



Fairfax County Park Authority Camp Counselor Information



Dear Camp Counselor Applicant:

We are pleased you have expressed an interest in our organization. To be considered for an interview for the 2015 spring break and/or summer camp programs, complete the application and submit it to the contact listed below at the location(s) you wish to apply. Along with your application, you must attach two written recommendations based on your previous work experience with children. For a complete listing of the types of camps offered at each location, visit our website www.fairfaxcounty.gov/parks or refer to the spring edition of the Parktakes Magazine. If you would like to interview with more than one location, you must provide each site with a copy of your application and your recommendations.

There is a **MANDATORY** orientation and training the **first week in June (two evening dates TBA) from 5:00pm-9:00pm** at West Springfield High School. If you cannot attend both days of training, please do not apply; this training is required by the Department of Social Services Division of Licensing. In addition to the in-person training, selected employees will be required to complete on-line training courses. All staff must obtain first aid and CPR certifications on their own and agree to a fingerprint background check at the Fairfax County Government Center.

Sincerely,
Fairfax County Park Authority
Youth Services Section

Camp Location	Address	Phone	Camp Contact/Programmer
Cub Run RECenter	4630 Stonecroft Blvd Chantilly, VA 20151	703-817-9407	Natalie Sandelli
GW RECenter	8426 Old Mount Vernon Rd Alexandria, VA 22309	703-780-8894	Marc Barton
Lake Accotink Park	7500 Accotink Park Rd Springfield, VA 22150	703-324-9151	Chris Goldbecker
LeeDistrict RECenter	6601 Telegraph Rd Franconia, VA 22310	703-922-9841	Dawn Stoffelen
Mt. Vernon RECenter	2017 Belle View Blvd Alexandria, VA 22307	703-768-3224	Alex Barnard
Oak Marr RECenter	3200 Jermantown Rd Oakton, VA 22124	703-281-6501	Robert Arguinizoni
Providence RECenter	7525 Marc Dr Falls Church, VA 22042	703-698-1351	Leeanne Russell
South Run RECenter	7550 Reservation Dr Springfield, VA 22153	703-866-0566	Deanna Holz
Spring Hill RECenter	1239 Spring Hill Rd McLean, VA 22102	703-827-0989	Nicole Falceto
Audrey Moore RECenter	8100 Braddock Rd Anandale, VA 22003	703-321-7081	Paige Tucker
Frying Pan Park	2709 West Ox Road Herndon, VA 20171	703-437-9101	Rebecca Boone

Fairfax County Park Authority

Camp Counselor

Job Description:

Under the supervision of the Camp Director and the full time center staff, the Camp Counselor is responsible for the program planning and implementation of the recreational day camp program. This includes all field trips, pool activities and special events where applicable. The Camp Counselor shall adhere to all guidelines outlined in the Camp Counselor Handbook. He/She will be responsible for organizing and maintaining all camp equipment, supplies and camp areas. The Camp Counselor will be responsible for contacting campers prior to each camp session as well as preparing and distributing camp activity calendars and activity summaries. He/She will be responsible for documenting all accidents, injuries, incidents, complaints, and problems. In addition, Camp Counselors are responsible for the overall supervision of the children enrolled in the program including: ensuring health & safety precautions are met, complying with FCPA Standard Operating Procedures, and adhering to the VA Department of Social Services child care regulations.

Qualifications:

Staff must be of good character and reputation and be capable of accepting training, Carrying out assigned tasks, communicate orally and in writing, communicate with emergency personnel and understand instructions on prescriptions.

All Camp Counselor staff must be at least 18 years of age and have a minimum of one season (at least 2 Months) experience actually working with children in a group setting.

In addition, all Camp Counselors must:

1. Agree to a Criminal Background Check (fingerprint) and a Central Registry Check completed by Child Protective Services.
2. Provide negative TB test results (Valid for two years).
3. Attend at least 10 hours of staff development and training and a site orientation.
4. Have current First Aid and CPR certifications.
5. Have NEVER been convicted of a felony or a misdemeanor related to abuse, neglect, exploitation, or other barrier crimes as listed on the Sworn Disclosure Statement of the Criminal Record Check.
6. Provide at least 2 references.
7. Complete the Staff Rules of Conduct.

Fairfax County Park Authority
 Employment Application
 (for Non-Merit Positions)



* For camp staff, two recommendations must be submitted with application and applicant must be at least 18 years old.

Job applied for _____ Site _____ Date _____

Name: _____
 Last First MI

Address: _____
 City State Zip

Phone: _____ Home Cell E-Mail Address: _____

Social Security # _____
 (Bring SS card to interview)

* Proof of identity and eligibility for employment in the U.S. is needed (prefer driver's license and SS Card)

Are you legally eligible to work in the U.S.? () Yes () No
 If you are not an U.S. citizen, are there any restrictions on your eligibility for employment?

Have you ever worked for Fairfax County () Yes () No
 If yes, which agency? _____ When? _____

Current/Former County Grade? _____

Are you receiving a retirement benefit from Fairfax County () Yes () No

Do you have a driver's license () Yes () No
 Do you have transportation to and from work () Yes () No

Education: Do you have a high school diploma? () Yes () No
 Have you passed a G.E.D.? () Yes () No

Name and location of the last high school you attended: _____

Higher Education:

School Name/Location	From/To	Credits Earned	Degree	Area of Study

Special Qualifications/skills (typing, shorthand, foreign languages, professional licenses, certifications, etc.)

Are you able to perform the essential duties of the job for which you are applying with or without reasonable accommodation?
 () Yes () No If no please explain.

Have you ever been convicted of any offense against the law? () Yes () No
 Omit juvenile offenses and minor traffic violations. Include convictions by general court martial while in military. If yes, give date, place, charge, court and fine or sentence.

A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago are important. Give all facts.

Have you ever been fired or asked to resign from a job? () Yes () No If yes, give name and address of employer and

describe reason: _____ A firing or resignation does not automatically exclude you from employment. The circumstance, time elapsed, and recent employment record will be considered.

Date available to begin work _____ Hours available per week? _____

Hours Available:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
From							
To							

Type of work interests:

Administrative () Yes () No Maintenance () Yes () No
 Public Contact () Yes () No Supervisory () Yes () No

Experience: The selection process for most positions involves an evaluation of relevant education and experience. Therefore, it is important you provide enough details so your qualifications can be properly evaluated. Start with most recent employment first. Include military service and volunteering. You may attach additional pages or personal resume. Complete all requested information.

Present Employer	Date From	Date to
Address	Avg Hrs/Wk	Telephone Number
Job Title	Starting Salary	Ending Salary
Supervisor's Name	Duties/Responsibilities	
Reason for Leaving		

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Address	Avg Hrs/Wk	Telephone Number
Job Title	Starting Salary	Ending Salary
Supervisor's Name	Duties/Responsibilities	
Reason for Leaving		

Please list other employment experience on the back.

I certify that all of the statements made on this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me or for dismissing me after I have begun work.

 Applicant's Signature

 Date

Fairfax County Park Authority

Camp Program

Staff Rules of Conduct



This document is a requirement for camp employment.

Staff agrees to:

- ❖ A CPS and Criminal Background Check.
- ❖ Attend mandatory training and planning sessions.
- ❖ Obtain on your own and submit first aid and CPR certifications, before the start of camp.
- ❖ Obtain and submit a TB test result, before the start of camp.
- ❖ Participate fully in the preparation of daily plans, calendars for parents, activity summaries and other communication tools.
- ❖ Make all pre-camp phone calls to parents before each session and a follow-up call during the session
- ❖ Greet parents and children at the beginning of the day and acknowledge them at departure.
- ❖ Be involved and engaged with campers through out the entire camp day.
- ❖ Establish and review rules with campers on a daily basis
- ❖ Implement a practice fire drill on the first day of each session
- ❖ Get to know campers' names on the first day and be familiar with any allergies, special needs or medications child is taking
- ❖ Never use physical punishment, never restrain or force a child.
- ❖ Be of good character –fostering the Character Counts Program.
- ❖ Never throw or push children into the pool, even if the children want you to.
- ❖ Maintain your own personal care.
- ❖ Respect others in what you say and do.
- ❖ Keep campers' information confidential.
- ❖ Use appropriate language at all times when at work (example: at camp counselor orientation, planning session & during the regular camp day, etc).
- ❖ Take care of your own personal belongings & keep belongings out of reach of children.
- ❖ Use equipment and supplies in a safe and appropriate manner.
- ❖ Teasing and bullying are not tolerated and are grounds for enrollment termination for campers; staff should take immediate action when these behaviors are observed.
- ❖ Never say or do anything that campers might perceive as teasing and/or bullying.
- ❖ Create a safe and fun environment.
- ❖ Notify parents when there are behavior problems & follow disciplinary procedures.
- ❖ Notify parents if their child is injured...this includes broken or lost teeth, bruises, and cuts also fill out necessary accident reports & turn in to the MOD the same day as injury.
- ❖ Report problems to supervisors concerning campers and staff and use appropriate chain of command.
- ❖ Follow licensing and FCPA standards and policies.
- ❖ Check I.D.'s **everyday** at pick up to ensure children leave with authorized individuals only.
- ❖ Review children's Emergency Forms for allergies, special precautions, etc at the beginning of every session.
- ❖ Alcohol is not permitted on park property at anytime.
- ❖ Never come to work while under the influence of any drugs or alcohol.

The following dress code is enforced to ensure staff consistently presents themselves as professionals and proper role models while fostering a positive self image. Site management may have additional dress code regulations.

- 1.) FCPA issued camp staff shirt must be worn each day (you will be issued more than one)
- 2.) You may not alter the camp staff shirt
- 3.) You must wear closed-toed shoes; no sandals, no Tevas, no flip flops, etc
- 4.) Shorts may be worn as long as they are below mid-thigh
- 5.) No jeans or jean shorts
- 6.) Hats: no skull caps, no bandanas. Baseball hats are acceptable only if worn with lid facing forward (backwards/sideways not permitted)
- 7.) No Lycra or Spandex clothing
- 8.) For safety reasons, dangling jewelry (hoops, etc) is prohibited
- 9.) Swimsuits for women must be one piece or tankinis
- 10.) Shorts, hats, etc shall not have pictures or words implying or relating to profanity, vulgarity or sexual connotations
- 11.) Staff must come to work clean and neatly groomed
- 12.) Staff must leave their shirt on at all times except during swimming activities.

Failure to come to work properly dressed will result in a dock in pay.

**Cell phones, PDA's, pagers and other multimedia/interactive devices must be turned off or onto vibrate during work hours (including extended care) unless issued by your supervisor or permission is granted by your supervisor for use of personal devices. No personal phone calls or text messages are permitted during work hours.

Initial on appropriate line:

- ❖ I have read & understand the dress code and cell phone policy above-_____
- ❖ I have read & understand Disciplinary Procedures for campers (in handbook)-_____
- ❖ I have read & understand the Policy & Procedure for Locker Room Use (in handbook) - _____
- ❖ Chain of command for all camp issues, from staff issues to camper issues is as follows: Head Counselor (where applicable), Camp Coordinator/Director, Land Programmer, Assistant Site manager (where applicable), Site manager, Youth Services Program Specialist. I have read & understand the chain of command-_____

These policies can be found at this website. Please review and initial below:

<http://www.fairfaxcounty.gov/parks/employment/summercampjobs.htm>

- ❖ I have read & understand the County's policy on Sexual Harassment - _____
- ❖ I have read & understand the agency's Diversity policy - _____
- ❖ I have read & understand the County's policy on Workplace Violence - _____
- ❖ I have read & understand the County's Standards of Conduct/Code of Ethics - _____

Grounds for Immediate Dismissal:

- FCPA reserves the right to terminate employment, at any time, if an employee is not complying with the Rules of Conduct or other FCPA policies.

I have read and understand the rules of conduct and agree to uphold them to maintain a safe and enjoyable camp experience for everyone.

Employee's Name (please print)_____

Signature of Employee_____ Date_____