

Dear Applicant:

Thank you for your interest regarding employment at Indian Acres. Please complete and return the application form to Indian Acres, #1 Arrow Drive, Champaign, IL 61821. **Mail your application to the swim club or place it in the club mailbox prior to March 15.**

Indian Day Camp will again be in session Monday through Friday from 8:30 a.m. until 12 noon. Staff will be paid from 8:15 to 12:15. The first day of camp will be May 31; the last day of camp will be August 5, 2011. A very high percentage of staff each year is composed of staff from previous years. When considering applications submitted by former IA staff, preference will be given to those who have spent the most time between 8:15 and 12:15 focused on the campers, i.e., teaching, helping, playing, demonstrating and singing with campers. Having worked at IA is not a guarantee of future employment. Preference will be given to those first-time applicants who have a variety of experiences with children, are at least 16 years of age and have water safety instructor (WSI) and lifeguard certification. It is anticipated that we will hire approximately eight applicants who have not worked at IA. All day camp staff members will be expected to attend staff planning meetings and a swim instruction workshop to be offered at times to be arranged. Meetings will be held at Indian Acres just prior to the opening of camp. Staff will be paid for attending the swim workshop and team planning meetings.

Guard candidates must have the ARC lifeguard certification, i.e., no one will be considered for a lifeguard position until she/he has been certified. To keep their certification current, guards must have successfully completed the American Red Cross CPR for the Professional Rescuer class within the past twelve months. Pools will open May 28, 2011, weather permitting. Preference will be shown guard applicants with experience, WSI certification, and those who are 17 years of age or older.

Guards will be expected to wear the style and color of swim suit which staff representatives choose. Indian Acres will pay one-half the cost of one suit. Guards will also be expected to wear a hat or visor and sun glasses when appropriate. Guards must attend in service workshop sessions. The workshops will be held twice a month and will usually be held evenings (M, Tu, W, or Th). Guards will be paid for attending the workshops.

Sincerely,

Don Arnold

**INDIAN ACRES SWIM CLUB AND INDIAN DAY CAMP**

2011 Employment Application

**Note: Successful applicants for positions as guards and camp counselors will be expected to teach swim lessons in the water. Staff pictures will be posted in the club room and some staff may have their pictures on the IA web site. Background checks will be completed on some staff members as required by law.**

Full name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City & Zip \_\_\_\_\_

Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Phone #s \_\_\_\_\_

E-mail address \_\_\_\_\_ Cell \_\_\_\_\_

Previous summers worked at IA as a \_\_\_ guard \_\_\_ counselor \_\_\_ junior counselor

Indicate the last day you will be available to work this season. \_\_\_\_\_

Indicate the position(s) for which you are applying. Number in order of preference.

\_\_\_ Lifeguard (See letter to applicants for requirements.)

\_\_\_ Camp counselor. Must be at least 15. Indicate age group preferred:

\_\_\_ 3&4s \_\_\_ 5&6s \_\_\_ 7-9s \_\_\_ 10-12s

\_\_\_ Junior day camp counselor. Please note: Junior counselors are not paid.

**Must be 14 years old to apply.**

\_\_\_ Swim team coach

\_\_\_ Day camp swim instruction staff (ARC WSI certification preferred)

\_\_\_ Maintenance

\_\_\_ Snack bar (Must be 15 years old to apply.)

Indicate below any weeks you know you will **not** be available. Completing this section does NOT entitle you to take the indicated week off. You must sign the form on the back of the office door and be excused by your TL and Anna Rice.

\_\_\_ May 31-June 3    \_\_\_ June 6-10    \_\_\_ June 13-17    \_\_\_ June 20-24

\_\_\_ June 27-July 1    \_\_\_ July 5-8    \_\_\_ July 11-15    \_\_\_ July 18-22

\_\_\_ July 25-29    \_\_\_ Aug. 1-5

Indian Acres is an Equal Opportunity Employer. Please complete the **back** of this page.

Describe any experiences or responsibilities you have had working with children.

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

Youth camps attended: \_\_\_\_\_

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

There are many jobs. Why do you want to be a camp counselor/life guard at IA?

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

Indicate current (May-Sept., 2011) ARC or equivalent certification(s) you hold.

\_\_\_\_ Life guarding    \_\_\_\_ WSI    \_\_\_\_ First Aid    \_\_\_\_ CPR

**Education**

High School Attended \_\_\_\_\_

College Attended \_\_\_\_\_ Major \_\_\_\_\_

List Honors/Distinctions \_\_\_\_\_

Were you a member of an age-group or school **swim team**? Y \_\_\_\_ N \_\_\_\_ # Yrs. \_\_\_\_

**Competencies Checklist Former staff members need not complete this section.**

Put a 3 in the blanks preceding the activities you have taught.

Put a 2 if you are skilled and/or knowledgeable in the activity.

Put a 1 if you feel qualified to be an assistant instructor in the activity.

\_\_ Swimming    \_\_ Acting    \_\_ Volleyball    \_\_ Ceramics

\_\_ Magic    \_\_ Scuba Diving    \_\_ Drawing    \_\_ Puppetry

\_\_ Soccer    \_\_ Water Polo    \_\_ Paper Mache    \_\_ Painting

\_\_ Singing – Approximate number of camp songs I know is \_\_\_\_\_

Previous employment (for pay) \_\_\_\_\_

\_\_\_\_\_

**References (2) Former staff members need not complete this section.**

Name	Address	Phone
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\_\_\_\_\_