

Thank you for your interest in working as a junior counselor at Camp St. Charles. Junior Counselors must be 16 or 17 years old during their time of employment. Applicants who are 18+ should apply for a counselor position.

Before you apply for this position, consider the expectations of the position. Please note that former campers are not automatically hired and we often have more applicants than staff positions. Volunteers apply through the same process but will have a more flexible schedule and may commit to a shorter season at camp. Please be clear about your desired dates for volunteering as staff housing is limited and changes may not be possible. Take care when completing all employment related paperwork and follow instructions carefully. Applicants are strongly encouraged to submit a complete application by Jan 1, 2021. Early, complete applications will be considered first. Applications will be accepted until all positions are filled and later applications will significantly delay scheduling of interviews.

1. **All full summer paid JCs must commit to working the entire summer. (June 12-August 15, 2021, with one special time off scheduled for a maximum of 7 days, which should be scheduled in advance and subject to approval)**** if your school year will not be finished by June 13th, be sure to note when your school year will end on the staff application.

Full summer JCs will be paid \$500, Half Season JCs will be paid \$200. Half season JCs must commit to June 12-July 17 OR June 12-19 and July 17-August 15. Volunteers may be approved for shorter commitments **if space is available at camp.** Half season JCs will not have special time off but will have one 24 period per week. Requests can be made for days off but are not guaranteed.

A job offer cannot be made until dates are confirmed. This can be challenging as summer plans may be unclear in advance. There is limited space in staff housing so it is essential to have specific dates of employment prior to a contract.

2. Full Summer paid JCs--- One special time off arrangement may be approved. This means one family trip (7 days max) or other special time off. The typical time off is one 24 hour period per week, 6:00pm-6:00pm the next day. Be sure that you can make this commitment before you proceed. ***Vacation dates must be noted on all contracts and will be scheduled on a first come, first served basis.

3. This will be YOUR job. I will expect to communicate with you directly, regarding your role at camp. If you have a question prior to camp, contact the camp director. If you are hired and have a concern at camp, you should speak to me about it. Most of our pre-camp communication will be conducted via email and I encourage you to create a gmail account, school based email services can be challenging with our employment paperwork and online training providers. **Be sure to check your email frequently and reply to messages to confirm that you have received the message.**

4. Working at camp involves working long hours, doing manual labor and cleaning as well as working with the campers. Be sure that you are ready do both with enthusiasm or do not apply.

In order to apply for a position at camp, you will need to complete the following:

- Staff Application
- Have 3 personal references mailed directly to Camp St. Charles Attn: Laura Hall P.O. Box 99 Issue MD 20645
 - You may wish to request MORE than 3 reference so that your application will be considered complete when 3 are received. This can be the longest step, follow up with your references. I encourage you to make these requests personally.
- Staff Questionnaire
- Personal Interview (an interview will not be scheduled until a completed application file has been received.) Applicants will be updated about their application status by email. If you have not heard from me, reach out by email to check on the status of your application.

If you are offered a position, you will be sent additional paperwork to complete which includes camp health forms, background screening, work permits, etc. This will be collected via WorkBright onboarding.

Your position will not be secure until all of these steps are complete and background screening results are received and are satisfactory. These other steps will be complete through a serve called WorkBright, please watch your email for reminders. READ the instructions for forms carefully. There will be about 60 camp staff in total and each will have paperwork to complete, I will take time to write clear instructions, please read them before asking questions.

There are MULTIPLE background checks required to work at camp. One of those involves live scan fingerprinting and must be completed in Maryland. Another screening will require you to complete a form, have it notarized and upload images of the completed form to workbright. Please consider carefully if you will have time to complete these tasks in a timely manner.

The required online training must be completed far in advance of summer, typically May 1. The online training takes about 5 hours and the service tracks the number of log ins and when the training is complete. I recommend working on it a bit at a time.

Please be mindful that how you navigate the application process and pre-service paperwork and training communicates a lot about how you will perform as a team member at camp. Good communication and timely attention to tasks is very helpful.

I look forward to receiving your application.
Laura Hall, Camp Director
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