



Camp Killoqua

Day Camp Assistant

Summer 2018



Camp Fire

Light the fire within

Dear Applicant,

Thank you for your interest in Camp Killoqua's Day Camp Assistant (DCA) program!

Being a Day Camp Assistant benefits both campers and you. It's a great way to volunteer with younger kids, while gaining valuable leadership experience. If selected, you'll work with staff mentors, who will coach you and give you opportunities to lead a cabin group. The job *will* be challenging at times, but you'll increase your skills and confidence. Another bonus – you can earn volunteer experience hours as you have fun at camp!

For new DCAs, the program starts off with a weeklong leadership training during session 3, July 8-14. We've developed this exciting training program to prepare you for your role at camp and build your leadership skills. You'll spend a few hours a day training with other DCAs and work with Killoqua's leadership staff as your advisors (see full description at the bottom of the page). You'll also get to know the summer staff and participate in many fun camp activities as you learn to help lead them. Upon completion, you'll be assigned to work cooperatively with various staff members throughout the summer in the Mon-Fri Day Camp program as a DCA.

Returning DCAs may choose to attend the DCA Orientation week session 3 (July 8-14) with the new DCAs. This is an opportunity to brush up on your DCA skills, catch up with other returners, and share your experiences with new DCAs. You can also choose to skip the orientation and start directly with their first volunteer week(s).

Being a Day Camp Assistant is a big responsibility. Please read the following job description carefully so you understand the position for which you are applying!

Dates

DCA Orientation during resident camp session 3(see above), plus a week or more as a Day Camp Assistant. Your DCA week(s) are set by finding time that works for both you and camp. You may choose to ride the bus or get dropped off by 9am and picked up after 4pm when volunteering.

DCA Orientation- A Leadership Training Session!

Session 3 is a chance to do lots of fun, interactive leadership training. You'll spend about two hours each day specifically devoted to building skills that will help you not only at camp, but at school and with your other activities. The stay at camp also gives you more time to learn about Day Camp programs and how to work with campers. You'll also get to know the staff and other new DCAs, and participate in camp activities before you help lead them. Plus, there will be time to "be a (teen) camper" and do activities like the high ropes course! Our goal is to fully prepare you for the DCA experience, so when you come back, you're ready to dive in. Get ready for an exciting, memorable week!

Program Fee

DCA Orientation will cost \$480 if registered by April 15, 2018. The weeks participants volunteer as DCAs, their program costs are covered by Killoqua. Camperships may be possible for the training session; call us for details.

Requirements for Applicants

- Entering grade 8 or higher in fall 2018.
- Participate in the full training week if new.
- Serve as a DCA for one or more summer sessions.
- Interest in working with children and further building your leadership skills with them.

Application Process

1. Complete and return the application to the address listed. **Applications must be received by February 15, 2017.**
2. When your complete application is received, we will contact you to let you know whether we will interview you. Interviews are by phone, and will be conducted during early March. This is a selective program; an interview for or acceptance into it is not guaranteed. However, all interested and eligible applicants are encouraged to apply. **Applicants will be notified of acceptance by March 25th** pending completed reference checks. We are looking for people who have great potential to grow as leaders!

Please call if you have any questions at (360) 652-6250 or e-mail at killoqua@campfiresnoco.org. We appreciate your interest and look forward to hearing from you soon!

Sincerely,

Pearl "Daisy" Verbon
Summer Camp Director



Camp Killoqua

Job Description-Day Camp Assistant



Job Summary:

Work directly with an adult Day Camp staff member in carrying out activities for a group of campers in an outdoor setting.

Responsible to:

Assigned Counselor and Day Camp Unit Coordinator

Qualifications & Training Requirements:

- Entering grade 8 or higher in fall 2018.
- If new, participate in full leadership training during session 3, July 8-14.
- Serve as a DCA for a week or more during summer.
- Interest in working with children and further building your leadership skills with them.

Responsibilities:

- Adhere to the Camp Fire philosophy and policies.
- Help the counselor supervise a Day Camp group.
- Assist the counselor in leading specific program activities such as crafts, songs, games, and hikes.
- Help interpret rules and guidelines to the campers. Help ensure that the rules and guidelines are respected and followed by the campers.
- Assist campers in adjusting to one another and adjusting to Day Camp.
- With the help of the counselor, guide the campers in planning their weekly program.
- Know where the campers are at all times. Assist in ensuring the safety of the campers, especially those in your group.
- Report accidents, sign of illness, or undue fatigue to the staff member in charge.
- Assist in taking camper attendance each day and/or reporting absences to the Day Camp Unit Coordinator.
- Respect campers, peers, staff, and self. Work cooperatively with the campers, other Day Camp Assistants, and the Day Camp staff.
- Show enthusiasm and display a positive attitude at all times.
- Serve as a positive role model for campers, peers, and staff.
- Share your observations and suggestions for improving the Day Camp experience or the Day Camp Assistant Program with the Day Camp staff.

A Note to Parents/Guardians

Thank you for supporting your teen's interest in this leadership program! As your camper starts the application process, you can help by letting him/her "do all the work." Sometimes it's easier or quicker if the parent contacts us with questions or to confirm an interview time, however, we like the applicants to do all of these things themselves. This helps teens get more comfortable making calls and building the other skills that go with researching and interviewing for a job or volunteer opportunity. Thanks for your help with this ... and if you do have any questions of your own, feel free to contact us directly!