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**Dear Camp Ketcha Staff Applicant:**

Thank you for your interest in a position on our summer staff. Enclosed are application materials and information about our camp. Employment at Camp Ketcha is more than a job. It is a summer adventure and an opportunity to positively affect the lives of today's youth.

- Camp Ketcha is accredited by the American Camp Association. All camp staff will be required to adhere to the following Code of Ethics:

**Exemplary Ethical Practices for All Members of the American Camp Association**

A Code of Ethics identifies those behaviors and attitudes the profession believes to be minimum acceptable commitments to the well being of others. It is not possible for a code to identify or include all such practices or concepts. The existence of a Code of Ethics cannot guarantee that all persons will behave in ways deemed ethical by all other persons. A code is built on a commitment to integrity, truthfulness, and fairness to all persons. To that end, the members of the American Camp Association agree, by their membership, to uphold the following:

1. I shall conduct myself in a manner consistent with the association's mission to serve organized camps, affiliated programs, and the public by promoting better camping for all.
2. I shall recognize my responsibility for the welfare of others in my care.
3. I shall abide by and comply with the relevant laws of the community.
4. I shall be a member in the proper ACA classification as currently defined by the ACA National Board of Directors; and I shall disclose my affiliation with ACA only in a manner specifically permitted by the association.
5. I shall speak for the association only when specifically authorized to do so and will otherwise make clear that my statements and actions are those of an individual member.
6. I shall respect the confidences of ACA members, camps, and other constituents within the camp community; however, I shall accept responsibility to pass on to the appropriate ACA official, information I deem reliable that will help protect the camp community against unethical practices by any individual.

The success of camp depends largely on the quality of its staff. We seek men and women with diverse backgrounds, who have a desire to work in the outdoors with children and seek to improve themselves and their campers. **We ONLY seek candidates who are outgoing and enthusiastic.** These two qualities are extremely important when working with children in a summer camp setting.

If you are looking for a rewarding summer experience and feel you'd be a valuable asset to the Camp Ketcha staff, then please read on. Feel free to call me with questions, email me at [Ltully@campketcha.org](mailto:Ltully@campketcha.org) or visit our website, [www.campketcha.org](http://www.campketcha.org). I look forward to receiving your application.

Sincerely,

Liz Tully  
Camp Director



## ABOUT CAMP KETCHA DAY CAMP...

Camp Ketcha is located on Black Point Road in Scarborough. Camp occupies 133 acres of rolling meadow and woodlands, a sandy beach on a private pond, swimming pool, archery range, arts & crafts center, hiking trails, high/low ropes course, horse barn, classrooms and large indoor spaces.

### CAMPERS

Camp Ketcha is for boys and girls, ages 3-14, and Counselors-in-Training and Leaders-In-Training for up to age 16. We set camp capacity at 280 youth per week. Campers choose to attend one session or multiple sessions. Some attend for the full summer. Campers are grouped by age and assigned to a counselor. We are involved with the Summer Champs program run by the United Way in Portland and sponsored by Libra Foundation, which allots Portland children \$400 to spend on summer camps. We also have a number of campers with various abilities who come with a one-on-one staff member.

### PROGRAM

The summer program is divided into 9 one-week sessions with 3 “vacation camp” programs, which allow enrollment by the day offered at the beginning and end of the camp sessions. Campers enjoy and progression-based programming in outdoor living skills, swimming, arts & crafts, high and low ropes course, sports, archery, and drama & music. We offer a variety of specialty camps such as Pedal & Paddle, Wellness Camp, Safari Camp and Pirate Camp, as well as horsemanship programs. Campers can enjoy daily bus rides to and from camp and well as before and after care.

### 2010 STAFF OPENINGS

Responsibilities listed are brief statements and are not all-inclusive. Job descriptions and personnel policies will be provided. **All staff MUST have CPR/First Aid Certification by the first day of camp.**

**HEAD COUNSELOR (3)** Supervise up to 15 counselors and maintain a group of campers. Provide support to senior and junior counselors, daily attendance, and deal with discipline issues. **QUALIFICATIONS:** Must have had prior supervisory experience and must enjoy working with children. Must be 21 years of age or older and possess a current CPR/First Aid Certification

**SENIOR COUNSELORS (18)** Work directly with 5-12 campers each week. Provide supervision, and offer activities during free or down time. For all age groups, Tenderfeet (3-4), Wood Gatherers (5-6), and Trail Seekers (7-8) and Voyagers(12-14). **QUALIFICATIONS:** Must be at least 18 years of age or older, have prior experience working with children and possess a valid CPR/First Aid Certification.

**HEALTH & SAFETY OFFICER (1)** Responsible for the health & safety of the camp, administering daily medication, handling first aid, emergency situations. **QUALIFICATIONS:** Must be 21 years of age or older, have EMT or nursing certification. Must also have current CPR/First Aid Certification.

### COUNSELOR IN TRAINING/LEADERSHIP IN TRAINING COORDINATOR (1)

Responsible for planning and delivering a 5- week CIT and 2- week LIT program for campers ages 13.5-15. **QUALIFICATIONS:** Must be 21 years of age or older, have prior experience working with children, possess organization skills and hold current CPR/ First Aid Certification.

**JUNIOR COUNSELOR (6)** Work directly with senior counselor to supervise larger groups of children. **QUALIFICATIONS:** Must have prior experience working with children, be at least 16 years of age and possess a valid CPR/First Aid Certification.

**TRACKER COUNSELORS (7)** Work directly with a group of 8-10 ten to thirteen year-old campers. Provide expertise in specialty track. Tracks include outdoor living skills/ Environmental Education; Sports/Aquatic; Artisan; Ropes/ Adventure Challenges; and General Track We are also looking to hire one Floating Tracker Counselor. **QUALIFICATIONS:** Must be at least 18 years of age, have prior experience working with children and possess a valid CPR/First Aid Certification.

**LIFEGUARDS (5)** Work under the supervision of the Waterfront Director to ensure safety and order at the waterfront and to instruct weekly lessons. **QUALIFICATIONS:** Must be at least 16 years of age, have valid Red Cross Lifeguard Certification, WSI preferred. Lifeguard positions are 32-40 hours per week.

**WATERFRONT DIRECTOR (1)** Responsible for the supervision of up to five lifeguards and the campers and activity planning for the aquatic program. **QUALIFICATIONS:** Must have current WSI Certification and Red Cross Life Guard Certification, must have at least 3 years experience as a lifeguard and be at least 21 years old.

**SPECIALTY CAMP COUNSELOR (2 Senior, 2 junior)** Responsible for the supervision of up to 12 campers during specialty camps. **QUALIFICATIONS:** Must have prior experience working with children and possess a valid CPR/First Aid Certification. Senior Counselor must be at least 21 years old, junior counselor must be at least 18 years old.

**SPORTS PROGRAM AREA LEADER (1)** Responsible for activity planning and delivery for our sports program through team sports, games and individual activities. **QUALIFICATIONS:** Must be at least 18 years old, enjoy sports activities, be highly energetic, enjoy working with children and possess a valid CPR/First Aid Certification.

**OUTDOOR LIVING SKILLS PROGRAM AREA LEADER (1)** Responsible for activity planning for our outdoor living skills program including orienteering, knot tying, hiking, fire building, and other outdoor activities. **QUALIFICATIONS:** Must be at least 18 years old, enjoy the outdoors and nature, enjoy working with children and possess a valid CPR/First Aid Certification.

**DRAMA/MUSIC PROGRAM AREA LEADER (1)** Responsible for activity planning for our drama/music program as well as organizing our drama/music special event. **QUALIFICATIONS:** Must be at least 18 years old, enjoy working with children, have prior experience with drama, music and dance and possess a valid CPR/First Aid Certification.

**ROPES/ADVENTURE CHALLENGE PROGRAM AREA LEADERS (1 senior, 1 junior)** Responsible for activity planning and delivery for our ropes program area including team building, high and low ropes initiatives. **QUALIFICATIONS:** Junior Ropes Instructor- must be 18 years of age or older, have prior experience working with children. Senior Ropes Instructor- must be 21 years of age or older, have prior experience working on a high and low ropes course, certification preferred. Both positions require current CPR/First Aid Certification.

**ARTS & CRAFTS PROGRAM AREA LEADER (1)** Responsible for activity planning and delivery for our arts & crafts program area for all age groups. **QUALIFICATIONS:** Must be 18 years of age or older, have prior experience working with children, possess creativity and desire to lead arts & crafts activities for children. Current CPR/First Aid Certification required.

**ENVIRONMENTAL EDUCATION PROGRAM AREA LEADER (1)** Responsible for activity planning and delivery for our EE Program area including garden & farm, animals, tree identification, plants and habitats. **QUALIFICATIONS:** Must be 18 years of age or older, have experience and knowledge in environmental education and past experience working with children. Must hold current CPR/First Aid Certification.

**HORSEMANSHIP INSTRUCTORS (3)** Responsible for planning and teaching age appropriate lessons, safety of all participants, care of horses and participation in special camp activities. **QUALIFICATIONS:** Must be 18, enjoy working with children, be an established rider skilled in English riding instruction and possess a valid CPR/First Aid Certification.

**JUNIOR HORSEMANSHIP INSTRUCTORS (2)** Responsible for assisting with planning and teaching age appropriate lessons, safety of all participants and care of horses. **QUALIFICATIONS:** Must be 16, enjoy working with children, be an established rider skilled in English riding instruction and possess a valid CPR/First Aid Certification.

### 2010 CAMP KETCHA CALENDAR

\*Pre-camp events listed below are optional. Your participation as a volunteer is appreciated. For staff, camp officially begins. A complete list of required dates will be provided. **STAFF TRAINING IS MANDATORY.** If you have scheduling conflicts and are strongly interested in working at Camp Ketcha please contact Liz Tully to discuss your schedule.

March 14	Open House at Camp Ketcha 2-4pm (we would love to see staff members volunteer to meet & greet parents and give tours)
May 2	Open House at Camp Ketcha 2-4pm (we would love to see staff members volunteer to meet & greet parents and give tours)
June 5	MANDATORY Staff Training 9am-5pm
June 6	MANDATORY Staff Training 9am-4pm
June 8	MANDATORY Staff Training 3-7pm Counselors Only
June 9	MANDATORY Staff Training 3-6pm Lifeguards Only
June 10	MANDATORY Staff Training 3-7pm Program & Specialty Only
June 15	Driver Training for over 21 drivers, 9-11am
June 16	MANDATORY Trip & Specialty Staff Training 9am-12pm
June 17	MANDATORY Staff Training
June 14-18	VFC1 Very limited staff hours
June 21-25	VFC2 Very limited staff hours
June 28-July 2	Week 1 First Regular Camp Week
August 23-27	Week 9 Last Regular Camp Week
Aug 30-Sep. 3	VFC3 Very limited staff hours

**APPLY TODAY!** Applications are accepted until positions are filled. EOE

## GENERAL INFORMATION FOR ALL APPLICANTS

**QUALIFICATIONS:** Current First Aid/CPR certification; belief in the value of camp; willingness to uphold Camp Ketcha goals, policies and standards. Be at least 16 years old and enjoy working with children. Employment contingent upon satisfactory completion of the following:

- A. Criminal background check.
- B. I-9 Form which verifies eligibility to work in the United States.
- C. Health history completed prior to the start of camp.

**TIME OFF/SCHEDULE:** Staff hours are 8:30 a.m. to 4:30 p.m. Monday through Friday unless otherwise scheduled by the Camp Director. Pre-arranged time off is granted at the Camp Directors discretion. VFC 1, Week 1, 2 and VFC 2 have limited hours due to enrollment. Staff positions are up to 40 hours per week. Hours may be limited due to low enrollment.

**BUS DUTY:** All staff except junior counselors will be assigned to ride buses to and from camp for two weeks, which will result in longer hours. Staff will receive stipend of \$110 for each week of bus duty.

**EARLY/LATE CARE:** All staff will be assigned to one week each of Early and Late Care, which will result in longer hours. Staff will receive a stipend of \$45 for each Early Care week and a stipend of \$55 for each Late Care week. Junior counselors will receive a stipend of \$35 for Early Care and \$45 for Late Care.

**OVERNIGHTS:** All staff will be required to stay for one Overnight during the summer. Staff will receive a stipend of \$75 for each Overnight.

**CLOTHING:** All staff will be required to wear staff issued shirts each day. All staff will be required to wear khaki shorts of appropriate length. During periods of extremely warm weather, staff may wear an appropriate tank top the same color as staff shirts. V-Neck, Spaghetti strap and tube top tank tops are not permitted.

**SENIOR STAFF BONUS:** For those staff members, with the exception of junior counselors who work all scheduled weeks through week 10, or VFC week (as assigned), 2 weeks of bus duty, and one week of each early care and late care or as otherwise arranged by the Camp Director, one Overnight and other specific criteria as outlined in the Staff Performance Incentive Agreement, the staff member will receive a performance incentive bonus \$200. For those staff members who comply with all of the above and work 2 additional weeks of bus will receive a performance incentive bonus of \$250. Sick days will need to be documented by a treating physician. Those staff members who take unexcused time off or show up to work with an unexcused tardiness will not be eligible for a bonus.

**JUNIOR STAFF BONUS:** For those staff members who work all scheduled weeks through week 9, or VFC week (as assigned), work four weeks of part-time Early and/or Late Care, one Overnight and meet other specific criteria as outlined in the Staff Performance Incentive Agreement will receive an incentive bonus of \$100. Those staff members who take unexcused time off or show up to work with an unexcused late will not be eligible for a bonus.

## APPLICATION AND SELECTION PROCESS

1. Please review the preceding material. It provides important information about Camp Ketcha program and employment responsibilities.
2. Complete the application form. Include photocopies of any current, relevant certifications and licenses you may have. Please send to: **Liz Tully, Camp Director**  
**Summer Application**  
**336 Black Point Road**  
**Scarborough, ME 04074**
3. Give the reference forms to 3 people (**not peers/relatives**) to comment on your qualifications. Make sure they return them to the address above. A phone contact is made with a reference of the Camp Director's choice. Good examples of references are current or former employers, teachers or organizations for which you have volunteered.
4. Applications are reviewed in accordance with the standards set by Camp Ketcha. Following this review, you may be contacted for an interview. Interviews are conducted in person except when distance/circumstances require a phone interview.
5. If hired, you will receive duplicate work agreements, a job description, personnel policies and additional information about training, etc. Sign and return all paperwork immediately.

**Equal Opportunity Employer**