

Summer Camp Staff Hiring Policy

Purpose

The purpose of this policy is to establish clear and fair guidelines for the recruitment, selection, and hiring of summer camp staff. It ensures that all candidates are evaluated based on merit, qualifications, and alignment with the mission and values of [Camp Name].

Scope

This policy applies to all individuals applying for paid or volunteer positions at [Camp Name], including counselors, activity leaders, kitchen staff, maintenance personnel, and administrative staff.

1. Equal Opportunity Employment

[Camp Name] is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or any other legally protected status.

2. Hiring Qualifications

All applicants must meet the following basic qualifications:

- Be at least 18 years of age for staff positions, or 16 for junior or assistant roles (with parental consent and work permits where required)
- Hold a high school diploma or equivalent (or be currently enrolled in high school for junior staff)
- Pass a background check and reference check
- Possess relevant skills or experience for the position
- Commit to the full duration of the summer camp season
- Adhere to the camp's values, policies, and safety procedures

Specific roles (e.g., lifeguards, nurses, kitchen staff) may require additional certifications or training.

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3. Recruitment and Application Process

- Job openings will be advertised through camp networks, local communities, educational institutions, and online job boards.
- Interested candidates must complete a formal application, submit a resume (if applicable), and provide at least two professional or character references.
- All applications will be reviewed by the Camp Director or designated hiring committee.

4. Interview and Selection

- Selected candidates will be invited for an interview, which may be conducted in person, by phone, or via video call.
- Interviews will assess the applicant's experience, interpersonal skills, problem-solving abilities, and alignment with the camp's mission.
- Final hiring decisions will be based on qualifications, background checks, references, and interview performance.
- All selected candidates will receive written offers and job descriptions.

5. Background Checks and Clearances

- All staff are required to pass a national background check and, where applicable, child abuse and sex offender registry clearances.
- Staff will not be permitted to begin work until all checks are completed and cleared.

6. Training and Orientation

- Hired staff must attend mandatory training sessions covering child safety, emergency procedures, camp

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policies, and their specific job duties.

- Staff are expected to uphold the highest standards of conduct and to act as positive role models for campers.

7. Code of Conduct and Dismissal

- All employees must sign and adhere to the Staff Code of Conduct.
- Violation of camp policies, inappropriate behavior, or failure to perform duties may result in disciplinary action or termination.

8. Record Keeping

- All application materials, background checks, training certifications, and employment documents will be securely maintained in accordance with privacy laws.

Approved By:

[Camp Director's Name]

Title:

[Camp Director]

Date:

[Insert Date]