

Dear ReLiT applicant,

Thank you for your interest in the City of Oak Ridge Summer camp Recreation Leader-in-Training Program. Please read the attached policies carefully to determine whether or not you are eligible for the program. If you feel this program is right for you please follow the instructions for the application process carefully. Communication regarding the program should be between the applicant and City of Oak Ridge representatives. Parents may assist you but please remember that we are looking for candidates who are independent, mature and self-motivated.

Each ReLiT session coincides with two regular camp weeks. You will have the opportunity to request the weeks that you prefer on the application. You will be required to work at least 2 weeks during the summer. Working with the summer camp is a part of the training program and there will be no compensation for time worked. A registration fee of \$25 per week will be charged to each applicant upon acceptance into the program. The registration fee will cover training materials, staff shirts, admission to field trips and travel expenses. ReLiT participants must provide their own lunch each work day unless they participate in the ETHRA free lunch program which is available for anyone under the age of 18. Free lunches are only available on non travel days. Meals are sometimes provided as a part of training or camp special events and theme days.

If you have any questions, please contact me via email at sstone@oakridgetn.gov or by phone at 865-425-3450.

Sincerely,

Steve Stone
Recreation Assistant / Summer Camp Director
Oak Ridge Recreation and Parks
PO Box 1
Oak Ridge, TN 37831
865-425-3450

JOB DESCRIPTION

CITY OF OAK RIDGE

Recreation Leader-in-Training (ReLiT)

A Recreation Leader-in-Training (ReLiT) applicant should be at least 14 years of age and have completed eighth grade. The ReLiT will work in the City of Oak Ridge Summer camp programs in coordination with the Recreation Leaders and under the supervision of a Senior Recreation Leader and a Recreation Supervisor or Recreation Manager.

The Recreation Leader-in-training program is a volunteer program and there will be no compensation for time worked. Upon acceptance into the program each ReLiT will pay a registration fee of \$25 per week to cover travel and tee shirts. A ReLiT applicant must be willing to work two consecutive weeks of camp in addition to training sessions. He/she may request to work all eight weeks of camp. Each ReLiT will work a 6 to 8 hour shift each day Monday-Friday. Times may vary depending upon the camp activities planned for each day.

Minimum Qualifications:

- ◆ Be at least 14 years of age
- ◆ Have an interest in working with children
- ◆ Be able and willing to take direction
- ◆ Have previous experience as a camper
- ◆ Demonstrate mature judgment
- ◆ Demonstrate a positive attitude and cooperative spirit.
- ◆ Be of good character, integrity and adaptability

Programming

- Assist Recreation Leaders in teaching games, sports, nature activities, crafts, music, creative dramatics, dance, drama or other appropriate activities.
- Model good-sportsmanship in sports activities through enthusiastic, non-competitive participation and support.
- Participate and assist with theme days and special events.
- Attend field trips and assist with assigned group.
- Help campers follow rules.
- Assist with clean up when needed.
- Lead groups from one activity to another in an orderly manner inside and outside the facility.
- Supervise lunch as well as snack activities and ensure cleanliness of area.
- Attend staff meetings, if requested.
- Assist with the supervision of campers while on field trips.

Public Relations

- Act in a professional manner at all times.
- Make an effort to personally greet parents and children each day.
- Be able to give general camp information to campers, and parents.
- Report camper problems or situations to the Coordinator.

Health and Safety

- Follow all safety rules when playing or teaching games.
- Report violations of safety rules to Leaders.

Supplies/Equipment/Facilities

- Assist with handing out and putting away camp equipment and supplies.
- Follow code of conduct for all facilities
- If working final week of camp, participate in the seasonal clean up following the end of camp.

Miscellaneous

- Complete other tasks as assigned by the Senior Recreation Leader, Recreation Supervisor or Recreation Manager.

Evaluation:

- Each RecLiT will be evaluated at the end of each session worked. Evaluations must result in an acceptable or better rating for the individual to continue in the program. The RecLiT will be evaluated on attitude, dependability, ability to relate to children, cooperation with leaders and supervisors, following rules and safety practices.

RECREATION LEADER-IN-TRAINING POLICIES

ELIGIBILITY

In order to be considered for the ReLiT Program the applicant must be at least 14 years of age and have completed eighth grade. Preference will be given to those who are former campers in good standing in the City of Oak Ridge summer programs.

RECLIT PROGRAM SCHEDULE

The ReLiT program takes place throughout the summer coinciding with the city summer camp. Each ReLiT session includes two consecutive weeks of camp. Applicants must commit to the entire two week period. Daily schedules will be 6 to 8 hours depending on the camp activities for the day. Applicants are required to work a minimum of one session (2 weeks) but may request to work additional sessions. After assignments are made changes may not be able to be accommodated. Session dates are listed on the application.

RECLIT PROGRAM INFORMATION

The ReLiT Program offers the participants the opportunity to interact with children, lead activities and participate in camp programs including field trips, special events and theme days. ReLiT participants fulfill many different roles at Summer Camp. They must have a sincere desire to work with children, a strong work ethic, lots of energy and creativity, a positive attitude and the ability to put the younger children's needs ahead of their own.

TRAINING

Mandatory workshops will be held at the Oak Ridge Civic Center, times and dates to be announced. ReLiT applicants must be certified in First Aid prior to the start of camp. Those who are not certified must attend first aid training during counselor orientation week or attain certification from the Red Cross or Heart Association. ReLiT applicants may also be asked to attend other orientation sessions. Applicants will be informed of the dates and times at the time of the interview.

The workshops will cover a variety of topics including teaching games and activities, positive discipline techniques, age group characteristics of children, safety, CPR and First Aid, conflict resolution, teamwork, and camp operations.

CAMP RESPONSIBILITIES

The objective of the ReLiT program is to give young teens the opportunity to learn leadership skills, develop responsibility and gain experience in working with younger children in a camp environment. Each ReLiT will be expected to be a role model for the younger children through their attitude, language, appearance and actions. They will experience a hands-on learning experience by assisting other camp staff in the day to day operation of the camp. The goal is to learn how to make the transition from camper to counselor. Specific responsibilities may include the following:

- Lead a game
- Teach a sports skill
- Assist with a craft activity
- Help plan and set up theme day or special event activities
- Assist a Recreation Leader (counselor) in supervising younger campers while on field trips
- Escort children from one activity to another
- Retrieve or put away equipment and supplies
- Help supervise lunch and snack time
- Assist with organizing and clean up

COST

RecliTs will be charged a \$25 fee for each week of camp. The fee can be paid at the front desk on the first day of camp.

EVALUATION

Each RecliT will be evaluated at the end of each session worked. Evaluations must result in an acceptable or better rating for the individual to continue in the program. The RecliT will be evaluated on attitude, dependability, ability to relate to children, cooperation with leaders and supervisors, safety knowledge/practice and compliance with policies/procedures.

APPLICATION PROCESS

1. RecliT applications should be submitted by the first Monday in May. Packets may be dropped off at the Civic Center front desk or or mailed to Steve Stone, P.O. Box 1, Oak Ridge, TN 37831.
2. Along with the application, applicants must submit three reference letters. Teachers, coaches, religious leaders and employers are all excellent choices for references. A letter from a family member can be included but does not count as one of the required three.
3. Interviews will be conducted in May of each year, if deemed necessary.
4. The applicant and parent must sign a "Release of Information Form" giving permission for the City of Oak Ridge personnel department to request records checks from the Oak Ridge Police Department.
5. If an applicant lives outside of the Oak Ridge city limits he/she must acquire a records check from the police/sheriff's department in the city/county where he/she lives. All records checks must be submitted before the applicant can be considered for selection. A records check is simply a statement from the local law enforcement stating that the applicant does not have a record. We do not need a complete background check.
6. Selection will be based on the application, interviews, reference letters, records checks and history as a participant in the City of Oak Ridge summer program or in a similar camp program.
7. Notification of selections will be made before Memorial Day weekend.

CITY OF OAK RIDGE RECREATION AND PARKS
RECREATION LEADER-IN-TRAINING APPLICATION

Name: _____ Address: _____

Telephone: _____ Cell phone: _____ Email: _____

Address: _____ City: _____

State: _____ Zip: _____ Age: _____ School: _____ Current grade: _____

List school clubs, organizations or sports teams you are actively involved with.

Have you ever been a camper at the City of Oak Ridge summer camp? _____ Years _____

List other camps you have attended:

Are you currently certified in child and adult CPR? _____ Are you certified in First Aid? _____

If you are not currently certified are you willing to become certified prior to the start of summer camp? Y__ N__

Please place a number 1, 2, 3 or 4 in the blank beside the RecliT session(s) you would like to work, with the number one being your top choice. Sessions may be limited depending on the number of applicants selected. Each session equals two consecutive weeks of camp. First year RecliTs must agree to work both weeks of a session in order to qualify for the program. It may not be possible to switch after the assignments are made.

Please examine your schedule carefully before filling out this section. If you are unavailable during a particular session, please leave that selection blank.

2017 DATES (choose at least 2. Number 1-8 in order of preference)

- _____ RecliT Week 1 June 5 - 9
- _____ RecliT Week 2 June 12 - 16
- _____ RecliT Week 3 June 19 -23
- _____ RecliT Week 4 June 26 – 30
- _____ RecliT Week 5 July 3 – 7 (No Camp July 4th)
- _____ RecliT Week 6 July 10 - 14
- _____ RecliT Week 7 July 17 -21
- _____ RecliT Week 8 July 24 - 28

RecliT schedules will vary from 6 to 8 hours per day depending upon the planned activities of the camp. Schedules may be longer on field trip days. For the convenience of parents, daily schedules can be extended if a RecliT needs to be dropped off earlier or picked up later than their scheduled shift.

Please list desired daily schedule: _____

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Please complete the following:

1. Special Interests

In the following list of activities, check (X) once those in which you have participated or had special training. Check (xx) twice those you have had experience in organizing and are prepared to teach. Check (xxx) three times if you have had actual paid job experience.

- Arts & Crafts Drama Sports Scouts Children’s games
 Swimming Babysitting Special Events Dance Martial Arts
 Nature Science Math Reading Puppetry Clowning
 Other _____

2. What experience have you had working with children? (babysitting, bible school, camp counselor, church nursery, etc.)

3. List at least two reasons why you want to volunteer for the ReLiT program.

4. Why do you consider yourself a good candidate for the ReLiT program? What makes you unique?

PARENT AGREEMENT:

I have read and understand the Recreation Leader-in-Training program application letter and understand my child is applying to participate in a training program and will be working with younger children at the City of Oak Ridge Summer Camp. There will be no compensation for time worked and participants will pay a registration fee of \$25 for each week. I agree to have my child apply for the ReLiT Program and participate in an interview, if necessary. I understand that this is a competitive process and not all applicants will be interviewed and/or selected for the program. I understand that acceptance into the ReLiT program does not guarantee future employment with the City of Oak Ridge.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

