



Owners/Directors
Howard Batterman • Dale Batterman

Thank you for your interest in a Counselor or Specialist position at Diamond Ridge Camps.

Please consider the following prior to applying for a position:

- We usually only hire for the entire eight week season: June 26th – August 18th.
If you cannot work the full season, call to discuss your situation before applying.
- All staff are expected to attend the following:
 - Three orientations on: Wednesday, May 31st, Friday, June 23rd and Saturday, June 24th.
 - One or two extended evening activities during the camp season dependent upon position.
- Other meetings are additional as follows:
 - Counselors and Specialists have an evening meeting on Wednesday, June 7th.
 - All Outdoors staff have an additional 3-day training course, June 19, 20, 21.
 - Some specialists will be involved in planning and setting up programs prior to the camp season.

If you are interested in applying, do the following:

- Complete the application – be sure that all the information requested is provided.
- Sign the application – if you are a minor, a parent/guardian signature is also required.
- Include copies of certifications/documentation, if applicable.
- Have two reference forms completed and returned directly to the office as follows:
 - References must be from a former employer, teacher, counselor, coach, director of a site where you have done volunteer work, youth group advisor or family for whom you babysit.
 - References must not be from a friend your own age, a relative, a family friend (unless you were employed by them) or anyone employed by Diamond Ridge Camps.
 - If possible, one should comment on any experience you have had working with children.
 - For specialist positions – include a reference commenting on your skills/experience.
- All employees, must obtain a current PA Criminal Background Check, PA Child Abuse Clearance and FBI Fingerprinting as well as signed permission for the camp to do a check through the National Sexual Offender Database. If you have current checks, please attach them to your application.

If you do not have your own transportation, consideration for a position will depend on camp's ability to provide transportation for you. You agree to be a Trans Counselor if needed.

After receiving and reviewing your application and two references, you will be contacted to review the status of your application and position availability.

Should you have any questions or if you need more information, please call the office.



Diamond Ridge Camps

EMPLOYMENT APPLICATION

Winter Offices: 1702 Yost Road
P. O. Box 1862, Blue Bell, PA 19422
(215) 343-8840 • FAX (610) 279-4463

www.diamondridgecamps.com



Summer: 1965 Deer Run Drive
P. O. Box 297, Jamison, PA 18929
(215) 343-8840 • FAX (215) 343-8849

Who referred you, or how did you hear about Diamond Ridge Camps? _____

Date of Application _____

Will you need to miss any time during the camp season? ☐ No ☐ Yes ☐ Possibly If yes or possibly, explain _____

Position(s) Applying For _____ ☐ Counselor ☐ Arts ☐ Athletics ☐ Outdoors ☐ Aquatics

If applying for a bunk counselor position, indicate the grade level with which you'd like to work. List your 1st, 2nd and 3rd choices
__ 3 yr. olds __ 4 yr. olds __ Kindergarten __ 1st __ 2nd __ 3rd __ 4th __ 5th __ 6th __ 7th __ 8th __ 9th

PERSONAL INFORMATION

Optional at time of application

Birthdate _____ T-Shirt Size _____
Social Security # _____

Name _____
Last First Middle

Home Address _____

City, State, ZIP _____

If away at college:
Address _____

City, State, ZIP _____

Home Phone () _____ Business/College Phone () _____

Cell Phone () _____ E-Mail (print) _____

Circle your current age category: 15-16-17 18-20 21 & over

Present Occupation - if not a student: _____

If you have children, will you want to have them enrolled at camp? _____

If yes, ages, grades and gender of children _____

Do you have sibling(s) enrolled or who will be enrolling at DR Camps this summer? ____ yes ____ no

If yes, list first and last name(s) _____

EDUCATION HISTORY

Schools Attended	City/State	Major/Degree (if applicable)	Did you graduate?
Middle			
High School			
College(s)			
If in school, complete for the current year - High School Grade _____ or College Year _____			

CAMP EXPERIENCE AS A CAMPER

Attach additional paper, if necessary

	Name of Camp	City/State	Year(s) Attended	Director
1.				
2.				
3.				

CAMP EXPERIENCE AS A STAFF MEMBER

Attach additional paper, if necessary

	Name of Camp	City/State	Position Held	Dates Employed	Director
1.					
2.					
3.					

WORK EXPERIENCE OTHER THAN CAMP

Attach additional paper, if necessary

	Place	City/State	Position Held	Dates Employed	Supervisor
1.					
2.					
3.					

VOLUNTEER WORK

Attach additional paper, if necessary

	Place	City/State	Position Held	Dates	Supervisor
1.					
2.					
3.					

REFERENCES

ALL INFORMATION IN THIS SECTION MUST BE COMPLETED

Include 3 former employers, supervisors, instructors, teachers, coaches. Do not list relatives. Friends may only be used if an employer. **Beside completing this section, you must also have two reference forms sent to the Camp Office prior to your interview from two of the three people.**

	Name	Their Position/Title	Place of Employment (if applicable)	Phone with Area Code
1.				
2.				
3.				

OUTSIDE INTERESTS

Tell us about your participation and interests, such as, sports, clubs, activities, hobbies, awards, collections, offices held, talents, sorority/fraternity memberships, etc.

CERTIFICATIONS

Attach a copy of the front & back of documents to this application.

Check if you hold any of the following health-related certifications:

- ☐ Standard First Aid ☐ Community First Aid & Safety ☐ First Responder ☐ E.M.T.
☐ C.P.R. Course Name _____ ☐ Other: _____

Check if you hold any of the following aquatic certifications:

- ☐ American Red Cross Lifeguarding Certification ☐ YMCA Lifeguard ☐ Boating Certification _____
☐ Water Safety Instructor (W.S.I.)
☐ Other: _____

Check if you hold any of the following certifications:

- ☐ Ropes Course Certification ☐ Archery ☐ Referee Which sport(s)? _____

CLEARANCE/CHECK

• Do you possess:

- Child Abuse History Clearance? Yes___ No___ If yes, what state? _____ Date issued _____
• Criminal History Record Check? Yes___ No___ If yes, what state? _____ Date issued _____
• FBI Fingerprint Check? Yes___ No___ Date completed _____

• If yes to the above questions, please attach a copy of the clearance(s).

NOTE: New clearances may have to be obtained dependent upon date completed.

ACTIVITIES

Counselors are expected to assist at all activities their campers have on their schedule and Specialists may also be assigned to other activities where they have needed skills. Take that into consideration when completing this chart. Place a "T" before those activities where you have the knowledge and skill to ORGANIZE and TEACH with confidence. Place an "A" before those activities where you have the knowledge and skill to ASSIST an instructor with confidence.

THE ARTS	TEAM SPORTS	INDIVIDUAL SPORTS	OUTDOORS	AQUATICS	OTHER ACTIVITIES
__Arts & Crafts	__Basketball	__Archery	__Camp Crafts	__Boating	__Aerobics
__Ceramics	__Baseball	__Fitness Fun	__Fishing	__Competitive	__floor
__hand building	__Field Hockey	__Golf	__Gardening	Swimming	__step
__wheel	__Flag Football	__Gymnastics	__Nature Activities	__Diving	__Clowning
__Calligraphy	__GaGa	__Pilates	__Orienteering	__Jr. Lifesaving	__Creative Writing
__Computers	__Group Games	__Skateboarding	__Ropes Course	__Scuba	__Cup-Stacking
__Cooking	__Kickball	__Tennis	__low elements	__Snorkeling	__Dance
__Digital Photography	__Lacrosse	__Tumbling	__high elements	__Synchronized	__Cheerleading
__Gimp/Lanyard	__Newcomb	__Yoga		Swimming	__Fencing
__Jewelry	__Soccer			__Swim	__Juggling
__Music/Singing	__Softball/T-Ball			Instruction	__Magic
__Puppetry	__Street Games			__Swim	__"Mad Science"
__Radio	__Street Hockey			Team	__Model Making
__Broadcasting	__Ultimate Frisbee				__Model Rocketry
__Stained Glass	__Volleyball				__Newspaper
__Theatre					__Robotics

Other activities: _____

Swimming Ability: ☐ Strong ☐ Average ☐ Non-swimmer

List any swimming experience (team, teaching, Red Cross Levels achieved) _____

Do you play a musical instrument? If yes, which _____

Have you played in a school/club band? Type of band _____

DIAMOND RIDGE CAMPS

STAFF QUESTIONNAIRE page 2

6. Tell us about a favorite teacher, coach or mentor and why he or she made an impact on you.

7. Describe your personal experiences in working with children, i.e. babysitting, volunteer positions, teacher, coach, job at another camp, etc.

8. What are the most important things you would want campers to say about you after the summer?

9. How would you describe yourself to someone you do not know?

10. Why should we choose you to work at Diamond Ridge Camps?

DIAMOND RIDGE CAMPS

TRANSPORTATION

1. If hired, will you need transportation to and from camp? Yes___ No___
2. If hired, can you provide your own transportation to and from camp on a daily basis? Yes___ No___
If yes, how? ☐ Drive Self ☐ Carpool with other staff ☐ Parent drop-off/pick-up ☐ Other:_____
3. If 21 or over: Would you be interested in driving a van/mini bus? (CDL License required) Yes___ No___
If yes, list any traffic citations/accidents during the last 3 years and the outcome/penalty/points.

CONFIDENTIAL INFORMATION

1. Do you have any impairments - physical, mental or medical - which may affect your work performance that should be taken into consideration in job placement. No___ Yes___ If yes, please explain.
2. Have you ever been convicted of any criminal charge? No___ Yes___ If yes, please explain.
3. Have you ever been convicted of a child abuse or sexual abuse charge? No___ Yes___ If yes, please explain.
4. Have you ever been convicted of any charge which has led to a restriction on your Driver's License or which would appear on a Motor Vehicle Check?
___I do not have a license. No___ Yes___ If yes, please explain.

By signing below, I understand the following...

- (1) Acceptance of a position at Camp denotes that I agree to abide by all Camp policies, rules and regulations as set forth by the Directors and disseminated prior to and during the camp season.
- (2) All information given is accurate to the best of my knowledge. It is my responsibility to notify the camp if any personal information or status of information requested changes before the start of employment.
- (3) Employment history, references and other information on this application will be carefully investigated.
- (4) That, after interview, all staff must provide original copies of a PA Criminal History Check, PA Child Abuse History Check and FBI Fingerprinting and give written permission for Camp to complete the National Sexual Offender Search. The Camp reserves the right to complete random drug and alcohol testing.
- (5) The lack of camp experience is not an obstacle to my employment.
- (6) It is my responsibility to have two completed reference forms sent to the camp office prior to setting an interview.
- (7) That part of the camping experience involves activities and arrangements and interactions that may be new to me, and that they come with certain risks and uncertainties beyond what I am used to dealing with at home. I am aware of these risks, and I am assuming them. I realize that no environment is risk-free and understand the importance of abiding by CAMP's rules. I will become familiar with CAMP's rules and will obey them.
- (8) That changes in my summer schedule could result in change of position or termination of this agreement.

Applicant's Signature_____ Date_____

FOR PARENTS/GUARDIANS OF MINOR APPLICANTS:

I have reviewed this application with the above minor applicant and by signing I verify all information and understand the conditions listed above. I also understand it is my responsibility to secure working papers for my child prior to May 1st.

(If minor) Parent/Guardian's Signature_____ Date_____

EQUAL OPPORTUNITY EMPLOYER

An Accredited Member of the American Camp Association



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EMPLOYMENT REFERENCE

Directions to Applicant:

Complete all the information in this box PRIOR to giving this form to your reference. This person should be a supervisor, coach, employer, youth group advisor, teacher, etc., not a personal friend and NOT someone currently employed by Diamond Ridge Camps.

Name of your Reference _____

Street Address _____

City _____ State _____ Zip _____

I hereby release employers and other sources from all liability in responding to this Reference Inquiry.

Applicant's Name (please print) _____

Applicant Signature _____ Date _____

Parent/Guardian Signature (if minor) _____

The above-named applicant is seeking employment with Diamond Ridge Camps and has authorized such to check references. We will, of course, hold in confidence the information you furnish. Your assistance is greatly appreciated.

What is your connection with the applicant? _____

How long have you known him/her? (give dates) _____

If you have employed him/her, please state in which capacity. _____

Why did he/she leave your employ? _____

If you had a position available, would you re-hire this person? Why or why not? _____

Please rate him/her on the following from your observations:

	Good	Fair	Poor	Comments
<u>Attitude</u>				
<u>Cooperation</u>				
<u>Enthusiasm</u>				
<u>Flexibility</u>				
<u>Initiative</u>				
<u>Leadership</u>				
<u>Responsibility</u>				
<u>Takes criticism well</u>				
<u>Attendance/Promptness</u>				
<u>Loyalty & Honesty</u>				

Additional Comments: _____

Print your Name: _____ Signature: _____

Organization/Company: _____ Position: _____

Phone: _____ Best Time to Contact: _____ E-mail Address: _____

Return to: PO Box 1862, Blue Bell, PA 19422 • Attention: Dale Batterman • dale@diamonddridercamps.com



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Flexibility				
Initiative				
Leadership				
Responsibility				
Takes criticism well				
Attendance/Promptness				
Loyalty & Honesty				
Additional Comments: _____				

Print your Name: _____ Signature: _____

Organization/Company: _____ Position: _____

Phone: _____ Best Time to Contact: _____ E-mail Address: _____

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