

## Camp Counselor FAQ

### How do I apply to be a Katydid Summer Camp Counselor?

You must first fill out a Katydid, Inc. application which can be downloaded from the [Employment](#) of our website.

### Where do I send the application?

This application then can be emailed to [camps@katydidkids.com](mailto:camps@katydidkids.com) or mailed to: Katydid, Inc., P.O. Box 710516, Oak Hill VA 20171-0516.

### When can I apply?

You can apply today! When we are in receipt of the Katydid application, **qualified applicants** will be contacted via phone or email to have an interview. We **interview qualified applicants via Zoom or in person**. If hired, you will get an email or phone call of your acceptance and pay rate. You will also be given a packet of the forms to fill out.

### Who is considered an qualified applicant?

Katydid, Inc. looks for applicants who have experience working with groups of children. This experience can be working with groups of children, i.e, volunteering with girl scouts or boy scouts, volunteering at church camps or coaching. If you are currently a college student, education majors are a plus.

### How old do I have to be?

You must be 18 years of age to be a paid summer counselor. You must be 21 years of age to be a Site Director.

### Do I need References?

Yes, We need two references of someone over 21 and not a relative. A teacher, someone you volunteered with, someone you babysat for, a neighbor who has known you for a while are best. The best reference is someone who has seen you working/volunteering with children. You must provide an email address for each reference.

### How many weeks do I have to work in a summer?

We ask college Counselors to be available to work for a minimum of 8 weeks of the summer. Counselors do not have to be available every week.

### What are the hours?

Our camp week runs Monday through Friday. **Camps hours** are 8:30am to 12:30pm for the half-day preschool camps and from 9:00am to 4:00pm for the full-day elementary age camps. **Work hours:** We ask counselors to arrive for work 1/2 hour before the start of camp to set up and have a short meeting with the Site Director and to stay 1/4 hour after camp ends each day. So, work hours are from 8:00am to 12:45pm if you are assigned the half-day preschool camps and 8:30am to 4:15pm if you are assigned the full day camps with elementary children. Our camps run weekly from the beginning of June to the middle of August.

### Are there other forms that are required?

There are lots of forms to be filled out by the new employee. You will be given a packet when hired. **All these forms must be submitted by the first Training Session.** You must provide a driver's license or other picture ID for Homeland Security check. Katydid pays any fees associated with the forms required except the TB Screening and CPR/First Aid Certification.

All personnel working with children in the State of Virginia **must be fingerprinted**. If you have have a fingerprinting report from another childcare provider job we may be able to request it to be transferred. TB Screening is required. If you have had this within the last two years, we will need a copy for your personnel file.

### **Is there mandatory training?**

Yes, our Virginia State License requires all counselors to have **10 mandatory training** hours each year. Katydid will schedule training evenings at the Frying Pan Park location before camp starts each summer usually at the end of May. New employees must also complete a State required Pre-Service Training course online.

### **Is CPR/First Aid required?**

Yes, CPR and First Aid Certification is required by Fairfax County for all Katydid Counselors. Katydid will try to offer CPR/First Aid Certification at the Frying Pan Park location on multiple dates by an outside contractor. If you have a Certification that has not expired, additional certification is not required, but we will need copies of the CPR/First Aid cards for your personnel file. Counselors who work the majority of the summer will be paid for training hours.

### **Where will I be working?**

Katydid Summer Camps takes place at Frying Pan Park. You will be asked to complete our "Sign Up Genius" Availability Calendar which will be provided to you after you are hired. The counselor work schedule is made up based on this "Sign Up Genius" Availability Calendar.

### **Do I need transportation?**

Counselors only need transportation to and from their site location. Site Directors need their own reliable transportation for a few local errands, i.e., to the main site office or to get supplies.

### **What do I bring?**

Lunch: All counselors, Site Directors and CIT's (Counselor In Training) are required to eat lunch with the campers. Please bring your lunch, snacks, and a drink every day. (Lunch time is part of your hours with our campers.)

### **Is there a uniform?**

You will also be required to wear a Katydid provided T-shirt and there is a dress code which will be discussed at training.

Clothing: You are representing Katydid, Inc. to the parents and campers. Please wear comfortable and appropriate clothing for the weather. You will not be permitted to wear athletic shorts. You will be playing outside, helping children do crafts and sometimes cooking projects. Campers do get messy and dirty at times. Athletic or hiking shoes are required.

### **When do I get a pay check?**

We have an accounting firm that takes care of the pay checks. **We must have your W-4 for you to get paid.** You will be given a schedule of pay dates at training. It usually takes a few weeks to get your first pay check, after that the pay checks are issued every two weeks.

Please email the director if you have any further questions. We look forward to working with you this year as a Summer Camp Counselor with Katydid, In!