

Staff Hiring Policies/Procedures

Application

Application packets, including the appropriate application forms and job descriptions, shall be available for job inquiries and job fairs.

All staff – long- and short-term, seasonal and year-round, part- and full-time – must complete the appropriate the Science Camps of America staff application form:

Camp Staff Application Form

Screening

Following are steps in the screening process for staff applicants of Science Camps of America that are to be completed, depending on position:

1. Verification of previous employment

At least one check of previous work (or volunteer) history completed for all staff.

For administrative staff, verification of previous employment directly related to position required.

2. Reference checks

At least one acceptable personal reference received for all staff. Reference forms are to be sent from the Science Camps of America office and returned directly to the office.

At least one acceptable job-related reference received for all seasonal and full-time administrative and program positions. Applicants to complete form authorizing camp to seek reference. Forms sent from Science Camps of America office and returned directly to that office.

3. Verification of degree/license/certification

Random spot check of educational information supplied by administrative, program director, and environmental education applicants.

Copies of license/certification required for health care personnel, tripping personnel, and waterfront personnel.

4. Criminal background checks

Satisfactory background checks required for all new year-round staff, and seasonal staff with supervisory contact with children or youth groups.

Voluntary Disclosure Form required for all other staff.

5. Driving record checks

Driving record checks through insurance carrier required for all persons driving any camp vehicles and/or transporting any campers, staff (except for time-off), groups, or camp equipment.

6. Drug/alcohol tests

Bus drivers who are required to have commercial drivers licenses must comply with state mandatory drug-testing programs.

Camp staff personnel policies specify other circumstances when drug or alcohol testing may be done.

7. Personal interview

Personal interviews are to be conducted with staff as follows:

Seasonal summer staff – Camp Director or assistant camp director will interview all seasonal camp staff – preferably in person but at least by phone for all positions.

Year-round administrative staff – executive director will interview in person.

Environmental education staff – executive director will interview in person.

Reviewed by: _____

Date: _____

Title: _____