



David Posnack
JCC

**DAVID POSNACK JEWISH COMMUNITY CENTER
APPLICATION FOR EMPLOYMENT**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non job related medical condition or handicap, or any other legally protected status.

PLEASE PRINT

Position Applied for: _____

Date of Application: _____

How Did You Learn About Us?

Advertisement Friend Walk-In Employment Agency Relative Other _____

Last Name _____ First Name _____ Middle _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number (s) _____ Social Security Number _____

Email Address: _____

Have you ever been employed with us before? Yes No
If yes give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary Work

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony with the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment

If Yes, please explain _____

EDUCATION

Page 2.

	Elementary School	High School	Undergraduate: College University	Graduate/Professional
School Name and Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities				
Describe any honors you have received				
State any additional information you feel may be helpful to us to considering your application				

REFERENCES

Give name, telephone number and relationship to you of three references.

1. _____

2. _____

3. _____

EMPLOYMENT EXPERIENCE

Start with your present or last job, include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color religion, gender, national origin, handicap or other protected status.

Employer	<u>Dates Employed</u> From To	Work Performed
Address		
Telephone Number (s)	<u>Hourly Rate/Salary</u> Starting Final	
Job Title Supervisor		
Reason for Leaving		
Employer	<u>Dates Employed</u> From To	Work Performed
Address		
Telephone Number (s)	<u>Hourly Rate/Salary</u> Starting Final	
Job Title Supervisor		
Reason for Leaving		

Employer	<u>Dates Employed</u> From To	Work Performed
Address		
Telephone Number(s)	<u>Hourly Rate/Salary</u> Starting Final	
Job Title	Supervisor	
Reason for Leaving		

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications Summarize special job-related skills and qualifications acquired from employment or other experience.

COMPUTER SKILLS. (Check appropriate boxes. Include software titles and years of experience)

- Word Processing _____ Years: _____ Internet _____ Years _____
- Spreadsheet _____ Years: _____ Other _____ Years _____
- Presentation _____ Years: _____ Other _____ Years _____
- E-mail _____ Years: _____ Other _____ Years _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____ / ____ / ____

**THE DAVID POSNACK JEWISH COMMUNITY CENTER IS AN EQUAL
OPPORTUNITY EMPLOYER**

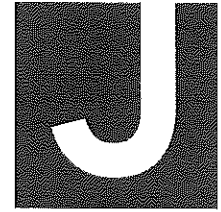
Employment Information Addendum

Camp Kadima Staff

David Posnack JCC

5850 Pine Island Rd., Davie, Florida, 33328

(954) 434-0499 extension 202



Camp Dates: June 12th – August 4, 2017

- Staff Training – May 21, 2017 & June 11, 2017
- New Parent Orientation – June 5, 2017
- Meet the Parents – June 7, 2017
- Classroom set up and late nights for upper (camp dates – to be announced)
- Mandatory Attendance required to staff training, meet the parents, late night activities (for upper camp) and Classroom setup
- **Must be able to work all 8 weeks of camp June 12 – August 4, 2017**

Job Opportunities:

Position(s) applied for:

_____ Senior Counselor (must have completed first year of college)

_____ Junior Counselor (must be entering 11th grade, 12th grade or first year of college)

_____ CIT (must be entering 10th grade & must be 15 before June 12, 2017)

_____ Specialist (must have completed first year of college)

_____ **Preschool**

_____ **Bonim (grades 1-5)**

_____ **Extreme Adventure (grades 6-9) (must be in college to apply)**

_____ **Giborim**

_____ **Premier (J Sports, J Hoops, J Tech and J Girls Camp) – circle one if interested**

Emergency Contact Name: _____ Emerg. Cont. # _____

Do you have the ability to perform the essential camp counselor functions (see attached job description) of the job for which you are applying with or without reasonable accommodation ___ Yes ___ No If no, please explain and describe how you would perform the tasks and with what accommodations:

Have you ever been convicted of a crime? If yes, please explain: _____

The JCC requires all employees working with children to have a criminal background check initiated prior to the first day of work. *Applicants who do not complete this background check will not be eligible to work for the JCC.*

This is an eight week commitment and I understand that I will be at work all eight weeks and will not take vacation time from June 12 – August 4, 2017

Please note - Failure to meet this requirement can be cause for termination of employment.

Initial here _____

CAMP EXPERIENCE (as a camper or counselor)

Dates	Camp	Type of Camp	Describe a positive experience (use additional sheet)	Describe a negative experience (use additional sheet)

Please indicate if you are interested in the following additional responsibilities:

Early Care Staff: 7:30-8:45 am

Late Care Staff: 4:00-6:00 pm

The following questions are important. Please give them careful thought before answering.

- Do you have experience working in camps or with children in a different setting?

- What would you consider to be your main strengths and qualifications relevant to a position at our summer camp?

- Tell me about your leadership experience

- Please list any special skills you might have that can be helpful at camp

- Describe your perfect camp day as if you were a camper.

(Omission of this part will delay the interview process).

Camp Counselor

Job Description

DEFINITION:

Under general supervision of the Camp Director, the camp counselor is responsible for assisting in implementing an inclusive and varied camp for children. They work with other camp counselors and are immediately responsible for the children's safety and participation. The counselor is committed to fulfilling all duties with ethical conduct, community stewardship, individual initiative, and responsive service. They must demonstrate leadership, management and technical skills through effective collaboration, using team resources, progressive decision making and personal responsibility while demonstrating and fostering effective communication with other camp counselors, administrative and office staff, parents, and kids.

SUPERVISION:

Under the administrative direction of the Camp Kadima Director, a Camp Counselor plans, develops, promotes, coordinates and implements camp programs according to the camp policies and procedures.

EXAMPLES OF ESSENTIAL DUTIES & RESPONSIBILITIES:

Duties may include, but are not limited to the following:

- See, hear and supervise a group of children and ensure their safety and wellbeing at all times;
- You must have certification in CPR/First Aid or have ability to obtain such certification immediately;
- Implement a variety of daily recreational activities for small groups, evaluating the progress of camp, continually interfacing with parents, staff, and participants;
- Attend and participate in all staff meetings and training;
- Maintain the working order and cleanliness of camp facilities and equipment;
- Physically and mentally capable of supervising groups of children 6-12 for an 8 hour day;
- Ability to work outdoors for extended hours;
- Communicate effectively with children, counselors, parents and community members at large;
- May handle incident reports, receipts, and other camp related records;
- Assist and participates in daily camp activities and weekly trips including swimming, hiking, sports, games, and other summer children's activities scheduled throughout camp. (e.g. when at a field trip or the swimming pool, ensures safety of campers by being IN the water, swimming and playing with kids, while providing ACTIVE supervision.);
- Evaluate camp daily and suggests improvements, needs, hazards and trend to Lead Counselor for further evaluation and follow-up;
- Performs all job duties in compliance with the established rules and regulations of The Camp Kadima and the David Posnack Jewish Community Center;
- Handles other responsibilities and duties as assigned or needed;

MINIMUM QUALIFICATIONS:

Requirements: Prior to the first working day, you must have certification in CPR/First Aid or have ability to obtain such certification immediately

KNOWLEDGE OF:

First Aid, CPR, lifesaving, and program safety precautions and procedures;

Proper use of the English language, spelling grammar, and punctuation;

ABILITY TO:

Exhibits appropriate behavior and fulfills all duties with excellent customer service, creative problem solving, decision making, and stewardship of Camp Kadima resources. Working with youth age's one to twelve preferred; swim 1 length of pool; secure reliable transportation to and from work; successfully pass an employee criminal background investigation.

Provides teaching, mentoring and motivation to other employees within the organization through sharing of knowledge, skills and information; is proactive in performing and improving his/her own work and suggests and participates in projects and activities to improve the function of the entire camp.

Work cooperatively with all Camp Kadima employees toward the common goal of providing high quality services.

Exhibit excellent interpersonal and human relationship skills.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to bend, stoop, kneel, reach, lift and carry approximately 40 pounds at waist high level; swim, run, stand, and walk for long periods of time; have good hand coordination and cognitive abilities.

Applicants must be able to work a eight (8) week program, including training week unless specific arrangements are made with Camp Director.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, some positions will require the employee to regularly work indoors, while other employees occasionally work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually moderate to loud.

This job description is not intended to be all-inclusive. An employee may also perform other reasonable related duties as assigned by his/her immediate supervisor.

Accepted by Employee Date