



Camp Killoqua

Day Camp Assistant

Summer 2011

Dear Applicant,

Thank you for your interest in Camp Killoqua's Day Camp Assistant program!

Being a Day Camp Assistant benefits both campers and you – it's a great way to volunteer with younger kids, while gaining valuable leadership experience. If selected, you'll work with staff mentors, who will coach you and give you opportunities to lead a cabin group. The job *will* be challenging at times, but you'll increase your skills and confidence. Another bonus -- you can earn volunteer experience hours as you have fun at camp!

For new DCAs, the program starts off with a weeklong leadership training during session 3, July 8-14. We've developed this exciting training program to prepare you for your role at camp and build your leadership skills. You'll live and train with other DCAs and work with Killoqua's leadership staff as your advisors. You'll also get to know the summer staff and participate in many fun camp activities as you learn to help lead them. From there, you'll be assigned to work cooperatively with various staff members throughout the summer.

Returning DCAs may choose to either attend the Returning DCA Refresher week (and participate in a different series of training activities), or they may start directly with their first volunteer week. This is an opportunity to brush up on your DCA skills and catch up with other returners. Returning DCA Refresher week is during session 4, July 15-21.

Being a Day Camp Assistant is a big responsibility. Please read the following job description carefully so you understand the position for which you are applying!

Dates

Leadership training week during session 3, plus a week or more as a Day Camp Assistant. Your DCA week(s) are set by finding time that works for both you and camp.

Program Fee

New DCA training week will cost \$395 and DCA Refresher week will cost \$445 if paid by April 15, 2012. Participants volunteer for DCA weeks, and their program costs are covered by Killoqua. Camperships may be possible for the training session; call us for details.

Requirements for Applicants

- Entering grade 8 or higher in fall 2012.
- Participate in the full training week if new.
- Serve as a DCA for one or more summer sessions.
- Interested in working with children, and ready to further build your skills with them.

Application Process

1. Complete and return the application to the address listed. **Applications must be received by February 24, 2012.**
2. When your complete application is received, we will contact you to let you know whether we will interview you. Interviews are by phone, and will be conducted during the first week of March. This is a selective program; an interview for or acceptance into it is not guaranteed. However, all interested and eligible applicants are encouraged to apply. Applicants will be notified of acceptance by March 23rd pending completed reference checks. We are looking for people who have great potential to grow as leaders!

Please call if you have any questions at 360 652 6250 or e-mail at killoqua@campfireusasnohomish.org.

We appreciate your interest and look forward to hearing from you soon.

Sincerely,
Samantha Braman
Assistant Summer Camp Director

A Leadership Training Session!

Session 3 is a chance to do lots of fun, interactive leadership training. You'll build skills that will help you not only at camp, but at school and with your other activities. The stay at camp also gives you more time to learn about day camp programs and how to work with campers. You'll also get to know the staff and other DCAs, and participate in camp activities before you help lead them. Plus, there will be time to "be a (teen) camper" and do activities like the high ropes course! Our goal is to fully prepare you for the DCA experience, so when you come back, you're ready to dive in. Get ready for an exciting, memorable week!



Camp Killoqua

Job Description-Day Camp Assistant



Job Summary:

Work directly with an adult Day Camp staff member in carrying out activities for a group of campers in an outdoor setting.

Responsible to:

Assigned Counselor, Day Camp Coordinator, Assistant Summer Camp Director.

Qualifications & Training Requirements:

- Entering grade 8 or higher in fall 2012.
- If new, participate in full leadership training during session 3, July 8-14.
- Serve as a DCA for a week or more during summer.
- Interested in working with children, and ready to further build your skills with them.

Responsibilities:

- Adhere to the Camp Fire philosophy and policies.
- Help the counselor supervise a Day Camp group.
- Assist the counselor in leading specific program activities, such as crafts, songs, and hikes.
- Help interpret rules and guidelines to the campers. Help ensure that the rules and guidelines are respected and followed by the campers.
- Assist campers in adjusting to one another and adjusting to Day Camp.
- With the help of the counselor, guide the campers in planning their weekly program.
- Know where the campers are at all times. Assist in ensuring the safety of the campers, especially those in your group.
- Report accidents, sign of illness, or undue fatigue to the staff member in charge.
- Assist in taking camper attendance each day and/or reporting absences to the Day Camp Coordinator.
- Respect campers, peers, staff, and self. Work cooperatively with the campers, other Day Camp Assistants, and the Day Camp Staff.
- Show enthusiasm and display a positive attitude at all times.
- Serve as a positive role model for campers, peers, and staff.
- Share your observations and suggestions for improving the Day Camp experience or the Day Camp Assistant Program with the Day Camp Staff.

A Note to Parents/Guardians

Thank you for supporting your teen's interest in this Leadership program! As your camper starts the application process, you can help by letting him/her "do all the work." Sometimes it's easier or quicker if the parent contacts us with questions or to confirm an interview time, however, we like the applicants to do all of these things themselves. This helps teens get more comfortable making calls and building the other skills that go with researching and interviewing for a job or volunteer opportunity. Thanks for your help with this ... and if you do have any questions of your own, feel free to contact us directly!



Camp Killoqua

Day camp Assistant Application

Name	Applying For ___New DCA ___ Returning DCA	Application Date ____/____/____
Home Address Street	City/State/Zip	Phone
Email Address	School You Attend	Grade Level Next Fall

Experience

Please mark any of the following activities that you have experienced. Please note, we do not expect you to have knowledge of all these activities!

Outdoor Skills

- ___ Fire Building
- ___ Map/Compass
- ___ Knots
- ___ Tools
- ___ Outdoor Cooking
- ___ Minimum Impact
- ___ Backpacking

Sports & Games

- ___ Large Group Games
- ___ Small Group Games
- ___ Challenge/Teambuilding
- ___ Archery
- ___ Biking
- ___ Nature Activities
- ___ Horses

Arts & Crafts

- ___ Photography
- ___ Candlemaking
- ___ Tie Dye
- ___ Drawing/Painting
- ___ Beads
- ___ Other (_____)

Boating

- ___ Rowing
- ___ Canoeing
- ___ Sailing
- ___ Windsurfing

Music/Dramatics

- ___ Song Leading
- ___ Drama/Improv
- ___ Dancing
- ___ Instrument

Other

Written Questions On a separate sheet of paper, please answer the following questions.

Questions for new DCA applicants:

1. Why would you like to be a Day Camp Assistant?
2. Please describe your camping and/or experience in the outdoors.
3. Please describe your experiences working with children.

Questions for applicants who have been in the DCA program before:

1. Why would you like to be a DCA this summer?
2. What were the most useful things you learned last summer in the program? How have you used your DCA experience since camp?
3. What new skills do you want to develop if you return? What can you contribute to the program this year?

Certification Information

These certifications are helpful, but not required.

CPR	Exp. date _____	Name of course _____
First Aid	Exp. date _____	Name of course _____
Baby Sitting Course	Exp. date _____	Name of course _____

Other certifications and/or honors:

References

Please list three references (not relatives). References will be contacted.

1) Name _____ Phone _____

How do you know this person? _____

2) Name _____ Phone _____

How do you know this person? _____

3) Name _____ Phone _____

How do you know this person? _____

Please read and sign:

I certify that the information given in this application for Day Camp Assistant is true and complete to the best of my knowledge. I authorize Camp Fire USA Snohomish County Council to contact my references concerning my experience and job suitability. I am able to attend the leadership training session (if new) and serve as a DCA for one or more weeks during the summer. I understand that the position of Day Camp Assistant is a volunteer position.

Application Signature

Date

Parent or Legal Guardian Signature

Date

Return completed application to:

**DCA Applications
c/o Camp Fire USA
4312 Rucker Ave.
Everett, WA 98203**