

Fairfax County Park Authority Camp Counselor Position/Internship



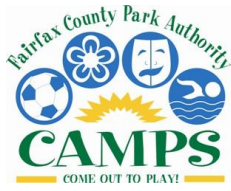
Dear Applicant:

We are pleased you have expressed an interest in our organization. To be considered for an interview for the 2020 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 should attach two written recommendations based on your previous work experience with children. 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 (**location/date TBA**) **from 5:00-9:00pm**. If you are unable to attend this mandatory training, please do not apply. In addition to the in-person training, selected employees will be required to complete on-line training courses. All staff must also 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 Camps

Camp Location & Phone #	Location Address	Camp Programmer & Email
Audrey Moore REC 703-321-7081	8100 Braddock Rd. Annandale, VA 22003	Program Director
Burke Lake Park 703-323-6600	7315 Ox Rd Fairfax Station, VA 22039	Keith O'Connor Keith.OConnor@fairfaxcounty.gov
Cub Run RECenter 703-817-9407	4630 Stonecroft Blvd. Chantilly, VA 20151	Natalie Sandelli Natalie.Sandelli@fairfaxcounty.gov
Frying Pan Park 703-437-9101	2709 West Ox Road Herndon, VA 20171	Kristen Houhoulis Kristen.Houhoulis@fairfaxcounty.gov
Green Spring Gardens 703-642-5173	4603 Green Spring Rd Alexandria, VA 22312	Program Director
Lake Accotink Park 703-569-3464	7500 Accotink Park Rd Springfield, VA 22150	Karen Roos Karen.Roos@fairfaxcounty.gov
Lake Fairfax Park 703-471-5415	1400 Lake Fairfax Dr. Reston, VA 20190	Dan Grulke Dan.Grulke@fairfaxcounty.gov
LeeDistrict RECenter 703-922-9841	6601 Telegraph Rd. Franconia, VA 22310	Dawn Stoffelen Dawn.Stoffelen@fairfaxcounty.gov
Mt. Vernon RECenter 703-768-3224	2017 Belle View Blvd. Alexandria, VA 22307	David Jewell David.Jewell@fairfaxcounty.gov
Oak Marr RECenter 703-281-6501	3200 Jermantown Rd. Oakton, VA 22124	Robert Arguinzoni Robert.Arguinzoni@fairfaxcounty.gov
Providence RECenter 703-698-1351	7525 Marc Dr. Falls Church, VA 22042	Leeanne Russell Leeanne.Russell@fairfaxcounty.gov
Riverbend Park 703-759-9018	8700 Potomac Hills St. Great Falls, VA 22066	Jordan Libera Jordan.Libera@fairfaxcounty.gov
South Run RECenter 703-866-0566	7550 Reservation Dr. Springfield, VA 22153	Deanna Miller Deanna.Miller@fairfaxcounty.gov
Spring Hill RECenter 703-827-0989	1239 Spring Hill Rd. McLean, VA 22102	Program Director



Fairfax County Park Authority Camp Counselor Position/Internship



Job Description:

Under the supervision of the Camp Director and full-time center staff, the Camp Counselor is responsible for the overall program planning and implementation of the camp. This includes field trips, pool activities and other special events that are part of the program. The Camp Counselor shall adhere to all guidelines as outlined in the Camp Counselor Handbook. He/she is responsible for organizing and maintaining all camp equipment, supplies and camp areas. Staff is responsible for the overall safety of the children in camp. The Camp Counselor is responsible for communicating with parents throughout the week. Staff is responsible for preparing and distributing activity calendars (or syllabus) on the first day of camp and an activity summary at the end of camp. He/she is responsible for documenting all accidents, injuries and incidents and reporting child abuse/neglect to a supervisor. Camp Counselors are required to supervise CIT's and encourage their leadership and participation. Camp Counselors are also responsible for complying with and adhering to county, agency and state standards and 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 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 (CPS).
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 obtained on their own.
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 and adhere to the Staff Rules of Conduct.

For Internship Credit, contact your advisor or professor for specifics on how to obtain college credit for this paid position with Fairfax County Park Authority (FCPA). Notify your hiring supervisor if he/she is required to verify your employment, provide weekly updates or attend meetings with your advisor.

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



* For Camp staff, two recommendations and resume must be submitted with application.

Job applied for _____ Site _____ Date _____

Name: _____
Last First MI

DOB: _____ Are you 18 or Older? _____

Address: _____

Phone: () _____ () _____ () _____
Home Cell Work

Email: _____

*** Bring Original Social Security Card & Photo ID to your interview**

1. For the purpose of compliance with Section 40.1-11.1 of the Code of Virginia, titled "Employment of Illegal Immigrants," please state whether you are legally eligible for employment in the United States. You are eligible for employment if you are a United States Citizen, or if you have an appropriate permit to work in the United States issued by the U.S. Department of Justice or U. S. Department of Labor.

() Yes () No

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

3. Do you have any relatives who are presently employed by Fairfax County Government?

() Yes () No

If you have any relatives who are presently employed by the county, please list their names and the department(s) below.

4. Did you ever serve on active duty with the armed forces of the United States or reserve components thereof including the National Guard, as a result of which you received an honorable discharge as documented on a DD214?

() Yes () No

5. If required, I understand I need to be prepared to provide proof of current licenses, certifications, or degrees for the position for which I am applying.

() Yes () No

6. Fairfax County is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we invite applicants to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will **NOT** affect your opportunity for employment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

What is your ethnic origin (as defined by the U.S Equal Employment Opportunity Commission)?

- American Indian or Alaskan Native recognition.
- Asian
- Native Hawaiian or Other Pacific Islander
- Black or African American
- Hispanic/Latino
- White
- Two or More Races

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Gender? Female Male

Please help us measure the effectiveness of our outreach by telling us how you learned of this job opportunity:

Education:

Highest level of education: G.E.D High School Post-Secondary Education

Name and location of current or last school you attended: _____

List any relevant qualifications/skills: (Ex. foreign languages, professional licenses, certifications, etc.)

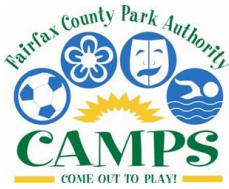
I certify that all of the statements made on this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me or for dismissing me after I have begun work.

Applicant's Signature

Date

It is the policy of Fairfax County Government to prohibit discrimination on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. EEO/AA/TTY.



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 the camp director when behavior problems arise & follow outlined 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 or 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 or further disciplinary action.

**Cell phones 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. Personal phone calls or text messages are NOT 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 _____