

# CAMP JAYCEE

Summer 2008

Dear Prospective Camp Jaycee Staff Member,

Thank you for your interest in working at Camp Jaycee! We pride ourselves on our long history of quality day camping in the San Diego area. Our hard working and responsible camp staff year after year is the basis for our excellent reputation. Thus our first priority is the hiring of the most qualified staff available. Please fill out the enclosed application and return it to me as soon as possible.

Before meeting with us, I ask you to take a moment to read the information enclosed. This will help you understand who we are and why we look for creative, energetic and dedicated staff people. Please complete the enclosed application before your interview indicating the position you are applying for. Also, be sure to note any special or unique interests you believe will add to the camp experience.

Hope to hear from you soon.

Sincerely,

Sandy Siperstein Rafner  
Director, Camp Jaycee

Lawrence Family Jewish Community Center  
Jacobs Family Campus  
4126 Executive Drive  
La Jolla, CA 92037

## **Understanding of Employment Camp Jaycee**

### **Period of Employment**

All Camp Staff are REQUIRED to participate in the entire eight (8) week Camp Program plus Pre-Camp Staff Orientation. The dates of camp are as follows: Monday, June 23, 2008 – Friday, August 15, 2008 (No camp on Friday, July 4, 2008) 8:30am-4:00pm. Pre -Camp June 16-20 Post Camp August 18-22, 2008. Post-Post Camp August 25-29, 2008.

Staff Orientation: Sunday, June 15, 2008	8:30am – 5:00pm (Administration staff only).
Monday, June 16, 2008	11:00 am – 4:00pm
Wednesday, June 18, 2008	11:00pm – 4:00pm
Thursday, June 19, 2008	12:00am – 8:00pm
Friday, June 20, 2008	11:00pm- 4:00pm

Please note Parent Orientation is Thursday, June 19, 2008 (All staff must report at 12:00pm and will include a staff dinner).

### **Late Stays**

Many staff members will be asked to participate in one or two late stays or overnights.

### **Absences**

There will be NO leave days allowed for illness or personal business. Any such days absent will result in a loss of a day's pay. Leaving camp early or arriving late may also result in a partial loss of day's pay. An unexcused absence is grounds for immediate dismissal.

### **Termination of Employment**

Camp Jaycee reserves the right to terminate your employment at anytime with or without cause. If the staff member shows insubordination, disrespect, involvement with the use of drugs or alcohol, or abandonment of required duties according to the Job Description, the staff member will be terminated. In this case, or if any staff member terminates his/her employment prior to the stated end of employment, he/she will receive the full-session employment rate for those days actually worked.

### **Sexual Harassment**

The Jewish Community Center is committed to maintaining an environment where all employees will work free from sexual harassment. Harassment in the form of sexual advances, demands for sexual favors, sexual comments, jokes or gestures, or physical actions of sexual nature towards another individual in the work place will be considered sexual harassment when:

- It is made a term or condition of employment;
- It is used as the basis of an employment decision;
- It interferes with work performance or creates an intimidating, hostile, or offensive work environment.

An incident or situation that you believe involves illegal discrimination or harassment of a sexual nature should be brought to the immediate attention of your supervisor or the Director of Human Resources for investigation and any corrective action that the Agency determines is appropriate, up to and including termination.

## **Background**

All employees of Camp Jaycee must submit to criminal background check conducted by Liberty Alliance, Inc.

## **Transportation**

All staff has the option of taking a camp bus or providing their own transportation. Camp buses may not go to all areas. All staff providing their own transportation must be in camp by 8:30am and may not leave until all the buses have departed.

## **Photographs**

Camp Jaycee is hereby granted permission to use any individual or group photograph taken at camp for public relations purposes. The utmost care and discretion must be used when taking personal photographs at camp.

## **Paychecks**

Salary checks will be distributed as follows: Monday, July 5, Tuesday, July 20, Thursday August 5, and Friday, August 20. If absences occur within the two weeks pay period, it will be reflected in the following paycheck.

## **JCC Membership**

All Camp Jaycee employees are entitled to an individual JCC 2-month membership, covering the period that camp is in session. Employees must complete the JCC membership form in order to activate membership.

## **Insurance**

Camp Jaycee maintains a Worker's Compensation Policy, which covers camp staff while employed by the JCC. No responsibility is assumed for illness or injury occurring for activities not within the scope of employment. Staff members are encouraged to carry personal medical insurance.

## **Confidentiality**

At times, staff may be informed of camper's personal circumstances. Under no circumstances should this information be shared with others, as this would be breaking a trust between Camp Jaycee, the camper and the camper's family. Breach of confidentiality may result in termination of employment.

## **Camp Policies**

### *The Basics*

The following pages contain a great deal of "day-to-day" information. You are responsible for knowing Camp policies on all matters, so please ask if you do not understand. You are required to follow all policies listed in this manual. They are not set arbitrarily. Please ask if you do not understand the reasoning for a particular policy.

**CLOTHING:** Generally, you should wear comfortable clothes that can take the normal abuse of outdoors camp life. Specifically, the following applies to all staff:

Shoes: Closed toed shoes, **NO SANDALS**

T-Shirts: You are a role model! No inappropriate designs (drugs, alcohol, tobacco advertisements, or bad language) on your shirts. Use good judgment. No ripped or torn shirts allowed in Camp.

**Swim Suits:** Must be worn at all swim periods and beach trips. One-piece suits are encouraged for women (**ABSOLUTELY NO TRIANGLE TOP BIKINIS**). Both men and women should dress conservatively.

**Camp Shirt:** Must be worn on all field trips and first day of camps.

**Cell Phones:** No cell phones/pagers are allowed at any time except for administrative staff for camp related programs.

**DRUGS:** Possession and/or consumption of illegal drugs are expressly forbidden. Failure to comply with this rule is grounds for immediate dismissal and possible legal action. If you are aware of any staff member or camper who is violating this rule, you are required to notify the Director. Failure to do so may result in dismissal.

**Smoking & Alcohol:** There will be no smoking or alcohol consumption allowed during Camp and on any of the Camp programs.

**Field Trips:** Field trips are scheduled weekly for each camp. All Camp policies apply when we are off-site. A first aid kit must accompany a group whenever they leave the JCC. Remember that we represent not only Camp Jaycee and the Lawrence Family Jewish Community Center, but also the Jewish Community.

**First Aid:** First Aid kits are always available. They will be located in set places around the Camp site for easy location. When a camper is in need of medical supplies, a staff member must accompany the child to the Camp Nurse. ALL injuries, even hard to see boo-boo's must be recorded in the medical log. If you notice that the supply is running low, notify an Administrative Staff. Do not wait until it is completely empty! A first aid kit must accompany a group whenever they leave the JCC.

**In Case of Serious Emergency:** DO NOT move the camper. Stay calm and send for help immediately. All Administrative Staff are CPR/First Aid certified. Remember to stay calm. Panic will only cause delay in help and possibly more injuries (not to mention scaring the other campers). \* All Administrative Staff as well as the Camp Nurse will have walkie-talkie on them to help in an emergency situation.

**Hats:** It is encouraged that campers as well as Camp Staff wear hats whenever they are at the beach and on hot days. Dehydration will be a big issue at the beach and the body loses the majority of its moisture through the head. Hats prevent this.

**Hebrew/Blessings:** The use of Hebrew is strongly encouraged at Camp through songs and Shabbat. The Motzi (blessing before the meal) is said at all meal times.

**Food:** We will serve only dairy foods to campers. All snacks, treats, and overnight meals will be dairy. Campers are encouraged to bring dairy lunches. Bring a sack dairy lunch daily. Staff eats with the campers at all meals.

\*\* Wear your sunscreen and drink plenty of water daily! And please do not forget about the children, they need to drink all the time. Sunscreen should be applied to ALL campers throughout the day.

## **Camp Jaycee Job Descriptions:**

### **Camp Keshet – Preschool 18 months – Pre K**

**Counselors** – Must have 12 units in Early Childhood Education, or have 6-9 units in ECE and be enrolled during the summer for additional units. CPR and First Aid Certification preferred.

**Jr. Counselors** – Experience working with preschool aged children. ECE units advantageous.

### **Traditional Camps – Geshet K, Geshet 1, Geshet 2-3, Hevra 4-7**

**Unit Leader (one for each camp)** – Strong group management skills, camp counselor experience, good people skill, CPR and First Aid Certified.

**Counselors** – Experience working with children in sports, games, and crafts. Background in tennis, dance, hockey, basketball, soccer, and baseball, CPR and First Aid Certification preferred.

**Jr. Counselors** – Enjoy working with children

### **Sports Camps – Geshet Sports K-1, Kadima 2-3, Maccabiah 4-6**

**Unit Leader (one for each camp)** – Strong sports background, group management skills, experience working with children, camp counselor experience, good people skills, planning and implementing full day sports programs, CPR and First Aid Certified.

**Counselors** – Experience working with children, good people skills, skilled in a variety of sports, CPR and First Aid Certification preferred.

**Jr. Counselors** – Enjoy working with children, and background in sports.

**\*\*Maccabiah Sports Camp Staff – you must also be available to participate in overnight travel program.**

### **Theatre Camps – Geshet Theatre K-1, Kochavim 2-3, Habima 4-6, Bidur 7-9**

**Unit Leader (one for each camp)** – Strong theatrical background, group management skills, experience working with children, good people skills, ability to produce skits and plays, and CPR and First Aid Certified.

**Counselors** – Theatre background, experience working with children, CPR and First Aid Certification preferred.

**Jr. Counselors** – Enjoy working with kids, background in theatre.

**\*\*Habima and Bidur Theatre Camp Staff – you must also be available to participate in overnight travel program.**

### **Teen Trip Camps – Tsofim 6-8, and SummerQuest 8-11**

**Unit Leader (Tsofim only)** – Experience working with teens in a camp environment, responsible, group management skills, good people skills, free to participate in overnight travel program, willingness to prepare meals, CPR and First Aid Certified,

**Counselors** – Experience working with teens in a camp environment, free to participate in overnight travel programs, willingness to prepare meals, CPR and First Aid Certification preferred.

**\*\*Class B License preferred for both Tsofim and Summerquest.**

### **Camp Specialists**

Have specialty background in **MUSIC, SPORTS, ARTS AND CRAFTS**, and enjoy working with children, CPR and First Aid preferred.

### **Specialty Camps (1 and 2 weeks) – Tennis, Surfing, Sailing**

**Counselors** – Strong background in one of the specialty camps, experience working with children, group management skills, good people skills, and CPR and First Aid Certification preferred.

In the following spaces put numeral 1 for those activities you feel comfortable teaching, numeral 2 for those activities in which you can assist in teaching, and numeral 3 for those activities which are hobbies or areas of interest; "C" for those which you have current certification

- |                        |                        |                      |                             |
|------------------------|------------------------|----------------------|-----------------------------|
| Adventure/Challenge    | Camp Craft/Pioneering  | Music                | Sports                      |
| __ Climbing/Rappelling | __ Camp Craft          | __ Song Leading      | __ Archery                  |
| __ Ropes Course        | __ Program Leader      | __ Instruments, list | __ Baseball                 |
| __ Spelunking          | __ Instructor          |                      | __ Basketball               |
| __ Arts/Crafts         | __ Hiking              |                      | __ Fishing                  |
| __ Basketry            | __ Outdoor Cooking     | Nature               | __ Hockey                   |
| __ Ceramics            | __ Camping/Overnight   | __ Animals           | __ Surfing                  |
| __ Electronics         | __ Mountaineering      | __ Astronomy         | __ Informal Games           |
| __ Ham Radio           | __ Min. Impact Camping | __ Flowers           | __ Ping Pong                |
| __ Jewelry             | __ Dance               | __ Forestry          | __ Riding                   |
| __ Leather work        | __ Dramatics           | __ Insects           | __ CHA Cert.                |
| __ Metal Work          | __ Dramatics           | __ Gardening         | __ Soccer                   |
| __ Nature Crafts       | __ Creative            | __ Animal Care       | __ Softball                 |
| __ Woodworking         | __ Play Directing      | __ Weather           | __ Tennis                   |
|                        | __ Stunts              |                      | __ Golf                     |
|                        |                        |                      | __ Track/Field              |
|                        |                        |                      | __ Volleyball               |
|                        |                        |                      | __ Water Polo               |
|                        |                        |                      | __ Diving                   |
|                        |                        |                      | __ Basic Lifeguarding       |
|                        |                        |                      | __ Aquatic Instructor       |
|                        |                        |                      | __ Boating                  |
|                        |                        |                      | __ Rafting                  |
|                        |                        |                      | __ Standard First Aid Cert. |
|                        |                        |                      | __ CPR                      |
|                        |                        |                      | __ Responding to Emergency  |
|                        |                        |                      | __ Campfire Programs        |
|                        |                        |                      | __ Storytelling             |
|                        |                        |                      | __ Language                 |

Answer these questions only if applying for a position requiring driving:			
Do you have a valid driver's license?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	State: _____
Do you have a Current Chauffeur's-type license?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you have a commercial driver's license?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

What contributions do you think you can make at camp? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What contribution do you think a well-run camp can make to children? \_\_\_\_\_  
 \_\_\_\_\_

Write a brief biographical sketch, including specialized training in camping, and experience or training in other fields which might have bearing on the positions(s) for which you are applying.  
 \_\_\_\_\_  
 \_\_\_\_\_

Please note times that would be most convenient for you for an interview: \_\_\_\_\_

**Acknowledgement of employment status:**

I acknowledge that my employment with the JCC has been entered into voluntarily and that I may resign at any time. Similarly, I understand that the Center may terminate my employment at any time without cause or notice, and for any reason, and without resort to any policies, practices, or procedures which maybe applied to other employees. Finally I recognize that no implied, oral or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the Executive Director. In consideration of my employment with the JCC , I agree to submit any dispute relating to my employment, including compensation or termination issues, to binding arbitration in accordance with arbitration provisions contained in the California Code of Civil Procedure. I futher understand that arbitration will be the sole and exclusive remedy to resolve any such disputes.

Employee (Print Name) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_

# Background Information

## Education

Years	School	Major Subjects	Degree Granted	ECE Units - Camp Keshet

## Past Employment (List previous two summers of years)

Dates	Employer	Address/Phone	Nature of Work	Supervisor	Reason for Leaving

Indicate any employer you do not want us to contact and the reason: \_\_\_\_\_

## Camp Experience

Dates	Camp	Director	Address	Camper or Staff

## References (Give names and addresses of 3 persons {not relatives} having knowledge of your character, experience, and ability).

Name	Address & City	Phone

(Please provide them with a reference form; see attached).

What type of position do you want at camp? \_\_\_\_\_

Dates available: From \_\_\_\_\_ To \_\_\_\_\_

Please indicate if you are interested in the following additional responsibilities:

\_\_\_\_\_ Inclusion Counselor

\_\_\_\_\_ Early AM Care Staff

\_\_\_\_\_ Late PM Care Staff

\_\_\_\_\_ Bus Counselor AM & PM From what area \_\_\_\_\_

HAVE YOU EVER PLED "GUILTY" OR "NO CONTEST" TO, OR

BEEN CONVICTED OF A CRIME? YES NO

IF YES, PLEASE PROVIDE DATE(S) AND DETAILS \_\_\_\_\_

Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

# **CAMP JAYCEE TOBACCO, DRUG, AND ALCOHOL POLICY**

There is to be **NO** smoking or use of Alcohol or non-prescribed drugs at camp at any time.

Camp Staff found to be using or under the influence of drugs or alcohol will be immediately dismissed.

## **Alcohol/Tobacco/Drug Policy Agreement Form**

I understand that the policies of Camp Jaycee forbid the possession or use of alcohol, tobacco, and drugs at any time while at camp (Monday June 19- Friday September 1, 2006). My signature below indicates my commitment to abide by this policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Lawrence Family Jewish Community Center  
Jacobs Family Campus**

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## Summer Camps Employment Application

4126 Executive Dr.  
La Jolla, CA 92037  
858-457-3030

JCC Camps Session Dates: June 23-August 15, 2008

Staff Training June 16-20, 2008

858-450-6835 Fax

In conformity with application laws, the JCC is an Equal Opportunity Employer, and does not discriminate on the basis of race, color, creed, religion, sex, age, marital or veteran status, national origin, sexual orientation, or disability.

Keshet	Gesher	Gesher Sports	Kadima	Kochavim	Habima	Bidur
Hevra	Maccabiah	Tsofim	Surf	Tennis	SummerQuest	
Digital Photography	Golf	Specialty Camps one & two	Pre/Post Camp	Spanish		
Immerison	Chinese Immersion	Hebrew Immersion				

Position(s) Applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

On what date are you available for work? \_\_\_\_\_

Referral Source: Advertisement (Which paper?) \_\_\_\_\_ Employment Agency  
Relative Friend Walk-in Other: \_\_\_\_\_

Do you have any relatives who are employed by the Jewish Community Center? Yes No

Please Specify: \_\_\_\_\_

Have you worked at the JCC before? Yes No If yes, what department? \_\_\_\_\_

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Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Number Street City State Zip Code

Permanent Address \_\_\_\_\_  
Number Street City State Zip Code

Present Telephone \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Area Code

Permanent Telephone \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Area Code

Have you worked for us before? Yes No If yes, When? \_\_\_\_\_

Reason for leaving the JCC: \_\_\_\_\_

Have you worked under another name? Yes No If yes, please indicate name: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
Name Telephone Number

Are you legally authorized to work in the United States? Yes No

Proof of legal right to work in the U.S. will be required upon hire.

If employed and you are under 18, can you furnish a work permit? Yes No

Do you have the ability to perform the essential functions of the job for which you are applying with or without reasonable accommodations: Yes No If no, please explain and describes how you would perform the task and with what accommodations: \_\_\_\_\_

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The JCC will abide by the law and require all employees to have a criminal background check initiated prior to the first day of work.

**Applicants who do not complete this background check will not be eligible to work for the JCC.**

# JCC Camp Employment Reference

Applicant Name:

Position Applying for:

Your Name:

Relationship to Applicant

Please send the completed form to:

Sandy Siperstein Rafner  
Children & Youth Director  
Lawrence Family Jewish Community Center  
JACOBS FAMILY CAMPUS  
4126 Executive Drive  
La Jolla, CA 92037  
(858) 362-1112 (direct line)

Please rate the applicant on the following items:

1. Communication Skills with children and parent:

(verbal expression, etc.)

\_\_\_\_\_ Poor \_\_\_\_\_ Average \_\_\_\_\_ Excellent

2. Responsible/Independent/Resourceful

(responsiveness, aspirations)

\_\_\_\_\_ Poor \_\_\_\_\_ Average \_\_\_\_\_ Excellent

3. Leadership (participation in activities)

\_\_\_\_\_ Poor \_\_\_\_\_ Average \_\_\_\_\_ Excellent

4. Ability to relate to others

\_\_\_\_\_ Poor \_\_\_\_\_ Average \_\_\_\_\_ Excellent

5. Interpersonal skills

\_\_\_\_\_ Poor \_\_\_\_\_ Average \_\_\_\_\_ Excellent

6. Reliable

\_\_\_\_\_ Poor \_\_\_\_\_ Average \_\_\_\_\_ Excellent

1. How long have you known the applicant?

\_\_\_\_\_

2. What are some of the candidate's strongest leadership skills?

\_\_\_\_\_

3. Would you use this person to work with children \_\_\_\_ Yes \_\_\_\_ No Why / Why not?

\_\_\_\_\_

4. Do you feel this applicant has the patience to work with children?

\_\_\_\_\_

5. Do you think this applicant will be a good role model for campers?

\_\_\_\_\_

6. Does this applicant take constructive criticism well and make the appropriate changes?

\_\_\_\_\_

7. Is he / she a quick learner?

\_\_\_\_\_

8. Can he / she problem solve situations in a creative constructive manner?

\_\_\_\_\_

9. Are there reasons why JCC Summer Camps should not hire the applicant?

\_\_\_\_\_

Signature

Telephone #

Date

# JCC Camp Employment Reference

Applicant Name: \_\_\_\_\_

Applicant Social Security #: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

To: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

I request and authorize you to disclose to the Jewish Community Center any and all information it has requested. I have authorized JCC to inquire concerning my background in connection with and application for summer employment.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete the back of this sheet and return to:

Lawrence Family Jewish Community Center

Jacobs Family Campus

4126 Executive Drive

La Jolla, CA 92037

Attn: Sandy Siperstein Rafner