

KNC Camp Staff Application



(Please type or print) REQUIRED FIELDS MARKED WITH AN *

First Name* Middle Initial Last Name* Suffix Preferred Name

Maiden Name Gender Male Female POSITION APPLYING FOR

Permanent Address*

Available at Permanent Address Until Permanent Home Phone* Permanent Cell Phone

Permanent Email* Present Address*

Available at Present Address Until Years at Present Address Present Home Phone Present Cell Phone

Social Security Number* Driver's License Number Driver's License State

Date of Application Are you available to work the entire Camp season? YES NO

Harassment The camp's policy is to prohibit all forms of harassment 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? * (Note: a prior accusation or conviction is not an automatic bar to employment. The type of conviction or accusation and when it occurred will be evaluated by the camp before any decision is made.) YES NO

If yes, please explain.

Criminal Record Have you ever been convicted of a crime, other than a minor traffic offense? * (Note: a prior accusation or conviction is not an automatic bar to employment. The type of conviction or accusation and when it occurred will be evaluated by the camp before any decision is made.) YES NO

If yes, please explain.

Do you meet or exceed any minimum age requirements for the position? * YES NO

Visa Information (An Employment Verification Form is required on all new employees) The Federal Immigration Law requires every employee to certify his or her identity and eligibility for U.S. employment. **NOTE:** All new employees must complete an I-9 Employment Eligibility Form and present the proper documents that establish identity and employment eligibility.

Are you legally able to work in the United States?* YES NO

Can you perform the essential functions of the job for which you have applied, with or without reasonable accommodation?* YES NO

If you are hired would you be interested in living onsite? (Residents must be 18 years or older) YES NO

Education

Education Type (High School/GED/ Secondary/College/Other)	Degree Completed	School Attended	City/State	Major(s)	From (Month/Year)	To (Month/Year)

Employment History

Employer Name	Date Began	Date Ended	Position	Reason for Leaving	Supervisor Name	Supervisor Contact Info

References List three, excluding relatives. Former employers, pastors, spiritual leaders, roommates, close friends, professors and teachers are acceptable. Emails and phone numbers are required.

First Name	Last Name	Relationship	Years Known	Address	Home Phone	Work Phone	Email

The following instructional activities are offered to the campers during the summer camp program at Kalamazoo Nature Center. Activities are conducted in an instructional and non-competitive manner. The information you provide in this section will help determine what activities you will teach or assist. Specific training in the activities will take place during Staff Training or inservices.

Arts & Crafts:				Outdoor Skills:			
Tie Dye	Beginner	Intermediate	Expert	Tent Camping	Beginner	Intermediate	Expert
Woodworking	Beginner	Intermediate	Expert	Leave No Trace	Beginner	Intermediate	Expert
Lanyards	Beginner	Intermediate	Expert	Survival/Primitive Living	Beginner	Intermediate	Expert
Beading	Beginner	Intermediate	Expert	Orienteering	Beginner	Intermediate	Expert
Candle Making	Beginner	Intermediate	Expert	GPS	Beginner	Intermediate	Expert
Paper Crafts	Beginner	Intermediate	Expert	Backpacking	Beginner	Intermediate	Expert
Print Making	Beginner	Intermediate	Expert	Group Leadership:			
Paper Making	Beginner	Intermediate	Expert	Ice Breakers	Beginner	Intermediate	Expert
Weaving	Beginner	Intermediate	Expert	Teambuilding	Beginner	Intermediate	Expert
Sculpture	Beginner	Intermediate	Expert	Debriefing/Discussions	Beginner	Intermediate	Expert
Drawing	Beginner	Intermediate	Expert	Low Ropes Initiatives	Beginner	Intermediate	Expert
Painting	Beginner	Intermediate	Expert	Environmental Education Programming			
Photography	Beginner	Intermediate	Expert	Working with Children Ages 3-5	Beginner	Intermediate	Expert
Aquatics:				Working with Children Grades 1-5	Beginner	Intermediate	Expert
Swimming	Beginner	Intermediate	Expert	Working with Children Grades 6-12	Beginner	Intermediate	Expert
Canoeing	Beginner	Intermediate	Expert	Working with Special Needs	Beginner	Intermediate	Expert
Kayaking	Beginner	Intermediate	Expert				
Sports/Games:				Do you have any other skills that can help us at camp? If so, please describe below.			
Archery	Beginner	Intermediate	Expert	_____			
Climbing	Beginner	Intermediate	Expert	_____			
Group/Camp Games	Beginner	Intermediate	Expert	_____			
Brain Teasers	Beginner	Intermediate	Expert	_____			
Native American/Pioneer Sports and Games							
	Beginner	Intermediate	Expert				
Performing Arts	Beginner	Intermediate	Expert				
Campfire Programs	Beginner	Intermediate	Expert				
Storytelling	Beginner	Intermediate	Expert				
Song Leading	Beginner	Intermediate	Expert				
Skits	Beginner	Intermediate	Expert				
Improv Games	Beginner	Intermediate	Expert				
Musical Instruments	Beginner	Intermediate	Expert				
Natural History:							
Vertebrate Identification	Beginner	Intermediate	Expert				
Invertebrate Identification	Beginner	Intermediate	Expert				
Plant Identification	Beginner	Intermediate	Expert				
Fishing Skills	Beginner	Intermediate	Expert				
Astronomy	Beginner	Intermediate	Expert				
Ecology	Beginner	Intermediate	Expert				
Geology	Beginner	Intermediate	Expert				
Great Lakes/Michigan History	Beginner	Intermediate	Expert				
Michigan Native American/Pioneer Life							
	Beginner	Intermediate	Expert				

What are your reasons for applying with KNC Camp, and what would you expect to get out of your experience?

What are your experiences working with people with special needs?

List any experiences you have had working with children.

What do you like most about working with children?

Describe your experience leading groups of people.

What is your relationship with outdoors and nature?

Are there reasons you would have difficulty performing any of the "Basic Functions of a KNC Camp Counselor"?

Why would you make a great counselor/role model for KNC Campers?

KNC Camp Senior Education Staff will primarily work with a certain age group. Please rank the age/grade groups you would prefer to work with:
1st Choice: 3-5 years old 1st-5th Grade 6th-12th Grade **2nd Choice:** 3-5 years old 1st-5th Grade 6th-12th Grade
3rd Choice: 3-5 years old 1st-5th Grade 6th-12th Grade

I, the applicant, understand and agree that:

- Any material misrepresentation or deliberate omission of a fact in my application papers or pre-employment interview may be justification for refusal of, or if employed, termination from, employment.
- The Kalamazoo Nature Center (hereafter KNC) may make a thorough investigation of my entire work history, or any part thereof, and may verify all data given in my application for employment, related papers, or oral interviews, I authorize such investigation and the giving and receiving any information requested by KNC. I understand that unfavorable information or misrepresentation discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal. KNC employment representatives are hereby authorized to contact my previous employers, schools I attended, personal references I have listed, and to make any investigation of my personal background for the purpose of evaluating my qualifications for employment.
- If I am employed, such employment is for no definite period of time and KNC can change my position, wages, benefits, conditions, and policies at any time. My employment is "at will" and can be terminated, with or without cause, at any time without liability for wages or salary except such as may have been earned at the date of such termination and that no promise to the contrary shall be binding to KNC unless placed in writing and signed by me and the President/CEO of KNC and his/her representative. I agree to the search of my personal effects and containers and/or accommodations or desk that may be assigned to me, and I hereby waive all claims for damages on account of such searches or examinations.
- From time to time, most employees of KNC have the job necessity to drive a KNC vehicle, either on or off the premises of KNC. The KNC insurance carrier requires that a Motor Vehicle Record (MVR) check be made on all who may drive a KNC vehicle and that only those who qualify be allowed to drive. If employed, a copy of your driver's license will be used to obtain the information necessary to request an MVR.
- I have applied for employment at KNC in Kalamazoo, Michigan, and I fully understand that KNC will conduct a criminal background check before I can work on the KNC staff. I hereby give permission to investigate my background and report the results, positive or negative, to KNC.
- The facts set forth in my application in its entirety are true and complete. I understand that false statements on this application shall be considered sufficient for dismissal or discontinued employment consideration.
- If accepted for employment at KNC, I agree to abide by all of its policies and procedures.
- I further understand that this is an application for employment and that no employment contract is being offered.

Disclaimer

I have read and understood the Disclaimer & Acknowledgement, the Code of Conduct and Basic Functions of a KNC Counselor. I understand that as an employee of The Kalamazoo Nature Center, I will be required to follow the rules, regulations and policies listed, but not limited to, the above.

APPLICANT SIGNATURE _____ **Date** _____

BASIC FUNCTIONS OF A KNC COUNSELOR

QUALIFICATIONS

Please see individual job descriptions for more details. Must be able to supervise children 40 hours a week with some overnight duties. Must be able to negotiate hilly terrain, rustic trails, and walk several miles per day. Must possess the stamina to carry out camp programs in hot and humid Michigan climate over an extended period of time. Must possess visual and auditory abilities to identify and respond to environmental and other hazards related to camp activity.

Must have a commitment to uphold a strong work and environmental ethic while respecting the diversity of culture and beliefs in our campers and fellow staff. Must possess the ability to communicate and work with groups of all ages and skill levels in order to provide necessary instruction to campers. Must be able to observe camper behavior, evaluate its appropriateness, and enforce and implement appropriate behavior management techniques.

DUTIES

Please see individual job descriptions for more details. Provide an example of a model counselor on a consistent basis. Be versed in and demonstrate KNC's customer service standards at all times. Serve as counselor in camp group of 10 campers, and working with another counselor, share in the responsibility of all camp assignments. Communicate consistently with supervisors about group life and camper situations. Provide encouragement and accountability for fellow staff in camp. Manage camp group in accordance with KNC policies and procedures. Provide leadership and initiative in teaching and assisting activities. Function as a friend and surrogate parent for assigned campers in camp group using a democratic leadership style.

Monitor camper's health and condition. Show examples of environmental ethics through example and throughout the presentation of activities. Accompany campers at all times. Communicate with campers, parents, supervisors, and fellow staff in a professional manner. Perform other duties as assigned or reassigned.

CAMP STAFF CODE OF CONDUCT

As a member of the KNC Staff, you will have an incredible opportunity to impact the life of a child. With this opportunity comes great responsibility to present yourself in a manner that any parent would want their child to emulate. The Code of Conduct is designed to help you make decisions in the way that you represent yourself. They equally apply to all staff. **ALCOHOLIC BEVERAGES** Alcoholic beverages are not allowed. **TOBACCO** The use of any tobacco product is not permitted while on KNC property. This includes cigarettes, cigars, snuff, and chewing tobacco. **PERSONAL APPEARANCE** You get only one chance to make a first impression. It is important that we look professional and neat to convey to parents that we are professional people, worthy to be entrusted with the care of their children. It is also more likely that the campers will respect us if we look as though we respect ourselves. Below is our dress code policy.

CLOTHING

All clothing must cover your entire midriff area at all times. **Shirts:** You will be provided with 5 KNC Camp t-shirts which must be worn every day. Please feel free to wear camp appropriate sweatshirts, sweaters or jackets as weather permits. **Footwear:** Closed toe shoes are preferred (for campers this is required), but you have the choice to wear sandals at your own risk. Footwear must be worn at all times and kept in good condition. **Pants/Shorts:** You may wear any neutral colored pants or shorts. Shorts may be no shorter than half way between knee and hip. Please **NO JEANS**. **Name Tags:** All staff will wear name tags at all times. **Jewelry:** Is permitted unless it presents a safety issue (dangling or sharp) or represents offensive, illegal or inappropriate behavior. **Other:** Hats and bandanas may be worn as long as they are camp appropriate. Sunglasses can be worn when needed, but should be avoided when communicating with campers or staff.

DATING AND OTHER RELATIONSHIPS

Dating relationships are permitted but should never become the focus of the camp. It is expected that you refrain from showing any undue attention to your significant other and maintain a professional demeanor while at camp. Staff are not permitted to discuss their personal dating relationships with their campers. **KNC STUDENT COOPERATIVE HOUSING:** Camp staff who will be living in KNC housing must be over 18 years of age and abide by the policies of that house. Visitors to the house must also be over the age of 18 years. **RULES AND OTHER POLICIES** It is expected that you will take all rules, regulations, and policies seriously. Typically, rules are designed with safety in mind. As a staff member, we ask that you set the tone and lead by example not only to campers but also to your fellow staff.

DISCLAIMER AND ACKNOWLEDGEMENTS

The Kalamazoo Nature Center Mission Statement: The Kalamazoo Nature Center is a not-for-profit organization whose mission is to inspire people to care for the environment by providing experiences that lead them to understand their connection to the natural world.

The Kalamazoo Nature Center is an equal opportunity organization that will not discriminate in its programs or hiring practices on the basis of race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or gender identity, marital status, or political affiliation.