

2023 Senior Counselor and Assistant Counselor Application

 **LOCATION & FACILITIES**

Keystone South is located at Solana Ranch Elementary in Pacific Highlands Ranch. Be sure to take a look at the photos on our website to get a feel for our program. You won’t believe how many fun and exciting activities we have for campers. We are excited for many new changes for Summer 2023, and we are looking for the best staff around!

**THE PROGRAM**

Keystone South operates for six fun-filled weeks from Monday, June 19th - Friday, July 28th from approximately 8:30 am to 3:30 pm. **In order to maintain the lowest amount of “exposures” for our campers, all staff this summer will be expected to be in attendance five days/week for all six sessions**. We offer the following summer programs to our campers:

**Junior Camp**

Camp Keystone’s Jr. Camp was designed specifically for children 4 years old to those entering Kindergarten. It was developed as a distinct, separate part of the program with its own schedule and developmentally appropriate activities.

**Day Camp**

Camp Keystone’s Day Camp provides a traditional program for our campers entering 1st grade to those entering 7th grade. Activities include soccer, basketball, Frisbee golf, gaga ball, and various types of sports, performing arts, karate, numerous types of fine arts, and much more for our campers.

##### Counselor-In-Training (CIT Program)

The CIT program is specifically for campers entering eighth grade in the fall. This leadership program will have campers assisting Keystone South staff members part of the day, while enjoying the fun and excitement of the camp program in the afternoons.

**SENIOR COUNSELOR and ASSISTANT COUNSELOR POSITION**

Keystone South’s Counselor program is a significant part of our entire camp program.  **The program is offered to individuals who are 18 years of age or over (by June 19, 2023),** and our Assistant Counselor program **is offered to individuals who are 17 years of age or over (by June 19, 2023).** You are the front line of the camper experience, and serve as role models, leaders, teachers, and the ambassadors of SAFETY AND FUN!!

# MANDATORY STAFF TRAINING/ORIENTATION

The Staff Training is mandatory for all staff members. It is the most important time for you to learn about your role in the camp program as well as a great opportunity to get to know the rest of the staff! The dates for Staff Training are tentatively Saturday and Sunday, June 10th and 11th.



**SENIOR COUNSELOR APPLICATION 2023**

TODAY’S DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(PLEASE PRINT LEGIBLY OR TYPE. ANSWER ALL QUESTIONS COMPLETELY.)**

Last name: First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_

Email address:

Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age: \_\_\_\_\_\_ (as of June 19, 2023) Proof of age required.

Birth date: Month: Day: Year: Grade entering in Sept. 2023: \_\_\_\_\_\_\_

School attending September 2022:

Driver’s license #:­­­ State: Yrs. Driving: \_\_\_\_\_

Please circle current certifications: First Aid Child CPR Adult CPR Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any limitations, which may affect your ability to perform the job(s) you are applying for? If YES, please explain:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted of a crime involving drugs, sex, or violence?\* If YES, please explain. (Conviction will not necessarily disqualify applicant):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates available for work: Beginning: Ending: Do you have any commitments that will interfere with working a full summer schedule (6/19/23 to 7/28/23)? If YES, please specify dates and reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL BACKGROUND:**

Please list any sports teams you are involved in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any other extra-curricular activities you are involved in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please list any hobbies or special interests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What age/group preference would you like to work with? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are not a U.S. Citizen, do you have the legal right to remain and work in the U.S.? Yes\_\_\_\_\_ No\_\_\_\_\_

Alien ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* California Assembly Bill 2914 provides for the furnishing of conviction of records relating to crimes involving drugs or violence in addition to sex offenses. Fingerprints, criminal history information and drug testing may be required as a condition of employment.

Please answer the following questions about you and your experiences as completely as possible. (Use separate sheets if necessary.)

What are your specific talents, skills or interests that you would be comfortable leading a group of children in?

What experience/training have you had in which you have worked with and/or been exposed to children? Please include all relevant information regarding ages of the children, types of activities, etc.

What opportunities have you had to display leadership skills? Please include any information that will help us assess your potential leadership and supervision abilities.

Is there any additional information that you feel will be helpful to us in considering your application?

**EMPLOYMENT BACKGROUND:**

List present and past employment, beginning with the most recent. Include previous camp and/or teaching experiences whenever possible.

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| --- | --- | --- | --- | --- |
| **Current Job**From:To: | Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_Zip \_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Supervisor/Describe your duties: | Pay: | Reason for Leaving: |
| **Last Job**From:To: | Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_Zip\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Supervisor/Describe your duties: | Pay: | Reason for Leaving: |

**REFERENCES:** Please list 3 persons **OTHER THAN FRIENDS OR RELATIVES** who have knowledge of your character, experience, and ability. Include persons in the camping and/or teaching professions whenever possible.

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| --- |
| Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_ Zip\_\_\_\_\_\_ Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yrs. Known\_\_\_\_\_\_ |
| Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_ Zip\_\_\_\_\_\_ Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yrs. Known\_\_\_\_\_\_ |
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PLEASE READ AND SIGN:

I am aware that the statements I make on my job application and during interviews will be completely verified by Keystone South Summer Camp. I hereby authorize Keystone South and its representatives to engage in background checks regarding any and all statements I have made on the job application and during job interviews. I also give my consent for Keystone South to obtain any other information regarding my previous employment, my veracity, my skills, and/or my abilities which may deem relevant. I hereby release any individual, firm, partnership, corporation, public official, or public entity from any employment practices liability for providing such information to Keystone South.

Keystone South Summer Camp is proud to be an equal opportunity employer and selects the best matched individuals for the job based upon job related qualifications, regardless of race, creed, color, sex, national origin, age, handicap, or other protected groups under federal, state, or local equal opportunity laws. I hereby authorize Camp Keystone to contact my references and employers, including my current employer if so indicated. If hired, I understand that I may be required to be fingerprinted for background investigation.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for immediate dismissal.

APPPLICANT’S SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENTS/GUARDIAN’S SIGNATURE (if under 18 years old)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please email completed application to** **info@campkeystonesouth.com**