

Dear Applicant,

Thank you for your interest in the Pingree Experience Day Camp. This packet contains detailed information about the requirements for job application. Please complete the following and return it to us as soon as possible:

1. The application
2. The skills assessment
3. A personal statement of approximately 500 words answering the following questions:  
What qualities and/or experience would you bring to Pingree Experience Day Camp that would help our camp, and its campers, grow and improve.  
*If you have a specialty area:*  
As a leader what activities do you feel you could teach to a group on a daily basis? What would be the elements of your program? How would you design your program to be appropriate for all ages of children?
4. Photocopies of all current certifications that you may hold (CPR, First Aid, Boating, etc.). If a certification has expired, please indicate if and when you will be updating it.

Forward your completed application to Pingree Experience Day Camp, 537 Highland Street, South Hamilton, MA, 01982. Please feel free to include any additional information if you feel you have skills and/or experience that we have not asked for in the application. *Be sure to include at least 3 references on the application- we cannot process your application without them.*

If you have any questions please feel free to contact us at [earaneo@pingree.org](mailto:earaneo@pingree.org). When we receive your application it will be carefully reviewed. You will be informed of your application status as soon as possible.

Sincerely,

Eileen Araneo  
Camp Director

## ***About the Camp and Your Commitment***

### ***The Goal***

The goal of The Pingree Experience Day Camp is to provide an enriching, safe environment for children. We take great pride in providing quality childcare for families and we understand the positive impact a healthy camp experience can have on children. Every aspect of the camp is aimed at assuring a positive experience for each child.

### ***Ages and Activities***

For ages 4-15 we offer a variety of activities. The Little Wonders (the 4-5 year old campers) follow a busy schedule including: art, dance, swim lessons, buddy time, games, nap time, story, free play, etc.

Campers ages 6 through 12 have a busy morning schedule of art, nature, swim and sports, and fill the afternoon with their chosen electives.

Electives range from karate and archery to drama, dance, and clay.

Explorers have a themed week and are allowed to pick two electives in the afternoon. Adventures are here on campus for 3 days a week and they have field trips the other 2.

### ***Staff***

Our staff is composed of General and Specialty Counselors, Activity Directors, Head Counselors, a Program Director, a Health Care Provider, a Little Wonders Director, and Camp Directors. The staff ranges from high school students to working professionals. All staff are hired for their experience and commitment to working with children. Dependability, communication and maturity are the keys to being a successful part of our team. We set high standards for our staff and are interested in hiring people with the experience and initiative to meet them.

Overall Pingree provides a wonderful working environment. Supervisors are always interested in the ideas and suggestions of the staff as we strive to continually improve the program.

### ***The Commitment***

Working at a camp requires a solid commitment. Campers, parents, coworkers and supervisors depend on each staff member to be at camp every day of the season, on time and ready to go. The program runs for 8 weeks and also includes a staff orientation the weekend before camp begins.

This is a full commitment; ***time off is not given***. Please make sure that you are willing and able to keep this commitment before you apply.

Days/time off is allowed only in the following circumstances:

1. Family emergencies or illness
2. College orientations/job interviews

If you are aware of times that you will not be able to be at camp before being hired, share them with us and you will be hired with the understanding that you will not be at camp on those dates. Dates that come up after you have been hired should be shared with us as soon as possible- we cannot guarantee that we can fulfill these requests. Once camp begins there should be no requests for time off other than for those reasons listed above.

***Pay Information***

Staff compensation is determined by a set pay scale and will be discussed during the interview. The compensation includes any additional time spent after or before camp hours (e.g. staff meetings) that is part of your work commitment. On a regular basis staff arrive by 8:30 am and leave at 4:30pm. This is a seasonal position and a copy of the seasonal employment determination will be provided to all staff members once hired.

## Pingree Experience Day Camp Staff Application

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Age as of June 1, 2026: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email address: \_\_\_\_\_

### Education

School or College: \_\_\_\_\_  
Highest Level Completed by upcoming June: \_\_\_\_\_  
Major: \_\_\_\_\_

### Current Certifications

Type of Certification	Certifying Agency	Date Issued	Expiration Date
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### Personal References

(Please do not include family members or relatives)

<u>Name</u>	<u>Relationship</u>	<u>Phone</u>	<u>Email</u>
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### Work Experience and Employer References

<u>Name</u>	<u>Position</u>	<u>Start/Finish Dates</u>	<u>Reason for Leaving</u>	<u>Reference Name and Phone/Email</u>

### Activities and Interests

Please indicate the level of experience that you have with the following activities by marking each with the number 1,2, or 3 as defined by:

- 1- You are confident that you could design and implement this activity
- 2- You have some knowledge/experience with this activity and could assist in its implementation
- 3- You have little or no experience with this activity

\_\_\_\_ low ropes    \_\_\_\_ high ropes    \_\_\_\_ new games    \_\_\_\_ archery    \_\_\_\_ soccer    \_\_\_\_ field hockey    \_\_\_\_ basketball  
\_\_\_\_ karate  
\_\_\_\_ street hockey    \_\_\_\_ tennis    \_\_\_\_ lacrosse    \_\_\_\_ volleyball    \_\_\_\_ dance    \_\_\_\_ softball    \_\_\_\_ gymnastics  
\_\_\_\_ painting  
\_\_\_\_ crafts    \_\_\_\_ clay/pottery    \_\_\_\_ photography    \_\_\_\_ boating    \_\_\_\_ computers    \_\_\_\_ music    \_\_\_\_ drama  
\_\_\_\_ nature study  
\_\_\_\_ storytelling    \_\_\_\_ magic    \_\_\_\_ science projects    \_\_\_\_ rocketry

Have you ever been fired from a position or resigned in lieu of being discharged? \_\_\_\_ Yes or \_\_\_\_ No  
If Yes, please describe the details, including where, when, and why.

I hereby certify that the information on the above application is true, accurate, and complete.

I acknowledge that, in compliance with Massachusetts State Law, a criminal and sexual offender background check will be performed by the camp after submission of this application.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

***The Pingree Experience Day Camp is an Equal Opportunity Employer.*** Pingree does not discriminate against applicants or employees on the basis of race, sex, pregnancy or pregnancy-related condition, color, religion, national origin, age, ancestry, sexual orientation, disability, gender identity or expression, veteran or active military status, genetics, natural or protective hairstyle, or any other category protected by state, federal or local law.