

**EASTER SEALS - CAMP ASCCA 2012
SUMMER EMPLOYMENT INFORMATION**

SALARY: \$800-\$1,000 per month; plus free room and board

DATES/HIRING OPTIONS: May 28 – August 17 **Camp Seale Harris-Diabetic, AL Post Adoption Connection, Muscular Dystrophy and ASCCA camps** (program positions only)

June 24– August 17 **ASCCA Summer Camp** (counselor, program staff, unit leader and head counselor positions)

*Sessions typically run Sunday 1:00 p.m. through Friday noon. (Sat. off)

JOB FUNCTION: Direct “hands on” work with ASCCA’s children and adults.
Counselors – responsible for assisting campers with activities of daily living, program activities, etc.
*Counselors need to be able to work from June 24 until Aug 10 or 17.

Program Staff – responsible for planning and implementing activities. Assist counselors with camper care.
*Prog. Staff will need to be able to work from May 28 until Aug 3 or 17

SELECTION: Summer staff is hired by the Camp Director. Evaluation is made based on experience (practical and educational), training and a desire to work with children and adults with disabilities. There will also be an interview with Camp Director, reference and background checks.

MINIMUM QUALIFICATIONS: 1) 18 years of age
2) Interest in working with children and adults with disabilities
3) Individuals who are enthusiastic and have high moral character
4) Independent and ability to supervise and take care of others

APPLICATION: Applications are available at www.campascca.org
Matt Rickman, Camp Director
(256) 825-9226 ext. 224
matt@campascca.org

SEND IN YOUR APPLICATION AS SOON AS POSSIBLE!

Camp ASCCA is a non-profit organization, owned and operated by The Alabama Easter Seal Society. Camp ASCCA does not discriminate on the basis of race, creed, color, sex, nation origin or handicap.

www.campascca.org

Easter Seals Camp ASCCA Summer Positions

Camp ASCCA offers a summer camp program for children and adults with mental and/or physical disabilities. We are presently looking for staff that has high moral character, love for the outdoors, an enthusiasm for life and an interest in working with special populations. Minimum age of staff is 18. Salary is between \$800 to \$1000 per month, based on position and experience. Housing and meals are included. Interested persons should download an application at www.campascca.org or contact: Matt Rickman, Camp Director at (256) 825-9226 matt@campascca.org or P.O. Box 21 Jackson's Gap, AL 36861.

Counseling Positions

- **COUNSELOR:** (38 positions hired) Positions involves direct care and supervision of 2 to 3 campers per session. No prior experience necessary, but preferred. Counselors work directly with campers to provide guidance and assistance in all phases of camp programs and activities of daily living. Job requires that you live in the cabins with campers. May involve physically lifting and transferring campers. Answer directly to Unit Leader.
- **UNIT LEADERS:** (6 positions hired) must have experience working with the disabled; supervisory experience and camp experience preferred. Will be responsible for direct supervision and training of up to 8 counselors as well as providing direct care and supervision of campers at programs and in cabins. May also be required to serve as a counselor or program staff. Answers directly to the Head Counselor.
- **HEAD COUNSELOR:** (2 positions hired) must have previous experience working with the disabled. Minimum of 1 year experience as counselor or program staff. Supervisory experience necessary. Will be responsible for supervision of all counselors and unit leaders. Answer directly to the Camp Director.

Program Positions –all program positions require living in the cabins with campers and assisting counselors with all aspects of their job

- **AQUATICS DIRECTORS:** (4 positions hired) Current lifeguard/CPR for the professional required. Lifeguards will be supervised and work with ASCCA's full-time Aquatics Director. Activities include but are not limited to: waterskiing, tubing, pontoon boat rides, swimming lessons, pool games, care & maintenance of pool, boats and other aquatic equipment.
- **ARTS & CRAFTS DIRECTOR:** Must have background in variety of crafts. Helpful if previous experience in teaching crafts to children and adults. Responsible for care of crafts room and supplies; planning and leading craft program. This job can also be combined with the Music Director position.
- **OUTDOOR ADVENTURE DIRECTOR:** (3 positions hired) will work under the immediate supervision of ASCCA's full-time Adventure Director. Activities include

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but are not limited to: High and low ropes course as well as our camping program. In each of these areas some experience is preferred.

- **SPORTS AND GAMES DIRECTOR:** Must have knowledge of a wide variety of sports and games. Some of these games will include but are not limited to: adaptive sports, basketball, softball, tennis, volleyball, bocce and golf. Individual with practical experience in teaching sports to special populations preferred but not required. Responsibilities also include planning and leading sports oriented activities as well as care and maintenance of supplies and equipment.
- **NATURE DIRECTOR:** Will work under the immediate supervision of ASCCA's full-time Environmental Center Director. Must have a thorough working knowledge of plant/animal populations, the natural environment and wildlife management. Knowledge of *Project Wild* and *Project Wet* is preferred but not required. Will work closely with Horseback and Demonstration Farm Directors.
- **DEMONSTRATION FARM DIRECTOR:** A thorough working knowledge of farm animals (sheep, goats, chickens, pigs, burrows, etc.). Knowledge of gardens is also very beneficial. One must be willing to "get down and dirty" and clean animal stalls and pens on a daily basis. This program is experiential and does require a person with good people and group leading skills to keep attention spans on line. Will work closely with Nature and Horseback Directors.
- **HORSEBACK DIRECTOR:** Minimum requirements are knowledge, practical experience, and ability to plan, organize and lead appropriate program. They will work directly under the supervision of our full-time program specialist. They are responsible for the care of all horses and equipment on a daily basis. They will lead and instruct counselor to assist in our "walking ring". They also work closely with Nature and Demo. Farm Directors.
- **MUSIC DIRECTOR:** Student or degree in Music Therapy preferred. This position requires someone who has a background in singing and/or can play 1 or more instruments. They will plan and implement a music program that is experiential, educational and is therapeutic. Most summers this job is combined with the Art & Crafts position.
- **FISHING DIRECTOR:** Must have not only a basic knowledge of fishing skills, but also a desire to commit oneself to what has proven to be a tough program area. Fishing will take place at our pond as well as some boat trips on Lake Martin. The Fishing Director will be responsible for all bait orders and tackle maintenance. Must have valid drivers and fishing license.
- **ARCHERY/RIFLERY DIRECTOR:** This position requires not only the ability to maintain and shoot rifles, shotguns and recurve bows. Level 1 archery instructor and gun safety certifications preferred. Responsibilities include safety orientation of special populations as well as on range direction of shooting. Maintenance of all equipment and facilities, gun cleaning, bow maintenance is required.



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)

Table with 8 columns: Name and address of high school, college(s) or other schools; Dates of Attendance (From Mo., Yr., To Mo., Yr.); School years completed; Major Field; Degree received or expected (Degree, Date).

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.)

Table with 5 columns: 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.)

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, discipling 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 _____

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. _____

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	



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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 and capacity.

Signature of reference

Print Name Title

Phone Number
Employment of applicant is pending on receiving this reference.



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