

***Bob Rumball Camp of the Deaf***  
**STAFF APPLICATION**

**2012**

**Steps to becoming Summer Staff at OCD**

- Carefully read the staff information sheet attached
- **All applicants, including returning staff, are to complete the staff application form.**
- **Please don't send medical information or your police abstract until you have received confirmation package and/or have been interviewed by the Camp Director and have received verbal confirmation.**
- Fill out and return the staff application page indicating clearly which sessions and what position you are applying for
- Please include your resume and certificates or achievements
- **Use regular mail fax or email applications will not be accepted**
- For new applicants you will be contacted for your interview which will be conducted the first week of April 2012. If necessary returning staff may need an interview
- New applications or resumes will not be accepted after June 1, 2012.
- If you are a returning staff please make note in your application of previous service at camp

**Paid Positions**

- There are only 6 dishwashing positions, June 29th to August 3
- There are only 2 housekeeping positions, June 29<sup>th</sup> to August 3
- There are 2 life guarding positions July 2 to August 18
- All pay positions are contract jobs. Applicants must be able to complete the above dates. Please consider this when applying for a paid position.

**Volunteer Positions**

- Community Service hours will be awarded to High School Students
- Although a volunteer you will be treated as an employee and expectations and standards will be kept at the highest level
- All staff will be issued a staff Manual and the Policy and Procedures with in it will be followed
- Failure to follow the policies will result in your dismissal from camp

## **AVAILABLE POSITIONS / BRIEF DESCRIPTION**

**Counsellor:** Direct care and supervision of campers in all activities, all hours of the day. Counsellor to camper ratio is approximately 1 to 8.

**Staff Kids Counsellor:** Direct care and supervision of children of our staff. Children are 12 years old and under. May involve care of infants

**WATERFRONT:** Lifeguards must be 16 years and older and have a minimum of Bronze Cross qualification. Waterfront staff supervises two swim areas and two water activity areas.

**ARTS AND CRAFTS:** Organize and implement activities related to arts and crafts.

**MAINTENANCE:** Daily outdoor/indoor cleaning and upkeep of facilities.

**HOUSEKEEPING:** Daily indoor cleaning and upkeep of facilities.

**DINING ROOM/KITCHEN:** To carry out the daily routine involved in feeding 190 people.

To assist the head cook in all food and dining room preparation.

**DISHWASHERS:** To wash, dry and maintain dishes. Responsible for the health and welfare of all staff and campers.

All applicants must attend an interview.

If accepted for a position at camp, you will need to submit a **Police Abstract**. The cost of an abstract is the responsibility of the applicant.

If you have any questions about this procedure please call us. You will not be considered without the abstract.

We require that you do this in order to insure that all staff are suitable to work with children and are not a threat to the well being of the campers or staff.

# STAFF APPLICATION

**NAME** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **PROV.** \_\_\_\_\_

**POSTAL CODE:** \_\_\_\_\_

**PHONE #'s:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**BEST WAY TO CONTACT YOU:**

\_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_ Male ( ) Female ( )

Deaf ( ) Hard of hearing ( ) Hearing ( )

## **SIGN LANGUAGE SKILL**

Beginner ( ) Advanced ( ) Native ( )

## **POSITION REQUESTED**

Counsellor ( ) Staff Kids ( ) Waterfront ( ) Arts and crafts ( )

Housekeeping ( ) Maintenance ( )

Dining Room/Kitchen ( ) Dishwasher ( ) Program Staff ( )

1 to 1 worker ( ) Name of client: \_\_\_\_\_

## **SESSIONS APPLYING FOR**

- Senior Camp  Friday June 29 – Friday July 13  
Junior Camp  Friday July 13 – Friday July 27  
Special Needs  Friday July 27 – Friday August 3

**If you are a returning staff please, indicate the year, your position and length of stay at camp**

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