

Southampton Fresh Air Home
A Camp for the Physically Challenged

36 Barkers Island Rd
Southampton, NY 11968
Tel: (631) 283-1594 Fax: (631) 283-1620
Email: dbillingham@sfah.org Website: www.sfah.org

November 5, 2009

Dear Applicant,

Thank you for considering the Southampton Fresh Air Home for your next summer job! We are now accepting applications for Summer 2010. Enclosed you will find a copy of an employment application. When you have reviewed our materials, and checked out our website (www.sfah.org), we hope you will decide to complete an application and begin the interview process. Please send in your application as soon as possible. Applicants must be 19 years of age by June 14, 2010.

The Southampton Fresh Air Home offers summer camping experiences for physically challenged children and young adults, ages 8 to 18. Most of our children come from the greater metropolitan New York City area. For them a summer vacation in Southampton, where they can swim, sail, play golf and tennis, and attend carnivals, concerts and parties, is one of the most important experiences of their lives. Our summer staff provide them with unforgettable memories, opportunities to grow and explore independence--away from families and urban neighborhoods—in a safe and fun camp setting in the Hamptons. Campers come for one of three sessions, and we give preference to job applicants who can work all three sessions.

For the thousands of counselors and support staff who have worked at SFAH over the past century, the experience is as memorable and life changing as it is for our campers. For the staff the days are long and the work is physically demanding, but the opportunities for professional and personal growth are tremendous. We look forward to hearing from you, learning what you hope to gain from working at SFAH, and what are your unique talents and gifts are that make you the right person for one of our wonderful summer positions!

Sincerely,

David Billingham
Camp Director

Southampton Fresh Air Home Positions Available Summer 2010

Childcare Positions

Arts and Crafts Instructor Organize the arts and crafts programs in our new arts and crafts building! Ability to organize and prepare exciting projects required. Excellent people/teaching skills a must.

Computer Instructor Develop lessons and organize the computer activities in our new computer lab! Ability to set up and maintain a network of 15 computers preferred. Position includes creating educational activities for campers and supervising internet time for staff and campers. Excellent people skills and teaching ability a must. Must be able to troubleshoot MS Windows.

Direct Care Counselor Work directly with campers in the bunks. Assist campers with their daily needs and help organize activities. Initiative, lots of energy, ability to work long hours, people skills, and the desire to have fun are a must!

Lifeguard/WSI Lifeguards at SFAH spend mornings and evenings working with the campers as counselors, and afternoons lifeguarding. One WSI is also required, experience in pool mechanics and testing preferred. Both positions require American Red Cross Certifications in Basic Lifeguarding and CPR for the professional rescuer.

Sailing Instructor Experienced sailor required to take campers out on our adapted 22 foot sailboat. Lifeguard/USSA sailing instructor qualification preferred but we will train.

Volunteer Unpaid volunteer positions are available for those who can provide their own housing and transportation to camp and would like to work a limited schedule. You must be 18 years of age or older to work with campers as a volunteer.

Support Positions

Cook Prepare meals for 120 individuals, three times a day. Ability to control a budget/ordering, supervise a staff of 4, and create an exciting/satisfying menu.

Driver Provide transportation for camper trips, complete daily errands for the camp; purchase supplies, prescriptions etc. Provide basic maintenance to the camp's vehicles. CDL license and experience driving large vehicles in city environments preferred.

Housekeeping Become part of the SFAH housekeeping staff. Duties include all aspects of cleaning/laundry. Pride in your work and initiative a must.

Kitchen Staff Work in the kitchen area helping to prepare/serve and clean up for the staff and campers. Pride in your work, good interpersonal skills and initiative a must.

Maintenance Help maintain the camp during the summer months. Basic maintenance skills required. Pride in your work and initiative a must. CDL driver preferred, will train.

Office Supervisor Oversee all areas of the camp office (i.e. budget management, regulatory requirements, parent interaction, etc.) Must be motivated, efficient, computer literate and possess excellent interpersonal skills. Spanish speaking preferred.

Administrative Positions

Assistant Director Help supervise all areas of the camp. Oversee all the bunks and camp staff. Must relate well with staff and campers, handle stressful situations and supervise others professionally. Spanish speaking preferred. CDL driver preferred will train.

RN Duties include distributing medication, assisting campers with medical needs, and treating minor ailments for campers and staff.

Southampton Fresh Air Home
Camp Staff Application 2010

Return to: David Billingham 36 Barkers Island Rd Southampton, N.Y. 11968 Phone: (631) 283-1594 Fax: (631) 283-1620 Email: dbillingham@sfah.org	Office Use Only DR ____/____/____ Ac Un TI
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(Please type or print)

First Name _____ MI _____ Last Name _____

Male Female

Date of Birth ____/____/____ Soc Sec # ____ - ____ - ____

Permanent Address: _____

Phone: () _____ Fax: () _____

School or Business Address _____

Phone: () _____ Fax () _____

Email (Please print) _____

Cell Phone () _____

I prefer to be contacted by School Phone Home Phone Cell Phone Email

Position(s) you are applying for (Please check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Assistant Director | <input type="checkbox"/> Administrative Assistant | <input type="checkbox"/> Arts and Crafts Teacher |
| <input type="checkbox"/> Computer Teacher | <input type="checkbox"/> Cook | <input type="checkbox"/> Direct Care Counselor |
| <input type="checkbox"/> Driver | <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Laundry | <input type="checkbox"/> Lifeguard/Counselor | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> RN | <input type="checkbox"/> Sailing Instructor |
| <input type="checkbox"/> Volunteer | <input type="checkbox"/> WSI | |

Dates of Availability:

From _____ To _____ (You MUST be available to start on or before Jun 19th, and MUST be available to work through at least Aug 21st)

Can you perform the essential functions of the job for which you have applied? Yes No

Applicants must be 19 years on or before June 14, 2010.

Do you meet this requirement? Yes No

Are you a citizen of the United States? Yes No

If not, do you have a green card or a work visa? Yes No

How did you find out about the camp? _____

If on the internet, which site? _____

Past Work History

Provide a full record of all employment - paid and volunteer - and explain any gaps in employment. Use a separate sheet, if necessary. List your most recent work/volunteer experiences first:

Employment 1: Current Previous Volunteer Self
Company Name: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Can we contact this employer? Yes No
Department worked in and position: _____
Contact Name: _____ Title: _____
Reason for leaving: _____
Start Date: ____/____/____ End Date: ____/____/____

Employment 2: Current Previous Volunteer Self
Company Name: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Can we contact this employer? Yes No
Department worked in and position: _____
Contact Name: _____ Title: _____
Reason for leaving: _____
Start Date: ____/____/____ End Date: ____/____/____

Employment 3: Current Previous Volunteer Self
Company Name: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Can we contact this employer? Yes No
Department worked in and position: _____
Contact Name: _____ Title: _____
Reason for leaving: _____
Start Date: ____/____/____ End Date: ____/____/____

References

Please list *at least* three persons who have knowledge of your character, experience, work habits, and ability. **Please list at least one former employer among your references.**

Reference 1:

First Name: _____ Last Name: _____

Phone Number: _____

Email: _____

Relationship to Applicant: _____

Length of Relationship: _____

Reference 2:

First Name: _____ Last Name: _____

Phone Number: _____

Email: _____

Relationship to Applicant: _____

Length of Relationship: _____

Reference 3:

First Name: _____ Last Name: _____

Phone Number: _____

Email: _____

Relationship to Applicant: _____

Length of Relationship: _____

Reference 4:

First Name: _____ Last Name: _____

Phone Number: _____

Email: _____

Relationship to Applicant: _____

Length of Relationship: _____

Reference 5:

First Name: _____ Last Name: _____

Phone Number: _____

Email: _____

Relationship to Applicant: _____

Length of Relationship: _____

Certifications

Check all that apply and provide attached copy of all certifications. All certifications must be valid through August 2010.

American Red Cross Water Safety Instructor Certificate (WSI)

Date Issued ___/___/___ Expiration Date ___/___/___

American Red Cross Lifeguard Certificate

Date Issued ___/___/___ Expiration Date ___/___/___

American Red Cross CPR for the professional rescuer

Date Issued ___/___/___ Expiration Date ___/___/___

American Red Cross Responding to Emergencies (RTE)

Date Issued ___/___/___ Expiration Date ___/___/___

American Red Cross Standard First Aid

Date Issued ___/___/___ Expiration Date ___/___/___

American Heart Association Heartsaver First Aid

Date Issued ___/___/___ Expiration Date ___/___/___

American Red Cross Epi-Pen Certification

Date Issued ___/___/___ Expiration Date ___/___/___

American Red Cross Automated External Defibrillation Training

Date Issued ___/___/___ Expiration Date ___/___/___

American Red Cross Standard First Aid

Date Issued ___/___/___ Expiration Date ___/___/___

Suffolk County Food Managers Certificate

Date Issued ___/___/___ Expiration Date ___/___/___

Food Managers Certificate (other than Suffolk County, NY)

Date Issued ___/___/___ Expiration Date ___/___/___

Issuing County _____

Additional Certifications

Please list all that you think may be relevant.

Course Name: _____

Date Issued ___/___/___ Expiration Date ___/___/___

Course Name: _____

Date Issued ___/___/___ Expiration Date ___/___/___

Course Name: _____

Date Issued ___/___/___ Expiration Date ___/___/___

Previous Camp Experience:

List any previous camp experience you have had.

1. Camp Name: _____ State: _____

Dates: _____ Staff Camper

2. Camp Name: _____ State: _____

Dates: _____ Staff Camper

Driving License

Do you have a current driver's license? Yes No

Name as appears on license _____

Date Issued ____/____/____ Expiration Date ____/____/____

Driver's License Number _____ State of Issuance _____

Do you have a commercial driver's license? Yes No

Education Information

What is your highest level of education?

High School Date of Completion: _____

College/University Date of Completion: _____

Master's Degree Date of Completion: _____

Are you currently a student? Yes No

Institution: _____ State: _____

Course/area of study? _____

Date you expect to complete this course? _____

Will you be a student in the fall of 2010? Yes No

Activities/Skills

List all that you feel you can participate in, with campers. Put a star next to those that you can organize and teach as an expert.

- | | | |
|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Aerobics | <input type="checkbox"/> Archery | <input type="checkbox"/> Arts & Crafts |
| <input type="checkbox"/> Astrology | <input type="checkbox"/> Baseball | <input type="checkbox"/> Basketball |
| <input type="checkbox"/> Bowling | <input type="checkbox"/> Canoeing | <input type="checkbox"/> Computers |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Volleyball | <input type="checkbox"/> Dance |
| <input type="checkbox"/> Drama | <input type="checkbox"/> Fishing | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Hockey | <input type="checkbox"/> Music | <input type="checkbox"/> Nature |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Publishing | <input type="checkbox"/> Sailing |
| <input type="checkbox"/> Swimming | <input type="checkbox"/> Tennis | <input type="checkbox"/> Track |

Please fully describe your involvement with the activities/skills you have detailed. Describe your teaching experience, your qualifications, teams joined, trophies won, etc., and indicate your personal view of your standard of proficiency in each activity. Be sure to indicate any additional skills you may have i.e., language, games, special talents, etc. Please use all available space. Use a continuation page if necessary.

(Please continue on separate sheet if necessary)

Your Background

Do you have previous experience working with children? Yes No

If yes please describe:

Do you have previous experience working with a special needs community? Yes No If yes please describe:

What interests you in applying for a position at a special needs camp?

What experience do you have that demonstrates your ability to work long hours and live in a community with strict rules (i.e., no alcohol, adhering to a curfew)?

Describe your family background and leisure interests.

What contributions do you think you can make at camp?

What contributions do you think a well-run camp can make to children?

What attributes do you feel will best make you a role model to the campers?

Authorization and Release

The Southampton Fresh Air Home policy is to prohibit all forms of harassment by our employees. This includes sexual, racial, religious, and other forms of harassment. Have you ever been accused of harassment of any person including, but not limited to, workplace harassment? (Note: a prior accusation or conviction is not an automatic bar to employment. The camp will evaluate the type of conviction or accusation and when it occurred before any decision is made.)

Yes No

If yes:

Date: _____ City: _____ State: _____

Details: _____

Within the past seven years have you been convicted of a crime that has not been expunged from your record? (Include offenses for which you served probation, paid a fine and/or served a jail sentence.) Applicants in California should not answer this question as it relates to marijuana-related convictions more than two years old under California Health and Safety Code 11357 (b) and (c). 11360 (c) 11364, 11365 or 11550.

Yes No

If yes:

Date: _____ City: _____ State: _____

Details: _____

Are you currently on probation or parole for a criminal offense or have received an alternative sentence for a criminal act?

Yes No

If yes:

Date: _____ City: _____ State: _____

Details: _____

In accordance with the Fair Credit Reporting Act, we are required to notify you that we may request a credit report and/or an investigative background report to aid us in evaluating your application. To prepare an investigative background report, inquiries will be made, where appropriate, about your character, work performance and personal characteristic through personal interviews with your former employees, landlords and/or other references. A credit report may be obtained through a commercial credit-reporting agency.

I hereby authorize The Southampton Fresh Air Home to obtain an investigative background report and/or consumer report on me. I understand that this report may include a check on my motor vehicle driving records. I further authorize any employer, landlord, credit bureau, consumer reporting agency or any other custodian of financial, personal or professional information relating to me to release all data regarding my salary, duties, personal and professional behavior, credit and financial information. A photocopy of this authorization shall be deemed as valid as the original of this authorization and shall remain in effect for a period of two years from the date hereof. I acknowledge that I have read and understand the notice above.

I authorize investigation of all statements herein, including any checks of criminal records, and release the camp and all others from liability in connection with same. I understand that, if employed, I will be an at-will employee unless there is an agreement or law which alters that status. Furthermore, I understand that any agreement must be in writing and signed by the designated camp official. I also understand that untrue, misleading, or omitted information herein or in other documents completed by the applicant may result in dismissal, regardless of the time of discovery by the camp.

Note: a prior accusation or conviction is not an automatic bar to employment. Factors such as your age at the time of conviction, how long ago it occurred, the reason for the conviction and the rehabilitation you received will all be considered.

Signature: _____ **Print Name:** _____ **Date:** ___/___/___

