



Dear Prospective Staff Member,

Thank you for your interest in our camp. Becoming a Good Times staff member is a rewarding experience filled with lots of adventures. There are not many jobs where one of the most basic requirements is to have fun. Year after year a majority of our counselors return. Approximately 85% of the counselors from last year have contacted me to reserve a job for this summer. This means that positions for this year's camp are limited and that time is of the essence in returning the appropriate paperwork.

Enclosed you will find the counselor requirements, employment application, and background disclosure forms. First, review the Counselor Requirements section which details some of the essential qualities for Good Times Counselors. Please review these to make sure that you are willing and able to comply with these requirements.

Second, complete the application, and return it to me, along with your statement, in a 9 x 12 envelope, as soon as possible. After reviewing the application, our team will determine if an interview is appropriate. We will then be in contact with you.

Third, please go to our website at [www.GoodTimesLibertyville.com](http://www.GoodTimesLibertyville.com). There you will find a calendar of events for this year and information about Good Times. Please review both in order to familiarize yourself with the basic aspects of our camp. This will help to ensure that you understand what Good Times Day Camp is all about.

I am looking forward to reviewing your application. Please contact me with any questions or concerns you might have. FYI, the best way to contact me is via email.

Regards,  
Peggy Clatch  
Owner / Camp Director  
Good Times Summer Day Camp  
**Phone:** (847) 680-4884  
**E-Mail:** [Peggy@GoodTimesDayCamp.com](mailto:Peggy@GoodTimesDayCamp.com)



## CAMP COUNSELOR DESCRIPTION

### GENERAL RESPONSIBILITIES

To supervise campers and assist in their positive growth during camp.

**RESPONSIBLE TO** Camp Directors

### MINIMUM QUALIFICATIONS

- Minimum 18 years of age.
- Minimum of one year of college experience or AP credits.
- Desire and ability to work with children in the outdoors.
- Ability to relate to one's peer group.
- Ability to accept supervision and guidance.
- Good character, integrity, and adaptability.
- Fun and Happy
- Ability to lift 50 lbs

### ESSENTIAL JOB FUNCTIONS

Ability to communicate and implement programs to a wide range of participants with varying ages and skill levels.

Ability to observe and assess participants and contractual staff behaviors to assess their appropriateness, and to enforce safety regulations and emergency procedures.

Implement techniques that promote growth and positive interactions among individuals and groups.

Cognitive and communication abilities to plan and conduct diverse educational and recreational programs.

Visual, physical, and auditory ability to identify and respond to environmental and other hazards related to camp activities and operations.

Physical ability to navigate hilly terrain and respond appropriately to situations requiring First Aid.

## SPECIFIC RESPONSIBILITIES

Take an active role. This means that counselors must participate in all the activities that the campers do. Counselors must swim, play games, make crafts, participate in costume days, etc.

All applicants must be available to work every week from June 10<sup>th</sup> to August 16<sup>th</sup>. Monday thru Friday 7:30 am to 5:30 pm.

Actively supervise your campers. Campers must be supervised at all times.

Attend staff orientation and complete staff training.

Attend Camper Open House on June 5th.

Be fair and impartial in working with the campers and other staff.

Keep records and written documentation of campers and all administrative tasks including incident reports.

Responsible for preparing one camper choice program three times per week.

Recognize and respond to opportunities for problem solving in the group.

Develop opportunities for interaction between campers and staff.

Collect and distribute lunch/snacks and notify Unit Leader of any needed supplies.

Supervise care and use of camp equipment and supplies.

Develop opportunities for the group so that each individual experiences success during camp.

Provide opportunities for discussion of individual or group problems and concerns.

Help each participant meet the goals established by the camp.

Report all accidents, illnesses and unusual circumstances to your supervisor.

Interpret and enforce camp polices.

Supervise camper health and safety.

Wear designated camp attire or appropriate camp costume at all times.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

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## Check List

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- Completed Application Form
- Enclosed Personal Synopsis Video or one page statement
- Enclosed 4 x 6 photo
- Enclosed Additional Information
- Enclosed Recent School Transcript

- Reviewed Counselor Requirements
- Reviewed Camp Website  
[www.GoodTimesLibertyville.com](http://www.GoodTimesLibertyville.com)



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## Far North Suburbs Application

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Date of Application

**Preferred Location?**  Libertyville  Wheeling

**Please rank the age groups you prefer to work with?** *1 being highest and 5 being the lowest.*

- Boys 4 to 5  Boys 5 to 6  Boys 7 to 8  Boys 9 to 10  Boys 11 to 12  
 Girls 4 to 5  Girls 5 to 6  Girls 7 to 8  Girls 9 to 10  Girls 11 to 12

## Personal Information

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First Name

Last Name

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Birth Date

---

Marital Status

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Home Address

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City

State

Zip Code

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Cell Phone number

Home Phone number

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E-mail Address (This is the main way our staff will be in contact with you)



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## Camp Uniform

- T-Shirt Size       Child 14-16     Adult Small     Adult Medium  
 Adult Large     Adult X-Large     Adult 2X-Large
- Sweatshirt Size     Child 14-16     Adult Small     Adult Medium  
 Adult Large     Adult X-Large     Adult 2X-Large

## Education

High School Name	Start Year	End Year
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Undergraduate College Name	Course of Study	Start Year	End Year
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Other (specify)	Course of study	Start Year	End Year
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**Please attach your most recent school transcript.**  
*An unofficial printed transcript from your school's website is acceptable.*

## Personal Synopsis (please complete one of the following)

### Option 1:

Make a five minute video of yourself introducing yourself to our Campers' parents and directors. The Personal Video Synopsis can be sent on DVD or a link on video websites such as YouTube.com.

DVD Enclosed     Link: \_\_\_\_\_

### Option 2:

Please type a one page statement about yourself to our Campers' parents and our directors. Please describe any special skills or interests you have that would benefit Good Times.

Please note that this is a very important part of your application.

## Photo

Please attach a 4 x 6 photo of yourself.



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# Employment Experience

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## Experience #1

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Employer

Telephone Number

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Address

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Job Title

Supervisor's Name

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Reason for Leaving

---

Dates Employed

Hourly Rate/Salary

## Experience #2

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Employer

Telephone Number

---

Address

---

Job Title

Supervisor's Name

---

Reason for Leaving

---

Dates Employed

Hourly Rate/Salary

Duplicate This Page As Needed



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# References

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## Reference #1

---

Name

---

Relationship

Length of Relationship

---

Phone Number

E-Mail

## Reference #2

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Name

---

Relationship

Length of Relationship

---

Phone Number

E-Mail

## Reference #3

---

Name

---

Relationship

Length of Relationship

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Phone Number

E-Mail

Duplicate This Page As Needed



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# Applicant's Statement

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I certify that answers given herein are true and complete to the best of my knowledge.

\_\_\_\_\_  
**Initials**

I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision.

\_\_\_\_\_  
**Initials**

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause.

\_\_\_\_\_  
**Initials**

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I further understand, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
**Initials**

I understand that I will be required to provide proof of current CPR and First Aid certification, no later than May 15th, 2019 or attend additional training session in June. I will also be required to pay for my CPR and First Aid Training.

\_\_\_\_\_  
**Initials**

I am available to work every camp day, Monday through Friday, from June 10th to August 16th.

\_\_\_\_\_  
**Initials**

I will not be requesting time off this summer.

\_\_\_\_\_  
**Initials**

I understand that attendance at Counselor Orientation and Open House on June 5th are Mandatory.

\_\_\_\_\_  
**Initials**

I also understand that attendance at Orientation and Open House are considered prerequisites of the job and are not paid work days.

\_\_\_\_\_  
**Initials**

I understand that I will be required to wear a swimsuit with camp water shirt and swim each and every camp swimming day.

\_\_\_\_\_  
**Initials**

Applicant's Signature

Date

**Please Mail Completed Forms in a 9 x12 Envelope To:**

Good Times Summer Day Camp  
1601 Northwind Boulevard  
Libertyville, IL 60048