

# Summer Camp Job Opportunities

With Wisconsin Youth Company, Inc.  
2010

Wisconsin Youth Company, Inc., a private non-profit organization, provides informal education, enrichment and recreation programming for school-age children.



**AFTER SCHOOL's** Summer Day Camps, serving over 500 campers per week, include specialty units for children ages 8-12 in such areas as fishing, biking, carpentry, science and the arts. Younger (4-7 years old) campers participate in theme related day camp activities including nature, sports, crafts, water activities, and dramatics. Two-week Immersion Camps are also offered. This summer AFTER SCHOOL will operate 12 Summer Day Camps and Immersion Camps in Dane and Waukesha Counties, and offer units in more than 70 different specialty areas. Our camps are a unique experience where individuals become friends, where new experiences become skills to share, and where camp adventures lead to a greater appreciation of each other and the world in which we live. School year programs offer both full and part-time employment opportunities that often complement class schedules or other part-time employment.



**MIDDLE SCHOOL U** is a combination of enrichment courses and recreational summer programs for middle school students. The goal of the program is to offer youth an opportunity to explore new ideas, learn and develop new skills, gain experience, and foster interest in life long hobbies. MIDDLE SCHOOL U is designed for the growing independence of the middle school student. Each summer, over 700 students participate in over 75 different half-day and all-day week-long courses. Local professionals or enthusiasts in the field teach these courses which cover a variety of topics, including sports, arts, crafts, hobbies and life skills. This summer Middle School U will be offered in Madison, Stoughton and Waunakee.



Since 1989 **WANDER WISCONSIN** has provided unique and exciting camp experiences. Youth ages 8-16 participate in tent camping trips in Wisconsin state parks. Campers discover the trails, lakes, rivers, history and wildlife of the park and surrounding areas. Many trips include special events to water parks, sporting events, towns and other Wisconsin attractions. Many Wander Wisconsin trips emphasize specific skill areas including: backpacking, photography, mountain biking, canoeing, kayaking, fishing, hiking and park service. Each summer some groups wander outside of Wisconsin to discover the diversity and excitement of national destinations. In addition to the summer trips, Wander Wisconsin offers Weekend Wandering overnight experiences to the AFTER SCHOOL Club programs and other youth groups. Winter and spring trips are offered during school break periods. Family trips are also offered throughout the year.

**Dane County Applicants:**  
**Wisconsin Youth Company**  
**Attention: Kathy Smith**  
**1201 McKenna Blvd.**  
**Madison, WI 53719**  
**608-276-9782 ext. 19 or 800-238-1174**  
**ksmith@wisconsinyouthcompany.org**

**Waukesha County Applicants:**  
**Wisconsin Youth Company**  
**Attention: CindySue Nielsen**  
**1800 Dolphin Dr. Suite 200**  
**Waukesha, WI 53186**  
**262-547-8770 ext. 13 or 800-552-8878**  
**csnielsen@wisconsinyouthcompany.org**

# Information for Summer Camp Job Applicants

Wisconsin Youth Company seeks to ensure equal employment opportunity for all persons regardless of race, creed, color, sex, national origin or ancestry, age, religion, disability, sexual orientation, marital status or political affiliation.

Day camp staff working in licensed programs are required by Wisconsin Statute to meet state qualifications for day camp or day care workers. There are many different routes an individual may take to meet the requirements. We do not require any particular course or degree, but evaluate each candidate's work and training background to determine if he or she meets the state requirements.

**Day camps operate weekly, Monday through Friday, from June through August, 2010.** Most Wander Wisconsin overnight trips are Sunday through Friday. Specific dates vary by camp location. Positions include duties prior to, during and after the dates of camp operation. **Priority in hiring is given to staff who can work the full summer.**

All persons hired will be asked to submit an acknowledgement of a negative T.B. skin test signed by a physician. T.B. skin tests will be provided at orientation for those who need them. Staff hired will also agree to a criminal background check through the state of Wisconsin and any other state they have lived within the last three years.

All persons hired will be notified of the pre-camp orientation and training dates which apply to them. These sessions are **mandatory** and essential for success in each position. They are also a valuable and memorable part of the Summer Camp employment experience and an opportunity to get to know and relate to fellow staff.

On-going feedback and training will be available throughout the summer with the hope that Summer Camp will prove to be a positive personal and professional growth experience for every staff member.

Certification classes in First Aid and CPR will be made available in the spring. The cost of these courses will be fully covered for day camp staff whose positions require these certifications. Any other staff wishing to further their professional development by enrolling in First Aid and/or CPR classes offered at Wisconsin Youth Company, may do so as space permits and at their own expense. Course hours are unpaid staff time.

Required certifications for Wander Wisconsin staff are Wilderness First Aid, CPR and Lifeguarding. Wander Wisconsin offers reimbursement for certification classes, not to exceed \$100 per class.

## Benefits for Summer Positions

Summer employees may request reimbursement for up to \$200 for an approved personal medical expense that occurs during the summer employment period. School-year employees enrolled in AFTER SCHOOL's health insurance program may apply this \$200 benefit toward their AFTER SCHOOL health insurance premiums.

Wisconsin Youth Company summer employees who are eligible are afforded program enrollment benefits in company sponsored programs for their children. The policies and parameters regarding this benefit are outlined in the Employee Handbook. Summer employees with children who are interested in the program enrollment benefit should discuss the benefit options and limitations with the division director.

Upon hire summer employees will receive an Employee Handbook and additional information about benefits.



## Day Camp Staff Positions

<b>Position</b>	<b>Min. Age</b>	<b>Hours/ Week</b>	<b>Experience/Certification</b>	<b>General Duties</b>	<b>Starting Pay Range</b>
Camp Directors (Also applies to MSU Director)	25	40	Two prior years of program supervisory experience and a bachelor's degree in a related field. First aid and CPR certifications. Must have access to a vehicle.	Serve as the principal on-site staff person responsible for overall camp operations. Maintain high standards for program content and the health and safety of campers and staff.	\$4,784 - \$5,520 based on a 11.5 week position (10 weeks of camp and 1.5 weeks of pre- and post-camp work)
Assistant Directors (Also applies to MSU Assistant Director)	21	30-40	Two prior years of program supervisory experience and a bachelor's degree in a related field. First aid and CPR certifications. Must have access to a vehicle.	Implement a quality camp program, supervise and assist staff and serve as the on-site staff person in charge of overall camp operations when the Camp Director is not on site.	\$3,850 - \$4,197 based on a 11 week, 35 hr/week position (10 weeks of camp and 1 week of pre- and post-camp work)
Camp Specialists	18	40*	Either two years of program experience or one year of experience and two years toward a bachelor's degree in a related field. Priority will be given to candidates who have skills in a number of the specialty areas offered. CPR / First Aid certifications.	Provide leadership and guidance for 10-12 campers on a weekly basis. Plan and implement unit/theme related activities in a variety of specialty areas.	\$8.75 - \$9.35 per hour
Camp Counselors	18	30**	Must have completed high school or the equivalent, and a minimum of 80 hours of experience working with school-age children. Camp experience is preferred. CPR / First Aid training may be required.	Supervise campers and communicate with parents before and after camp. Assist Camp Specialists and assist with overall camp operations as assigned by the Camp Director.	\$8.00 - \$9.00 per hour
Immersion Camp Specialist	18	Varies	Extensive experience and training in the Immersion Camp focus area(s) (World Language or Circus Arts) CPR/First Aid training may be required. Education and experience working with youth.	Instruct campers in a particular skill and provide supervision and guidance for all assigned campers.	Varies by Camp

\* For Dane County employees, a typical shift is 8:45-4:15 with a half-hour lunch. Shift times may change due to the needs of the camp. Remaining time is for planning and meeting. Waukesha County shifts may vary.

\*\* For Dane County employees, typical shifts are 7:15-1:15 or 12:00-6:00. Shift times may change due to the needs of the camp. Waukesha County shifts may vary.



## Trip Leader Positions

Position	Min. Age	Hours/ Week	Experience/Certification	General Duties	Starting Pay Range
Wander Wisconsin Trip Leaders	21	Over-night 24 hrs/ day	Leadership ability, outdoor skills and experience with children ages 8-16. Lifeguard, Wilderness First Aid and CPR certifications. Current driver's license and clean driving record.	Organization, planning and implementation of all assigned trips. Responsible for the safety and welfare of campers on a 24 hour a day basis.	Trip Leader pay begins at \$100 per day.



## Middle School Program Staff Positions

Position	Min. Age	Hours/ Week	Experience/Certification	General Duties	Starting Pay Range
Middle School U Instructors	21	One or multi-weeks. Half or full days.	Demonstrated level of expertise in a particular art, skill, hobby or recreation activity. Experience with middle school age students preferred. Completion of a Middle School U course proposal form. Either two years of camp experience, two years toward a bachelor's degree related to the course that you wish to instruct, or related experience instructing in the course subject.	Instruct 10-15 students in a particular skill or hobby. (Course examples include kayaking, pottery, silk screening, baking and mountain biking.) Half-day courses are offered from 8:30-11:30 a.m. or 1:00-4:00 p.m., five days per week. Full day courses are 8:30 a.m.-4:00 p.m. Some instructors offer multiple courses or the same course more than one time each summer.	Instructor pay begins at \$180/week, per half-day course
Middle School U Youth Leaders	18	30*	Priority will be given to candidates with experience working with middle school students and who have skills in a variety of the courses offered. Either two years of program experience or two years toward a bachelor's degree in a related field. CPR/First Aid certifications.	Assist instructors during courses and supervise students outside of course time.	Beginning at \$8.75 per hour

Middle School U Director and Assistant Director (See Day Camp Descriptions)

\* Typical shifts are 7:00-1:00 or 12:00-6:00. Shift times may change due to the needs of the camp.