

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 18, 2012**, and mandatory staff orientation is held on **June 10 – 17**, 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, Mandel JCC Sports Camp, Alim Teen Camp (new):

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

Playland Day Camp:

Joan Morgenstern 216-831-0700 ext. 1362 or jmorgenstern@mandeljcc.org

Performing Arts Camp:

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

Special Needs Inclusion Program:

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

Laurie Gross-Kammer (Special Needs Summer Coordinator)

B'Shalom,

Ari Golub, Joan Morgenstern, Sheri Gross, Laurie Gross-Kammer

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

The Mandel Jewish Community Center of Cleveland



STAFF APPLICATION - SUMMER 2012

For Office Use Only:	
Date Rec'd:	_____
Staff Receiving:	_____
1 st Contact:	_____
Interview Date:	_____
Follow Up Date:	_____

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

<input type="radio"/> ANISFIELD(Kind.-6 th grade campers) <input type="radio"/> SPORTS CAMP (2 nd -7 th grade campers) <input type="radio"/> ALIM TEEN CAMP (7 th -9 th grade campers) Average Day Work Hours: 8:20 – 4:20	<input type="radio"/> PLAYLAND(campers 3-4 years of age) Average Day Work Hours: 8:30 – 2:30	<input type="radio"/> PERFORMING ARTS CAMP (Kind. – 9 th grade campers) Average Day Work Hours: 8:30 – 4:30
<input type="radio"/> June 18 – July 27 (6weeks) <input type="radio"/> June 18 – August 10 (8 weeks)	<input type="radio"/> June 18 – July 27	<input type="radio"/> June 18 – July 13 (Session 1) <input type="radio"/> July 16 – August 10 (Session 2) <input type="radio"/> June 18 – August 10 (Session 1 & 2)
<input type="radio"/> C.I.T. (10 th grade, Fall 2012) <input type="radio"/> Jr. Counselor (11 th - 12 th grade, Fall 2012) <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 2012)	<input type="radio"/> Volunteers (Going into 9 th Grade) <input type="radio"/> Sr. Counselor (College Graduate) <input type="radio"/> Counselor (High school graduate) <input type="radio"/> Companion Counselor (High school graduate)	<input type="radio"/> Jr. Specialist (10 th & 11 th grade, Fall 2012) <input type="radio"/> Sr. Counselor (12 th grade and up, Fall 2012) <input type="radio"/> Companion Counselor (11 th grade and up, Fall 2012)

For Anisfield, Sports Camp and 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
T-Shirt Size (check one) <input type="checkbox"/> Child's Large <input type="checkbox"/> Adult Small <input type="checkbox"/> Adult Medium <input type="checkbox"/> Adult Large <input type="checkbox"/> Adult XL <input type="checkbox"/> Ault XXL	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 '12
High School				
College				
Graduate School				
Other Education				

CAMP STAFF OR CAMPER EXPERIENCE			
Camp	Location	Position/Camper	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 skill 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.

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.



REQUEST FOR LETTER OF REFERENCE - SUMMER 2012

To be completed by the Applicant:

Applicant's Name _____

Camp Applying to: Anisfield Day Camp Mandel JCC Sports Camp Alim Teen Camp
 Playmakers Performing Arts Camp Playland Day Camp

Other _____ Position Sought _____

The above applicant is applying to be a staff member in the Mandel Jewish Community Center of Cleveland's day camping program for the coming summer. They have selected you to be one of their references. We consider references to be an important factor in determining an applicant's suitability for involvement in our camp. Please complete the questions below and return this form as soon as possible by mail to the Day Camp office at the address listed at the end of the reference form. Please note that the applicant's application will not be considered complete without this reference letter.

It is the practice of the Mandel JCC to share reference information with an applicant where helpful, unless specifically requested otherwise in writing. If you would like to speak directly with someone about this applicant please call 216-593-6251 to speak with Ari Golub, Director of Children and Day Camping Services.

In what capacity have you known the applicant? _____ How long? _____

Please share adjectives which reveal qualities of this candidate: _____

Please share any personal habits or issues which might limit this candidate's ability to work at a camp.

How does the applicant interact with friends, coworkers, supervisors, teachers, etc.? _____

Have you ever observed the applicant interacting with children? _____

If you are able, please describe the applicant's abilities interacting with children? _____

Would you recommend the applicant for a position at our camp? _____

With what reservations? _____

Applicant's Name _____

Please rate those categories below that pertain to your knowledge of this candidate.

	EXCELLENT	GOOD	AVERAGE	POOR
Capacity to learn from experience	_____	_____	_____	_____
Patience	_____	_____	_____	_____
Judgment	_____	_____	_____	_____
Initiative	_____	_____	_____	_____
Responsibility/Loyalty	_____	_____	_____	_____
Honesty	_____	_____	_____	_____
Leadership	_____	_____	_____	_____
Appearance/Manners	_____	_____	_____	_____
Ability to accept criticism	_____	_____	_____	_____
Acceptance by peers	_____	_____	_____	_____
Ability to function in a group	_____	_____	_____	_____
Ability to accept supervision	_____	_____	_____	_____
Rapport with children	_____	_____	_____	_____
Ability to give supervision	_____	_____	_____	_____

Please list your personal opinion of the candidate's abilities and character. We appreciate your honest assessment of his/her capacity to be a mature, creative, warm, enthusiastic, caring leader and role model for children, to work as part of a team of staff members, and to function in an environment that values the quality of its personnel as being paramount toward providing the most outstanding summer camping experience.

Is there anything else you think is important for us to know about this applicant? _____

Please circle the number that corresponds to your overall assessment of this candidate and his/her potential to excel as a member of our staff.

POOR 1 2 3 4 5 6 7 8 9 10 EXCELLENT

Signed: _____ Print Name: _____

Organization/Title: _____

Phone: _____ Address: _____

Thank You!

The Mandel JCC Day Camp Office: 26001 South Woodland, Beachwood, OH 44122



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