



80 Carby Street, Westwood, MA 02090    Tel (781) 326-1770    Fax (781) 326-0676    [www.HaleReservation.org](http://www.HaleReservation.org)

Dear Potential Staff Member:

Thank you for inquiring about a position with Hale Reservation. Upon receipt of your completed application, one of the directors will contact you about scheduling an interview.

Hale is a wonderful place to spend a summer. We are committed to hiring a staff team that enjoys being in the out of doors and helping others. Our staff must be able to work outside in all kinds of weather with individuals and families from diverse backgrounds.

## **Summer 2011 Opportunities at Hale Reservation**

Hale Reservation is over 1100 acres of gorgeous woods with four ponds in Westwood and Dover, Massachusetts. During the summer, Hale is a vibrant community with over 140 seasonal employees delivering programs to children and families from throughout Greater Boston.

Hale hires staff to work in three primary areas: Membership Beach, Agency Camp, and Hale Day Camp. Energetic, enthusiastic, dedicated, honest, people with a good sense of humor make up the Hale Reservation staff. Although many of our positions require certifications, we do provide training programs prior to the start of the summer to ensure staff is properly prepared for their responsibilities.

Hale Reservation does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin, citizenship, marital status, or any other legally protected category.

## **Family Membership Program**

Membership Beach hosts 420 families with a variety of different activities. Staff have an opportunity to work starting Memorial Day through Labor Day, but must be available for eight or nine weeks of the summer. Weekend hours are a part of the job.

Job Opportunities – Contact Julia Brune: [jbrune@HaleReservation.org](mailto:jbrune@HaleReservation.org)

- **Lifeguards/Water Safety Instructors** – Membership Beach
- **Boating Instructors** – Membership Beach (canoes, kayaks, rowboats, sailboats)
- **Gate Guards** – Oversee entrance and passes of members
- **Arts & Crafts Director and Assistant** – teach arts & crafts to children
- **Teen Coordinator(s)** – Oversees teen program for - 40 teenage participants

## Agency Camps

Eight agencies from the Greater Boston Area conduct summer day camps on Hale Reservation. Staff with the Agency Camp program work with children between the ages of 5 – 15 teaching a variety of activities. Staff must be available for eight or nine weeks of the summer and be at least 16 years old. Day Camps run Monday through with Friday and occasional weekend opportunities exist.

Job Opportunities – Contact Steve Larsen: [slarsen@HaleReservation.org](mailto:slarsen@HaleReservation.org)

- **Lifeguards/Water Safety Instructors** – North Beach (recreational swim and ARC lessons)
- **Boating Instructors** – North Beach (canoes, kayaks, and rowboats)
- **Ropes Course Facilitators** – low/high ropes, teambuilding initiatives
- **Environmental Educators** – teaching campers experiential environmental education
- **Summer Adventure Facilitators** – lead team building and experiential education activities
- **Archery and Outdoor Living Skills** - teach archery and/or Outdoor Living Skills to campers
- **Health Supervisor** – provides health services for campers

## Hale Day Camp

The Hale Day Camp serves 200 campers daily for nine weeks. Staff is hired as counselors to work with specific age groups or as specialists to coordinate specific programs. The Day Camp operates Monday through Friday from 8 a.m. – 4 p.m., some evenings may be required. Staff must have completed at least their sophomore year of High School.

Job Opportunities – Contact James Reinhold: [jreinhold@HaleReservation.org](mailto:jreinhold@HaleReservation.org)

- **Counselors & Junior Counselors** – supervise campers and plan activities for them
- **Program Staff** to oversee the following areas: archery, creative arts, boating, nature, adventure, cycling, and sports.
- **Program Director** – oversees opening circle, plans all camp activities, supervises program staff
- **Division Directors** – supervise staff, oversee age based divisions
- **Lifeguards/Water Safety Instructors** – teach ARC swimming lessons and supervise free swims
- **Administrative Assistant** – answer calls, deliver messages to staff, coordinate bus lists, provide first aid to campers and staff

Please do not hesitate to call us or e-mail with any questions you may have. We look forward to receiving your application.

Best Regards,

Julia Brune, Membership Beach Director  
781 326-1770 ext 12 [jbrune@HaleReservation.org](mailto:jbrune@HaleReservation.org)

Steve Larsen, Director of Programs  
781 326-1770 ext 19 [slarsen@HaleReservation.org](mailto:slarsen@HaleReservation.org)

James Reinhold, Hale Day Camp Director  
781 326-1770 ext 15 [jreinhold@HaleReservation.org](mailto:jreinhold@HaleReservation.org)



## 2011 EMPLOYMENT APPLICATION

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### Applicant Contact Information

Name:		Date:
Permanent Address:		
School/College Address:		
Home #:	School or work #:	Cell #:
Email :	Please check the program area for which you are applying: <input type="checkbox"/> Membership Beach <input type="checkbox"/> Agency Camp <input type="checkbox"/> Hale Day Camp	

Please indicate the areas and the position you are applying for:

Family Membership Program <input type="checkbox"/> Gate Guard <input type="checkbox"/> Lifeguard <input type="checkbox"/> WSI <input type="checkbox"/> Boating Instructor <input type="checkbox"/> Arts and Crafts Director <input type="checkbox"/> Teen Coordinator	Agency Camps <input type="checkbox"/> Ropes Course Facilitator <input type="checkbox"/> Lifeguard <input type="checkbox"/> WSI <input type="checkbox"/> Boating Instructor <input type="checkbox"/> Environmental Educators <input type="checkbox"/> Summer Adventure Staff  Volunteer / other <input type="checkbox"/> Office Assistant <input type="checkbox"/> Other _____	Hale Day Camp <input type="checkbox"/> Counselor or Jr. Counselor <input type="checkbox"/> Admin Assistant / Counselor <input type="checkbox"/> Lifeguard and /or WSI <input type="checkbox"/> Division Director <input type="checkbox"/> Program Director <input type="checkbox"/> Specialist or Assistant Specialist Specialty _____ <i>(i.e. Arts and Crafts, Nature Sports and Games, Archery, Boating or Drama)</i>
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See web site [www.HaleReservation.org](http://www.HaleReservation.org) for job details

### Educational Background

	High School	College/University	Graduate School
School & Location			
Grade Level Completed as of June 2010			
Diploma/Degree			
Course of Study			
Related training, skills or extra-curricular activities			
Honors			

### Certifications

Please list any relevant certifications (first aid, swimming, ropes, etc.) you may have.

Certification Type	Certifying Org. or Company	Expiration Date (if any)

## Employment History

Beginning with your current or most recent job, please list your employment history for the last five years or more.

Employer:	Dates Employed From:      To:	Work Performed:
Address:		
Supervisor:	Phone #:	Email :
Job Title:	Reason for Leaving:	

Employer:	Dates Employed From:      To:	Work Performed:
Address:		
Supervisor:	Phone #:	Email :
Job Title:	Reason for Leaving:	

Employer:	Dates Employed From:      To:	Work Performed:
Address:		
Supervisor:	Phone #:	Email :
Job Title:	Reason for Leaving:	

## Skills

Please put an **'A'** next to any activities you can **assist** with and an **'L'** next to any activities that you can **lead**.

- |  |  |                                       |  |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Drama         | <input type="checkbox"/> Orienteering | <input type="checkbox"/> Sports                  |
| <input type="checkbox"/> Archery       | <input type="checkbox"/> Fire Building | <input type="checkbox"/> Music        | <input type="checkbox"/> Swimming (Lessons)      |
| <input type="checkbox"/> Boating       | <input type="checkbox"/> Fishing       | <input type="checkbox"/> Nature       | <input type="checkbox"/> Swimming (Lifeguarding) |
| <input type="checkbox"/> Canoeing      | <input type="checkbox"/> Games         | <input type="checkbox"/> Ropes Course | <input type="checkbox"/> Teambuilding Activities |
| <input type="checkbox"/> Dance         | <input type="checkbox"/> Kayaking      | <input type="checkbox"/> Rowing       | <input type="checkbox"/> other _____             |

## References

Hale Reservation contacts all references prior to hiring employees.

Name	Email or Address	Telephone	Title

***I understand that Hale Reservation conducts Criminal and Sexual History Background Checks on all employees. Also, as part of the hiring process, Hale will collect the address of any social networking or weblog sites and review them for content. To the best of my knowledge the information in this Employment Application is correct and true.***

Applicant Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_  
(if applicant is under 18)

## Employment Questions

Please answer the following questions on this page or on a separate piece of paper.

1. Explain why you would like to work at Hale Reservation this summer. Please be specific about the area you are exploring. (*Membership Beach, Agency Camp Programs, or Hale Day Camp*)
2. What age children do you have the most experience working with and in what capacity?
3. Please share a favorite moment you have had while teaching or helping others.
4. How would your friends describe you?
5. Please share one of your strengths and one of your weaknesses.
6. Feel free to include anything with this application that you think may help us get to know you better. (examples: essays, photos, stories, art work, etc.)

Return completed applications to: **Hale Reservation**  
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