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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 04/01
- 🐾 Read Job Descriptions for Camp Staff Positions
- 🐾 [Click here](#) to review the Onboarding Process
- 🐾 [Click here](#) to review the Camp Staff Meeting Schedule
- 🐾 Apply by 04/01
 - Head Camp Counselor Applicants need to 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 \(Must have participated in an IndyHumane Camp in 2019\)](#)
- 🐾 [Camp Counselor: Must be at least 15 years of age](#)
 - 14-year-olds may apply if they participated in an IndyHumane Camp in 2019 or if they are an active Volunteer at IndyHumane at the time of application submission
- 🐾 [Head Camp Counselor: Must be 17-21 Years \(Must have been a previous Camp Staff Member\)](#)
 - Must apply by 03/01
- 🐾 [Media Camp Counselor: Must be at least 16 years of age](#)
- 🐾 [Critter Care Staff: Must be at least 14 years of age](#)

Additional Notes for All Positions

- 🐾 [Click here for Child Labor Laws](#)
- 🐾 Camp Staff Members must have CPR/First Aid Certification by 05/01
- 🐾 **Support**
Dog & Cat Handling Training for these positions will be provided. In addition, Senior IndyHumane Staff Members 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:**
 - Each Camp Staff Member will receive 1 Camp Staff Shirt; Additional Shirts may be purchased for \$10/Shirt
 - Treat Pouch, Gripper Slip Leash, Clip Leash
 - May purchase a Canine Kit from IndyHumane for \$30.
 - May bring items from home or purchase elsewhere.

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 (April, May, and June)
- 🐾 [Mutt Strut](#) 2020 (Saturday 04/25/2020)
- 🐾 Critter Set-Up (Saturday 05/30/2020 from 12pm-3pm)
- 🐾 Summer Camp Kick-Off (Sunday 05/31/2020 from 3pm-7pm)
- 🐾 Camp Clean-Up (Saturday 07/25/2020 from 11am-3pm)
- 🐾 Summer Camp Schedule Options:
 - Must be available to work at least 4 Full Camp Weeks from 9:30am-5pm Each Camp Day
 - Each Camp Day includes a 30-Minute Lunch Break

Qualifications:

- 🐾 Must be 13 years of age by 04/01
- 🐾 Must have participated in an IndyHumane Camp in 2019
- 🐾 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 (Paid & Volunteer), Campers, Camper Parents, and Animals
- 🐾 Must be able to multi-task
- 🐾 Must have great leadership skills
- 🐾 Pleasant manner
- 🐾 Patience
- 🐾 Dependability

Responsibilities:

- 🐾 Provide support to Camp Staff with daily tasks
- 🐾 Supervise Campers for breaks & daily activities
- 🐾 Fill-In for Camp Staff absences
- 🐾 Keep Camp Areas clean and organized (Set up and Break down of activities)
- 🐾 Ensure rules are being followed and activities are completed well and on a timely basis
- 🐾 Evening Critter Care: Feeding and Spot Cleaning

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

Note to Parents/Legal Guardians of Applicants:

Being an IndyHumane Camp Counselor is a great opportunity for those ready for the responsibility of having a job. IndyHumane's Camp Staff Members are responsible for ensuring the safety of Campers and Animals. Camp Counselors need to be able to complete training, understand and retain all information pertaining to their job, and showcase a maturity level that confirms they can handle the responsibilities of being a Camp Counselor. For this reason, the decision to apply needs to be one made by the applicant and communications regarding the position need to come from the person seeking employment/employed by IndyHumane – just as it would be required in any other workplace. Each Applicant must provide their own phone number and email address. This contact information should not belong to a parent/legal guardian. HR matters (examples: pay, schedules, attendance, & disciplinary action) regarding the IndyHumane Employee will only be discussed with the IndyHumane Employee.

IndyHumane Summer Camp Counselor Job Description

Brief Job Description:

Camp Counselors are responsible for working with the Camp Leadership 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/Meetings (Held in April, May, and June)
- 🐾 [Mutt Strut 2020](#) (Saturday 04/25/2020)
- 🐾 Summer Camp Kick-Off (Sunday 05/31/2020 from 3pm-7pm)
- 🐾 Camp Clean-Up (Saturday 07/25/2020 from 11am-3pm)
- 🐾 Summer Camp Schedule Options:
 - Must be available to work at least 5 Full Camp Weeks from 9:30am-5pm Each Camp Day
 - Each Camp Day includes a 30-Minute Lunch Break

Qualifications:

- 🐾 Must be at least 15+ years of age by 04/01
 - 14-year-olds who participated in an IndyHumane Camp in 2019 may apply
 - 14-year-olds who are active IndyHumane Volunteers may apply
- 🐾 Must complete training successfully
- 🐾 Must commit to attending each day of every summer camp schedule
- 🐾 Must be able to interact positively with Patrons, Staff (Paid & Volunteer), 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
- 🐾 Ensure rules are being followed
- 🐾 Ensure activities are completed well and on a timely basis.
- 🐾 Keep Camp Areas clean and organized
- 🐾 Spot clean kennels, play yards, and walking trails

Pay:

Camp Staff Members are Seasonal Employees with IndyHumane. As employees who will work with Youth, they will be required to complete a Background Check and a Drug Screen. They will be required to sign in and out each day (on time). Starting Pay = \$7.50/Hour (Pay is affected by experience, # of Summer Camp Weeks committed, attitude, meeting/training attendance, and performance)

Note to Parents/Legal Guardians of Applicants:

Being an IndyHumane Camp Counselor is a great opportunity for those ready for the responsibility of having a job. IndyHumane's Camp Staff Members are responsible for ensuring the safety of Campers and Animals. Camp Counselors need to be able to complete training, understand and retain all information pertaining to their job, and showcase a maturity level that confirms they can handle the responsibilities of being a Camp Counselor. For this reason, the decision to apply needs to be one made by the applicant and communications regarding the position need to come from the person seeking employment/employed by IndyHumane – just as it would be required in any other workplace. Each Applicant must provide their own phone number and email address. This contact information should not belong to a parent/legal guardian. HR matters (examples: pay, schedules, attendance, & disciplinary action) regarding the IndyHumane Employee will only be discussed with the IndyHumane Employee.

IndyHumane Head Camp Counselor Job Description

Brief Job Description:

Head Camp Counselors are responsible for working with the Senior Director of Shelter Services to ensure proper planning and execution of IndyHumane Summer Camps. Head Camp Counselors set up Camp Staff and Camper Schedules. Head Camp Counselors maintain communication with Camper Parents.

Time Requirement:

- 🐾 Training Steps/Meetings (Held in March, April, May, and June)
- 🐾 [Mutt Strut 2020](#) (Saturday 04/25/2020)
- 🐾 Critter Set-Up (Saturday 05/30/2020 from 12pm-3pm)
- 🐾 Summer Camp Kick-Off (Sunday 05/31/2020 from 3pm-7pm)
- 🐾 Camp Clean-Up (Saturday 07/25/2020 from 11am-3pm)
- 🐾 Camp Wrap-Up (Monday 07/27/2020 from 10am-2pm)
- 🐾 Pre-Camp Schedule
 - 8 Hours per Week during the Months of March, April, & May
 - Specific Dates and Times will be coordinated after hiring
- 🐾 Summer Camp Schedule Options:
 - Must work at least 6 Summer Camp Weeks.
 - Shift Options
 - 7:45am-4:45pm Each Camp Day
 - 8:45am-5:45pm Each Camp Day
 - Each Day includes a 60-Minute Lunch Break

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 (Paid & Volunteer), Campers, Camper Parents, and Animals.
- 🐾 Must be able to multi-task
- 🐾 Must have great leadership skills
- 🐾 Pleasant manner
- 🐾 Patience
- 🐾 Dependability

Responsibilities:

- 🐾 Support the Senior Director of Shelter Services with daily supervision of Camp Staff & 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 Members are Seasonal Employees with IndyHumane. As employees who will work with Youth, they will be required to complete a Background Check and Drug Screen. They will be required to sign in and out each day (on time). Starting Pay = \$9.00/Hour (Pay is affected by experience, # of Summer Camp Weeks committed, attitude, meeting/training attendance, and performance)

Note to Parents/Legal Guardians of Applicants:

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IndyHumane Media Camp Counselor Job Description

Brief Job Description:

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

Time Requirement:

- 🐾 Training Steps/Meetings (Held in April, May, and June)
- 🐾 [Mutt Strut](#) 2020 (Saturday 04/25/2020)
- 🐾 Summer Camp Kick-Off (Sunday 05/31/2020 from 3pm-7pm)
- 🐾 Camp Clean-Up (Saturday 07/25/2020 from 11am-3pm)
- 🐾 Summer Camp Schedule:
 - Must be available to work at least 6 Summer Camp Sessions
 - Each Day includes a 30-Minute Lunch Break
 - Monday thru Friday from 9:45am-4:15pm

Qualifications:

- 🐾 Must be 16+ years of age by 04/01
- 🐾 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 laptop
- 🐾 Computer literate: familiar with Word, Publisher, Outlook, Power Point, etc.
- 🐾 Must be able to interact positively with Patrons, Staff (Paid & Volunteer), 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 Members are Seasonal Employees with IndyHumane. As employees who will work with Youth, they will be required to complete a Background Check and Drug Screen. They will be required to sign in and out each day (on time). Starting Pay = \$7.50/Hour (Pay is affected by experience, # of Summer Camp Weeks committed, attitude, meeting/training attendance, and performance)

Note to Parents/Legal Guardians of Applicants:

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IndyHumane Summer Critter Care Camp Counselor Job Description

Brief Job Description:

Critter Care Camp Counselors are responsible for caring for the Camp Critters that IndyHumane fosters each summer and assisting with Camper-Critter interactions. Types of Critters typically fostered: Rats, Chinchillas, Ferrets, Guinea Pigs, and Rabbits.

Time Requirement:

- 🐾 Training Steps/Meetings (Held in April, May, and June)
- 🐾 [Mutt Strut](#) 2020 (Saturday 04/25/2020)
- 🐾 Critter Set-Up (Saturday 05/30/2020 from 12pm-3pm)
- 🐾 Summer Camp Kick-Off (Sunday 05/31/2020 from 3pm-7pm)
- 🐾 Camp Clean-Up (Saturday 07/25/2020 from 11am-3pm)
- 🐾 Summer Camp Schedule Options: Schedules start June 1st and end July 24th
 - Must work at least 6 Summer weeks
 - Schedule Options:
 - Sunday thru Thursday from 9am-1pm
 - Tuesday thru Saturday from 9am-1pm

Qualifications:

- 🐾 Must be at least 14+ years of age by 04/01
- 🐾 Must complete training successfully
- 🐾 Must commit to attending each day of every summer camp schedule
- 🐾 Must be able to interact positively with Patrons, Staff (Paid & Volunteer), Campers, Camper Parents, and Animals.
- 🐾 Must be able to multi-task
- 🐾 Must have great leadership skills
- 🐾 Pleasant manner
- 🐾 Patience
- 🐾 Dependability

Responsibilities:

- 🐾 Critter Inventory
- 🐾 Feed & Water Critters - Provide Treats, Fruits, and Vegetables Daily
- 🐾 Daily Quality Time with Critters
- 🐾 Daily Care & spot Cleaning of Habitats & Area surrounding Habitats
- 🐾 Weekly Deep Cleaning of Habitats

Pay:

Camp Staff Members are Seasonal Employees with IndyHumane. As employees who will work with Youth, they will be required to complete a Background Check and a Drug Screen. They will be required to sign in and out each day (on time). Starting Pay = \$7.50/Hour (Pay is affected by experience, # of Summer Camp Weeks committed, attitude, meeting/training attendance, and performance)

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Onboarding Process: What to Expect

IndyHumane's Camp Staff onboarding process is explained below. If you have any questions, please let us know. Thanks!

- 🐾 Applicant should review all Camp-Related information. Do this by visiting the Youth Camp page on IndyHumane's website, www.indyhumane.org.
- 🐾 Applicant should thoroughly read through the Camp Staff Information Packet.
 - Applicant should note all deadlines, requirements, meeting/training schedule, and summer camp schedules.
- 🐾 Once Applicant determines a position is a good match for them, they should complete and submit an online Camp Staff Application.
 - Applicant will need to supply their own cell phone number and email address. This contact information must be separate from their parent/legal guardian's contact information.
 - Applicant will need to provide their availability for the Summer Camp Weeks.
 - Applicant will need to supply contact information for a reference. References must be an un-related adult who can attest to the Applicant's work ethic and personality.
- 🐾 An interview will be scheduled for Applicant if their application indicates they will be a good fit for IndyHumane's Camp Staff.
 - Applicants should check their emails/texts regularly for interview requests and respond promptly.
- 🐾 Once interview day and time are confirmed, Applicant will receive a confirmation with information on where to go, what to bring, and for whom to ask.
 - Interviews should last 20-30 minutes.
 - Business Casual attire is suggested for the interview.
 - It is ideal that Applicants come prepared with some knowledge of our organization, camps, and have some questions.
 - Interviews may be individual or in small group settings.
- 🐾 Once Applicant is determined a good match for the Camp Staff, they will be sent an email with the following information:
 - Confirmation of Position
 - Job Offer Letter that will need to be signed and submitted
 - Minors (14-17 years of age) will receive an Intent to Employ Form that will need to be taken to their school to obtain a Work Permit
 - I-9 Items Document that will explain what types of documents need to be submitted that support eligibility for employment in the US
 - Next steps to complete onboarding
- 🐾 Summer Camp Schedules and Summer Camp Session Pay Rates (for all except Junior Camp Counselors) will be confirmed, in writing, 05/25
 - Summer Camp Training/Meeting Pay will be received with first Summer Camp Session Paycheck
- 🐾 If an Applicant is determined not to be a good match for the Camp Staff, they will be notified via email.

2020 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.

Note for HCCs: Always arrive 1 Hour prior to General Camp Staff Meetings to set up!

Important Date: Saturday 04/11 by 6pm

Due: Work Permits, I9 Items, Additional Camp Shirt Fees, Canine Kit Fees

- 🐾 Submit items **together** in a sealed, marked envelope
 - Make sure your First & Last Name are on the envelope.
 - **ONLY OPTIONS:** Place in bin on Shawna's office door or hand directly to Shawna
- 🐾 Include your signed Job Offer Letter
- 🐾 Fees may be submitted via Cash, Check, or Money Order
 - Checks & Money Orders should be made out to IndyHumane

Saturday 04/18 from 1pm-4pm: Camp Staff Basic Training

- 🐾 Intros
- 🐾 Camp Staff Rules/Expectations
- 🐾 Breakout Groups
 - Decorations
 - Inventory: Critter Supplies
 - Inventory: Camp Supplies
 - Tour
 - Camp Games & Ice Breakers
 - Camp Enrichment Activities & Arts & Crafts

Saturday 05/02 from 1pm-4pm: Intro to Shelter Animals Course

- 🐾 Kennel Signage
- 🐾 How to properly handle Shelter Dogs & Cats
 - Avoiding/Dealing with Problem Situations
 - Treat-Giving
- 🐾 Medical Concerns

Thursday 05/07 from 5pm-8pm: Dog Handling Session

Saturday 05/09 from 1pm-4pm: Camp Trailer Set-Up

- 🐾 Camp Staff Shirts
- 🐾 Camp Staff Photos
- 🐾 Walkie-Talkie Etiquette

Thursday 05/14 from 5pm-8pm: Animal Handling Session

Saturday 05/16 from 1pm-4pm: Camp Prep & Animal Handling Session

- 🐾 Camp Day Run Down
- 🐾 Camp Jobs


Thursday 05/21 from 5pm-8pm: Summer Camp Kick-Off Prep

- 🐾 Kick-Off Jobs

Saturday 05/23 from 1pm-4pm: Summer Camp Kick-Off Prep

 **Head Camp Counselors Only**

Saturday 05/30 from 1pm-4pm: Critter Care Set-Up & Summer Camp Kick-Off Prep

 Trailer & Conference Room Set-Up

Sunday 05/31 from 3pm-7pm: Summer Camp Kick-Off

Saturday 07/25 from 12pm-4pm: Camp Clean-Up

 Critter Return

 Camp Break-Down


 Inventory


 Camp Staff Awards


Monday 07/27 from 10am-2pm: Camp Wrap-Up

 **Head Camp Counselors Only**

 Work Permit Return

 Typed Inventory

 Survey Reviews

 Camp Staff Review