

# Camp Management Team Application

Dear Applicant,

We are pleased that you have requested an application to be a member of the NCA/NDA Camp Management Team. This team consists of Camp Managers and First Aid Staff (First Aid/CPR, Athletic Trainers, Paramedics, Nurses, EMT, First Aiders, etc.) that help to organize and facilitate our summer camps on campuses across the country.

We are looking for individuals with the following qualities:

- Punctual
- Dependable
- Strong communication skills
- Adept at working and communicating with varying age levels (Jr. High-College)

Camp Managers work as a liaison between the University contact and the NCA/NDA staff to ensure proper facilities, cafeteria schedules, camp registration, on-campus housing, and equipment needs. Qualified veteran members of the Camp Management Team may work with the Head Instructor of the camp to run the coaches'/directors' programs.

Our First Aid Staff work directly with the Camp Managers and instructional staff to ensure a safe environment and provide on-site care to participants. They take part in camp registration to review release forms submitted by participants and have responsibilities similar to Camp Managers during camp when not attending to injuries.

Please complete both sides of the attached application and return by February 1<sup>st</sup>. All Camp Management Team members must obtain current CPR and First Aid Certification before working camps. If you do not have an up-to-date CPR and First Aid certificate, but are signed up to renew them, please send in a copy of your registration for the class. We will later replace this with the copy of your new certificate. We will not be able to schedule camps for anyone that does not have these articles up to date. We will be reviewing applications and notifying all applicants upon review of your completed application.

The National Cheerleaders Association is the original cheerleading company dating back to 1948. We built our reputation on a long-standing tradition of excellence, quality, and integrity in everything we do. We are the first, and we are the best.

We look forward to reviewing your application in the near future.

Sincerely,  
The NCA and NDA Staffing Team

# Frequently Asked Questions:

✓ ***How will I be notified if I am hired?***

You will be notified by mail on or before April 1<sup>st</sup> of your employment status. Camp Management Team members are hired in each region based on the number of returning veteran staff and the number of camps projected for the summer. If you are selected as a New Camp Management Team member, you will be sent a comprehensive packet of information that will contain paperwork and detailed information on all areas of summer camps for NCA/NDA.

✓ ***If hired, how will I be trained?***

All Camp Management Team members attend a mandatory Staff Training Meeting that will take place in the months of May. There are 5 different Staff Meetings set up across the country (PA, FL, IL, TX, CA,) and you will be asked to attend the meeting located in your region. This extensive meeting will cover all aspects of your job (policies, procedures, safety, etc.) NCA/NDA will help to coordinate transportation to and from the Staff Meeting, and all expenses are taken care of for the meeting, however, salary is not paid during this training session.

✓ ***If hired, how will I be staffed for camps?***

Your availability during the summer will be the biggest factor in determining how many camps you will have on your initial schedule. We request that you be available for at least 5 full weeks during the summer (June through August.) You will be scheduled for camps within a 6 to 8 hour radius from your home address, and we will attempt to give you as much information as possible to set up travel with other instructors. Travel is a required part of this position, and you are ultimately responsible for getting yourself to and from camp. The more flexible you are, the more camps you will receive throughout the summer. Camps that grow in enrollment will allow you to add camps continuously throughout the summer as your schedule permits.

✓ ***How much will I get paid?***

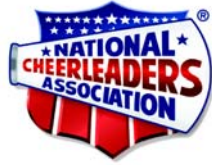
The NCA/NDA pay scale is based on experience and credentials and will be set once you are hired. Once at camp, all lodging and meals will be paid for. On top of your base pay you will receive non-taxed expense money per camp for travel and additional meals. If you are asked to travel a longer distance and you go beyond the fixed amount, you will be reimbursed through an expense report. If you are scheduled for a Commuter Camp, you will be housed in a hotel and given more expense money since you will be on your own for more meals. You will be trained on all of these procedures at Staff Meeting.

✓ ***Is this position year-round?***

Although the summer has the heaviest volume of camps, NCA and NDA have much to offer throughout the entire year. Spirit Championships, Nationals, and Classic competitions are held all over the country, and staff members play a vital role in the success of these events. .

***We look forward to reviewing your application.***

Be sure to turn in complete and professional paperwork by the deadline!



# Camp Management Team Application

Hiring will begin in February and last until April. Please get your application in as quickly as possible.

All applicants MUST send in a recent picture, a copy of your CPR and First Aid Certificate and a personal resume to: National Cheerleaders Association, Attn. Staffing Team, 2010 Merritt Drive, Garland, Texas 75041.

I am applying for:  Camp Manager  
 Athletic Trainer

EMT  Nurse  
 Paramedic  Other:

## ADDRESS INFORMATION:

\_\_\_\_\_  
Name (First, Last)

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
(Area Code) Home Phone Number

\_\_\_\_\_  
(Area Code) Work Phone Number

\_\_\_\_\_  
(Area Code) Cell Phone Number

\_\_\_\_\_  
Email Address

Would you have a car available to drive to Summer Camps if hired?

YES  NO

Are you certified in CPR? Expiration date \_\_\_\_\_

YES  NO \*

Are you certified in First Aid? Expiration date \_\_\_\_\_

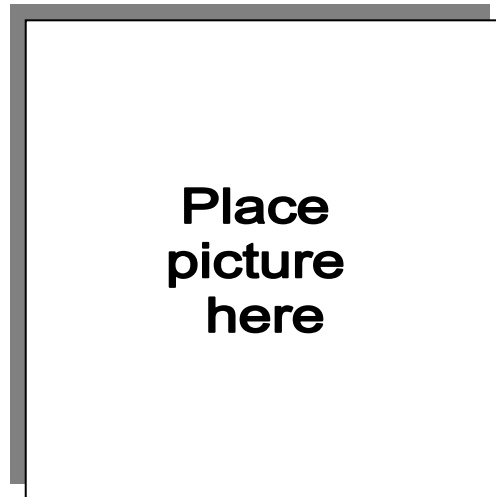
YES  NO \*

## PERSONAL INFORMATION:

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth Age

\_\_\_\_\_  
Current Occupation



List any injuries or health related problems you have which may affect your ability to work camps.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*If you answered "No" to either question above, NCA/NDA will require that these certificates be renewed or acquired before the summer begins.

Have you been convicted of a crime within the last seven years, or have you been imprisoned for the conviction of a crime in the last year?

YES \*

NO

\*If you answered yes, give the date of the conviction and describe the circumstances:

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The existence of a record of convictions for criminal offenses is not considered an automatic bar to employment.

How did you learn about the position of Camp Management Team for NCA/NDA?

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Please explain why you feel that you would be an asset to NCA/NDA.

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Please use the following section to list any additional information to be included in your file or attach a resume.

## References

Name	Company/Position	(AC) Phone #	Email Address
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### APPLICANT'S STATEMENT AND AGREEMENT

The facts set forth in my application are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at will and can be terminated by either party with notice, at anytime, for any reason or no reason.

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Signature

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Date