

**COUNSELOR-IN-TRAINING (C.I.T.)
PROGRAM STAFF-IN-TRAINING (P.S.I.T.)**

The Camp ASCCA C.I.T./P.S.I.T. program is designed to give young people ages 15-17 basic training in the role of counselor or a specific program area. This is accomplished through a direct “hands on” experience. Successful trainees will be considered for future camps as well as for paid employment upon meeting age requirements.

ELIGIBILITY: 15-17 years old, completely independent
COST: \$100 per week
SELECTION: Potential candidates are selected by the Camp Director and the Program Director based on the applicant’s skills, maturity, desire to work, and the needs of the camp. The following process must be followed:

1. Employment application and references submitted to Camp ASCCA. (go to www.campascca.org) We begin accepting applications in Feb.
2. Interview on site at Camp ASCCA and/or phone interview to determine hiring
3. Camp ASCCA Director or Program Director must meet or talk with applicant’s parent(s) or guardian prior to acceptance to Camp.
4. Demonstrates maturity, responsibility, and dependability

RULES AND REGULATIONS:

1. C.I.T.’s are directly responsible to Head Counselor, P.S.I.T.’s are directly responsible to the Program Director.
2. Head Counselor is to make weekly schedule of C.I.T.’s, Program Director the weekly schedule of P.S.I.T.s.
3. All C.I.T.’s and P.S.I.T.’s have a curfew of 11:00 PM. At this time they must be in their respective cabins. Unit Leaders are responsible for enforcing this.
4. During off time staff in training must be accompanied by a staff member if planning to use canoes, lakefront area, or swimming pool.
5. Staff in training will be assigned cabin duty at least once a week. This will be a shared responsibility with summer staff.
6. At no time are staff in training to be completely responsible for campers by themselves.
7. Staff in training must follow the rules and regulations of camp as outlined in the staff handbook. These guidelines will be reviewed during a set orientation session.
8. Staff in training are not allowed to stay at camp between sessions.
9. Staff in training are contracted on a 1 or 2 week basis, to be evaluated weekly to determine eligibility for additional sessions.



ALABAMA SPECIAL CAMP FOR CHILDREN AND ADULTS

Easter Seals Camp ASCCA
 P.O. Box 21 – Jackson Gap, AL 36861
 256/825-9226/1-800-843-2267 (ALABAMA ONLY)

JOHN STEPHENSON, ADMINISTRATOR
 MATT RICKMAN, CAMP DIRECTOR

APPLICATION FOR EMPLOYMENT

PERSONAL DATA:

Name: _____

College Resident Address: _____ Phone: _____
(Street or P.O. Box)

(City)

(State)

(Zip Code)

Permanent Address: _____ Phone: _____

(City)

(State)

(Zip Code)

Parent's Name(s): _____

Date of Birth: _____ Social Security Number: _____

Position Desired: _____ E-mail: _____

Date you can start: _____ Date you must end: _____

EDUCATION (include all periods of schooling beginning with high school)

Name and address of high school, college(s) or other schools (include street, city, state, and zip code)	Dates of Attendance				School years completed	Major Field	Degree received or expected (if applicable)	
	From Mo.	Yr.	To Mo.	Yr.			Degree	Date
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.....								
.....								

ACTIVITIES Schools, campus, professional, and/or community. Include any office(s) held. (If you wish, you may omit any organization or activity, the name of which indicates the race, sex, color, religion or national origin of its members.)

Name of Organization/Activity	Role Or Position	Duties/Accomplishments	Dates (Mo. & Yr.)	
			From	To

Any licenses, special training skills you would like considered? (e.g. Teacher Certification, Lifeguard Training, CPR, etc.)

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Answer the following questions if you consider yourself to be handicapped:

1. Do you have any limitations due to your disability that may affect your ability to satisfactorily perform the jobs applied for? Yes No?

If "Yes", please explain _____

2. Do you know of any special skills, methods or procedures which will qualify you for positions which you might otherwise be able to do because of your disability/handicap? Yes No

If "Yes", please explain _____

3. Are there accommodations that would be helpful to you in performing the job(s) for which you are applying (e.g., special equipment or changes in the physical layout of the job)? Yes No

If "Yes", please explain _____

The Moral Standards set at Camp ASCCA are very high. We require our employees to have the same high standards. If at any time before or during our employment these standards are not met, Camp ASCCA claims the right to terminate your employment.

CAMP ASCCA STATEMENT OF POLICY

Camp ASCCA is an Equal Opportunity/Affirmative Action employer. As such Camp ASCCA pledges to take the necessary action to preclude discrimination in recruiting, employment, training, disciplining and/or terminating of employees because of race, color, creed, age, sex, national origin, handicap status, veteran status or other reason in accordance with all applicable state and federal statutes, executive orders and regulations which prohibit discriminatory personnel practices.

CERTIFICATION BY APPLICANT

I certify that the information given on this application and in any other supporting documentation, resume, etc., is true and correct. I understand that any false information; willful or negligent misrepresentation; or failure to disclose any requested information will constitute sufficient grounds for Camp ASCCA to terminate my employment without notice. I further understand that Camp ASCCA may perform a pre-employment investigation to determine my suitability for employment and I authorize Camp ASCCA to secure the information necessary to make a decision. I hereby release from liability any and all individuals and organizations who provide information to Camp ASCCA concerning my professional competence, ethics, character and other qualifications and authorize my prior employers to release any requested information from my personnel files. I further understand that Camp ASCCA will adhere to applicable state and federal statutes concerning the securing of information, handling, utilization and release of information obtained in the pre-employment investigation. I acknowledge by my signature that I have read and understand these statements.

SIGNATURE

DATE

ATTACH RECENT PHOTO
(OPTIONAL)

VOLUNTARY SELF-IDENTIFICATION

Soc. Sec. No.

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The following information is being gathered not for employment decisions but for recordkeeping in compliance with federal laws. Your responses are strictly voluntary and will help in developing and monitoring our affirmative actions programs. Any information provided will be kept confidential. If you choose not to answer any of these questions, you will not be subject to any adverse treatment. However, even if you choose not to self identify, federal regulations still require us to maintain race and sex information based on personal knowledge and observation. Also, to comply with affirmative action requirements of federal regulations, employers may designate applicants with known handicaps as handicapped, even though such applicants choose not to self-identify as handicapped. If you do not wish to furnish this information, please initial below.

I do not wish to furnish this information (initials)

Sex Male Female Race/Ethnic Data Black White Hispanic Asian or Pacific Island American Indian Or Alaskan Native Height _____ Weight _____ Marital Status _____

Camp program and activities are important for a meaningful outdoor experience. If you were asked to help with any of the following camp activities, how would you rate your skill and leadership in them? (M-Much, S-Some, N-None, T-Teaching Experience).

ARTS/CRAFTS	CAMP CRAFTS	OUTDOOR ADVENTURE
Macrame	Firebuilding	Rappelling
Painting/Sketching	Camp Cookery	Climbing
Pottery	Orienteering	Group elements
Wood Carving	Hiking	Belay Experience
Beadwork	Overnight camping	Low ropes course
Basketry	Tent Pitching	High ropes course
Leather work	Backpacking	
Ceramics	Campfire games	FISHING
		Bass/Catfish skills
AQUATICS	EQUESTRIAN (HORSEBACK)	Knowledge of Baitcasting reels
Swimming	Riding (trail)	Knowledge of Spincasting reels
Water skiing	Riding (ring or show)	Knowledge of spinning reels
Water skiing adapted	Riding (adapted or therapeutic)	Fishing boat skills
Ski Boat Driving	Pony rides	Trailer skills
Pontoon Boating	Grooming	
Canoeing (lake)	Showing	DEMONSTRATION FARM
Canoeing (whitewater)	Training	Farm Background
SCUBA		Cattle/Calf
Water games	SPORTS AND GAMES	Pigs
Sailing	Aerobics /Exercise	Sheep and Goats
	Softball	Ponies
MUSIC	Softball (adapted)	Poultry
Musical appreciation	Volleyball	Rabbits/Furbearers
Singing	Basketball	Other Species
Group Song Leader	Wheelchair Basketball	Gardening
Play any instrument	Bowling	
Music Therapy Activities	Golf	PUBLIC RELATIONS
	Bocce	Picture taking
NATURE/OUTDOOR EDUCATION	Ping-Pong	Teach photography
Pond study	Billiard	Power Point slide show
Project wild	Tennis	Computer skills
Project learning tree	Tennis (adapted)	Digital camera
Indian Lore	Soccer	Composition skills
Hunting	Other adapted sports	
Astronomy/Telescope		
Bird study	ARCHERY/RIFLERY	
Insect study	Knowledge of re-curve bow	
Flowers	Knowledge of crossbow	
Trees identification	Target/3-D experience	
Wildlife study	Knowledge of .22 rifle	
Nature Museum Tours	Knowledge of other guns	
Reptile study	Target shooting experience	
Rocks/Minerals	Therapeutic archery/riflery	
Nature crafts	Clay shooting	
	Hunting experience	
	Hunter safely education	

EMPLOYMENT AND BUSINESS EXPERIENCE(Indicates all permanent, cooperative, summer and voluntary work, including any previous camping, experience. List most recent job first.)

Name and Address of employer (Include street, city, state, and zip code)	Nature of Work	Last Salary	Reason for Leaving	Dates (Mo. & Yr.)	
				From	To.

NARRATIVE

1. State briefly what you feel is the value to people with disabilities of organized camping and recreation: _____

2. State briefly the reason you desire employment with Camp ASCCA:

3. How do you feel the Camp ASCCA work experience will assist you in meeting your future goals? Please define your goals.

4. State how personally spend your leisure time: _____

ADDITIONAL INFORMATION

In answering the following questions, include offenses or charges to which a guilty or nolo contendere plea was entered or, if convicted, a sentence of probation was imposed.

Have you ever been convicted of a violation of the law or forfeited collateral, other than for a non-moving traffic violation such as parking ticket?
 Yes No

Are you now under charges for any offense against the law?
 Yes No

The fact that you are awaiting trial or have a record of conviction will not necessarily bar you from employment.

If you answer "Yes" to any of the above question please explain. _____



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MATT RICKMAN, CAMP DIRECTOR

REFERENCE INFORMATION

Name of Applicant
Address of Applicant
Phone Number

I give my consent to release information pertaining to me and/or my employment. Further, I release all of my references from any and all responsibility in supplying the requested information.

Signature of Applicant Date

TO BE COMPLETED BY REFERENCE

Camp ASCCA Easter Seals provides a residential camp program for children and adults with physical and or mental disabilities. Often, the work can be both physically and emotionally demanding. We are looking for staff who have the skills, knowledge, and sensitivity needed to assist our campers in realizing an enjoyable and fulfilling camping experiences. We thank you for your time and consideration in completing this reference evaluation. Please return as soon as possible to: MATT RICKMAN, Camp Director; Camp ASCCA; P.O. Box 21, Jackson's Gap, Alabama, 36861.

Please check the appropriate numbered space. The following scale is used: 5-superior 4-above average 3-average 2-below average 1-poor.

Table with 5 columns (1-5) and rows for various traits: Mental & Emotional Stability, Physical Stamina, Ability to Work with co-workers, Accepts Responsibility, Dependability, Flexibility, Ability to work through stressful situations, Problem Solving abilities, Exercises maturity in judgment and behavior, Demonstrates leadership in group situations, Ability to encourage independence in others, Ability to facilitate the group process. Includes questions about how long known, capacity, and strengths/weaknesses.

Signature of reference

Print Name Title

Phone Number

Employment of applicant is pending on receiving this reference.



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