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# IndyHumane Summer Camp Staff Position Information Packet

## Steps You Need to Take to Apply for a Summer Camp Staff Position

- 🌸 Determine which Camp Staff Position you are eligible for based on your age by 03/01.
- 🌸 Read Job Descriptions for Camp Staff Positions.
- 🌸 [Click here](#) to review the Camp Staff Meeting Schedule.
- 🌸 Apply by 03/01.
- 🌸 An interview will be scheduled after your initial application is received.

## Summer Camp Staff Positions

Click on the Positions that are of interest to you for details.

- 🌸 [Junior Camp Counselor: 13 Years \(Must have participated in an IndyHumane Camp the last 2 Years\)](#)
- 🌸 [Camp Counselor: 14-20 Years](#)
- 🌸 [Head Camp Counselor: 17-21 Years \(Must have been a previous Camp Staff Member\)](#)
- 🌸 [Media Camp Counselor: 17-21 Years](#)

## Additional Notes for All Positions

- 🌸 [Click here for Child Labor Laws](#)
- 🌸 All Camp Staff Members must have CPR/First Aid Certification by 04/30
- 🌸 **Support**  
Training for these positions will be provided. In addition, Senior IndyHumane Staff are available for questions and assistance.
- 🌸 **Measure of Success:**  
Summer Camps are planned and executed in a manner that is pleasing to IndyHumane, Campers, and Camper Parents.
- 🌸 **Supplies Needed:**
  - Treat Bag – Available for Purchase from IndyHumane Retail Store. 30% Discount during March and April.
  - Gripper Slip Leash – Available for Purchase from Director of Volunteer Services.
  - Clip Leash - Available for Purchase from IndyHumane Retail Store. 30% Discount during March and April.
  - \$30 Kit Available (~\$9 Savings than buying each item individually) for purchase from Director of Volunteer Services - Includes Treat Bag, Gripper Slip Leash, and Clip Leash
  - \$30 Fee for Camp Staff Shirts

## IndyHumane Junior Camp Counselor Job Description

### Brief Job Description:

Junior Camp Counselors are responsible for assisting with daily camp tasks. Junior Counselors assist with leading Campers through their daily activities and are responsible for set up and clean up each day in every area where Campers spend time.

### Time Requirement:

- ✿ Training Steps/Meetings (Held in March, April, May, & June)
- ✿ Summer Camp Kick-Off
- ✿ Summer Camp Schedule Options:
  - Start the week of 06/03
  - No working hours scheduled 07/01-07/07
  - Each Day includes a 60-Minute Lunch Break
- 1. June - Monday thru Friday from 8:30am-4:30pm
- 2. June - Monday from 9am-4:30pm, Tuesday thru Friday from 9:30am-4:30pm
- 3. July – Monday thru Friday from 8:30am-4:30pm
- 4. July – Monday from 9am-4:30pm, Tuesday thru Friday from 9:30am-4:30pm

### Qualifications:

- ✿ Must be 13 years of age by 03/01
- ✿ Must have participated in an IndyHumane Camp in 2016 & 2017
- ✿ Must complete training successfully
- ✿ Must commit to attending each day of every summer camp session assigned
- ✿ Must be able to interact positively with Patrons, Staff Members, Volunteers, Campers, Camper Parents, and Animals
- ✿ Must be able to multi-task
- ✿ Must have great leadership skills
- ✿ Pleasant manner
- ✿ Patience
- ✿ Dependability

### Responsibilities:

- ✿ Provide support Camp Staff with daily tasks, and supervision of Campers during their scheduled activities
- ✿ Supervise Campers for breaks
- ✿ Fill-In for Camp Staff absences
- ✿ Ensure rules are being followed and activities are completed well and on a timely basis

### Stipend:

Junior Counselors are too young to add to our Seasonal Employee Roster, so their time with us will be categorized as 'volunteering' and they will receive a bi-weekly Stipend based on commitment, attendance, attitude, and performance

## IndyHumane Summer Camp Counselor Job Description

### Brief Job Description:

Camp Counselors are responsible for working with the Director of Volunteer Services to ensure proper planning and execution of IndyHumane Summer Camps. Camp Counselors lead Campers through their daily activities and are responsible for set up and clean up each day in every area where Campers spend time.

### Time Requirement:

- 🌸 Training Steps & Camp Staff Meetings (Held in March, April, May, & June)
- 🌸 Summer Camp Kick-Off
- 🌸 Summer Camp Schedule Options:
  - Start the week of 06/03
  - Adjusted Hours the week of 07-01-07/07 for \*Critter Care Camp Counselors
  - Each Day (excluding weekend days) includes a 60-Minute Lunch Break
- 1. \*Critter Care - Sunday from 9am-12pm, Monday thru Thursday from 8:30am-4:30pm
  - 07/01-07/07: Sunday from 9am-12pm, Monday thru Thursday from 10am-12am
- 2. \*Critter Care – Tuesday thru Friday from 8:30am-4:30pm, Saturday from 9am-12pm
  - 07/01-07/07: Monday thru Thursday from 4pm-6pm, Saturday from 9am-12pm
- 3. Monday from 9am-4:30pm, Tuesday thru Friday from 9:30am-4:30pm
- 4. Monday from 9am-4:30pm, Friday from 9:30am-4:30pm

\*Critter Care Schedules: Camp Staff Members who pick this schedule will be responsible for caring for the Critters our Summer Camp fosters in addition to supervising Campers. Critters can include Rabbits, Guinea Pigs, Rats, Chinchillas, Ferrets, ECT. Critter Care Schedules include a weekend shift and shifts during the holiday week in July. Pay Rates for the Critter Schedules are higher.

### Qualifications:

- 🌸 Must be at least 14+ years of age by 03/01
- 🌸 Must complete training successfully
- 🌸 Must commit to attending each day of every summer camp schedule
- 🌸 Must be able to interact positively with Patrons, Staff Members, Volunteers, Campers, Camper Parents, and Animals.
- 🌸 Must be able to multi-task
- 🌸 Must have great leadership skills
- 🌸 Pleasant manner
- 🌸 Patience
- 🌸 Dependability

### Responsibilities:

- 🌸 Supervise Campers during their scheduled activities
- 🌸 Assist with planning and organizing of daily activities
- 🌸 Assist with planning and organizing of end of the summer gathering
- 🌸 Ensure rules are being followed and activities are completed well and on a timely basis.

### Pay:

Camp Staff will be Seasonal Employees with IndyHumane. As employees who will work with Youth, you will be required to complete a Background Check and Drug Screen. You will be required to sign in and out each day (on time) to have your work hours submitted for pay.

Starting Pay = \$7.30/Hour; Critter Care Schedule Starting Pay = \$7.50/Hour

## IndyHumane Head Camp Counselor Job Description

### Brief Job Description:

Head Camp Counselors are responsible for working with the Director of Volunteer Services to ensure proper planning and execution of IndyHumane Summer Camps. Head Camp Counselors ensure Camp Staff are placed properly and keeping order with the Campers and their schedules.

### Time Requirement:

- 🌸 Training Steps & Camp Staff Meetings (Held January thru June)
- 🌸 Summer Camp Kick-Off
- 🌸 Summer Camp Schedule Options:
  - Start the week of 06/03
  - No working hours scheduled 07/01-07/07
  - Each Day includes a 60-Minute Lunch Break
- 1. Monday thru Friday from 7:45am-4:30pm
- 2. Monday thru Friday from 9:30-5:30pm

### Qualifications:

- 🌸 Must be at least 17+ years by 03/01
  - Must have participated in an IndyHumane Camp as a Camp Staff Member previously
- 🌸 Must complete training successfully
- 🌸 Must commit to attending each day of every summer camp schedule
- 🌸 Must be able to interact positively with Patrons, Staff Members, Volunteers, Campers, Camper Parents, and Animals.
- 🌸 Must be able to multi-task
- 🌸 Must have great leadership skills
- 🌸 Pleasant manner
- 🌸 Patience
- 🌸 Dependability

### Responsibilities:

- 🌸 Support the Director of Volunteer Services with daily supervision of Campers during their scheduled activities
- 🌸 Assist with planning and organizing daily schedules and placements for Camp Staff
- 🌸 Assist with planning and organizing of daily schedules and activities for Campers
- 🌸 Assist with planning and organizing of end of the summer gathering
- 🌸 Ensure rules are being followed and activities are completed well and on a timely basis
- 🌸 Ensure Camp Staff are completing tasks appropriately and on a timely basis
- 🌸 Supervise Extended Care & Drop-Off/Pick-Up
- 🌸 Address concerns with Camp Staff, Campers, & Parents in an appropriate & timely manner

### Pay:

Camp Staff will be Seasonal Employees with IndyHumane. As employees who will work with Youth, you will be required to complete a Background Check and Drug Screen. You will be required to sign in and out each day (on time) to have your work hours submitted for pay.

Starting Pay = \$7.75/Hour

## IndyHumane Media Camp Counselor Job Description

### Brief Job Description:

Media Camp Counselors are responsible for working with the Director of Volunteer Services to ensure proper visual documentation of each Summer Camp and to create a photo-based take-home object for the Campers and Camp Staff.

### Time Requirement:

- 🌸 Training Steps/Meetings (Held in March, April, May, & June)
- 🌸 Summer Camp Kick-Off
- 🌸 Summer Camp Schedule:
  - Start the week of 06/03
  - No working hours scheduled 07/01-07/07
  - Each Day includes a 60-Minute Lunch Break
  - Monday thru Friday from 9:45am-4:15pm

### Qualifications:

- 🌸 Must be 17+ years of age – Must be at least 17 years of age by 03/01
- 🌸 Must commit to attending each day of every summer camp schedule
- 🌸 Must have a device that allows for picture and video taking
- 🌸 Must have a lap top
- 🌸 Computer literate: familiar with Word, Publisher, Outlook, Power Point, etc.
- 🌸 Must be able to interact positively with Patrons, Staff Members, Volunteers, Campers, Camper Parents, and Animals
- 🌸 Must be able to multi-task
- 🌸 Must have great leadership skills
- 🌸 Must be creative
- 🌸 Pleasant manner
- 🌸 Patience
- 🌸 Dependability

### Responsibilities:

- 🌸 Document the camp experience through photos and videos.
- 🌸 Create a take-home memory for each Camper and Camp Staff Member
- 🌸 Ensure Camp Parents have a daily visual for Campers
- 🌸 Attempt to record Campers & Camp Staff equally
- 🌸 Provide a weekly camp visual for IndyHumane Staff and Volunteers

### Pay:

Camp Staff will be Seasonal Employees with IndyHumane. As employees who will work with Youth, you will be required to complete a Background Check and Drug Screen. You will be required to sign in and out each day (on time) to have your work hours submitted for pay.

Starting Pay = \$7.40/Hour

## **2018 Meeting/Training/Important Dates Schedule**

Dates/Time Frames subject to change, but notice will be given.

Pace & Accomplishments will determine meeting end times for some meetings.

Head Camp Counselors=HCC, Camp Counselors=CC, Junior Camp Counselors=JCC, Media Camp Counselor=MCC

### **Saturday 01/27 from 10:30am-2:30pm: Summer Camp Booth**

Camp Staff Required: HCC

### **Saturday 02/03 from 10:30am-2:30pm: Summer Camp Booth**

Camp Staff Required: HCC

### **Saturday 02/17 (Time TBD): Head Camp Counselor Meeting**

Camp Staff Required: HCC

### **Important Date: Saturday 03/03 by 6pm**

#### **Work Permits, 19 Items, Camp Shirt Fees, Canine Kit Fees Due**

- ✿ Submit items together in a sealed, marked envelope
  - Make sure your First & Last Name are on the envelope.
  - Place in bin on my office door or hand directly to me if I am in the office.
- ✿ Include form emailed with your Job Offer Email titled 'IndyHumane Camp Staff – Getting Started'
- ✿ Fees may be submitted via Cash, Check, or Money Order
  - Checks & Money Orders should be made out to IndyHumane

### **Saturday 03/10 from 1pm-5pm: Camp Staff Intro Meeting**

Camp Staff Required: HCC, CC, JCC, MCC

### **Saturday 03/24 from 10am-2pm: Camp Staff Intro to Shelter Animals Class**

Camp Staff Required: HCC, CC, JCC, MCC

### **Camp Staff Dog Handling Class**

#### **Class Options: Must Attend 1 of These Class Options**

- ✿ Saturday 04/07 from 5pm-8pm
- ✿ Sunday 04/08 from 3pm-6pm
- ✿ Thursday 04/12 from 5pm-8pm

Camp Staff Required: HCC, CC, JCC, MCC

### **Camp Staff Cat & Dog Handling Class**

#### **Class Options: Must Attend 1 of These Class Options**

- ✿ Saturday 04/21 from 5pm-8pm
- ✿ Sunday 04/22 from 3pm-6pm
- ✿ Thursday 04/26 from 5pm-8pm

Camp Staff Required: HCC, CC, JCC, MCC

### **Saturday 05/05 from 2pm-6pm: Camp Prep Meeting**

Camp Staff Required: HCC, CC, JCC

**Saturday 05/19 from 3pm-6pm: Summer Camp Kick-Off Prep Meeting**

Camp Staff Required: HCC, CC, JCC

**Sunday 05/20 from 3pm-7pm: Summer Camp Kick-Off**

Camp Staff Required: HCC, CC, JCC, MCC

**Saturday 06/02 from 2-6pm: Critter Care Tutorial**

Camp Staff Required: HCC, CC, JCC

**Sunday 06/03 from 4pm-6pm: Final Camp Prep Meeting**

Camp Staff Required: HCC

**Saturday 07/28 from 12pm-4pm: Camp Clean-Up**

Camp Staff Required: HCC, CC, JCC