background Information
- Response to Short-Answer Question
- CORI Request Form (with copy of government-issued ID)
- Final Date & Signature

This application will need to be **COMPLETELY** filled out by you and returned to the Camp Shriver office or postmarked by **WEDNESDAY, APRIL 1st**. Please be sure to print neatly. Also be sure to provide accurate, up-to-date information. Once your paperwork is complete, you may be contacted for an interview.

Please turn in your application as soon as possible.

Applications can be dropped off or mailed to:

Center for Social Development & Education

Attn: Camp Shriver

UMass Boston

100 Morrissey Boulevard

Boston, MA 02125

# AVAILABLE POSITIONS

*Please indicate which position(s) you are interested in applying for.*

## ❑ **Coach**

- Lead instruction of sport to groups of 20-30 campers (boys and girls, with and without special needs) with assistance from counselors and volunteers
- Create an outline/curriculum map of four-week plan for instruction in skills and rules of designated sport
- Outline clear roles for counselors and volunteers during sports instruction sessions
- Promote sportsmanship, teamwork, and fun
- Enforce Camp Shriver rules and regulations to promote the safety of all campers
- Complete appropriate program evaluation forms
- Perform other duties as assigned by camp director

## ❑ **Counselor**

- Supervise a group of 10-12 campers (boys and girls, with and without special needs) in a team with co-counselor and junior counselor
- Attend and participate in all activities with assigned group
- Maintain order and appropriate behavior during activities and transition times
- Create a warm, welcoming environment for all campers through fostering relationships between staff and campers, and campers themselves
- Assist with planning and logistics for recreational activities and field trips
- Facilitate games and activities for campers during “free time”
- Serve as liaison between your group and the administrative staff
- Enforce Camp Shriver rules and regulations to promote the safety of all campers
- Complete appropriate program evaluation forms
- Perform other duties as assigned by administrative staff and coaches

## ❑ **Junior Counselor**

- Assist two co-counselors in supervision of 10-12 campers (boys and girls, with and without special needs)
- Attend and participate with all activities with assigned group
- Create a warm, welcoming environment for all campers through fostering relationships between staff and campers, and campers themselves
- Assist with planning and logistics for recreational activities and field trips
- Enforce Camp Shriver rules and regulations to promote the safety of all campers
- Complete appropriate program evaluation forms
- Perform other duties as assigned by counselors, coaches, and administrative staff

## PERSONAL INFORMATION

Name \_\_\_\_\_

Current Address \_\_\_\_\_

(valid until \_\_\_/\_\_\_/\_\_\_)

Permanent Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

Social Security # \_\_\_\_\_

Are you currently authorized to work in the U.S.? \_\_\_\_\_ Yes \_\_\_\_\_ No

Camp Shriver staff members are asked to be available from July 6 – July 31, 2009 and for an orientation session June 29 – June 30. The exact dates I will be available for employment are:

\_\_\_\_\_

How did you hear about Camp Shriver? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you been a counselor for Camp Shriver before? \_\_\_\_\_

# WORK HISTORY

## Non-Camp Related

Dates	Employer & Supervisor	Address/Phone	Nature of Work	Reason for Leaving

## Camp Experience

Dates	Camp & Director	Location/Phone	Camper or staff?	Specialties?

Have you had experience working with children with special needs? If so, please describe. \_\_\_\_\_

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## EDUCATION

	Name/Address of School	Course of study	Dates Attended	Did you graduate?	Degree (Specify)
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (licenses, certificates, etc.)					

## REFERENCES

Please list **three** references from your employment or volunteer experience. If you have never been employed, your references should be from teachers or community members who know you well. Do not list family members or references you do not want to be contacted.

Name	Daytime Phone #	E-mail Address	Relationship

# SKILLS

## Activities

Put a “T” before those activities you can organize and teach as an expert or have a good deal of experience with. Put an “A” before those activities in which you have some knowledge or experience with and could assist. Put a “?” before those activities you have little or no experience in, but would be interested in learning more about and helping with.

\_\_\_ Basketball

\_\_\_ Softball

\_\_\_ Soccer

\_\_\_ Floor Hockey

\_\_\_ Volleyball

\_\_\_ Swimming

Other (music, art, dance, etc.) \_\_\_\_\_

## Certifications

Put an “X” before any certifications you currently possess that will remain current through July 31, 2009. (Please also provide copies of certifications.)

\_\_\_ Red Cross CPR

\_\_\_ Red Cross WSI

\_\_\_ First Aid

\_\_\_ EMT

\_\_\_ Lifeguard

You will be required to swim with the campers on a daily basis. Is there any condition that we need to be aware of that would make this impossible? (Your answer will not affect your consideration for hire.)

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## BACKGROUND INFORMATION

Read instructions B.1. through B.6. that follow before answering the question A. below.

A. Have you been convicted of any criminal offense other than the exceptions listed in B below?  
\_\_\_Yes      \_\_\_No

B. INSTRUCTIONS: You are not required to furnish information about:

1. any offense committed before your 17<sup>th</sup> birthday
2. a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace
3. a misdemeanor conviction when the date of conviction or ending date of any period of incarceration resulting there from, whichever is later, was 5 or more years prior to the date of this application and you have not been convicted of any offense in the last five years. If you have been so convicted, you must report all offense convictions that occurred before and during the 5-year period;
4. an arrest detention or disposition where there was no conviction;
5. an applicant for employment with a sealed record on file with the Commissioner of Probation may answer “no record” with respect to any inquiry herein relative to prior arrests, criminal court appearance or convictions; and
6. an applicant for employment may answer “no record” with respect to any inquiry relative to prior arrests, court appearance and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution.

C. CRIMINAL OFFENSES

Date	Court	Offense	Disposition

Conviction of a crime is not automatic bar to your employment; all circumstances will be considered.

## SHORT ANSWER QUESTION

(Please answer the question below in the space provided or on a separate sheet.)

In two to three paragraphs, please tell us why you would like to join the Camp Shriver staff. Feel free to share anything about your previous experiences that you think is important for us to know.



Center for Social Development and Education



CORI REQUEST FORM

SHRIV
172G
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Camp Shriver at UMass Boston – Center for Social Development & Education is requesting the available criminal offender record information (CORI) and juvenile data on the following individual from the Criminal History Systems Board pursuant to Chapter 6, §172G.

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

LAST NAME FIRST NAME MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE) PLACE OF BIRTH

DATE OF BIRTH SOCIAL SECURITY NUMBER (Requested but not required)

MOTHER'S MAIDEN NAME

CURRENT AND FORMER ADDRESSES:

SEX: HEIGHT: ft. in. WEIGHT: EYE COLOR

STATE DRIVER'S LICENSE NUMBER:

\*\*\* THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:

(Please attach a copy of one of the following forms of ID: Driver's License, Passport, Alien Registration Card, Employment Authorization Card, or U.S. Military Identification Card)

REQUESTED BY:

SIGNATURE OF CORI AUTHORIZED EMPLOYEE

## SIGNATURE

I understand that any misrepresentation on this application may be reason for immediate dismissal, and that permanent employment depends on satisfactory replies from references, a favorable report on my medical examination where required, a criminal record check, and successful completion of a probationary period of employment. I further understand that pursuant to the provisions of the Immigration Reform and control Act of 1986 I will be required to complete an Employment Eligibility Verification form (I-9) and submit specific document(s) that establish my identity and employment eligibility after an offer of employment is made.

Date \_\_\_\_\_

Signature \_\_\_\_\_

*The policy of UMass Boston prohibits discrimination on the basis of age, race, religion, color, national origin, sex, sexual orientation, marital status, Vietnam Era veteran status, or disability. UMass Boston is also committed to employment practices which comply with the Americans with Disabilities Act.*

*It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.*