

# MARINWOOD CSD SUMMER CAMP EMPLOYMENT APPLICATION



Marinwood Community Services District is now accepting applications for the following positions. The 2025 summer camp season runs June 16-August 15.

Applications available at [www.marinwood.org](http://www.marinwood.org) or at the Marinwood Community Center.

Camp Hours: 9:00-3:00pm, Before Care: 8:00-9:00am, After Care: 3:00-5:00pm

Typical Work Shift for Counselors (*subject to change or additional hours*): 8:45-3:15pm

**Camp staff applicants: Please contact the Community Center directly with questions or turning in forms. Do not have your parents contact the Community Center for you.**

To be eligible to work, all applicants must be at least 14 years of age by **June 15, 2025** and entering high school to be eligible. No exceptions. If you are ineligible to apply, please check out our Counselor-in-Training program meant for 13-15 year olds.

## **APPLICATION PROCEDURE:**

POSITIONS WILL BE FILLED ON A CONTINUOUS BASIS UNTIL ALL POSITION FILLED. Once all positions are filled, applications may still be submitted to be kept on file. It is recommended to submit an application no later than March 1.

Interested applicants may find the application on Marinwood's website or at the Community Center. Submit a completed application to Marinwood. Selected applicants will be invited to an interview beginning in March. Offers of hire will be contingent upon meeting job requirements prior to starting date. Salary will be dependent upon qualifications and availability.

For further information, contact the number above. {Marinwood CSD is an equal opportunity employer}.

## **CAMP DIRECTOR/AFTER CARE DIRECTOR**

(\$22.00-\$23.00/hr)

Under the supervision of the Asst. Recreation Director and Camp Supervisor. Each Camp Director is responsible for overseeing and planning their individual summer day camp program including planning and implementing activities. Ensures safety and well-being of campers. Supervises Assistant Director and counselors and delegates responsibilities accordingly. Ensures smooth flow of camp activities and recommends changes as needed. Maintains a positive attitude at all times and works as a "team member" with other day camp staff to create a positive environment for both campers and staff. Maintains open line of communication with staff, supervisors, and parents. Keeps supervisors informed of all camp activities and issues. Maintains communication with other Directors and coordinates activities and special events. Conducts staff meetings as necessary. Conducts first aid as needed and fills out accident reports. Performs safety checks of the area to ensure safe conditions for campers.

-High School Graduate or Equivalent. At least one year previous camp experience. Must work well with children. Must be certified in First Aid and CPR for the Professional Rescuer (Red Cross) by the beginning of camp season.

## **ASSISTANT CAMP DIRECTOR**

(\$20.00 - \$20.25/hr)

Under the direction of the Camp Director, the Assistant Director is the on-site supervisor of all camp activities in the absence of the Director. Assists Director in the creation of program plans. Acts as an activity leader and attends all trips. Fills in as Camp Director as needed. Assists with supervision of swim time to assure proper staff/camper supervision. Ensures safety and well-being of campers and performs first aid as needed. Maintains open communication with supervisors, coworkers, and parents. Maintains a positive attitude and works as a "team member" at all times. Acts as lead supervisor for Counselors in Training.

-High School Graduate or Equivalent. Must work well with children. Must be certified in First Aid and CPR for the Professional Rescuer (Red Cross) by the beginning of camp season.

Marinwood Community Services District  
775 Miller Creek Road, San Rafael, CA 94903  
(415) 479-0775 phone / (415) 479-7759 fax  
[www.marinwood.org](http://www.marinwood.org)

## **SENIOR COUNSELOR**

(\$18.25-\$18.50/hr)

The Senior Counselor position is for returning counselors or those with previous childcare or camp experience who exhibit the following qualities: initiative, leadership, maturity, good attitude and flexibility. The senior counselor, in addition to the duties of a regular counselor, also acts as a role model/mentor to other counselors (exudes a positive attitude and strong work ethic), administers positive reinforcement and discipline to campers, takes on the Assistant Director's role when Director or AD are not present, may be asked to help with planning and has the ability to lead entire camp in activities.

-Requires 2 years previous camp experience or high school graduate or equivalent. Must work well with children. Must be certified in First Aid and CPR for the Professional Rescuer (Red Cross) by the beginning of camp season.

## **CAMP COUNSELOR/AFTER CARE COUNSELOR**

(\$16.50-\$17.00/hr)

Designed for counselors who have previous childcare or camp experience. Under the direction of the Camp Assistant Director, Camp Director and Camp Supervisor, a camp counselor acts as an activity leader to campers (leads the campers in games, crafts, sports, songs, swim time, and all other camp activities). Must supervise campers at all times and ensure the safety and well-being of the campers. Performs first aid in accordance to Red Cross standards as needed. Maintains open communication with coworkers and supervisors. Responsible for providing a fun, positive and safe experience for campers.

-Must be at least 14 years of age by June 15, 2025 and entering high school to be eligible. Must work well with children. Must be certified in First Aid and CPR for the Professional Rescuer (Red Cross) by the camp season.

## **FLEX COUNSELOR**

(\$16.50-\$17.00/hr)

Designed for beginning counselors who have no previous camp experience or for those who are interested in typically working less than five days per week. Under the direction of the Camp Assistant Director, Camp Director and Camp Supervisor, a flex camp counselor acts as an activity leader to campers (leads the campers in games, crafts, sports, songs, swim time, and all other camp activities). Must supervise campers at all times and ensures the safety and well-being of the campers. The flex counselor works within the camps of their chosen age group and is mentored by camp directors and their camp supervisor. Performs first aid in accordance to Red Cross standards as needed. Maintains open communication with coworkers and supervisors. Responsible for providing a fun, positive and safe experience for campers.

*Flex counselor schedules will vary each week and are like those of a substitute counselor. Typically flex counselors will work 1-2 days per week, or more depending on camp staffing needs. Flex counselors will have some shifts designated prior to summer but most shifts will be scheduled during summer, as other staff take time off or become ill.*

-Must be at least 14 years of age by June 15, 2025 and entering high school to be eligible. Must work well with children. Must be certified in First Aid and CPR for the Professional Rescuer (Red Cross) by the camp season.

# Marinwood Community Services District Summer Camp Application

775 Miller Creek Road, San Rafael, CA 94903

(415) 479-0775 phone / (415) 479-7759 fax

*Incomplete applications or applications with missing documents will not be accepted. A completed application does not guarantee employment with the Marinwood Community Services District, but may qualify you for an interview.*

**Return your application to:**

Marinwood Community Center  
Attn: Robyn Bruton  
775 Miller Creek Rd, San Rafael CA 94903

**Questions?**

Contact Robyn Bruton – Asst. Rec. Director  
Phone: (415) 479-0775  
email: [rbruton@marinwood.org](mailto:rbruton@marinwood.org)

**Marinwood Community Center office hours:**

Monday – Friday, 9am-5pm

**Position Applying For:** (Check all that apply)

Job descriptions and qualifications for each position are available at the Marinwood Community Center and have been attached for your convenience.

\_\_\_\_\_ Director (Graduated HS)      \_\_\_\_\_ Assistant Director (Graduated HS)      \_\_\_\_\_ Senior Counselor  
\_\_\_\_\_ Camp Counselor      \_\_\_\_\_ Flex Counselor      \_\_\_\_\_ After Care Counselor (2:45-5:15pm)

What age group would you prefer to work with? (Check all that apply)

\_\_\_\_\_ PRESCHOOL-KINDERGARTEN      \_\_\_\_\_ GRADES 1-3      \_\_\_\_\_ GRADES 4-7

Today's Date: \_\_\_\_\_

Please write legibly. Indecipherable applications will not be considered.

Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Personal Email Address (not a school email address): \_\_\_\_\_

Driver's License # and State (if applicable): \_\_\_\_\_

Have you worked for the Marinwood Community Services District before? \_\_\_\_\_

If so, what position & what dates? \_\_\_\_\_

How did you hear about the job? (Name your reference if applicable) \_\_\_\_\_

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# Page 2 – Education / History / Skills

## Education:

Check the highest grade completed (as of June 2025):

8  9  10  11  12  GED  13  14  15  16  17  18

List your High School, College, Business, Trade, Correspondence or other courses below:

Name of School & Location	Major Subject of Course Study	Total Sem. Units	Total Quar. Units	List Degree / Certificate Rcvd. Including Dates

Are you at least 15 years of age?  YES  NO

Are you at least 18 years of age?  YES  NO

Desired number of hours each week: \_\_\_\_\_

1. Do you have any physical conditions which may limit your ability to perform the job you are applying for?

YES  NO If yes, please explain \_\_\_\_\_

2. Have you, as an adult, ever been convicted of any law violation, excluding minor traffic violations?

YES  NO If yes, please explain \_\_\_\_\_

3. Have you ever been discharged or asked to resign?

YES  NO If yes, please explain \_\_\_\_\_

4. Do you have any relatives working for the Marinwood CSD?

YES  NO If yes, please explain \_\_\_\_\_

# Certifications / History / References - Page 3

**Certifications:** Please list any certifications you hold that either are job-related or are required for the job. *If hired, Marinwood will offer specifically scheduled Red Cross certification classes for staff. American Red Cross CPR/AED and First Aid for the Professional Rescuer certification is required for employment.*

Certification Title & Organization Issued By	Date Issued	Expiration Date
_____	_____	_____
_____	_____	_____

**Employment History:** Please list any job-related voluntary or paid employment experience. Begin with your present or most recent position. Use additional sheets if necessary. You may submit a resume or other supporting documentation, but that does not substitute for completion of this section. **Present or past employers may be contacted.**

1. Date From: \_\_\_\_\_ Date To: \_\_\_\_\_ Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisors Name/Phone: \_\_\_\_\_  
Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_

2. Date From: \_\_\_\_\_ Date To: \_\_\_\_\_ Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisors Name/Phone: \_\_\_\_\_  
Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_

3. Date From: \_\_\_\_\_ Date To: \_\_\_\_\_ Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisors Name/Phone: \_\_\_\_\_  
Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Duties: \_\_\_\_\_

**References:** Please list three (3) **non-related** individuals that we may contact.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

# Recommendations / Written Questions - Page 4

## Letters of Recommendation

If you attend school (high school or college) and have not worked (in a professional paid setting) in the past, please attach two (2) letters of recommendation to your application. If you listed paid work experience on your application, you do not need to attach letters of recommendation. **If you were a Marinwood Counselor-in-Training, you only need 1 letter of recommendation.**

Letters of recommendation must come from a non-relative. Letters can be from the same people that you listed under "References" on page 3 (i.e. teacher, coach, employer, volunteer coordinator).

Applicants who do not have work experience will not be interviewed without 2 letters of recommendation.

*Feel free to attach additional sheets as needed for your answers.*

Imagine you are a witch/wizard and need to brew a potion to create a great summer camp program. What potion ingredients would you need? What is your recipe for a successful camp and staff?

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Why would you make a great camp counselor? What qualities should a camp counselor have and demonstrate? What experience and/or work history do you have that would help you in this role?

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# Page 5 - Staff Requirements

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## Employee Orientation / **Mandatory Training Dates**

All employees will be required to attend a staff orientation training. This is your chance to ask questions and make sure you are a good fit to join our team. The orientation will also specifically address various job duties, responsibilities, and benefits that come with being employed by the Marinwood Community Services District. All employees are expected to attend mandatory meetings throughout the year to review and improve individual skills and overall job performance.

**Friday, June 13, 12:30-5:00pm & Saturday, June 14, 8:00am-4:00pm.**

Training is mandatory for all camp staff. No exceptions. Additional optional training courses may be offered in the weeks leading up to camp. Exact dates and times will be sent with offers of hire.

## Camp Staff Uniforms and Employment Requirements

All staff members will be required to wear a designated uniform. As with your appearance, uniforms need to always be neat and clean. Uniform alterations deemed inappropriate by management are not permitted. A uniform set consists of two (2) Marinwood shirts and appropriate length leg wear. An approved, appropriate swimsuit is required for swimming at the pool and it is mandatory to bring with you to work. **All staff are expected to perform first aid as needed, swim with campers, and be active in camp activities as part of duties.**

## Requesting Time Off

You must be available June 16-August 15. **Time off is limited to 15 days of the camp season.** No work 7/4.

I understand that employment with Marinwood Community Services District is a seasonal position, and the busiest time is from June through August. For this reason, I will be available to work on a consistent basis during this period.

- If the days off are not submitted with the paperwork, staff must receive approval from their camp supervisor as well as the Asst. Recreation Director. All requests are not guaranteed. If your request is not grant, staff are expected to be at work that day.
- If more than 15 days are needed, then staff may not be considered for hire. Special exceptions may be made. It is the responsibility of the staff to keep track of the days requested and whether the request was approved or denied.
- If you need to make a special arrangement for leaving early at the end of the summer (for college orientation or classes), please let us know as soon as possible. Please check your school calendar so that you know the dates you are required to be at school for the Fall 2025 semester.
- It is at the discretion of the Asst. Recreation Director to accept or decline employment based on the amount of vacation requested.
- Once your vacation request is accepted, all scheduling will be done on an availability basis. The more vacation and leave time needed, the lower priority you will receive when being scheduled for hours.

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**I have read the above and fully understand its terms and my commitment to the Marinwood Community Services District – Summer Camp Program and sign it freely and voluntarily.**

**CERTIFICATE OF APPLICANT** – I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statements will subject me to disqualification or dismissal. I authorize Marinwood CSD to investigate my qualification, employment record or character through inquiries to any sources mentioned in the application, unless otherwise stated.

X \_\_\_\_\_

Applicant Signature

\_\_\_\_\_ Date Signed

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