



Sparrow Lake Camp

Rob Crew, Camp Director
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Dear applicant:

Enclosed is an application form for employment at Sparrow Lake Camp this summer. We are looking for mature, enthusiastic, fun loving, and responsible staff members. If you are interested in applying for a position please read all information carefully and take note of important dates.

2010 Staff Application and Hiring Process

- 1) Applications and References: Fill out the enclosed application form and return it to us A.S.A.P. The deadline for returning staff applications is December 21, 2009. For new staff the deadline for applications is February 1, 2010. If your application is not in by that time, you might not be given a interview during the first round. If you have to wait for the second round of interviews, the position you are interested in may be filled. We have included 2 reference forms with each "New Staff" application package to be filled out by individuals who can provide an objective evaluation of your suitability for the position you have applied for. These reference forms and a current resume should be brought to your interview.
- 2) Interviews: The first round of interviews for new staff will be held in mid February. There will a second round of interviews held a month later in March.
- 3) Age Requirements: Resource and Senior Staff applicants must be a minimum of 18 years of age by December 31, 2010. **A strong hiring preference will be given to those applying to work for the entire summer.**
- 4) Job Offers and Contracts: All job offers will be conditional for one month upon receipt of the contract and medical form. Any job offer will be withdrawn one month after you receive these documents if they are not completed and returned to us within this time. **If you are still seeking other employment at the time that a position is offered to you, no matter how remote the possibility, you must inform us at this time if you have not already done so.** The position will still be yours conditionally for one month, but the applicant next in line for the position will be informed that there is a possibility that the position will open up again within one month. This will ensure that the camp will not be left without a qualified, competent individual to fill the position if you must decline the position at a later date. **Please remember that in returning a signed contract you have made a firm and binding commitment to honour that contract.** In addition, according to the OCA's Code of Ethics, you cannot continue to seek employment at another camp once you have accepted a job verbally or by signing a contract.

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- 5) Staff Meetings: A staff meeting will be held in the June. This is mandatory for all staff that who have accepted a job. More details will follow regarding date, time and place of this meeting.
- 6) Staff Orientation Week: Staff Orientation Week officially begins at the camp on **June 27, 2010**. This is a mandatory event for all staff members. Resource staff members must arrive at the camp by the evening of **June 25th**.
- 7) 2010 Camp Sessions: Sparrow Lake runs four 12-day sessions over July and August.

Camp # 1 Monday, July 5 to
Friday July 16

Camp # 2 Monday, July 19 to
Friday, July 30

Family Friday, July 30 to
Camp Sunday, Aug 1

Camp # 3 Monday, Aug. 2 to
Saturday, Aug. 13

Camp # 4 Monday, Aug. 16 to
Saturday, Aug. 27

Note: This summer 1 week Jr. Camps will run during Sessions 1, 3 & 4. Peewee sessions will follow the 1 week camps in sessions 1 and 4 only.

Disorientation: “Disorientation” is a mandatory staff event that immediately follows the last morning of the fourth camp session. This year it runs from **August 27 to August 29, 2010**. Its purpose is to dismantle the camp and store equipment. An evening celebration traditionally follows.

That should cover everything! If you have questions about the application process, or would like more details on any of the positions available, please feel free to get in touch with us.

Sincerely,

Rob Crew
Executive Director
Sparrow Lake Camp

Todd Ormiston
Associate Director
Sparrow Lake Camp