



Dear Summer Camp Applicant:

Thank you for your interest in a summer camp position with Wisconsin Youth Company. Enclosed is an application packet that includes important information about our summer camps and staff positions.

If you have any questions or would like more information, please call me at 1-800-552-8878 extension 13 or email me at csnielsen@wisconsinyouthcompany.org.

I am looking forward to receiving your application.

Sincerely,

A handwritten signature in black ink that reads "Cindy Sue Nelson".

Cindy Sue Nelson
Program Director

1800 Dolphin Drive Suite 200
Waukesha, Wisconsin 53186
262.547.8770, 800.552.8878
Fax 262.547.0394
waukesha@wisconsinyouthcompany.org
www.wisconsinyouthcompany.org

Part 2 - Position Interest

Please rank the positions you are applying for in order of preference. (1st, 2nd, etc.)

- | | |
|---|---|
| <input type="checkbox"/> Day camp director (min. age req.: 25) | <input type="checkbox"/> Middle School U director (min. age req.: 25) |
| <input type="checkbox"/> Day camp program coordinator (min. age req.: 21) | <input type="checkbox"/> Middle School U assistant director (min. age req.: 21) |
| <input type="checkbox"/> Middle School U instructor (min. age req.: 18) | <input type="checkbox"/> Middle School U youth leader (min. age req.: 18) |
| <input type="checkbox"/> Day camp specialist (min. age req.: 18) | <input type="checkbox"/> Wander Wisconsin trip leader (min. age req.: 21) |
| <input type="checkbox"/> Day camp counselor (min. age req.: 18) | |

Please check below the locations for which you are applying.

Dane County

- Madison Middleton Mt. Horeb Verona Stoughton Waunkee

- Middle School U
(Based in Madison)

- Wander Wisconsin
(Based out of Madison)

- Immersion Camps
(Located in Madison)

- Circus Arts
 Spanish
 Outdoor Skills

Waukesha County

- New Berlin Merton Kettle Moraine

Preference in hiring will be given to applicants who can work the entire camp summer (June 13-August 19).

Are you available for the entire camp period for the area(s) and position(s) for which you are applying? ___ Yes ___ No

If not, please explain: _____

Are you available between the hours of 6:30 a.m. and 6:00 p.m. during the summer? ___ Yes ___ No

If not, please explain in detail: _____

Shift Preference: ___ A.M. ___ Mid-day ___ P.M.

***For day camp, specific hours are based on 6 and 8 hour shifts.**

Are you available to work in our AFTER SCHOOL programs before camp begins? ___ Yes ___ No

Are you interested in working a special camp program the week of August 22-26? ___ Yes ___ No

Are you available to work any additional weeks in our after school programs after camp ends? ___ Yes ___ No

If yes, please explain: _____

Do you have access to a vehicle? (Not required for all positions.) ___ Yes ___ No

Are you willing to become an approved driver for Wisconsin Youth Company? ___ Yes ___ No

If yes, do you have a valid Driver's License? ___ Yes ___ No

Are you interested in our school year employment opportunities? ___ Yes ___ No

Part 3 - Program Interest

Camp Program Skills: In the following list, put a “T” *before* those activities you can organize and teach as an expert; an “A” for those activities in which you can assist; and a “C” *after* those which you have current certification.

(Please attach certification to application.)

Adventure/Challenge

- challenge/ropes course
- cooperative group games
- _____
- _____

Arts/Crafts

- architecture
- cartooning
- ceramics/pottery/sculpture
- drawing/painting
- fashion design
- flower arranging
- jewelry making
- leather craft
- metal work
- model rocketry
- nature crafts
- paper arts
- photography
- sewing/fiber arts
- woodworking
- _____
- _____

Camping/Outdoor

- backpacking
- campcraft
- general camping
- hiking
- orienteering
- outdoor cooking
- outdoor living skills
- overnights
- wilderness camping/trips
- _____
- _____

Dance/Drama/Mixed Media

- stilt walking
- low trapeze
- tumbling
- clowning
- dance
- fantasy/role playing games
- juggling
- magic tricks
- radio/T.V./video
- storytelling
- theatre
- _____
- _____

Music

- singing
- instrument (list)
- _____
- _____

Nature

- animals
- astronomy
- birds
- environmental studies
- farming/ranching/gardening
- flowers
- forestry
- insects
- natural resources
- pet care
- rocks/minerals
- weather
- _____
- _____

Sports/Fitness

- aerobics/exercise
- archery
- baseball/softball
- basketball
- bike touring
- football
- golf
- hockey
- martial arts
- mountain biking
- roller blading
- skating (ice, roller)
- soccer
- tennis
- track/field
- volleyball
- _____
- _____

Waterfront Activities

- canoeing
- fishing
- kayaking
- rafting
- rowing
- sailing
- swimming/water sports
- _____
- _____

Miscellaneous

- bike repair
- classic camp games
- community service
- cooking
- cultural/geographic studies
- ethnic activities
- fitness/nutrition
- world languages
- informal games
- leadership development/CIT
- logic/puzzles/brain teasers
- media/technology
- model rocketry
- mystery games
- science
- Spanish language
- team building
- _____
- _____

Of the camp program skills you marked above, choose the 5 areas you feel you would be most qualified to teach. Briefly explain your experience for each.

1st _____ :

2nd _____ :

3rd _____ :

4th _____ :

5th _____ :

Part 4 - Employment History

Past Work History: Please provide a full record of all employment (paid and volunteer), explaining any gaps in employment. Describe any positions in which you have worked directly with children, particularly in a camp setting, starting with the most recent (include positions with Wisconsin Youth Company if applicable). You may use a separate sheet if necessary, or attach your resume

1. Employer: _____ Phone: (____) _____
Address: _____ Zip: _____
Position: _____ Duties: _____

Employment Dates: _____

Reason for Leaving: _____

2. Employer: _____ Phone: (____) _____
Address: _____ Zip: _____
Position: _____ Duties: _____

Employment Dates: _____

Reason for Leaving: _____

3. Employer: _____ Phone: (____) _____
Address: _____ Zip: _____
Position: _____ Duties: _____

Employment Dates: _____

Reason for Leaving: _____

4. Employer: _____ Phone: (____) _____
Address: _____ Zip: _____
Position: _____ Duties: _____

Employment Dates: _____

Reason for Leaving: _____

References: Included with this application packet are two reference release and reference forms along with two self-addressed envelopes. You are responsible for completing the top half of the reference release forms and mailing these materials to two camp or child work related references. The completed references should be mailed directly to Wisconsin Youth Company in the envelope provided. Please list the FULL NAME, ADDRESS, CURRENT PHONE NUMBER and EMAIL (if known) of the two individuals you have sent the reference materials to. **Note: Your application cannot be processed without this information.**

Name: _____ Name: _____

Address: _____ Address: _____

Phone: (____) _____ Phone: (____) _____

Email: _____ Email: _____

Part 5 - Education

IMPORTANT: All applications must include a post high school transcript (need not be an official copy).

(High school transcript may be required.)

Please explain your education background (begin with high school):

Name of Institution	City & State	Years Enrolled	Degree Obtained or Credits Toward Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list any specific post high school courses you have had in child development, education, recreation or related topics:

Part 6 - Certifications

Please send a copy of certifications with this application.

Please check all that apply:

<input type="checkbox"/> Wilderness First Responder	Expires: _____
<input type="checkbox"/> Lifeguarding	Expires: _____
<input type="checkbox"/> Wilderness First Aid	Expires: _____
<input type="checkbox"/> Standard First Aid	Expires: _____
<input type="checkbox"/> Child CPR	Expires: _____
<input type="checkbox"/> Adult CPR	Expires: _____
<input type="checkbox"/> Other _____	Expires: _____

Please describe any additional training or certifications which relate to the position(s) you are applying for:

Part 7 - Acknowledgement

All applicants should read this certification carefully and sign:

I certify that I have never been convicted of child abuse or crimes against sexual morality involving children.

I understand that a criminal background check will be done if I am offered a position.

I have included my most recent post high school transcript (or high school transcript if I have not completed post high school education) with this application.

I have completed the top half of the reference release forms and have mailed the reference release and reference forms to two camp or child-related work references.

I authorize Wisconsin Youth Company personnel to contact the references I have indicated as part of this application.

I authorize Wisconsin Youth Company personnel to verify my driving record if I will be driving company owned vehicles. In order to be reimbursed mileage I understand that I need to have a valid driver's license and proof of valid auto insurance.

I understand that if hired I will be asked to acknowledge that I am free of communicable illness and am physically able to do the job for which I am hired.

I will provide written verification of all certifications and relevant training.

I authorize investigation of all statements herein, including any checks of criminal records, and release Wisconsin Youth Company and all others from liability in connection with same. I understand that, if employed, I will be an at-will employee unless there is a law which alters that status. I also understand that untrue, misleading, or omitted information relating to this application or in other documents completed by me may result in dismissal, regardless of the time of discovery by Wisconsin Youth Company.

I certify that the information provided above is correct to the best of my knowledge.



Signature _____ Date _____

Please mail applications for Wander Wisconsin, Dane County summer day camps and Middle School U to:

Wisconsin Youth Company, Inc.
Attention: Jason Anderson
1201 McKenna Blvd.
Madison, WI 53719
608-276-9782 or 800-238-1174 ext. 21
info@wisconsinyouthcompany.org

Please mail applications for Waukesha County summer day camps to:

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



Affirmative Action Survey

The following information will be used for Affirmative Action reporting purposes only, and is not part of this application form. It will be removed before your application is screened and read or, if you prefer, you may mail it separately. In no case will this information be used for selection purposes.

Please check the terms which you consider applicable to yourself.

1. I am MALE
 FEMALE

2. I consider myself to be HISPANIC / LATINO
 NON-HISPANIC / NON-LATINO

3. I consider myself to be AFRICAN AMERICAN
 ASIAN
 AMERICAN INDIAN or ALASKAN NATIVE
 WHITE
 OTHER

4. I consider myself to HAVE A DISABILITY
 NOT HAVE A DISABILITY