



609 Geigel Hill Rd.
Ottsville, PA 18942

Phone: (610) 847-5858
Email: friends@camponas.org
Fax: (610) 847-8447

Application Letter

January 6, 2017

Dear Camp Onas Graduate,

Thank you for your interest in working at Camp Onas this summer. The Camp Aide and CIT positions are learning and training experiences which include working in the camp kitchen and/or helping with various maintenance jobs, as well as assisting in the care and counseling of a group of campers.

The position is a job, and comes with responsibilities and expectations. As payment, Camp Aides receive \$145.00 for four weeks, and CITs receive \$185.00 for four weeks. Both positions receive two days off per four week period. If hired, you would need to sign a contract for your employment period and participate in our mandatory Pre-Camp Orientation at Camp Onas (June 20-24). In addition all staff are required to complete multiple background checks and pass a state-approved online course in recognizing and reporting child abuse prior to arrival for the summer.

For Camp Aide positions, we prefer applicants who, by the start of the summer, are 15 or recently turned 16. We are especially interested in candidates who have taken a year off between being a camper and working at Camp Onas. This means 2015 Camp Onas graduates are the primary pool of applicants we will be considering for Camp Aide positions this summer. If you were an Onas camper in 2016, you still may apply, but please know there is a good chance we won't be able to offer you a job this summer. If you are not hired this year, we recommend you take this summer to broaden your experiences and apply for the 2018 summer if you still desire to work at Camp Onas.

The application process for CIT positions is the same as for Camp Aides. If you graduated from Camp Onas in 2014 or 2015, you will be considered for a CIT position. We prefer new CITs who have been away from Camp Onas for 2 summers or more, and who would be 16 or recently turned 17, and have completed at least 10th grade by the summer. If you are unsure whether to apply for a Camp Aide or CIT position, you may apply for both, and we will consider you for the position we believe is the best fit.

The job application is completed online, but there are a three forms that need to be completed on paper and scanned or mailed to Camp Onas. **Please review this entire packet before beginning your online application.** It is important to carefully follow the instructions and make sure all forms are returned to Onas by February 6. The online application can be reached by following the link in the **Staff/Applicants** section of www.camponas.org.

To be considered, all applications and recommendations must be submitted by 5pm on February 6.

We will carefully review all applications and recommendations to decide who we will invite for group interviews, and whose applications will not be considered any further this season. By February 13, we will send an email regarding interview selections.

Every applicant will receive an email indicating whether or not they are selected for an interview. Please be sure you enter your email address correctly when you submit your online application—we will use the email address on your application for all communications with you throughout this process. If you do not receive an email from us by February 14, please contact us.

Group interviews will be held at two different locations and times: In Brooklyn, NY on Saturday, February 25 from 2:00-4:00 pm, and at Camp Onas on Sunday, February 26 from 2:00-4:00 pm (snow dates are March 4 (BKLYN) and March 5 (Onas)). Those chosen to interview will have their pick of location and **must** attend one of these sessions – **we do not generally conduct individual interviews.** The final selection of Camp Aides and CITs will be completed by March 6 and you will be notified by email.

Please have your parent or guardian read the Parent/Guardian Letter included here. You will need their permission to apply, and the letter will help them understand the process. We must receive your parent/guardian's permission in order to review your application. They are due back to us by February 6, along with everything else.

And, finally a note about the very limited number of positions we have available ... As much as we would love to hire all of the applicants, we simply do not have space for everyone who would like to work here. ***In recent years, we have been able to offer jobs to about 20% of the applicants for Camp Aide and CIT positions.*** (We usually see about 80-100 applications for 16-20 available positions). We don't tell you this to discourage you, but rather, we ask all applicants to make enjoyable and rewarding back-up plans for the summer, because there is an 80% chance we will not be able to offer you a job this summer.

If you have any questions, please email or call us at Camp and we will be happy to answer your questions. Our email address is friends@camponas.org, and our phone number in the office is (610) 847-5858.

Onas greetings,

Holly, Matt, and Josh

P.S. Regardless of whether you are offered a job at Camp Onas this summer, please mark your calendar to join us for Older Camper Weekend, June 2-4, at Camp Onas. More information will be coming to our website soon. We hope to see you there!



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Parent Letter

Applicants: Please give this letter to your parent or guardian now!

January 6, 2017

Dear Parent,

Your child requested an application for a Camp Aide or CIT position at Camp Onas. This letter contains information to help you understand the application process, your role in the process, and the position for which your child is applying.

The most important thing to understand about this process and position is that this is a job. Your child will be considered for the position based on the information we receive from his or her application, character recommendations, and counselor evaluations.

It is sometimes difficult for kids to transition from a camper who has always been accepted at Onas to an applicant who may not be hired. We will do our best to make the application process a fair and positive experience; however, the reality is that your child may not be hired and you and they need to understand this possibility. This year we anticipate that we will be able to offer positions to about 20% of those who apply – meaning that 80% of applicants will not be offered a job. Please speak with your child about making alternate plans for the summer in case he or she is not hired to work at Camp Onas.

You should also know that it is our policy to discuss applications and employment only with the applicant/ employee. We find that this policy helps the applicant/ employee transition successfully from camper to employee, and that his or her ability and willingness to communicate directly with us is an indicator that the applicant/ employee both desires, and is ready to, assume a position on the Camp Onas staff.

Your child should be able to complete the application process independently. If your child cannot, he/she may not be ready for the responsibilities of working away from home or feels ambivalent about working at Camp. Please understand that communication directed by you is an indication to us that the applicant may not desire or be able to navigate the application process on their own.

Many applicants who are not hired their first year decide to reapply the following year, please understand that we carefully consider applicants in both their first and second time applying.

This year, we are strongly encouraging applicants to take a year off between being a camper and working at Camp Onas. This means we will strongly consider applicants whose last year as a camper was 2015 or 2014. If you applicant was a camper in 2016, we will allow them to apply, but please help them understand they are at a disadvantage as we are primarily looking for applicants who are 15 or recently turned 16 and who have been away from Onas for a summer.

The Camp Aide and CIT positions involve working in the maintenance program and/or in the kitchen and assisting with a group of campers. Camp Aides and CITs are supervised closely during working hours, but they are not under constant supervision during their off time. Therefore, any applicant must be mature enough to adhere to our staff guidelines and expectations even when not being directly watched. Good decision-making skills and maturity are essential in any successful candidate. If you do not think your child is ready to navigate being away from home with other teenagers, under reduced levels of direct supervision, or you are uncomfortable with this, please do not allow your child to apply for a job at Camp Onas.

Camp Aides are paid \$145.00 and CITs are paid \$185.00 for a four-week period of employment (Either June 25-July 22 or July 22-August 19). They receive two full days off in that period of time. All employees are provided a job description, required to attend orientation, and are asked to sign a contract for the employment period.

If we are able to offer your applicant a position, they would need to complete several steps prior to arriving for work. Some of these steps will require parent/guardian support. These include attending pre-camp orientation (which is mandatory for all staff, and runs from June 20-June24), applying for a work permit, completing the IRS W-4, initiating mandatory background checks and providing Camp with the results, and completing a state-mandated online course on recognizing and reporting child abuse. We send all new employees detailed instructions on completing these steps.

We ask you to help make this process a positive experience for your child, regardless of whether they are offered a position by doing the following:

1. Make alternative summer plans with your child that they can be excited about.
2. Discuss how they will feel if not hired.
3. Discuss the responsibilities and expectations that come with having a job, especially one where they will be living and working away from home.
4. Encourage your child to take full responsibility of the application process.

Thank you for helping your child navigate this process. If you have any questions about your role in the process, or the job itself, please call us in the camp office or email us at friends@camponas.org . Please keep in mind that questions about the application process itself should come from your child. Please encourage them to contact us if there are questions.

Warm regards,

Holly and Matt Hecht

**For Quick Reference:
Camp Aide and CIT Selection Timeline:**

- January 6 – Application packets/ instructions posted online, and applicants who requested notification are notified.
 - February 6 – Applications must be completed by 5pm Eastern Time. Recommendation forms and parent/ guardian permission forms must also be returned by this time. (The date on the forms you give to your recommenders says February 1 – this is to ensure we **receive** them by February 6).
 - February 13- We will email applicants regarding our interview decisions. Only a portion of applicants will be invited to interview, but all applicants will receive notification.
 - February 25 – Group interviews will be held in Brooklyn by invitation only, 2-4 pm (*Snow Date March 4*)
 - February 26 – Group interviews will be held at Camp Onas by invitation only, 2-4 pm (*Snow Date March 5*)
 - March 6 – Notification of final hiring decision will be emailed to all applicants on or before March 6. If you do not hear from us by March 7, please check the spam filters on your email, and contact us – you should have received an email by March 6. (*If interviews are moved to the snow date, the notification date will be moved to March 13*).
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Parent/ Guardian Application Permission Form

This form must be returned to Camp Onas by the February 6 application. We will not consider an application without it.

You may mail it to Camp Onas, email it to friends@camponas.org, or fax it to (610) 847-8447.

I have reviewed the application packet and Letter to Parents and give my child permission to apply for a position at Camp Onas.

If my child is offered a position, I intend to give them permission to accept the job, and will support them in fulfilling background check, and training requirements before reporting for their employment period. (Camp Onas will provide detailed instructions on completing these requirements).

Parent/ Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Applicant Name: (Please print clearly): _____

Directions for Character Recommendations

1. Two Character Recommendations are required – please look at the highlighted text at the top to determine which form should go to which recommender.

One recommendation must be from a current classroom teacher.

One recommendation can be from an employer, clergy member, youth group leader or any other adult who knows you well and has seen you in an employment, school, service, or sports setting. Do not use relatives or Camp Onas counselors. *This can also be completed by an additional classroom teacher, if desired.

2. Complete the “Applicant” (that’s you) part of the forms. Give the forms to the recommendation writers along with a stamped envelope addressed to:

Holly and Matt Hecht
Camp Onas
609 Geigel Hill Road
Ottsville, PA 18942

The writers may also fax them to 610-847-8447 or scan and email to friends@camponas.org. **Recommendation forms should be sent directly to Camp Onas by the person completing the recommendation.**

3. Be sure your recommendation writers understand that the forms must be **sent by February 1**, and **received by February 6th**. You should check in with them to make sure they have sent it in – *it is your responsibility to make sure your recommenders send in your forms on time.* Most teachers and adults have a lot of things to keep track of, so it is very likely they will need a reminder.
4. If you have questions, or need additional copies, call Holly, Matt or Josh at 610-847-5858 or email us at friends@camponas.org.

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Character Recommendation by any adult that knows you well such as teacher, coach, employer, clergy or youth group leader. Do not use relatives or Camp Onas counselors.

Applicant: Provide a stamped envelope addressed to Holly and Matt Hecht, Camp Onas, 609 Geigel Hill Rd., Ottsville, PA 18942. **Do not send recommendations in with your application.**

Applicant's Name: _____

Applicant's Address: _____

Recommendation Writer: Please complete and mail, fax or email this form by February 1. Recommendations will be kept confidential.

Your Name: _____

Signature: _____ Date: _____

The person for whom you are writing this recommendation is applying for a staff position at Camp Onas, a residential summer camp for children 8-13. **Please complete both sides.**

1. In what capacity and for how long have you known the applicant? What opportunities have you had to observe or work with the applicant?

2. What qualities and talents, unusual strengths and/or weaknesses have you observed in the applicant?

3. Does this individual have the necessary maturity to interact with and care for children 8-13 years of age? Why or why not?

Thank you for your time in completing this form. Your recommendation will be considered carefully and will have a direct bearing on the candidate's application. All recommendations will be kept confidential.

Applicant's Name: _____

	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Very Good</i>	<i>Outstanding</i>	<i>No basis for evaluating</i>
Sense of concern for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compatibility with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compatibility with adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to receive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relative maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to follow directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strength of character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. In your judgment, how competent is the applicant as demonstrated by work in the community, school, on the job or in a position of responsibility?
 - Outstanding performance
 - Above average performance
 - Satisfactory
 - Below average performance
 - Non-satisfactory performance
2. Relationships with Other People
 - Works well with others; can lead or follow in most situations.
 - Usually works well with others, can lead or follow as the situation demands.
 - Has average working relationships with others.
 - Has difficulty working with others.
 - Does not work well with others.
3. Overall Recommendation
 - I recommend the applicant without reservation as an excellent candidate for a staff position with Camp Onas.
 - I recommend the applicant as a good candidate for a staff position.
 - I have some reservations, but I believe that the applicant has a reasonable chance of success.
 - I have substantial doubts about the applicant.
 - I do not recommend this applicant as a candidate for a staff position.

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Character Recommendation by a current classroom teacher.

Applicant: Provide a stamped envelope addressed to Holly and Matt Hecht, Camp Onas, 609 Geigel Hill Rd., Ottsville, PA 18942. **Do not send recommendations in with your application.**

Applicant's Name: _____

Applicant's Address: _____

Recommendation Writer: Please complete and mail, fax or email this form by February 1. Recommendations will be kept confidential.

Your Name: _____

Signature: _____ Date: _____

The person for whom you are writing this recommendation is applying for a staff position at Camp Onas, a residential summer camp for children 8-13. **Please complete both sides.**

1. In what capacity and for how long have you known the applicant? What opportunities have you had to observe or work with the applicant?

2. What qualities and talents, unusual strengths and/or weaknesses have you observed in the applicant?

3. Does this individual have the necessary maturity to interact with and care for children 8-13 years of age? Why or why not?

Thank you for your time in completing this form. Your recommendation will be considered carefully and will have a direct bearing on the candidate's application. All recommendations will be kept confidential.

Applicant's Name: _____

	<i>Poor</i>	<i>Fair</i>	<i>Good</i>	<i>Very Good</i>	<i>Outstanding</i>	<i>No basis for evaluating</i>
Sense of concern for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compatibility with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Manners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Ability to follow directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strength of character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. In your judgment, how competent is the applicant as demonstrated by work in the community, school, on the job or in a position of responsibility?

- Outstanding performance
- Above average performance
- Satisfactory
- Below average performance
- Non-satisfactory performance

2. Relationships with Other People

- Works well with others; can lead or follow in most situations.
- Usually works well with others, can lead or follow as the situation demands.
- Has average working relationships with others.
- Has difficulty working with others.
- Does not work well with others.

3. Overall Recommendation

- I recommend the applicant without reservation as an excellent candidate for a staff position with Camp Onas.
- I recommend the applicant as a good candidate for a staff position.
- I have some reservations, but I believe that the applicant has a reasonable chance of success.
- I have substantial doubts about the applicant.
- I do not recommend this applicant as a candidate for a staff position.