

**CAMP SACRAMENTO**  
Family Camp & Conference Center

2450 Meadowview Rd.  
Sacramento, CA 95832  
Camp Manager : (916) 808-6169



**CITY OF SACRAMENTO**  
Department of Parks and Recreation

Information / Reservation (916) 808- 6098  
Fax: (916) 808-4060  
[www.cityofsacramento.org/parksandrecreation/campsac](http://www.cityofsacramento.org/parksandrecreation/campsac)

Thank you for your interest in Camp Sacramento!

Enclosed is a City of Sacramento Employment application. Please provide complete information on the application and attachment and return to the address below by the deadline date.

Camp Sacramento is a Family Camp and Conference Center serving the residents of the Sacramento Valley and beyond since 1920. It is operated by the City of Sacramento Department of Parks and Recreation division. Situated on approximately 15 acres of US Forest Service leased land in the Eldorado National Forest in an area called Sayles Flat and is located on Highway 50, approximately 85 mile east of Sacramento. The elevation is 6,500 feet. In addition to Family Camp Services, Camp Sacramento serves as an outdoor education center for school groups, a center for workshops and conferences, as well as a special “home” for organized groups. Located just 17 miles from beautiful Lake Tahoe, Camp Sacramento is the ideal location for your summer work experience.

A completed application is required before any consideration for employment is given. Additionally, each employee must satisfactorily complete the certification process as required by the Personnel Department of the City of Sacramento, this process includes fingerprints, physical clearance and other paperwork each employee must satisfactorily complete before he/she is considered employed.

Additional application may be requested or more information provide by contacting:

Timothy Holland  
Camp Manager  
2450 Meadowview Road  
Sacramento, CA 95832  
(916) 808-6169  
Email: [tholland@cityofsacramento.org](mailto:tholland@cityofsacramento.org)

**RE-HIRE APPLICATION FILING DEADLINE IS FRIDAY, March 23, 2012**

Visit Camp Sacramento on the World Wide Web!

[www.campsac.org](http://www.campsac.org)



**QUALIFYING WORK EXPERIENCE:** I understand that I **must list** job-related qualifying employment history/work experience in the “**Work Experience**” section of the employment application. The experience I list will be used to determine if I meet the minimum qualifications as stated on the job announcement. Applications that do not list related employment history/work experience will be considered incomplete and will be rejected; omitted information can not be considered or assumed. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application or attachments **will not substitute** for the information required in this section. Qualifying experience is based on 40 paid hours per week (pro-rated if less than 40 hours per week).

**WORK EXPERIENCE:**

FROM: MO. DAY YR.	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.		ADDRESS:
HOURS PER WEEK:		
# PEOPLE SUPERVISED:		PHONE:
MONTHLY SALARY:		SUPERVISOR:
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
FROM: MO. DAY YR.	TITLE:	FORMER EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.		ADDRESS:
HOURS PER WEEK:		
# PEOPLE SUPERVISED:		PHONE:
MONTHLY SALARY:		SUPERVISOR:
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
FROM: MO. DAY YR.	TITLE:	FORMER EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.		ADDRESS:
HOURS PER WEEK:		
# PEOPLE SUPERVISED:		PHONE:
MONTHLY SALARY:		SUPERVISOR:
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
FROM: MO. DAY YR.	TITLE:	FORMER EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.		ADDRESS:
HOURS PER WEEK:		
# PEOPLE SUPERVISED:		PHONE:
MONTHLY SALARY:		SUPERVISOR:
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>

NAME: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
Last First Middle Initial

**CONVICTIONS:** Conviction of a misdemeanor crime is not necessarily a bar to City employment; each case is considered separately based on job requirements. Some classifications may require a fingerprint check as verification. You may omit: a) traffic violations (Driving Under the Influence convictions must be reported); b) any conviction committed prior to your 18th birthday that was finally adjudicated in Juvenile Court or under a youth offender law; c) any incident sealed under Welfare and Institutions Code §781 or Penal Code §1203.45; d) any conviction more than two years old as specified in Labor Code §432.7; and e) any conviction that has been expunged or otherwise removed from the record. FAILURE TO LIST CONVICTIONS, EXCEPT AS PROVIDED ABOVE, MAY RESULT IN TERMINATION FROM THE EXAMINATION PROCESS AND/OR EMPLOYMENT.

1. Have you ever been convicted by a court of a misdemeanor?  YES  NO
2. Have you ever been convicted by a court of a felony?  YES  NO
3. If "YES" to "1" or "2", state WHAT conviction, WHEN, WHERE, AND DISPOSITION OF CASE(S): \_\_\_\_\_

**DISABILITY:** If you are a person with a disability and require accommodation during the examination process, please notify the City Employment Office by the final filing date at (916) 808-5726.

**VETERAN'S PREFERENCE:** Are you requesting Veteran's Preference?  YES  NO

To qualify for Veteran's Preference, a copy of your DD214 **must be** submitted with this application. There are several criteria you must meet before qualifying for this preference. Please ask for the **VETERAN'S PREFERENCE REGULATIONS** sheet or refer to the website ([www.cityofsacramento.org/personnel/employment](http://www.cityofsacramento.org/personnel/employment)).

**DEPARTMENT OF MOTOR VEHICLE INFORMATION:**

I authorize any duly accredited representative of the City of Sacramento to obtain copies of all records relating to my driver's license from the California Department of Motor Vehicles and from any other state in which I have been licensed to drive.  YES  NO

If "Yes",  California  Other: \_\_\_\_\_ License # \_\_\_\_\_

I CERTIFY that I am applying for \_\_\_\_\_, Examination # \_\_\_\_\_  
Job Title

I CERTIFY that all statements in this application are true and complete. I agree and understand that any misstatements or omissions of material facts herein will cause forfeiture on my part of all rights to employment by the City of Sacramento. I understand that if I do not meet the announced requirements, I will be eliminated from the examination process, and that applications must be received by the City of Sacramento Employment Office, Historic City Hall, 915 I Street, Plaza Level, Sacramento, CA 95814, by 5:00 p.m. on the final filing date specified on the job announcement. I hereby authorize the City to verify the accuracy of the information I have provided on this application.

**AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS AND OTHER INFORMATION**

I authorize any duly accredited representative of the City of Sacramento to obtain any information relating to my activities from prior and current employers and others. This information may include, but is not limited to, achievement, performance, attendance, personal history, and disciplinary information. I direct prior and current employers to release such information upon request to the duly accredited representative of the City of Sacramento regardless of any agreement I may have had with you previously to the contrary. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Required for application to be complete)

**THIS APPLICATION AND ALL ATTACHMENTS ARE CONSIDERED PROPERTY OF THE CITY OF SACRAMENTO EMPLOYMENT OFFICE. PHOTOCOPIES WILL NOT BE FURNISHED. PLEASE ATTACH ONLY COPIES OF YOUR ORIGINAL DOCUMENTS.**

**APPLICATIONS MUST BE RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE AS SPECIFIED ON THE JOB ANNOUNCEMENT**

**POSTMARKS ARE NOT ACCEPTED**

City of Sacramento  
Department of Parks and Recreation  
**Camp Sacramento**  
**Attachment A (New Hire)**

This attachment is part of the Employment Application, please respond to each question.

1. Do you meet the minimum age requirement and qualifications for the position you are applying for?  
Yes No
2. If you are attending school? When would you be available to start work? Start date: \_\_\_/\_\_\_/\_\_\_
3. When do you start school in the fall 2012? \_\_\_/\_\_\_/\_\_\_
4. Are you available to work the Family Camp Summer Season from June 9 – August 11, 2012? Yes No  
If no, please explain:
5. If you are hired will you be available to work in August, September? Yes No
6. What would your last day of work availability be? \_\_\_\_\_
7. Describe why you want to work at Camp Sacramento and what interest you about the job?
  
8. Please describe your experience in outdoors, nature or adventure activity areas, (hiking, camping, fishing, outdoor cooking, plant and animal identification, backpacking, rock climbing, mountain biking, etc.)
  
9. Please list your experience in the following areas- arts & crafts, drama, music, singing. Please list any you feel confident in leading.

10. Please fill out the following charts completely. Use check marks.

Activities	Experienced / Can Lead	Limited Experience	No Experience	Want to Learn
Hiking				
Fishing				
Archery				
Playing Volleyball				
Playing Softball				
Camp Fires				
Cleaning Facilities				
Organizing/ Supervising Kids				
Cooking				

Conditions	Have Experience	Limited Experience	No Experience
Living with other in Dorms			
Communal Restroom with Same Sex			
Snow / Cold Temperatures			
Rain / Thunder			
Dust			
Small Animals			

11. Please describe yourself using 3 adjectives

\_\_\_\_\_

12. If hired, would you have transportation to and from Camp Sacramento? Yes No

13. If you are applying for Camp Aide please rate 1– 4 your top choices for areas to work in. 1- Least desirable department to work 4- Most desirable department to work

\_\_\_\_\_ Store \_\_\_\_\_ Recreation \_\_\_\_\_ Kitchen \_\_\_\_\_ Maintenance

It is possible to work in all areas.

# Camp Sacramento

## Seasonal Employment Opportunities

Positions are available from Camp opening in May through Camp closing in October, six (6) day workweek, room and board provided. Applicant must meet minimum age for the position at time of appointment. Physicals are required for all positions. Application filing deadline is March 23,2012.

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### Kitchen Jobs

**Pantry Aide** assist First, or Assistant Cook; directs Camp Aides in serving and cleanup of food services area, dining hall and kitchen area. Minimum age 18 with some related food service experience. \$35.65 per day / \$213.90 per wk; room & board provided. **(Position Filled)**

**Assistant Cook** prepares and direct the serving of all meals; assists First Cook. Requires six (6) months experience cooking and preparing food for large groups. Minimum age 18; \$52.24 per day / \$313.44 per wk; room & board provided. **(Position Filled)**

**First Cook** under the direction of the food service manager is responsible for meal planning and preparation for 300 guests; supervision of kitchen and dining hall employees. Requires one (1) year experience in large cafeteria, or restaurant, or graduate from accredited cooking school. Minimum age 18; \$84.86 per day / \$509.16 per wk; room & board provided. **(Position Filled)**

**Food Services Manager** is responsible for Camp kitchen, meal planning and preparation for 300 guests; ordering supplies, supervision of kitchen and dining hall employees. Requires one (1) year experience in large cafeteria, or restaurant, or graduate from accredited cooking school. Minimum age 18; \$93.14 per day / \$558.84 per wk; room & board provided. **(Position filled)**

### Facility Maintenance

**Assistant Caretaker** building and grounds maintenance, custodial, refuse pickup, etc. Minimum age 18; valid CA drivers license; \$52.24per day / \$313.44 per wk; room board provided. **(Position Filled)**

**Caretaker** is responsible for Camp maintenance, including custodial services, equipment, vehicles, water, sewer, heating, electrical systems, opening & closing of Camp. Requires substantial maintenance experience. Minimum age 18; valid CA drivers license; \$84.86 per day / \$509.16 per wk; room & board provided **(Position Filled)**

### Recreation

**Camp Recreation Leader** leads and directs recreation activities for children, teen and adults. Requires two (2) years experience in leading recreation activities. Minimum age 18; valid CA drivers license; \$35.65 per day / \$213.90 per wk; room & board provided **(Position Filled)**

**Camp Program Director** plans, develops and supervises the overall social, recreational and outdoor adventure program of Camp; supervise and schedule staff; preparing and securing all equipment, supplies and materials. Three (3) years leading and supervising diversified recreation programs for all age groups in a recreational, or Camp setting. Minimum age 18; valid CA drivers license; \$84.86 per day / \$509.16 per wk; room & board provided **(Position Filled)**

### All Camp Jobs

**Camp Aide** performs a variety of assigned tasks at Camp including kitchen, dining hall, camp store, maintenance, custodial, or recreation. Minimum age 16 at the time of appointment. \$31.04 per day / \$186.24 per wk; room & board provided. **(8 position open)**

### Guest Services

**Camp Storekeeper** operates Camp store; orders supplies and materials; maintains records; operates cash register. Minimum age 18 with related work experience. \$35.65 per day / \$213.90 per wk; room & board provided. **(Position Filled)**

**Business Manager** responsibilities include camp guest registration; camp reservations; Camp store operations; receivables & payables; inventory control; daily transaction records; electronic transactions; deposits; staff supervision. Minimum age 18 with work related experience; valid drivers license; \$84.86 per day / \$509.16 per wk; room & board provided. **(Position filled)**