



## **NLP Summer Camp Staff Description - 2022**

### **Counselor - Assistant Director - Director**

**About Us:** North Littleton Promise builds life giving relationships with immigrant kids and their families, and mobilizes local partners to transform the northeast Littleton neighborhood through Christ. We work alongside partners in the community to bring a summer enrichment program for Elementary and Middle school students.

**Job Summary:** We are looking for experienced leaders and team players who are excited to contribute their gifts in a community, faith-based, non-profit setting. We offer staff positions for a variety of experience and skill levels.

#### **Schedule:**

Six weeks: Training on June 20-24, Camp on June 27 – July 29

8:30am-4:00pm M-Th

9:00-4:00 Fridays for all staff meeting, planning, staff lunches

#### **Hours/Pay:**

Pay Scales: Director (\$19-\$21/hr), Assistant Directors (\$15-\$17/hr),

Counselors (\$12.75-\$16/hr)

Hours: 40 hrs/week/6 weeks

#### **Adventure Days Location:**

Living Word Tabernacle

5397 S. Fox St. Littleton, CO 80120

#### **Summer Academy Location:**

Bethany Evangelical Free Church

6240 S Broadway, Centennial, CO 80121

#### **Position Requirements:**

- Strong interpersonal skills
- Good oral and written communication skills
- Experience working w/ kids
- Follower of Jesus

#### **Preferred Experience:**

- Understanding and heart for Hispanic-Immigrant community
- Work with at-risk populations

- Previous oversight of staff/volunteers
- Some Spanish helpful

**Responsibilities of All Staff Include:**

- Help plan and lead activities under supervision of Summer Program Director
- Build relationships with students in order to mentor and encourage students in the disciplines of faith, education, and leadership
- Administrative and communication duties
- Attend training in first week and weekly Friday meetings/staff lunch
- Counselors report to Camp Director (Adventure Days or Summer Academy)

**Additional Responsibilities of Assistant Camp Director(s):**

- Classroom management skills
- Curriculum development skills
- Collaborate with Camp Director on speakers, field trips, volunteers
- Good driving record, willing to transport students in NLP van
- Reports to Camp Director (Adventure Days or Summer Academy)

**Additional Responsibilities of Camp Director(s):**

- Staff management and leadership skills
- Administrative skills: Manage schedule and budget
- Collaborate with Program Director & camp staff on speakers, field trips, volunteers
- Reports to Summer Program Director

**For questions and link to application please contact:**

Maureen Shannon  
Executive Director  
Maureen@northlittletonpromise.org  
Phone: 303-565-0079



## **NLP Summer Camp Staff Application - 2022**

Complete application below. Submit responses along with: resume, cover letter, and 3 references (personal and two professional/school/work) to:

Maureen Shannon  
Executive Director  
Maureen@northlittletonpromise.org  
Phone: 303-565-0079

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**Personal Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Education:** School, State Degree, Major, School Year, Graduation Date

\_\_\_\_\_  
\_\_\_\_\_

**Work/Volunteer Experience:** List your last 3 positions including present employment. Please attach a resume listing work or volunteer experiences on a separate sheet of paper.

Employer/Agency	Position	Dates
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**Please list any certifications or special skills you possess:** (MS Word/Excel, Classroom Management, Teaching or Coaching experience: swimming, dance, soccer, baseball, etc... )

**Essay responses:**

Please respond to all of the questions below in a thorough manner, either within this document or on a separate sheet of paper.

- A. Why do you want to be on staff this summer at North Littleton Promise?
- B. What experience do you have working with kids (K-8th grade)?  
What age group do you prefer? (K-5 or 6-8)
- C. What position are you interested in (Counselor/Assistant Director/Director) and what strengths/skills would you bring to this position?
- D. What skills would you like to develop this summer?
- E. When did you decide to follow Christ and what does following Christ mean and look like to you?
- F. What factors, events and/or people have strongly influenced your faith development?

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Have you ever been arrested and convicted of a crime involving drugs, sex, or violence? Yes \_\_\_ No \_\_\_ How recent was the offense? \_\_\_\_\_  
If yes, please explain:

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for as may be necessary in arriving at a hiring decision, including a criminal background history check when working in close proximity to children.

I understand that neither this document nor any offer from the employer constitutes a contract unless a specific document to that effect is executed by North Littleton Promise and the camp counselor in writing.

I understand that false or misleading information given in my application or interview may result in termination. I also understand that I am required to abide by all rules and policies of North Littleton Promise.

I hereby authorize North Littleton Promise to request information of the above references, and release all parties from liability for any damage that may result from furnishing this information. I understand that the information given will be kept confidential between North Littleton Promise and the Reference.

I have read the job description, program requirements, responsibilities.

Printed Name \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

*We consider all applicants for all positions without regard to race, color, sex, national origin, or the presence of a non job-related handicap.*