

Day Camps

Dear Day Camp Staff Applicant,

Thank you for your interest in applying to work at a Mandel JCC Day Camp! Please note that the first day of camp is **June 21, 2010** and mandatory staff orientation is held on **June 13 – 20** with specific dates and times to be announced in the spring.

The application process has three steps:

- 1) Please complete the enclosed Application Form in full, and return it to the appropriate Day Camp Office.
- 2) Distribute the enclosed reference letters to your three references, and ensure that your references send the forms back directly to our offices. Prior to giving the form to your references, please make sure to complete the top section of each Reference Form with your name and the camp you are applying to work at. **We do not consider your application to be complete until all three reference letters have been received at the Day Camp Office.**
- 3) Once the completed application (including all three references) have been received, your application will be reviewed and if your skills meet our staffing needs, the Director of the Day Camp will contact you to set up an interview. Because of the high volume of applicants, scheduling interviews may take time. Please be patient!

Please feel free to contact us with any questions you may have. As the potential employee, it is important for **you** to contact us directly and not use another individual (i.e. parents) as the contact person.

Anisfield Day Camp:

Ari Golub (Director): 216-831-0700 ext. 1351, or agolub@mandeljcc.org

Playland Day Camp:

Lynne Berliner / Judy Likover (Co-Directors): 216-831-0700 ext. 1356
lberliner@mandeljcc.org / jlikover@mandeljcc.org

Performing Arts Camp:

Sheri Gross (Director): 216-831-0700 ext. 1231, or sgross@mandeljcc.org

Special Needs Inclusion Program:

Laurie Gross-Kammer (Special Needs Summer Coordinator)
Contact Laurie Spielman (Day Camp Registrar): 216-831-0700 ext. 1349

B'Shalom,

Ari Golub, Judy Likover, Lynne Berliner, Sheri Gross, Laurie Gross-Kammer

**Please mark the envelope you return this application in
to the attention of the camp in which you want to work.
The Mandel JCC, 26001 South Woodland Road, Beachwood, OH 44122.**



STAFF APPLICATION - SUMMER 2010

PLEASE SELECT THE CAMP AND POSITION YOU ARE APPLYING FOR (CHOOSE ONE):

<input type="radio"/> ANISFIELD (campers entering 1 st - 6 th) Average Day Work Hours: 8:30 - 4:30	<input type="radio"/> PLAYLAND (campers 4 years old & entering Kindergarten) Average Day Work Hours: 8:30 - 2:30	<input type="radio"/> PERFORMING ARTS CAMP Average Day Work Hours: 8:30 - 4:30
<input type="radio"/> June 20 - July 30 <input type="radio"/> June 20 - August 13	<input type="radio"/> June 20 - July 30	<input type="radio"/> June 20 - August 13
<input type="radio"/> C.I.T. (10 th grade, Fall 2010) <input type="radio"/> Jr. Counselor (11 th - 12 th grade, Fall 2010) <input type="radio"/> Sr. Counselor (High school graduate) <input type="radio"/> Specialist - Area of Interest _____ <input type="radio"/> Other: _____ <input type="radio"/> Companion Counselor (11 th gr. & up, Fall 2010)	<input type="radio"/> Volunteer (9 th grade, Fall 2010) <input type="radio"/> Jr. Counselor (10 th - 12 th grade, Fall 2010) <input type="radio"/> Sr. Counselor (High school graduate) <input type="radio"/> Companion Counselor (High school graduate)	<input type="radio"/> Jr. Specialist (10 th & 11 th grade, Fall 2010) <input type="radio"/> Sr. Counselor (12 th grade and up, Fall 2010) <input type="radio"/> Companion Counselor (11 th grade and up, Fall 2010)

Anisfield and/or Performing Arts Camp Applicants

Additional responsibilities you would like to be considered for:

- Mandel JCC Shuttle - Fairmount Temple (for Performing Arts Only)
- AM Care (7:30 am - start of camp day)
- PM Care (end the camp day - 6:00 pm)

PLEASE PRINT AND FILL OUT COMPLETELY ALL SECTIONS OF APPLICATION.

Name	
Date	Social Security Number
Email Address	2 nd Email Address (if applicable)
Cell Phone	Best way to contact you (cell #, house #, email, etc.)

PERMANENT ADDRESS	SCHOOL YEAR ADDRESS (if different)
House # and Street Name	House # and Street Name
City, State, Zip	City, State, Zip
Phone #	Phone #

EDUCATION				
	Name of School	Dates Attended	Degree/Major	Year Entering Fall '10
High School				
College				
Graduate School				
Other Education				

CAMPER EXPERIENCE		
Camp	Location	Years Attended

EMPLOYMENT/VOLUNTEER EXPERIENCE			
Organization	Title/Position	Salary	Dates of Employment

GROUP MEMBERSHIP/LEADERSHIP			
Organization	Purposes/Activities	Title or Position Held	Dates of Involvement

SKILLS AND TALENTS

Please rank your skill level for each of the following activities (1 shows a minimum skill and 5 a high school level.)

Arts and Crafts	
Cheerleading	
Circle Games	
Cooking	
Dance	
Drama	
Musical Theater	
Newspaper	
Songleading	

Archery	
Baseball	
Basketball	
Field Hockey	
Football	
Ga Ga	
Kickball	
Soccer	
Tennis	
Ultimate Frisbee	
Volleyball	

Jewish Music	
Hebrew	
Israeli Dance	
Israeli Culture	

Swimming	
Canoeing	
Kayaking	

Nature	
Fire-Building	
Low Ropes Course	
Outdoor Cooking	

Please share any other skills or talents you possess that could be utilized at camp: _____

CERTIFICATIONS (Please mark if you have a current certification and the expiration date.)

X	Certification	Expiration Date
	First Aid	
	CPR	
	Lifeguarding	
	WSI	
	Other:	

REFERENCES:

- Please list three references below and give them the enclosed reference forms to complete.
- Forms should be returned by the reference directly to the Mandel JCC Day Camp for which you are applying.
- Your references should be someone who has knowledge of your character, work experience and ability. Present or former employer, school advisor, teacher, camp supervisor, Rabbi. Do not include a friend or relative.

Name	Address	City/State/Zip	Phone Number	Relationship to you

*****INTERVIEWS WILL ONLY BE SCHEDULED WHEN ALL THREE REFERENCES HAVE BEEN RECEIVED BY THE MANDEL JCC DAY CAMP OFFICE.**

PERFORMANCE ABILITY

Are there any reasons you may not be able to perform any of the major duties of the job for which you have applied? If so, how can we accommodate you so you can perform the major job related duties? Please note: The Mandel JCC is an equal opportunity employer and will make reasonable accommodations for disabilities.

Have you been convicted of a felony within the past ten years? If so, please describe the circumstances. Please note: An affirmative response will not necessarily disqualify you for the position.

AUTHORIZATION FOR BACKGROUND INVESTIGATION

I authorize the Mandel Jewish Community Center of Cleveland, or any of its agents, to make written or oral inquiries of any of my former employers, references, doctors, or any schools or educational institutions which I attended, or any law enforcement authorities or agencies, or hospitals, concerning any information given by me in my application of employment. I give permission for the Mandel Jewish Community Center to complete any background investigation required for employment. I certify that the information contained on the application, which I have completed is correct, to the best of my knowledge. I understand that deliberate falsification of this information is grounds for dismissal. I release all parties from all liability for any damages that may result from furnishing this information to you.

Signature of Applicant

Date

VERACITY OF APPLICATION

I certify, to the best of my knowledge and belief, the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that misrepresentation or omission of facts in this application may lead to my discharge, if employed. I also understand and agree that such employment may be terminated at any time, without prior notice, and that my employment will not be governed by any expressed or implied contract, but is at-will.

Signature of Applicant

Date

NOTIFY IN CASE OF AN EMERGENCY

Name	Address	Home Phone Number	Cell Phone	Relationship to you

This form has been designed to comply with Municipal, State and Federal Fair Employment Practice laws prohibiting discrimination on the basis of age, sex, handicap, race, creed or national origin. Questions directly or indirectly reflecting such status have been included only where needed to determine bona fide occupational qualification or for other permissible purposes. Notwithstanding these efforts, the Mandel Jewish Community Center of Cleveland does not assume responsibility and hereby disclaims any liability for inclusion in this form of any questions upon which a violation of Municipal, State and Federal Fair Employment Practice laws may be based.

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