



609 Geigel Hill Rd.  
Ottsville, PA 18942

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

## Application Letter

December 20, 2018

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 \$185.00 for four weeks, and CITs receive \$200.00 for four weeks. Both positions receive two days off per four week period (June 22-July20 or July 20-August 17). If hired, you would need to sign a contract for your employment period and participate in our mandatory Staff Orientation Week at Camp Onas (June 18-22). In addition all staff are required to complete multiple background checks and take 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 2017 and some 2016 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 2018, you still may apply, but please know there is a good chance we won't offer you a job. If you are not hired this year, we recommend you take this summer to broaden your experiences and apply for the 2020 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 2015 or 2016, 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 10<sup>th</sup> 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, mailed, or faxed 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 5. The online application can be reached by following the link in the **Staff/Applicants** section of [www.camponas.org](http://www.camponas.org).

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

We will carefully review all applications and recommendations to decide who we will invite for group interviews. By February 12, 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 12, please contact us.

Group interviews will be held at two different locations and times: Camp Onas on Saturday, February 23 from 2:00-4:00 pm and in Brooklyn, NY on Sunday, February 24, from 2:00-4:00 pm, and (snow dates are March 2 (Onas) and March 3 (Brooklyn)). Those chosen to interview will have their pick of location and must attend one of these sessions – **we do not generally conduct individual interviews at other times.** If you are unable to attend one of the interview sessions, we will still consider your application without the interview. The final selection of Camp Aides and CITs will be completed by March 5 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 5, 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 all of the wonderful, talented young people who would like to work at Camp Onas. ***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 most likely 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 help you. Our email address is [friends@camponas.org](mailto:friends@camponas.org), and our phone number in the office is (610) 847-5858. Please remember, as a job applicant, it is your responsibility (not someone else's) to contact us if you have questions or run into difficulty completing the application.

We look forward to receiving your application!

*Holly, Matt, and Josh*



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## Parent Letter

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

December 20, 2018

Dear Parent,

Your child is planning to complete 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 their 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 the process will be more positive overall if you and they understand this possibility from the beginning. 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 they are 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 their 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, they may not be ready for the responsibilities of working away from home or perhaps they feel ambivalent about working at Camp. Please understand that when we receive parent-directed communication about questions or concerns an applicant should be able to address with us directly, we see it as an indication that an 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. We encourage this, and we carefully consider applicants in both their first and second time applying.

We also encourage applicants to take at least one 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 2016 or 2017. If your child was a camper in 2018, 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 close 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 to succeed in these positions. 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 \$185.00 and CITs are paid \$200.00 for a four-week period of employment (Either June 23-July 20 or July 20-August 17). 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 child 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 18-June 22), 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 for 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. Please know that while application and job-related questions should be directed by the applicant, you are welcome to contact us with questions relating to the wellbeing of your child throughout this process and potential employment.

Warm regards,

Holly and Matt Hecht

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

- December 20, 2018 – Application packets/ instructions posted online, and applicants who requested notification are notified.
- February 5 – 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 5).
- February 12- 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 23 – Group interviews will be held at Camp Onas by invitation only, 2-4 pm (*Snow Date March 2*)
- February 24 – Group interviews will be held in Brooklyn by invitation only, 2-4 pm (*Snow Date March 3*)
- March 5 – Notification of final hiring decision will be emailed to all applicants on or before March 5. If you do not hear from us by March 6, please check the spam filters on your email, and contact us – you should have received an email by March 5. (*If interviews are moved to the snow date, the notification date will be moved to March 12*).

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**Parent/ Guardian Application Permission Form**

This form must be returned to Camp Onas by the February 5 application deadline. We will not consider an application without it.

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

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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): \_\_\_\_\_

## **Job Description – Counselor in Training (CIT)**

### **Responsibilities**

- Participate in bunk activities
- Participate in tent clean up, at meals, and during activities
- Learn how to assist with activities and make them safe, fun and enjoyable for campers
- Learn how to appropriately handle inter-camper conflicts
- Notify Senior Counselor of any camper issues, concerns, or problems in the bunk
- Assist with the Maintenance of Camp
- Take direction from Maintenance Supervisor during Indoor/ Outdoor maintenance periods, take direction from Cooks if asked to help in the kitchen.
- Inform supervisor if you are unable or uncomfortable to complete assigned task
- Speak up when something seems unsafe or unjust
- Operate all tools and cleaning products in a safe and deliberate manner
- Participate in trash runs
- Assist with Weekend Programming, including Wake-Ups and Set-up
- Learn to lead fun, safe and enjoyable program activities, be open to feedback from Senior Counselors and Senior Staff
- Participate in the daily program
- Participate fully in all Evening Activities
- Be timely for all assemblies, meals, meetings, and work periods
- Prepare and clean up evening snack
- Double-check that bunk trash cans clean and dry, and not sticky or moldy
- Learn how to build a safe fire and how to properly extinguish one
- Assist with AD when assigned
- Curfew is midnight at which point you are responsible for covering your bunk
- CITs receive two (2) days off per 4-week half

### **Requirements**

- Must be able to lift 30 pounds and be on feet most of the day
- Must be able to follow written and verbal directions
- Must demonstrate good decision-making and problem-solving skills

## **Job Description – Camp Aide**

### **Responsibilities**

- Participate in bunk activities when available
- Learn techniques to make your unit campers' experience a fun, safe, and rewarding one
- Spend time with your campers and know their names, likes, and dislikes
- Participate in putting your campers to bed every night
- Follow directions and be receptive to feedback from the Senior Counselor in your unit
- Notify Senior Counselor of any camper issues, concerns, or problems in the bunk
- Assist with Weekend Wake-Ups and Dining Hall Set-up
- Participate in weekend activities when available
- Be on time, well-rested, and able to perform duties in the kitchen
- Perform all tasks in kitchen per instruction from the camp cooks
- Follow food safety rules and instructions provided in pre-camp orientation, posted on signs in the kitchen, and given by camp cooks
- Use all cleaning supplies in a safe and conscientious manner
- Must wash hands using proper technique without prompting
- Must wear a hair net or clean hat designated for use in the kitchen without prompting
- Coordinate with other Camp Aides in meal preparation and clean-up
- Required to wake up prior to the wake-up bell without the use of a cell phone (use a battery-operated alarm clock).
- Required to come into the kitchen clean
- Must not use restricted items in the kitchen, including meat slicer, cooktop, and ovens
- Perform maintenance tasks as needed, under the direction of the maintenance supervisors. This includes cleaning, yardwork, or other potential maintenance tasks.
- Not required to attend activity periods (unless assigned as an activity leader), free swim, or EA
- Assist with AD when assigned
- Curfew will be at midnight (or earlier if directors deem necessary). At curfew, you are responsible for covering your bunk. Required to be on-time for curfew every night.
- Camp Aides receive two (2) days off per 4-week half. Days off are scheduled with and approved by the Foodservice Manager or Program Director.

### **Requirements**

- Must be able to lift 30 pounds and be on feet most of the day
- Must be able to follow written and verbal directions
- Must demonstrate good decision-making and problem-solving skills
- Must be able to work well with peers

**Camp Onas**  
**609 Geigel Hill Rd., Ottsville, PA 18942**  
**Phone 610-847-5858 ~ Fax 610-847-8447 ~ friends@camponas.org**

**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: \_\_\_\_\_

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**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.

Camp Onas  
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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.**

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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"/>
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