



7929 North Michigan Road Indianapolis IN 46268 | PH 317.876.2420 | FAX 317.876.2428 | ssims@indyhumane.org

IndyHumane Fall Paws Camp Staff Position Information Packet

Steps You Need to Take to Apply for a Fall Paws Camp Staff Position

- 🐾 Determine which Camp Staff Position you are eligible for based on your age by 08/15/2018.
- 🐾 Read Job Descriptions for Camp Staff Positions.
- 🐾 [Click here](#) to review the Camp Staff Meeting Schedule.
- 🐾 Apply by 11:59pm 08/31.
- 🐾 An interview will be scheduled after your initial application is received.
 - Repeat Camp Staff Members may be excused from interviews based on past job performance.

Fall Camp Staff Positions

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

- 🐾 [Camp Counselor: 16-21 Years](#)
- 🐾 [Head Camp Counselor: 17-21 Years \(Must have been a previous Camp Staff Member\)](#)
- 🐾 [Media Camp Counselor: 16-21 Years](#)

Additional Notes for All Positions

- 🐾 [Click here for Child Labor Laws](#)
- 🐾 All Camp Staff Members must have CPR/First Aid Certification by 09/30
- 🐾 **Support**
Training for these positions will be provided. In addition, Senior IndyHumane Staff are available for questions and assistance.
- 🐾 **Measure of Success:**
Youth Camps are planned and executed in a manner that is pleasing to IndyHumane, Campers, and Camper Parents.
- 🐾 **Supplies Needed:**
 - Treat Bag – IndyHumane will provide
 - Gripper Slip Leash – IndyHumane will provide
 - Clip Leash – IndyHumane will provide
 - \$30 Fee for Camp Staff Shirts

IndyHumane Fall Paws 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 Youth 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 September & October 2018 – See Schedule)
- 🐾 Fall Paws Camp Work Schedule: 10/15-10/19; Monday thru Friday from 9am-5pm
 - Each work day includes a 30-Minute Lunch and a 15-Minute Break

Qualifications:

- 🐾 Must be at least 16+ years of age by 08/15
- 🐾 Must complete training successfully
- 🐾 Must commit to attending each day of the Fall Paws 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
- 🐾 Ensure rules are being followed and activities are completed well and on a timely basis
- 🐾 Complete assigned tasks at the beginning & end of work shift
- 🐾 Maintain all areas used by Camp

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 = \$7.50/Hour

IndyHumane Fall Paws 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 Youth 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 in September & October – See Schedule)
- 🐾 Fall Paws Camp Schedule Options:
 - Start the week of 09/09
 - Each Day includes a 60-Minute Lunch Break
- 1. Before Camp Week: Every Saturday from 10am-2pm; Camp Week Monday thru Friday from 7:45am-4:45pm – Covers Morning Extended Care
- 2. Before Camp Week: Every Saturday from 10am-2pm; Camp Week Monday thru Friday from 8:30am-5:30pm – Covers Evening Extended Care

Qualifications:

- 🐾 Must be at least 17+ years by 08/15
 - 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 Fall Paws 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 Fall Paws Camp 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 = \$8/Hour

IndyHumane Fall Paws 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 Youth Camp and to create a photo-based take-home object for the Campers and Camp Staff.

Time Requirement:

- 🐾 Training Steps & Camp Staff Meetings (Held in September & October 2018 – See Schedule)
- 🐾 Fall Paws Camp Work Schedule: 10/15-10/19; Monday thru Friday from 9:30am-4pm
 - Each work day includes a 30-Minute Lunch and a 15-Minute Break

Qualifications:

- 🐾 Must be 16+ years of age by 08/15
- 🐾 Must commit to attending each day of the Fall Paws 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 = \$7.50/Hour

2018 Fall Paws Camp 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, Media Camp Counselor=MCC

Thursday 09/06 (Time TBD): Head Camp Counselor Meeting

Camp Staff Required: HCC

Important Date: Saturday 09/01 by 6pm

Work Permits (Minors Only), I9 Items, Camp Shirt 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 09/08 from 12pm-3pm: Camp Staff Intro Meeting

Camp Staff Required: HCC, CC, MCC

Intro to Shelter Canines Course

Class Options: Must Attend 1 of These Class Options

- 🐾 Tuesday 09/11 from 6pm-8pm
- 🐾 Saturday 09/15 from 10am-12pm

Camp Staff Required: CC & MCC who are new to the Camp Staff

Intro to Shelter Felines Course

Class Options: Must Attend 1 of These Class Options

- 🐾 Thursday 09/13 from 6pm-8pm
- 🐾 Sunday 09/16 from 2pm-4pm

Camp Staff Required: CC & MCC who are new to the Camp Staff

Camp Staff Dog & Cat Handling Classes

- 🐾 Saturday 09/22 from 10:30am-1:30pm
- 🐾 Saturday 09/29 from 10:30am-1:30pm
- 🐾 Saturday 10/06 from 10:30am-1:30pm
- 🐾 Saturday 10/13 from 10:30am-1:30pm

Camp Staff Required: HCC, CC

Saturday 10/13 from 10am-2pm: Camp Prep Meeting

Camp Staff Required: HCC

Saturday 10/20 from 10am-2pm: Camp Clean-Up

Camp Staff Required: HCC, CC