



OVY Camp 2024

5360 La Honda Road, San Gregorio, CA 94074 • (650) 747-0321 • www.ovycamp.org • info@ovycamp.org

Program Support Application

***Please attach a resume and the names and contact information for three professional references.**

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apt. #

City State ZIP Code

Home Phone: () _____ Email Address: _____

1. Are you at least 18 years of age? Yes No
2. Are you willing to have your fingerprints taken and processed through state and federal agencies and/or submit to a background check conducted by an agency of our choice? Yes No
3. Are you willing to abide by our "No Alcohol, No Illegal Drugs" policy? Yes No
4. Were you ever discharged from employment for any other reason except lack of work, funds, disability, or medical condition? Yes No
5. Are you legally entitled to work in the United States? *(If you are hired, you will have to present evidence of your right to work in the United States no later than three days after the commencement of your employment)* Yes No
6. Have you ever been charged and/or convicted of any criminal offense (felony or misdemeanor)? Yes No

If yes, on a separate piece of paper: state the nature of the crime(s), when and where convicted, and disposition of the case. (Conviction of a felony will not necessarily disqualify you from employment. Such factors as time of the offense, seriousness and nature of the violation and rehabilitation will be considered.)

Please complete the following questions using separate pieces of paper.

1. Why are you interested in the Program Support position at Ovy Camp?
2. Describe any and all experience you have working with youth. What do you enjoy about it?
3. What is your experience with working as a part of a team? How do you work with others?
4. What makes you a leader? How can you become a better leader?
5. List training or experiences you have that you think prepare you for being a Program Support?
6. Describe an example of a time when you overcame a stressful situation at work or school?
7. What are the 3 most difficult challenges that face Program Support?
8. Please write out an activity/game for one All Camp Hangout block lasting 1 hour.



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Job Description

Position: Program Support

Reports to: Program Director and Executive Director

Compensation:

- **Pre-camp Hourly:** \$17/hr up to 2 hours per week (May 1 - June 9)
- **Stipend:** \$900 per week (7 weeks: 2 weeks of Staff Training & 5 weeks of summer camp program)
- **Room & Board during Summer Camp Season:** Room & Board during Summer Camp Season.

Position Requirements:

- College graduate or equivalent work experience
- Experience working with 5th-12th grade children
- Demonstrated leadership experience (management experience a plus)
- Ability to work part-time during Pre-camp Season including ability to attend up to two 1-hour Leadership Team meetings and up to two 2-hour staff-wide informational prep-meetings (virtual or in-person) during the Pre-camp Season; May 1 - June 9, up to 2 hours per week; full-time and on-site during Summer Camp Season (June 10 - July 27; 55-65 hours each week)

Pre-camp Season: Most Program Supports are full-time students and/or have full-time jobs during the school year, and commit **up to 2 hours each week** to their Program Support role (May), including ability to attend up to two Leadership Team meetings and up to two staff-wide informational prep-meetings (virtual or in-person) throughout March-May. Pre-camp preparations include updating Ovy Camp Staff Manual, planning staff training, and reviewing and organizing program materials.

During Summer Camp Season: Program Supports work 55-65 hours each week

Dates for Summer Camp Season: June 10 - July 27, 2024 (Includes 2 weeks of Staff Training & 5 weeks of summer camp program)

Job Summary:

The Program Support is a member of the Leadership Team of Ovy Camp. The Program Support plays a crucial role in a successful week of Ovy Camp. The Program Support is a versatile Staff member responsible for leading full-camp activities each day and mentoring the Counselor Team in various ways.

Under the direction of the Program Director and the Executive Director of Ovy Camp, the Program Support will design and lead a variety of fun team-building activities for all Ovy Camp participants each day. This includes a weekly carnival timeblock. The Program Support will act as a mentor and soundboard for the Counselor Team as they lead the campers through a week of the Ovy Camp program.

The Program Support will also work as a liaison between Counselors and the Leadership Team; facilitating daily meetings. The Program Support will participate in various program activities including night programs, beach trips, and kitchen tasks.



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Essential Job Functions:

- Assist in the direction, supervision, guiding, and development of the Counselors in the Ovy Camp program.
- Train and provide work direction and guidance to designated staff and volunteers; oversee the All Camp Hangout timeblock; assign duties and review work for compliance with established guidelines and procedures; provide input concerning evaluations as requested.
- Serve as a liaison between Leadership Team and Counselor Team; resolve related Ovy Camp program issues and conflicts in a proper and timely manner.
- Develop, implement and conduct training activities for Ovy Camp program; provide assistance during beach trips and other instructional activities as needed.
- Monitor, assess, and adjust activities in response to instructional goals, weather conditions and the individual and group needs of the Ovy Camp program.
- Provide individualized and small group instruction and tutoring to assure learning activities adapt with the needs of individual Counselors; assist Counselors by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Implement and utilize a variety of instructional techniques for working with Counselors.
- Assure the health and safety of Counselors by following health and safety practices and procedures; maintain a learning environment in a safe, orderly and clean manner.
- Administer first aid and CPR according to established procedures as needed; assure proper and timely resolution of CIT health issues; assist in coordinating response to emergency situations as directed.
- Maintain various records related to assigned activities.
- Attend and participate in a variety of meetings as assigned.

Other Job Duties:

- Contribute to verbal and written evaluations and communication as requested.
- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Identify other tasks or duties that this position may be expected to perform but are not necessarily the primary focus of this position.

Knowledge, Skills, and Abilities:

- Understand the development needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in program areas designated camp program areas.

General Aspects of the Job:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Specialized Skills and Knowledge:

- Knowledge of Ovy Camp appropriate conduct.
- Ability to oversee and participate in providing supervision over camp participants.
- In conjunction with Program Director and Staff, ability to administer discipline to camp participants.
- Ability to participate in the preparation and development of full camp activities.



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- Knowledge of Counselor guidance principles and practices.
- Knowledge of instructional methods and techniques.
- Ability to train and provide work direction and guidance to assigned Staff and volunteers.
- Knowledge of principles of training and providing work direction.
- Knowledge of interpersonal skills using tact, patience and courtesy.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Knowledge of public speaking techniques.
- Ability to communicate effectively both orally and in writing.
- Knowledge of First Aid/CPR/AED procedures.
- Ability to observe health and safety regulations.
- Knowledge of operation of standard office equipment including a computer and assigned software.
- Ability to operate standard office equipment including a computer and assigned software.
- Knowledge of oral and written communication skills.
- Ability to understand and follow oral and written instructions.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to develop, implement and conduct in-services and training activities.
- Ability to maintain various records related to assigned activities.

Physical Requirements:

- Mobility to walk extensively with camp participants during Ovy Camp instructional activities, and on trails covering irregular terrain; bending at the waist, kneeling, or crouching to assist camp participants.
- Hearing and speaking to exchange information.
- Vision sufficient to read a variety of materials and to monitor student activities.
- Manual dexterity sufficient to manipulate small objects, tools and carry classroom material.
- Stamina to stand or sit for long periods of time.

Some physical requirements of a Program Support include endurance, prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours.

[OVY Camp follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status. Ovy Camp strives to reflect the community it serves and strongly encourages applicants from diverse backgrounds to apply. All applicants will be evaluated on the basis of their unique skills and attributes.]