

Village of Poynette
Parks and Recreation Department

Title: Summer Day Camp Counselor
Immediate supervisor: Parks and Recreation Director
Classification: Seasonal, No benefits
Pay Rate: \$10-\$12 per hour depending on experience

Job Summary:

The Camp Counselor will perform a variety of tasks in a summer camp setting including recreation activities, arts and crafts, sports, games, drama performances, camping, and hobbies.

Duties/Responsibilities:

- ~ Plans and leads activities such as arts, crafts, sports, games, camping, and hobbies.
- ~ Enforces camp rules and regulations and ensures safety in the recreational facilities.
- ~ Performs first aid following prescribed procedures and contacts emergency medical personnel when required by the situation.
- ~ Demonstrates use of recreational equipment and teaches participants the principles, techniques, and safety procedures for each activity.
- ~ Greets new arrivals and introduces them to other campers; explains camp and facility rules.
- ~ Reports camper complaints to leadership and works to resolve issues.
- ~ Performs other related duties as required.

Required Skills/Abilities:

- ~ Enthusiastic and positive attitude.
- ~ Excellent communication skills.
- ~ Ability to learn and enforce the camp's safety and operating rules.
- ~ Must attend staff meetings and orientation during the summer season.

Education and Experience:

- ~ Enrolled in high school or high school diploma.
- ~ Previous experience working with children preferred.
- ~ Must pass reference checks and background screenings, and sex offender registry checks.

Physical Requirements:

- ~ Must be able to swim.
- ~ Able to participate in games, sports, and physical activities including water-based games and activities.
- ~ Able to maintain attention and a high level of energy or excitement for extended periods of time.
- ~ Must be able to spend the majority of time outdoors and tolerate a variety of weather conditions.

APPLICATIONS SHOULD EITHER BE EMAILED TO SOREILLY@POYNETTE-WI.GOV OR
TURNED IN TO THE VILLAGE OFFICE ATTTN: PARKS AND REC.



VILLAGE OF POYNETTE

EMPLOYMENT APPLICATION

Position Applying for: _____

PERSONAL INFORMATION			
NAME:	FIRST:	M.I.	LAST:
PRESENT ADDRESS:			P.O. BOX:
CITY:			STATE: ZIP:
PHONE:	Home: ()	Other: ()	
Are you 18 years or older? Yes No Are you a U.S. Citizen or otherwise legally eligible for employment in the U.S.? Yes No			
Driver's License #:			STATE:
COMMERCIAL D.L.#:			STATE:
Have you ever pleaded guilty to or been convicted of a misdemeanor or felony? Yes No If yes, provide further information as to the date, location of court, nature of the offense, and so forth. If the job you are applying for requires you to operate a motor vehicle, include traffic convictions. (The Village of Poynette will consider your record only as it may substantially relate to the job for which you are applying.)			
EDUCATIONAL INFORMATION	Name, Address, City & State	Number of Years Attended	Diploma or Degree
High School			Yes No
College			
Graduate			
Other			
(Information about your education will be used only where relevant and to assist in determining what positions might be appropriate for consideration)			
SKILLS OR ADDITIONAL TRAINING (bookkeeping, accounting, equipment operation, etc.)			
PREVIOUS EMPLOYERS (Please list all previous employers, beginning with current or most recent employer. Attach an additional sheet if necessary.)			
COMPANY NAME:			DATES:
ADDRESS:			REASON FOR LEAVING:
CITY:			STATE: ZIP:
LIST JOB TITLE AND YOUR DUTIES:			PHONE: SALARY:
COMPANY NAME:			DATES:
ADDRESS:			REASON FOR LEAVING:
CITY:			STATE: ZIP:
LIST JOB TITLE AND YOUR DUTIES:			PHONE: SALARY:
COMPANY NAME:			DATES:
ADDRESS:			REASON FOR LEAVING:
CITY:			STATE: ZIP:
LIST JOB TITLE AND YOUR DUTIES:			PHONE: SALARY:

COMPANY NAME:		DATES:	
ADDRESS:		REASON FOR LEAVING:	
CITY:		STATE:	ZIP:
LIST JOB TITLE AND YOUR DUTIES:		PHONE:	SALARY:
COMPANY NAME:		DATES:	
ADDRESS:		REASON FOR LEAVING:	
CITY:		STATE:	ZIP:
LIST JOB TITLE AND YOUR DUTIES:		PHONE:	SALARY:
ARE YOU PRESENTLY EMPLOYED? Yes No	DATE AVAILABLE	SALARY EXPECTATION	
PERSONAL REFERENCES (Please list three personal or professional references who are NOT related to you.)			
1.NAME:	PHONE: ()	OCCUPATION:	
2.NAME:	PHONE: ()	OCCUPATION:	
3.NAME:	PHONE: ()	OCCUPATION:	

AUTHORIZATION, RELEASE, AND CERTIFICATION

I certify that all information I have provided on this application is true, complete, and correct to the best of my knowledge. I understand that any false or misleading statements or information provided by me, or material omissions of information requested of me, may result in rejection of my application or, if employed, my immediate dismissal.

I hereby give permission to the employer to seek to verify and supplement the information set forth in the application. I release from all liability or legal claims every person seeking or providing information, whether oral or written. A photocopy of this release shall be as valid as the original, and may be relied upon by all persons providing information.

I understand this application will be considered inactive after ninety (90) days.

I certify I have read (or have had read to me) and understand this authorization, release, and certification.

Applicant's Signature _____ Dated: _____

The Village of Poynette is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, age, sex, handicap or disability or other basis prohibited by applicable local, state or federal fair employment laws or regulations. Applicants with a disability may request accommodations needed in the application and/or interview process.

THIS PAGE CONTAINS SENSITIVE INFORMATION, KEEP ONLY IN SECURE FILES.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purposes. The Poynette Parks and Recreation Department conducts criminal background checks of all individuals seeking to serve as volunteers/work who will work one on one or alone with youth in our facilities. The information provided below will only be used to conduct such background checks. All information must be provided.

If you do not have a Driver's License or State Issued ID please leave that section blank.

Applicant's full name (as it appears on driver's license or other state issued identification):		
Please print any other last names you have used:		Email:
Present street address:	City:	State: ZIP Code:
Do you possess a valid driver's license? <input type="radio"/> Yes <input type="radio"/> No	Driver license number:	State license was issued:
Social Security number	Date of birth	Phone number

CERTIFICATION STATEMENT: (Read carefully before signing)

All information provided above is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection or may be cause for subsequent dismissal as a volunteer.

I voluntarily and knowingly authorize any government agency, its officers, employees, and agents to release any and all information regarding my criminal history to the Village of Poynette, the Poynette Parks and Recreation Department, and its employees.

I voluntarily and knowingly fully release and discharge, absolve, indemnify and hold harmless such agency, its officers, and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorneys' fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release.

Street Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: (MMDDYY): ____/____/____

Name Printed Date

Signature Date

Office Staff Use Below Line

Date of Background Check

Check Performed By

Background Check Passes Criteria

YES / NO

Signature of Police Chief

Signature of Recreation Director

Criteria for Exclusion

These do not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEX OFFENSES

1. All Sex Offenses – Regardless of the amount of time since the offense.
 - o Examples include child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

2. All Felony Violence – Regardless of the amount of time since the offense.
 - o Examples include murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.
3. All Felony offenses other than violence or sex within the past 10 years.
 - o Examples include drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

4. All misdemeanor violence offenses within the past 7 years
5. All misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 years.
 - o Examples include driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc
6. Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
 - o Examples include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if a person is handling monies, etc.

PENDING CASES

It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.