



Thank you very much for inquiring about a summer position at Twin Spring Farm Day Camp. Please complete this application and return it to our office at your earliest convenience.

Please be assured that your application will be reviewed along with others that have been received. If your qualifications are considered appropriate for this position, you will be contacted to set up an appointment date to be interviewed.

In any event, please accept the appreciation of Twin Spring Farm Day Camp for your wishing to include us in your future professional plans.

Sincerely,

Twin Spring Farm Administration

DAY CAMP AND SCHOOL

*Founded in 1945 • State Licensed, Accredited and Registered*

1632 E. Butler Pike • Ambler, PA 19002 • 215-646-2665 • Fax 215-646-4546 • [www.twinspringfarm.com](http://www.twinspringfarm.com)

TWIN SPRING FARM DAY CAMP  
C.I.L.T. SCHEDULE

**Counselors in Leadership Training** receive basic counseling instruction and training from the program director and the Senior Counselor. Senior Staff at Twin Spring Farm are mainly teachers and mature specialists who can guide and train young people in camping, proper work attitudes and habits. Their experience and training will be recorded for future reference in obtaining new positions and college recommendations. Anyone causing problems or uninterested in this training will be dismissed immediately.

Tipping is at the sole discretion of the campers' parents and may or may not occur.

**Grades 9 through 12** - Transportation can be provided. However, if the camp provides transportation for you, it does so based on the needs of Twin Spring Farm Day Camp. This may include an early pick-up in the morning and/or late arrival home at the end of the day. All CILTS riding the bus will serve as bus monitors. CILT's providing their own transportation must arrive at camp by 8:45 A.M. and are dismissed at 4:15 P.M. after camper carline. CILTS must assist during carline.

C.I.L.T.'S are to aid and assist a Senior Counselor on a daily basis throughout the day, They are to assist at all specialty areas.

**In order to be considered to be a CILT, an applicant, who is entering 9th grade, must be 15 years old by June 1st of the year applying.**

<b>Grade Entering</b>	<b>Position</b>	<b>Compensation</b>
9th	Associate Junior Counselor-A. J.C.	\$360.00
10th	Junior Counselor-J.C.	\$400.00
11th	Junior Counselor-J.C.	\$440.00
12th	Secondary Junior Counselor-S.J.C.	\$480.00

The compensation stated above is only applicable to the full season. Twin Spring Farm Day Camp reserves the right to deduct a sum equal to one day's pay for each day not worked. . Compensation will be held if an account is open for any other family member.

An individual will be contacted for a personalized interview when the attached C.I.L.T Employment Application is returned to our office.

Perspective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap.

## **CILT EXPECTATIONS**

At Twin Spring Farm Day Camp, we strive for a unified, cohesive family atmosphere. We feel it best to list our expectations prior to employment so you can familiarize yourself with our requests.

1. All staff is expected to be on time daily.
2. All staff is expected to be with their assigned group at all times. Children are not permitted to be unattended.
3. No alcohol or drugs are permitted on the property. Twin Spring Farm Day Camp reserves the right for employee to undergo and pass a screening for alcohol and/or drugs.
4. No gum chewing is allowed at Twin Spring Farm Day Camp.
5. The staff will actively help with instruction at swimming. Staff must be prepared and dressed for swimming daily. No backpacks are permitted in the pool area at any time.
6. We do not have a large custodial staff at Twin Spring Farm. Consequently, every staff member is responsible for routine general maintenance in the buildings and on the grounds throughout the summer. A clean, tidy, orderly facility is a must! Your bunk area and/or room is your responsibility.
7. Staff members are required to wear the standard camp uniform daily; navy blue shorts and camp t-shirt. Navy blue sweat shirts and navy slacks may be worn on cool/rainy days, along with TSFDC sweatshirt. Be clean, neat and tidy!
8. The staff, by contract, will attend all scheduled CILT orientation meetings.
9. Staff members are encouraged to show initiative in programming. Staff should also come to the administrative personnel immediately if there are problems they want to discuss. Be professional! Problems, salary, your contract with the camp - all these should not be discussed with fellow staff, children or camp parents. Any of these is grounds for dismissal as per your contract.
10. Staff is not permitted to socialize with camp or school parents. This includes using Facebook, Twitter or any other social media.
11. All employees are expected to handle themselves, camp business and personal business affecting the camp in a very professional, ethical manner. Personal life should not negatively influence camp performance.
12. In case of emergency, all staff is expected to help out wherever needed for the amount of time needed.
13. Twin Spring Farm is a non-smoking workplace. No smoking is permitted on the premises or in vehicles. Employer may require employee to undergo and successfully pass a screening for alcohol and/or drugs during the hiring process and during employment, as required by Twin Spring Farm Day Camp and School.
14. Cell phones may be used in designated CILT break area only. Cell phone use throughout the campus is not permitted.
15. CILT's are not permitted guests to camp at any time.
16. The staff is expected to participate actively during all camp activities, following the directions of the senior and/or specialist staff.

I, \_\_\_\_\_ have read and understand completely the policies and expectations of my performance as a CILT listed above. Failure to comply with any or all of the above listed expectations may result in termination of my employment. I further understand that additional guidelines may be presented to me as needed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# **TWIN SPRING FARM DAY CAMP**

**1632 E. BUTLER PIKE  
AMBLER, PA 19002  
(215) 646-2665**

## **EMPLOYMENT APPLICATION FOR JUNIOR COUNSELOR**

C.I.L.T. Position: \_\_\_\_\_ Date of application: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
last first middle (nick name)

Address: \_\_\_\_\_  
(street) (city) (state) (zip)

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Date you can start \_\_\_\_\_ Date you can work until \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Present Employer \_\_\_\_\_

Employer's Address & Telephone # \_\_\_\_\_  
(street) (state) (zip) (telephone #)

Do you know anyone employed by us? \_\_\_\_\_ If so, name \_\_\_\_\_

### **Education**

School presently attending \_\_\_\_\_ Present Grade \_\_\_\_\_

### **General Information**

Please place a check next to all of your swimming accomplishments according to the American Red Cross standards:

✓ Beginner ☐ Advanced Beginner ☐ Intermediate ☐ Advanced ☐ Basic Water Safety Skills ☐

Previous camp experience: \_\_\_\_\_ Number of years \_\_\_\_\_

List membership in any organizations, clubs, charities and school/community programs or special honors:

### **Reference**

Give below the name of 3 persons, not related to you, whom you have known for at least 1 year, preferably an employer, former teacher. Please have each person write a brief reference for you and submit these three written references with your application.

1. \_\_\_\_\_  
Name Address Phone # Length of Relationship

2. \_\_\_\_\_  
Name Address Phone # Length of Relationship

3. \_\_\_\_\_  
Name Address Phone # Length of Relationship

\*Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap.

## Twin Spring Farm Day Camp Activity Sheet

On the following list, put numeral “1” after those activities you can organize and teach as an expert, “2” after those activities in which you can assist in teaching. “3” after those which are hobbies, and “4” interested in this area but need training for which you are willing to give time.

ARTS & CRAFTS	#	CHALLENGE & PIONEERING	#	MISCELLANEOUS	#	SPORTS	#	WATERFRONT ACTIVITIES	#
AIRPLANES-		OUTDOOR COOKING		ARC CERTIFICATION		ARCHERY		CANOEING	
BADGE MAKING		HIKING		ARC FIRST AID		BACKGAMMON		DIVING	
BALSA WOOD/PAPER		ORIENTEERING		AUTO MECHANIC		BADMINTON		LIFE SAVING	
BARRETTE CRAFT		OVERNIGHT CAMPING		BOARD GAMES		BASEBALL		ROWING	
BASKETRY		CAMPFIRE PROGRAM		CARD GAMES		FISHING		SWIMMING SLS	
CANDLE CRAFT		O.L.S. INSTRUCTOR		CHESS/CHECKERS		FLAG GAMES		SAILING	
CARPENTRY		COMPASS INSTRUCTOR		COOKING		FOUR SQUARE		SWIMMING WSI	
CERAMICS		ROPES COURSES		CPR		GYMNASTICS		SYNCHRONIZED SWIM	
COPPER ENAMEL		ROCK CLIMBING		DRIVE SCHOOL VAN		HOPSCOTCH		WATER RESCUE	
FABRIC/TYE DYE				ELECTRONICS		INFORMAL GAMES			
GIMP/BRACELET				HAIR BRAIDING		KICKBALL			
JEWELRY				IDEAS OF TRADITION		LACROSSE			
KNOT COURSES				JOURNALISM		MARBLES			
LEATHER WORK				MAINTENANCE		NEW GAMES			
MACRAME				OFFICE WORK		NEWCOMBE			
METAL WORK				PAINTING		PARACHUTE DRILL			
MODEL ROCKETRY				PHOTOGRAPHY		PHYSICAL FITNESS			
NEEDLEWORK				PONY RIDES		PING PONG			
PAINTING				RECEPTIONIST		RIBBON DANCE			
PAPER MACHE				SCHOOL BUS LICENSE		ROLLER SKATING			
PINE CAR DERBY				SIGN LANGUAGE		SOCCER			
PLUMBING				SKATE BOARDING		SOFTBALL			
POTTERY				TYPING		STREET HOCKEY			
PUPPETRY						T-BALL/DODGEBALL			
SAND ART						TENNIS			
SEWING						TETHERBALL			
SKETCHING						TOUCH FOOTBALL			
SOAP CARVING						VOLLEYBALL			
STAINED GLASS						WIFFLE BALL			
WEAVING									
WOOD CARVING									
WOOD WORKING									
WOOD/BALSA									
WOOD/JIGSAW									

  

DANCE	#	MISCELLANEOUS	#	SPORTS	#	WATERFRONT ACTIVITIES	#
BALLET							
CHEERLEADING							
DISCO							
FOLK							
JAZZ							
SOCIAL							
SQUARE							
TAP							

  

NATURE	#	MISCELLANEOUS	#	SPORTS	#	WATERFRONT ACTIVITIES	#
ACA ECOLOGY							
ANIMAL CARE							
ANIMALS/INSECTS							
ASTRONOMY							
BIRDS/FLOWERS							
CONSERVATION							
FORESTRY							
ROCKS/MINERALS							
TREES/SHRUBS							
WEATHER							

  

MUSIC	#	MISCELLANEOUS	#	SPORTS	#	WATERFRONT ACTIVITIES	#
APPRECIATION							
BAMBOO HOP							
BODY AWARENESS							
FOLK GAMES							
INTERPRETATIONS							
LEAD SINGING							
PARACHUTE GAME							
PLAY AUTOHARP							
PLAY BUGLE							
PLAY GUITAR							
PLAY PIANO							
RHYTHM BAND							

Signature \_\_\_\_\_ Date \_\_\_\_\_