

# Varsity Camp Administration Application

Dear Applicant,

Thank you for your interest in becoming a member of the Varsity Camp Administration staff. We pride ourselves on hiring hard working, positive, self-motivated people and hope that we can continue that with you. Our Camp Administration positions include Camp Managers, Athletic Trainers and First Aiders who all work together to help ensure a safe and seamless camp experience for all of our camps across the country.

Camp Managers work as a liaison between Varsity and the host site staff to ensure all aspects of camp run smoothly. From the initial set-up of camp to registration and through the end of camp this is a key position in the total camp experience. All Camp Managers must be at least 19 years of age and are required to be \*CPR certified.

Our first aid staff (First Aiders, Athletic Trainers and EMTs) works to ensure that camp participants and staff receive on-site care/evaluation for any injuries that may occur during camp. They also work very closely with Camp Managers to assist with registration, bed checks and many other administrative duties. Our first aid staff often works as Camp Managers in addition to their first aid duties and at camps under 100 participants we may send only one First Aider or Athletic Trainer. All first aid staff must be 19 years of age and certified in \*CPR and first aid.

Here is a general description of the duties our staff performs. There may or may not be other duties assigned during camp:

- Enforce all camp policies and procedures to ensure the safety and security of participants and advisors.
- Work with our instructors to make camp a fun and memorable experience.
- Set a positive role model for campers through appropriate personal behavior. Specifically prohibited is the use of alcohol and illegal drugs.
- Supervise campers any time they are not in class, including cafeteria behavior.
- Live on site during the term of residential camps (typically 4 days, 3 nights) and on call 24 hours a day.
- Nightly bed checks.

Our staff is required to travel and is ultimately responsible for providing their own transportation to and from camps.

We look forward to receiving and reviewing your application in the near future. It is our promise that we will treat all applicants and employees fairly and compassionately. We further promise to adequately train all employees for the job ahead.

Sincerely,  
Varsity Camp Administration



# Frequently Asked Questions

## **If hired, how will I be trained?**

All employees are required to attend one of our training sessions held around the country in May or early June. This extensive training session will cover all aspects of the job. Varsity will coordinate travel for this session and provides reimbursement of basic travel expenses however this is an unpaid training session.

## **If hired, how will I be staffed for camp?**

Your summer availability will be the biggest factor in determining your summer schedule. We require that our staff is available for at least 6 full weeks outside of the training session. The more availability you have and the more flexible you are the better. We also require that our staff drive 6 to 8 hours from their home address.

## **Is this position year round?**

While the majority of our work is during the summer we do have one day clinics as well as competitions throughout the year across the country.

## **How does the application process work?**

1. Please complete the application and mail it to:  
Varsity Camp Administration - Applications  
PO Box 752790  
Memphis, TN 38175
2. Once we receive your application you will receive a phone call to verify receipt.
3. We will then obtain your summer availability via e-mail.
4. Once we receive your availability, if you have met all requirements, we will conduct a phone interview.
5. After the interview you will receive an application status letter – hire or no hire.
6. If you are hired you will receive an e-mail with instruction for completing employee paperwork.

If you have any questions please feel free to contact:

Patrick Coco  
Office Manager  
1-800-238-0286 x 4327  
pcoco@varsityspirit.com

\*All CPR and first aid certifications must be valid by May 1<sup>st</sup> and through September 1<sup>st</sup>. All certifications must be provided through one of the following: American Red Cross, American Heart Association, National Safety Council, American Academy of Orthopedic Surgeons or American Safety and Health Institute. A course completion card or certificate with an expiration date is necessary to satisfy these requirements. We do not accept college courses, seminars, etc.



## CAMP MANAGER

\_\_\_\_\_  
Applicant Name (Last, First, Middle)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Primary Address (Where you live now)

\_\_\_\_\_  
Primary Address Phone Number

\_\_\_\_\_  
City                                      State                                      Zip

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Secondary Address (Parent's Address, if still in college)

\_\_\_\_\_  
Secondary Address Phone Number

\_\_\_\_\_  
City                                      State                                      Zip

\_\_\_\_\_  
E-mail that is checked regularly

At which address should we contact you? (Circle One)

Primary                      Secondary

Date of Birth:    Month \_\_\_\_\_                      Day \_\_\_\_\_                      Year \_\_\_\_\_

Dates available for summer work: \_\_\_\_\_ - \_\_\_\_\_

Have you ever been employed by Varsity? \_\_\_\_\_ If yes, when? \_\_\_\_\_

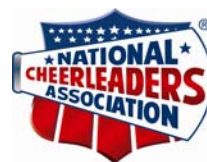
List any acquaintances employed by Varsity:

\_\_\_\_\_

**Employment History**  
(List last or current position first)

Employment Dates From                      To	Company and Address	Position / Type of work	Phone number with area code	Reason for leaving

Can we contact your present employer? (Circle one)                      Yes                      No



**Post Secondary Education**

School Name	Location	Years Attended From            To	Degree

Honors Received: \_\_\_\_\_

What student activities did you participate in? \_\_\_\_\_

\_\_\_\_\_

College grade point average: \_\_\_\_\_ When did/do you graduate from college? \_\_\_\_\_

In what field is your degree? \_\_\_\_\_

Have you been convicted of a crime within the last seven years, or have you been imprisoned for the conviction of a crime in the last seven years? (Circle one)                      Yes                      No

If you answered yes, give the dates of conviction and describe the circumstances: \_\_\_\_\_

\_\_\_\_\_

*\*The existence of a record of convictions for criminal offenses is not considered an automatic bar to employment\**

Please tell us why you feel you would be an asset to our organization.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any previous work experience that you feel would be helpful as a Camp Manager.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your role at camp may be similar to that of a camp counselor. Describe any experience you may have in this role.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List three references other than family. Complete Information is required.

Name	Address	Company & Position	Phone number with area code

Are you willing to work:

Over 40 hours per week?	Yes	No	*Are you certified in CPR?	Yes	No
Nights?	Yes	No	Are you certified in First Aid?	Yes	No
Weekends?	Yes	No	Do you speak a foreign language?	Yes	No
Will you have a vehicle to drive this summer?	Yes	No	If yes, which one(s)?	_____	
Are you willing to drive 6-8 hours?	Yes	No	Do you know sign language?	Yes	No
Are you employed by a school district?	Yes	No			

*\* All Camp Managers must be certified May 1<sup>st</sup> and through September 1<sup>st</sup>. All certifications must be provided through one of the following: American Red Cross, American Heart Association, National Safety Council, American Academy of Orthopedic Surgeons, American Safety and Health Institute, Emergency Response Institute or Medic First Aid.*

**APPLICANT'S STATEMENT AND AGREEMENT**

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigations of all statements and references for employment as may be necessary in arriving at an employment history. I understand I am subject to a legally sensitive background check prior to being hired or during the course of employment if hired.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date