



January 2012

Dear Junior Counselor Applicant,

Camp Kota is awesome! Thank you for your interest in becoming a Junior Counselor (JC). We feel that the JC program is essential to Camp. Because of this, we have created a program to help you learn more about leadership, yourself, and helping others. If selected to be a JC, you will be paired with a Camp Kota counselor during your weeks at Camp. He or she will mentor you throughout those weeks at camp. You will get the opportunity to show off the skills that you are learning through leading our campers in some games and activities.

So, you are probably wondering what this is going to look like, right?

- JC's must be at least 13 years old and/or entering 8th grade **during camp** (yes, you can be older than 13!).
- JC sessions are two weeks long: **JC Session 1** runs Monday thru Friday, July 16 through July 27, 2012 and **JC Session 2** runs Monday thru Friday, July 30 through August 10, 2012. **Each Thursday night of each session will be an overnight.** JC's are required to be at both Thursday nights. Accommodations may be made for qualifying activities (sports teams, school or religious activities).
- *We will accept up to 16 JC's per session. However, depending on the number of campers enrolled, we may increase or decrease that number.*
- **You must be available for every day of the session you apply for (including the overnight).** If you are available for both sessions, please mark that on your application. If you are chosen to be a JC, we will only place you in **one** session.
- Camp is held at East Bush Lake Park. Campers participate in lots of fun activities like games, arts and crafts, field trips, swimming, canoeing, building tents, knot tying, and cooking outdoors. You will get to help the campers participate in these activities. The Thursday night overnight takes place at Sumac Knoll campsite in Hyland Park.
- Most importantly, you are going to have lots of **FUN** as you learn new things about yourself and about being a leader, meet new friends, and have new experiences. *Sounds Awesome, Right?*

What you need to do... fill out the application and JC Questions form in this packet. Return your completed application and JC Questions form **NO LATER** than **March 9, 2012 at 4:00pm**, to Parks and Recreation Division, Attn: JC Application, 1800 W. Old Shakopee Road, Bloomington, MN 55431. We will review your application and notify you whether we will be interviewing you or not. If you are selected for an interview, we will let you pick from a few interview times (during after-school hours).

Please call or e-mail me if you have any questions! (Remember, *you* are applying for this position. It is really important that you call, and not your parents or guardians, if you have questions. ☺)

Greg Boatman
Assistant Parks and Recreation Manager and Camp Kota Fanatic
952-563-8899
gboatman@ci.bloomington.mn.us



**CAMP KOTA SUMMER 2012
DAY CAMP JUNIOR COUNSELOR
JOB DESCRIPTION**

- POSITION:** Day Camp Junior Counselor
- DIVISION:** Parks and Recreation
- LOCATION:** East Bush Lake Picnic Shelter/Field Trip/Sumac Knoll
- OBJECTIVE:** To Assist at Camp Kota - a day camp for boys and girls in grades K-7. This program gives campers an opportunity to participate in arts and crafts, nature studies, outdoor skills, recreational activities, to improve socialization skills, and to have **FUN!!**
- SUPERVISED BY:** Assistant Parks and Recreation Manager or Designee

MINIMUM QUALIFICATIONS:

1. Applicant must be at least 13 years old and/or entering 8th grade during their session at camp (yes, you can be older).
2. Enjoy working with children and teens.
3. Able to accept feedback from supervisor and apply the feedback in work as JC.
4. Enthusiasm- should be comfortable trying new things and show a willingness/desire to give your best effort.
5. Flexibility

PREFERRED QUALIFICATIONS:

1. Prior experience as a camper at Camp Kota or other organized day camp or resident camp.
2. Knowledge of basic camping skills, including fire building, open fire cooking, compass and map reading, knot tying, tent pitching and shelter building, and other camp-related skills such as crafts, songs and song leading, and outdoor/environmental education.

TIME COMMITMENT:

- One full session:
 - JC Session 1 runs Monday thru Friday, July 16 through July 27, 2012.
 - JC Session 2 runs Monday thru Friday, July 30 through August 10, 2012.
 - An overnight on the Thursday night of each week.

SPECIFIC RESPONSIBILITIES:

1. Participate in leadership development activities.
2. Actively participate in the JC program.
3. Work with an assigned Camp Instructor and ***assist*** them with:
 - ★ Teaching and promoting safety at all times.
 - ★ Assisting with carrying out the scheduled weekly camp program.
 - ★ Teaching basic camping skills such as: fire building, open fire cooking, orienteering, using camp tools, tent pitching, shelter building and first aid.
 - ★ Teaching and promoting respect for and understanding of the environment.
4. Participate in the Thursday night overnight and campout program.
5. All other duties as assigned.
6. Have Fun!

TO APPLY

- Applicant, not the parent/guardian, must complete the attached Volunteer application and JC Questions form or download a packet at www.ci.bloomington.mn.us (search words "junior counselor").
- All applicants **MUST** complete a Volunteer Application and JC Questions form to be considered.
- Please return to:
Parks and Recreation
Attn: JC Application
1800 W. Old Shakopee Road,
Bloomington, MN 55431.

DEADLINE FOR APPLICATION

Application materials must be received in the Parks and Recreation office **NO LATER** than 4:00 p.m. on Friday, March 9, 2012.

Interviews will be held at a date and time to be determined. Interviews will be 10 to 15 minutes in length and will be an opportunity for you to let us know more about you and why you would be an asset to this program.

The City of Bloomington does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of Bloomington services, programs and activities.



2012 Camp Kota Junior Counselor Questions



Please Print

Applicant's Last Name: _____ First Name: _____ Middle Initial: _____

T-shirt Size: (Please indicate one)

Child Size: 10-12 14-16

Adult Size: Small Medium Large X-Large

JC Session Choice:

- Please place an "X" the session in which you would like to be a JC. **You must be available for every day of the session you apply for (including the overnight).**
- If you are available for both sessions, please mark the choice box for each session.

If you are chosen to be a JC, we will only place you in one session*!

JC Session 1 (Jul 16-Jul 20 & Jul 23-27, 2012)	_____ Yes, I want to JC this session.	<input type="checkbox"/> 1st Choice <input type="checkbox"/> 2nd Choice
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JC Session 2 (Jul 30-Aug 3 & Aug 6-10, 2012)	_____ Yes, I want to JC this session.	<input type="checkbox"/> 1st Choice <input type="checkbox"/> 2nd Choice
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*From time to time, we may need or want a JC to work all four weeks of Kota. If you are interested in being considered for all four weeks please check this box

If selected, how will you get to Camp?

Please note: It is *preferred* if the JC can be transported to camp by Parents or Bike/Walk as there are daily meetings prior to the time when the campers arrive. However bus transportation is available.

- Parent Pick Up/Drop Off (KPP)
- Bike or Walk (KBW)
- Ride the Kota Bus

If you will ride the bus, which stop?

- Countryside Park.....KW7
- Haeg Park.....KE1
- Kelly Park.....KE5
- Oak Grove Elementary Bus Loop.....KE6
- Olson Elementary Bus Loop.....KW2
- Poplar Bridge ParkKW4
- Reynolds Park.....KW5
- Ridgeview Elementary Bus Loop.....KW3
- Running Park.....KE4
- Smith Park.....KE2
- Southwood Center Bus Loop.....KW1
- Sunrise Park.....KW6
- Valley View Elementary Bus Loop.....KE3

Please answer the following questions. You may attach a separate sheet if necessary.

1. Please describe your previous leadership experience with children. (For example: past experience as a Kota JC, church activities, babysitting, tutoring, etc.)

2. Please describe the kinds of outdoor camping experience you have.

3. Why are you interested in being a Junior Counselor at Camp Kota this summer?

4. Anything else you would like to add?

The City of Bloomington Parks and Recreation Division is committed to providing reasonable accommodations and accessibility for all residents. Please check this box if you have any specific needs for participation. A staff person will call you to discuss this further.

Applicant Signature

_____ *Signature*

_____ *Date*

Return completed application and JC Questions NO LATER than March 9, 2012, 4:00pm, to:

**City of Bloomington Parks and Recreation Division
Attn: JC Application
1800 W. Old Shakopee Road
Bloomington, MN 55431**



**CITY OF
BLOOMINGTON
MINNESOTA
PARKS AND RECREATION**

We welcome your volunteer application.
Please furnish us with complete information to assist us in giving you full consideration.

Volunteer Application

The information you supply on this volunteer application will be used to assess your qualifications for volunteer positions. You are not legally required to provide the information, but we will not be able to consider your application without it. The information is requested to distinguish you from other applications; to identify you in our volunteer files; to match you with an appropriate volunteer opportunity; and to contact you for volunteer interviews.

Return completed form to:
Parks & Recreation Division
1800 West Old Shakopee Rd
Bloomington, MN 55431-3027

The following information on this application will be considered private data on individuals pursuant to the Minnesota Government Data Practices Act; your name, birth date, home address, home phone number and driver's license number. If you are considered eligible for a volunteer vacancy, your name will become public data. If you are placed as a volunteer with the City of Bloomington, all information you supply on this application will become public except your home street address, home phone number and your drivers' license number.

PERSONAL INFORMATION

Name:	Last	First	Middle		
Permanent address:	Street	Apt.	City	State	Zip Code
Other address (if applicable):	Street	Dorm/Apt.	City	State	Zip Code
Phone Numbers:	Home	Cell	Other	Birth date MM/DD/YYYY	
E-mail Address:				Is anyone at this address already a volunteer here? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please list their name:	

How did you learn about volunteering with Bloomington Parks and Recreation? If referred, please list their name.

AREAS OF INTEREST:

List areas of interest in Parks and Recreation programs:

Special skills, experiences, hobbies and/or educational background:

What do you hope to gain by volunteering?

AVAILABILITY

	MORNING	AFTERNOON	EVENING
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			
Amount of volunteer time available:			

REFERENCES

Name:	Phone:	Home	Work	Cell
Permanent address:	Street	Apt.	City	State Zip Code
Relationship:	Number of years known:			
Name:	Phone:	Home	Work	Cell
Permanent address:	Street	Apt.	City	State Zip Code
Relationship:	Number of years known:			

