



Iron City Fishing Club Employment Application: Wait Staff



Personal Information

Name/Mailing address:

Date of birth:

Your email address:

Your parent's email address:

Your parents' phone number(s) (please include name of which parent's phone number you are listing):

Name of high school:

Grade completed by June of 2018:

Wait Staff Responsibilities

Wait staff members are responsible for setting, serving, and cleaning up after meals. Although staff members will get meals and the occasional day off, they should expect to work three meals a day when camp is busy. Waiters will be assigned additional job responsibilities by the leader team. These responsibilities may include (but are not limited to) ringing the dining hall bell, assisting with camper arrival, turning on and off boardwalk lamps every night, and cleaning and setting up common areas (such as the lodge, beach, dining hall, laundry room, grounds, tennis courts, etc.).

Additional Responsibilities

Some waiters may qualify for specialized job responsibilities at Camp. Please read the descriptions of these positions and consider whether or not you might like to apply for one or more of them.

Lifeguard (multiple positions)

Lifeguards must have Red Cross or equivalent certifications prior to the beginning of camp. There is a \$100 bonus for serving as lifeguard. Lifeguards are responsible for guard duties, beginner swim lessons, swim tests, the awarding of certificates, and assisting with special events related to the waterfront.

Athletic Director (1 or 2 positions)

The athletic director has responsibility for announcing and regularly scheduling tennis lessons for beginning players, maintaining the tennis courts and softball fields, arranging and assisting with tennis tournaments (both those that are regularly scheduled and others planned by the athletic director), assisting as needed with the putting tournaments, and arranging for age-appropriate evening games.

Arts and Crafts Directors (2 or 3 positions)

These persons, in conjunction with the members of the Arts and Crafts Committee, design age-appropriate crafts for the children of members and their guests. Arts and Crafts classes are held three mornings a week. At the end of each class, the directors are responsible for making sure the Arts and Crafts room is left in good condition. Additionally, the Arts and Crafts Director – with the help of others – is responsible for any decorations required for the Paddle Dinner.

Gas Dock/Storekeeper (2 or 3 positions)

These positions can be worked by the same person or by different staff as the leader team decides. The storekeeper maintains store hours, keeps track of purchases, entertains the customers under 12, and maintains the inventory. The gas dock attendant maintains the gas dock hours, assists members in docking boats that arrive at the gas dock, provides fuel to the boats, records the fuel purchases, and returns the records to the office at the end of the shift.

Please indicate which position(s) you might be interested in filling:

- ☐ Lifeguard (multiple positions available)
- ☐ Athletic Director (1 or 2 positions available)
- ☐ Arts and Crafts Director (2 or 3 positions available)
- ☐ Gas Dock/Storekeeper (2 or 3 positions available)

Essays

The Human Resources Committee takes these questions very seriously; they are your opportunity to let the HR Committee know you better, gain a greater understanding of what your interests are and where your strengths lie. **Each response should be at least one paragraph long (about 150 words).** Feel free to write more; this is just a guideline. Please type your answer directly into the space below the question.

1. Why do you want to work at the Iron City Fishing Club?
2. Why do you think you are a good candidate for a position this year? Consider addressing what you believe you can contribute to the staff and what your goals are for the summer.
3. What do you want members to know about you? (Write a brief paragraph introducing yourself to the members of ICFC. Things to include are your grade, how you are associated with the Club, your interests and hobbies, your favorite thing about ICFC, and anything else you would like members to know about you. This does not have to be 150 words).

References

First time applicants will need two recommendations and others only one (see details below).

First time Applicants:

Please provide recommendations from two people who can attest to your work quality and character. One letter or email should be from a member of the Iron City Fishing Club WHO IS NOT RELATED TO YOU; the other should be from someone outside the Iron City community WHO IS NOT RELATED TO YOU. Please ask each person to write a brief paragraph stating why you would be a qualified member of the ICFC wait staff based on his or her knowledge of your work quality and character.

Returning Applicants:

Please provide one letter of reference from someone outside the Iron City community WHO IS NOT RELATED TO YOU.

Please list your references in the space provided:

Iron City Reference (returning applicants may type "N/A"):

Non-Iron City Reference:

Letters of recommendation should be submitted directly to the Human Resources Committee Chairs, Nikki Lusk (ngwright@gmail.com) and Dave Brozeski (brozeski@comcast.net), via email. Please ask your references to submit their letters by January 31, 2018. If you have any questions, please contact Nikki Lusk or Dave Brozeski.

Entrance to Canada

Canada and the United States require certain entry documents at the border for anyone to enter into Canada and to return to the United States. For U.S. citizens, these requirements are met by a valid U.S. Passport. They may also be met by other documents. Please visit the Canadian website at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1082.html and select Entry/Exit requirements for U.S. Citizens. Also review the Canadian Border Services Agency website at <http://www.cbsa.gc.ca/security-securite/admiss-eng.html>. Parents should review the information about bringing children into Canada. You are responsible for obtaining the proper documents so you can fulfill your job commitment.

Decision Timeline

The Human Resources Committee will make its decision about the 2018 Wait Staff once all applications have been received by January 15, 2018. We will finalize our decision and inform all applicants no later than February 15, 2018.

Some applicants are trying to arrange plans for the summer if they do not get hired at Iron City. Some programs require a commitment early in the year. The Human Resources Committee understands this dilemma and will try to accommodate applicants as much as possible. Please indicate whether or not you need a decision earlier than February 15th.

☐ No, February 15th is fine

☐ Yes, I need to know earlier.

If you need to know before February 15th, please explain the circumstances that require a faster decision. The Human Resources Committee will try to be accommodating, but please bear in mind that we cannot make a decision before all applications are received by January 15th.