

## Varsity Camp Administration Application Information

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 team members 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 Spirit 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/AED 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/AED and first aid.

Here is a general description of the duties our staff performs at summer camps. This is an overview of staff expectations and duties. Other duties and assignments may occur 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.

All staff is required to travel and is responsible for providing their own transportation to and from camps. We also require that all staff members complete a basic head injury information course through the centers for disease control, a background check, a maltreatment of children course and any other items required by particular states prior to employment. All of the items will be made available to you through Varsity Spirit.

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.

## 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 provide travel expenses, meals and lodging.

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

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 up to 8 hours from their home address.

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

While the majority of our work is during the summer we do have one day camps/clinics as well as competitions throughout the year across the country. If you are interested in these events but are not able to work summer camps we welcome your application and ask that you please make note of this on your application.

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

1. Please complete the application and mail it to:  
Varsity Spirit Camp Administration - Applications  
PO Box 752790  
Memphis, TN 38175
2. Once we receive your application you will receive an e-mail to verify receipt of your application and to provide you with any further information or instructions needed.
3. Once we verify that you have met all requirements, we will conduct a phone interview.
5. After the interview you will receive an application status e-mail or phone call.
6. If you are hired you will then receive an e-mail with instruction for completing employee paperwork.

If you have any questions please feel free to contact:

Vincent Bell  
Office Manager  
1-800-238-0286 x 4318  
vbell@varsity.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 for the Professional Rescuer or the American Heart Association for Healthcare Providers. No other courses will be accepted.





# FIRST AIDER / ATHLETIC TRAINER

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 Spirit? \_\_\_\_\_ If so, when? \_\_\_\_\_

List any acquaintances employed by Varsity Spirit:

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

| Employment Dates<br>From To | Company and Address | Position / Type of work | Phone number<br>With area code | Reason for leaving |
|-----------------------------|---------------------|-------------------------|--------------------------------|--------------------|
|                             |                     |                         |                                |                    |
|                             |                     |                         |                                |                    |

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

**Post-Secondary Education**

| School Name | Location | Years Attended<br>From      To | Degree |
|-------------|----------|--------------------------------|--------|
|             |          |                                |        |
|             |          |                                |        |

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

In what student activities did you participate? \_\_\_\_\_

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

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

How many years have you been a First Aider / Student Athletic Trainer? \_\_\_\_\_

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 or sports that you feel would be helpful as a First Aider.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any Athletic Training classes that you have taken or are currently enrolled in.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List three references other than family. One must be your Athletic Training Program Director if still in college.

| 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 | Are you an Athletic Trainer Certified? | Yes   | No |
| Will you have a vehicle to drive this summer? | Yes   | No | Certification #                        | _____ |    |
| Are you willing to drive 6-8 hours?           | Yes   | No | Are you a Licensed Athletic Trainer?   | Yes   | No |
| Do you speak a foreign language?              | Yes   | No | Licensure state and #                  | _____ |    |
| If yes, which one(s)?                         | _____ |    | Are you an EMT?                        | Yes   | No |
| Do you know sign language?                    | Yes   | No | EMT State and #                        | _____ |    |
| Are you employed by a school district?        | Yes   | No | Level                                  | _____ |    |

*\* All First Aiders must be certified before they may begin working and must remain continuously certified throughout employment. All certifications must be provided through one of the following: American Red Cross for the Professional Rescuer or American Heart Association for Healthcare Professionals.*

**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