



Washington DCJCC 2008 Summer Day Camp
 1529 Sixteenth Street NW
 Washington, DC 20036
 t. (202) 777-3270
 f. (202) 518-9420
 e. sarahr@washingtondcjsc.org

APPLICATION FOR CAMP EMPLOYMENT

The Washington DCJCC is a non-profit organization dedicated to enriching the life of individuals and the Jewish community. Previous Jewish education or familiarity with Jewish customs is a plus, but it is not a requirement of camp staff applicants. Please fill out the application and return to Sarah Rabin Spira, Camp Director. Hiring is ongoing. Only completed applications will be considered. To return this application, email to sarahr@washingtondcjsc.org, fax to (202) 518-9420 or mail to the address above.

Date of Application: _____

PERSONAL INFORMATION

Full Name: _____

Social Security Number: _____ Date of Birth: _____

Home Address _____
 Street City State Zip

College Address _____
 Street City State Zip

Home Phone: _____ Work/School Phone: _____

Cell Phone: _____ Email Address(es): _____

Entering in the fall (circle one): High School: 11th 12th College: Fresh Soph Jr Sr College Grad

How did you hear about this position or become familiar with the JCC? _____

EDUCATION AND WORK EXPERIENCE

(In lieu of filling out this section, you may attach a resume if it gives the information requested below)

Graduate School, College and High School attended (list most recent first)

Name of School	Dates	Degree (note if in progress)	Field of Study

Jewish Education

Name of School	Dates	Field of Study

Camp Experience

Camp Name	Location	Dates	Camper or Staff?

Employment History

Dates	Name of Employer	Responsibilities	Supervisor <i>(include contact information)</i>	Reason for Leaving

If you have worked at the Washington DCJCC camps before, who was your supervisor? _____

Language Skills e.g. Hebrew, Spanish, Russian, French, American Sign Language (ASL)

Fluency: _____ Working Knowledge: _____

COUNSELOR PREFERENCES AND SKILLS

The camp season runs Monday, June 16-Friday, August 22.

What dates are you available for camp employment? _____

We expect you to be available for every day of your camp sessions. See session dates below.

Staff training is mandatory and will be held June 11–13, 9:30 am–5:00 pm (Noon-8:00 pm on Thursday, June 12). If there is a conflict with your school schedule, we may offer a make-up session on Sunday, June 15. Are you available for all three days of staff training? **Yes** **No** If no, please explain: _____

Position(s) Desired—rank by preference (1, 2, 3) *

___ Specialist — entering senior in college or above (*specialization: art sports music science swimming*)

___ Head Counselor — entering senior in college or above

___ Assistant Teacher (Cool Kids) — in college

___ Senior Counselor — entering college or above**

___ Junior Counselor — entering 11th–12th grade**

___ Office Assistant — entering 11th–12th grade**

**A list of essential job functions for each position will be available on our website: washingtondcjcc.org/camp*

*** Senior Counselors must be 18 years old by June 1, 2008; Junior Counselors and the Office Assistant must be 16 years old by June 1, 2008.*

Camp Preferences:

Prioritize your camp preferences, as many as you wish (1, 2, 3, 4, etc.). See our website or brochure for camp details.

Two-session minimum commitment required

Camp Program	Dates (# of weeks)	Grades*	Priority
Camp Adventure	June 16-27	4-6	
Camp Skate	I: June 18–July 6 (3) II: July 30–Aug 17 (3)	2-6	
Cool Kids	I: June 16-27 II: June 30-July 11 III: July 14-25 IV: July 28-August 8	Pre-K	
J Kids	I: June 16-27 II: June 30-July 11 III: July 14-25	K-4	
Summer Fun Week	I: August 11-15 II: August 18-22	K-6	

Camp Program	Dates	Grades*	Priority
Camp Eretz **	July 28-August 8	4-6	
Camp Yad (Sr. Counselor)	June 16-27	9-12	
Counselors-in-Training (CITs) and Leaders in Training (LITs) (Sr. Counselor)	I: June 16-27 II: June 30-July 11 III: July 14-25 IV: July 28-August 8	7-9	
Kibbutz Camp **	July 28-August 8	K-3	

* refers to grade entering in fall 2008

** These camps require additional, paid training time during the camp season.

Skills and Abilities

Skill	Lead	Assist
swimming		
basketball		
soccer		
volleyball		
ice skating/hockey		
other games/sports		
Israeli folk dancing		
dancing—other		
nature/science		

Skill	Lead	Assist
Judaics		
skits/theater		
sewing		
music**		
arts (photography, clay, drawing, etc.)		
cooking		
gardening		
crafts		
other		

Skill	Lead	Assist
special needs		
behavior management		
teaching 4–5 year olds		
working with teens		
Circle Leader (<i>songs, chants, cheers. You must be loud!</i>)		
community service		
First Aid certified***	Yes	No
CPR certified***	Yes	No
Lifeguard certified		

** e.g. playing an instrument, song writing or leading song circles

*** we will offer First Aid/CPR certification during training

Other areas of specialization (including sub-categories of the areas listed above)? _____

ESSAY: On a separate page please write a **brief biographical sketch** which tells about your experience in camping (as a camper or counselor) and any other experience or training that you feel would make you a better counselor. In addition, please write a paragraph in response to each of the following: a) What contributions do you think you can make at camp? (this can include your skills and program ideas)

PERSONAL REFERENCES

Please ask two or three people (not relatives) to **write recommendations** noting your suitability for this job and citing your character, work habits and ability. They may send it by fax, mail or email. We will not call for interviews until after we have received your references. Placing a name on this list authorizes us to contact the reference.

Name	Full Address (with ZIP code)	Phone	Relationship

ADDITIONAL QUESTIONS and APPLICANT AGREEMENT

1. The camp day is 8:30 am—4:00 pm. Staff meetings are Wednesdays, 4—5 pm. Overnights and field trips are required for all applicable camps. (Swim specialists work Mon—Thurs, 9:30 am—1:45 pm, no overnights.)
2. We offer extended day options for our campers: Aftercare (3:30—6 pm) and Early Mornings (7:45—8:30 am) each day. We need 3-4 counselors for each day, and we pay extra for these hours. Would you be willing to work the morning or afternoon sessions at least once a week? **Yes No**
3. Can you perform essential functions of the job for which you have applied, with or without reasonable accommodation? **Yes No**
4. **Harassment:** The Washington DCJCC prohibits all forms of harassment of/by our employees. This includes sexual, racial, religious, and other forms of harassment. Have you ever been accused of harassment of any person including, but not limited to, workplace harassment? (A prior accusation or conviction is not an automatic bar to employment. The type of conviction or accusation will be evaluated by the camp before any decision is made.) **Yes No** If yes, please explain: _____
5. **Criminal Record:** Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe. (A prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by the camp before any decision is made.) **Yes No**
If yes, please explain: _____
6. Are you a US Citizen? **Yes No** If not, are you authorized by US government agency to work? **Yes No**

The Washington DCJCC hires only US citizens and aliens lawfully authorized to work here. Proof that you have legal employment status will be required within three days of employment. If not supplied, the employee may be terminated.

I certify that all information disclosed on the application and/or in any resume is true and correct without any consequential omissions of any kind whatsoever. I understand that, if I am employed, any false, misleading or otherwise incorrect statements made on this application form, on a resume or during any interviews may be grounds for immediate discharge.

I hereby authorize the Washington DCJCC to contact any company or individual it deems appropriate to investigate my employment history and qualifications, and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause against these individuals for defamation, invasion of privacy or any other reason because of their statements.

I understand that if offered employment, I must certify as to my lawful authorization to work in the US within three days of the start of my employment and, should I fail to supply the appropriate information, I can be terminated.

I agree that, if employed, I will abide by all the rules and regulations of the Washington DCJCC. I further understand that no one in the Washington DCJCC is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the Executive Director of the Washington DCJCC. I also understand that my employment is "at-will" and may be terminated by myself or by the Washington DCJCC at any time for any reason or for no reason at all, with or without prior notice.

Signature: _____ Applicant's Printed Name: _____

Parent/Guardian Signature: _____ Date: _____
(if applicant is under 18 years of age)