



Camp Navigate Mentor Job Description

A Camp Navigate Summer Camp and After School Mentor (Counselor) is responsible for leading, implementing and assisting with the planning of all programs and experiences for children in small and large group settings. They will be responsible for the general safety and development, growth, and skill achievement of the participants in his/her group. Mentors will provide high quality educational and recreational experiences for participants that focus on Camp Navigate's four focus areas of Employability Skills, Servant Leadership, Healthy Habits, and Community Collaboration, as well as maintaining the Indiana Academic Standards.

Responsibilities:

- Help write and implement a weekly schedule for your assigned group
- Help develop and implement small and large group activities focused on Employability Skills
- Organize and lead a variety of small and large group activities each week. Activities may include academics, technical skills, crafts, games, swimming, camper/student and Family events... etc. This includes time spent on the bus to and from field trips
- Identify and respond to camper behavior issues.
- Ensure that the site is kept clean, organized, and free of litter
- Communicate with Camp Navigate management about participant's experiences and report any concerns
- Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance
- Know and understand ALL emergency procedures associated with the camp/after school program
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times
- Help guide Junior Counselors and Camp Volunteers to have a deeper understanding of leadership and counseling skills
- May be asked to perform end of the day janitorial duties
- Assist in meal and snack service
- See camp specific addendum for program details
- Be knowledgeable of Camp Navigate's mission statement and current/future workforce development needs
- Lead by example with integrity, honesty, responsibility, and compassion
- Adhere to Camp Navigate's dress policy

Requirements:

Qualifications - Required

- Education classes or experience in camp, youth programs, recreation, working with children, or in a related field
- Upon hire, completion of provided First Aid and CPR certification.
- Pass national and local background checks
- Pass a drug test, if asked
- Ability to lead, plan, organize, and implement program activities.
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision
- Strong organizational and communication skills
- Prefer High School graduate and/or 18 years or older

Physical Demands

- Must have the physical ability to lead and participate in camp/after school activities which include, but are not limited to, swimming, team building initiatives, physical games, and activities.
- Must have the ability to restrain and physically support children when needed for safety in general youth activities (child weighing 50 – 100+ pounds).



Camp Navigate Employment Application

Name _____ Date _____

Local Address _____ Cell Phone _____ Home Phone _____

Permanent Address _____ Email Address _____

What position are you applying for _____?

Education	Years completed	Degree/Diploma Received	Comment
High School			
College			

Do you have permanent work authorization? (You might have permanent work authorization as a U.S. Citizen, permanent Resident Alien, Refugee or as a Temporary Resident Alien under the Immigration Reform and Control Act. If "No," please explain and also note that proof of citizenship or immigration status will be required upon employment.). **Yes** _____ **No** _____

According to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, any offer of employment is contingent upon the ability to produce the required documentation within the time period required by law.

Current Certifications Cardio Pulmonary Resuscitation (CPR) _____ First Aid _____ Lifeguard Training _____
Other (please specify) _____

Academic Strengths Mathematics _____ Science _____ Reading _____ Computers/Coding _____

Foreign Language (List the language) _____

Do you have experience in Microsoft Office _____ Excel _____ Google Docs _____?

Counselor/Mentor Experience

_____ Age group (k-8) _____ Sports _____ Arts & Crafts _____ Music/Drama

_____ Other (please specify)

Can you perform the essential duties of the job for which you have applied, with or without a reasonable accommodation?
 ___ Yes ___ No I will need the following accommodations _____

Please list previous work experience:

Employer Name	Phone Number	Address	Dates Employed	Position Held	Supervisor Name

List special skills or work experience: _____

How were you referred to the Camp Navigate? _____

References: Please List 3 References that we may contact, who do not live with you:

<u>Name</u>	<u>Position/Relationship</u>	<u>Phone # AND email address</u>

The undersigned certifies and agrees as follows:

1. The answers I have given to the foregoing questions and statements are true and correct and I authorize Camp Navigate to verify them.
2. If I obtain employment from this Application, I agree to comply with all policies and rules of Camp Navigate.
3. I acknowledge that neither this Application nor any statement made to me during the hiring process or thereafter shall be considered a contract of employment of any kind. Where such a contract is intended, I understand that it will be separately entered into and signed by the Board of Directors. Absent such a contract, I understand that, if hired, my employment will be terminable-at-will, with or without cause or notice either by Camp Navigate or me, except as otherwise provided by the terms of a collective bargaining agreement applicable to me. I understand that any employee handbook or manual does not represent an employment contract if I am hired. Camp Navigate may alter, modify, amend or terminate any of its policies and benefits, as to both active and retired employees
4. I acknowledge that I have signed a release authorizing Camp Navigate to perform all checks of my credentials as allowed by law and obtain information or documentation that Camp Navigate, in its sole discretion, believes may have relevant information regarding my suitability for employment, and that, whenever requested by Camp Navigate, I will supply satisfactory documentary evidence in verification of any statement contained hereon.
5. That if I am hired or during the period in which this application is pending, I will immediately notify Camp Navigate if I am convicted of any crime, other than a minor traffic offense (other than a conviction that is sealed or expunged from my record by the court for any reason).
6. That, in consideration of Camp Navigate review of this Application, I also understand and agree that, whether or not I am hired: (a) any action (including, but not limited to, any administrative agency claim) or lawsuit against Camp Navigate, its representatives, employees or agents arising out of or relating to any hiring decision, my employment, or the termination of my employment, including, but not limited to, any claim arising under Local, State, or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claim or be forever barred, and I knowingly and voluntarily waive any limitations period to the contrary; and (b) I also knowingly and voluntarily waive any right that I may have to a jury trial in connection with any claim or action relating to my employment or termination of that employment including, without limitation, any claim or action relating to employment discrimination. This means that any such claim or action will be heard by and tried before a judge. I am unequivocally waiving each of the above-described rights knowingly and voluntarily.
7. That I have read and understand all of the above and hereby warrant the information in the Application (and any accompanying résumé or other information presented to Camp Navigate relating to the hiring process) is true and complete. I understand that any false information in this Application or other materials described above, or any material omissions, will disqualify me from further consideration for employment. If I am hired and it is later discovered that this Application or other materials contained any false information or material omissions, it will result in my termination from employment with Camp Navigate, regardless of the date of discovery.

Name (Printed) _____

(Signature) _____

Date _____

Please email completed application to : admin@campnavigate.org or mail to: Camp Navigate, P.O. Box 3687, Terre Haute, IN 47803

Camp Navigate is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment regardless of and I not be discriminated against on the basis of gender, sexual orientation, gender identity, race, ethnicity, religion, age, veteran status, disability status, genetic information or any other protected category.