

## Summer Staff Application Check List

1. Read the **Naramata Centre Summer Staff Information Brochure** available on the website ([www.naramatacentre.net](http://www.naramatacentre.net)). The **job descriptions** are also available on the website for each of the eight (8) different positions. These descriptions contain information about daily responsibilities, qualifications and working hours etc.
2. Decide which position you are best suited to apply for. Look over the **Summer Staff Application Chart** (below) which has instructions about which parts of the Application Forms are relevant for you to complete.
3. Download the appropriate **Application Form** for the position you are interested in (also on the website). There are five (5) different forms as detailed in the chart below. If you are interested and qualified to apply for more than one position, (i.e. Community Programs and Children & Youth Leaders) please complete the relevant sections of both Application Forms and submit them together.
4. Complete your Application Form. Limit your total response to the application questions to no more than six (6) pages, singled spaced. If you are filling out your application by hand, feel free to use additional sheets of paper.
5. Select three (3) people who can provide written references for you. You must send them a copy of the **Reference Letter Form** or direct them to the Naramata Centre website where they can download it. They can send the Reference Letter directly back to Naramata Centre and clearly mark "Attention: Summer Staff Reference" in the subject heading of their email message, cover page of their fax or on their envelope sent by mail. All Reference Letters are due at Naramata Centre by **February 17<sup>th</sup>**. Completed applications cannot be considered without these References Letters.
6. Send your application back to Naramata Centre by **February 17<sup>th</sup> 2012**. You can send your application by email, fax or post. Please clearly mark "Attention: Summer Staff Application" in the subject heading of your email message, cover page of your fax or on your envelope to better assist us. A copy of the last page of your application with your signature and date must be sent to us by fax, post or scanned and emailed.

You will be notified about the status of your application in early April 2012. If you are offered a position, you will be required to undergo a Criminal Record Search and to pay the cost for that service.

### Start Dates:

- Summer Directors: **May 15<sup>th</sup>**
- Coordinators & Summer Music Team: **June 25<sup>th</sup>**
- Children & Youth Practicum/Leaders & Community Programs/Lifeguard Leaders: **July 2<sup>nd</sup>**

Training for all Summer Staff runs from July 2-6, 2012. All these dates will be confirmed in a hiring package if you are offered a position.

For more information, please contact:  
Charmian Hardardt, Program Assistant  
Email: [programs@naramatacentre.net](mailto:programs@naramatacentre.net)  
Phone: (250) 496-5751 ext. 210  
Toll Free: 1-877-996-5751 (in AB & BC)

### Send completed applications to:

Naramata Centre  
"Attention: Summer Staff Application"  
Box 68  
Naramata, British Columbia  
VOH 1N0

Email: [c-ystaff@naramatacentre.net](mailto:c-ystaff@naramatacentre.net)

Fax: (250) 496-5800



| Position   | Step 1  | Step 2   | Step 3                                      |
|--|---|--|---|
| <b>Children &amp; Youth Leader and Practicum Volunteer</b>   | <ul style="list-style-type: none"> <li>➤ All applicants indicate which position(s) they are applying for and complete <b>Sections A-D and H-K</b></li> </ul>  | <ul style="list-style-type: none"> <li>➤ First time applicants answer specific questions in <b>Section E</b></li> <li>➤ Those who have applied before but have NOT been on staff reply to questions in <b>Section F</b></li> <li>➤ Applicants who HAVE previously been on Summer Staff answer questions in <b>Section G</b></li> </ul> | All applicants submit a short CV            |
| <b>Children &amp; Youth Coordinator</b>                      | <ul style="list-style-type: none"> <li>➤ All applicants indicate which age group(s) they wish to coordinate in order of preference</li> </ul>   | <ul style="list-style-type: none"> <li>➤ All applicants proceed to complete the entire Coordinator application</li> </ul>  | All applicants submit a short CV            |
| <b>Community Programs/Lifeguard Leader &amp; Coordinator</b> | <ul style="list-style-type: none"> <li>➤ All applicants indicate which position(s) they are applying for and complete <b>Sections A-D and G-J</b></li> </ul>  | <ul style="list-style-type: none"> <li>➤ Community Programs/Lifeguard Leader applicants answer questions in <b>Section E</b></li> <li>➤ Community Programs Coordinator applicants answer questions in <b>Section F</b></li> </ul>  | All applicants submit a short CV            |
| <b>Children &amp; Youth and Community Programs Director</b>  | <ul style="list-style-type: none"> <li>➤ All applicants indicate which position(s) they are applying for and complete <b>Section A-D and G-I</b></li> </ul>   | <ul style="list-style-type: none"> <li>➤ Community programs Director applicants complete <b>Section E</b></li> <li>➤ Children and Youth Director applicants complete <b>Section F</b></li> </ul>   | All applicants submit a CV and cover letter |
| <b>Musicians in Residence</b>                                | <ul style="list-style-type: none"> <li>➤ All applicants complete the entire application <b>Section A-I</b></li> </ul> <p>* indicate if you are also interested and qualified to apply for children &amp; youth leadership positions</p> |  | All applicants submit a short CV            |

\* ALL APPLICANTS USE THE SAME REFERENCE LETTER FORM & COPY OF THE LAST PAGE OF APPLICATION WITH SIGNATURE

Click here to go to [Application Forms](#)