



Wediko Children's Services
 72-74 East Dedham Street
 Boston, MA 02118
 Phone: (617) 292-9200
 WedikoSummer@wediko.org

Wediko Summer Program New Staff Application

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Instructions for applicant: In addition to this application and references, please also send an updated resume. Please scan and email application materials wedikosummer@wediko.org or you may mail a hard copy to Attn: Wediko Summer Program, 72-74 East Dedham Street, Boston, MA 02118. Reference forms may be included in the application that you submit or can be sent separately via the same email or mailing address.

Part 1: Background information

Full name:	Date:
Will you be 18 by June 30? (Y/N)	

Application History

What position(s) are you applying for (Residential Counselor, Year Round Affiliate, Nurse Affiliate, Activities Instructor and/or Teaching Assistant)? Indicate all that that you are interested in:	
Have you ever applied to Wediko before?	If so, what year(s)?
How did you hear about Wediko?	

Contact information

Current Address:	Phone Number:
Permanent Address:	E-mail:

Education:

	Name of School	Graduation Date	Major/concentration	Degree
Undergraduate Program				
Graduate Program				
Other				

Part 2 – Attestations: Indicate Yes or No

Are you available to work for the required program dates, including training and reorientation periods?	
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Part 3 – Short answer questions to help us learn more about your past experiences, areas of strengths and weakness, and ability to be self reflective. Please answer these questions on a separate sheet of paper.

1. Describe your experiences working with children (paid and/or volunteer). Include agency name, age(s) of children, duties, and dates.
2. Why do you want to work at Wediko this summer?
3. Which of your strengths will help you work with children who have social, emotional, and behavioral challenges? What weaknesses will be a challenge in your work with children?
4. What role do you typically take on a team? Describe your skills and relative weaknesses when working on a team.
5. As a staff member working at Wediko, you will be asked to work long and demanding hours with limited time off while living in an outdoor camp like environment. This includes living in cabins with bunk beds, having limited personal space, no air conditioning, while additionally not having access to cell phones or computers. How will you adapt to this type of environment?
6. Why are you an ideal candidate to work with our students at Wediko?

Part 4: Activities, Skills and Certifications

Activities

Structured activities are the foundation of the Wediko Summer Program. These activities allow students to play, learn and explore while developing and refining social, emotional, interpersonal and cognitive skills. Although it is not necessary for all positions, we are looking for individuals with a passion, talent, background or proficiency in the activities listed. Please note: all staff, including activities instructors, will engage in consistent clinical work with children. Also, as Activities Instructors positions are limited, we ask our staff members to be flexible and understand that listing “I’m an experienced instructor” in a particular activity, does not guarantee that you’ll be placed as an Activities Instructor in that activity.

Each summer we are able to offer different activities based on the areas of expertise of our staff members. In other words, not all activities we will offer are listed below, and not all activities listed below are activities we will offer this summer – but this gives a good idea.

In the space provided to right, please check your level expertise for each activity.

Activity	I’m an experienced instructor	I could lead after some training	I’ve never done it...but I would try!	I have no interest
Archery				
Athletics/Field Sports				
Brain Games				
Canoeing/Kayaking				
Creative Writing				
Fine Arts				
Fishing				
Mountain Biking				
Nature				
Performing Arts: Dance				
Performing Arts: Music				
Performing Arts: Theater/Drama				
Swimming				
Tennis				
Yoga				
Other:				

Regarding the activities you selected, why do you feel that you can effectively lead them?

Are there any additional experiences, skills, or qualifications that set you apart from other candidates?

Certification: State “yes” for all that are current and will be valid through August 18, 2016.

<u>EMT</u>	<u>CPR</u>	<u>First Aid</u>	<u>Wilderness First Aid</u>	<u>Lifeguarding</u>	<u>WSI</u>	<u>Other:</u>
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Part 5: Email Communication Consent Form

Please carefully consider whether you want to use e-mail for personal information you may consider especially sensitive such as social security number, date of birth, salary, home address.

Please initial next to your choice and sign below.

_____ I request to have Wediko Children's Services send me information including, but not limited to: employment status and salary, by means of my email address below.

_____ I would not like to receive Wediko Children's Services Information by means of email.

Acknowledgement:

I understand and agree that email communication may not be secure, and I assume all risks that the medium may present, including without limitation, hacking, electronic interruption or interception by persons known or unknown, local or not, the distribution of personal information so gained on the internet, and any other risk to my privacy, personal information or other e-mail communication.

By signing this form, and using e-mail to communicate with Wediko Children's Services, I acknowledge that I have read, understand, and freely accept the risks of using e-mail as means of communication.

I understand that my email address is confidential and will only be used to provide me information related to Wediko Children's Services and will not be shared with any other outside organization.

Applicant's Full Name: _____

Applicant's email: _____

Applicant's Signature: _____ Date: _____

Part 6: Reference Form

Instructions for applicant: As part of your application, please also submit three (3) completed reference forms. Print out additional copies of pages 5 and 6 of this application packet. At least 2 of the reference forms must be from a professional or academic reference and one may be from a personal reference or an additional professional/academic reference. Please do not submit references from immediate family members.

Instructions for reference: This applicant has applied for a position at the Wediko Summer Program. The Wediko Summer Program is a 45-day therapeutic residential program serving boys and girls ages 9-19 with social, emotional, and behavioral difficulties. Staff members are asked to work long and demanding hours with limited time off while living in an outdoor camp like environment. This includes living in cabins with bunk beds, having limited personal space, no air conditioning while additionally not having access to cell phones or computers. We are looking to hire a group of dedicated, energetic, flexible, and fun individuals. Please keep this description in mind as you answer the questions below to the best of your knowledge.

Wediko Summer Program: Reference Form for: _____

What is your relationship to the candidate?

What position and responsibilities did this person hold?

How would you rate this person's **response to supervision**?

Circle one: Excellent, Very Good, Good, Fair, Poor, Unable to Assess

How would you rate this person's **ability to take initiative**?

Circle one: Excellent, Very Good, Good, Fair, Poor, Unable to Assess

How would you rate this person's **dependability**?

Circle one: Excellent, Very Good, Good, Fair, Poor, Unable to Assess

How would you rate this person's **willingness to assume responsibility**?

Circle one: Excellent, Very Good, Good, Fair, Poor, Unable to Assess

How would you rate this person's **ability to work on a team**?

Circle one: Excellent, Very Good, Good, Fair, Poor, Unable to Assess

How would you rate this person's **quality of work**?

Circle one: Excellent, Very Good, Good, Fair, Poor, Unable to Assess

How would you rate this person's ability to **work with children**?

Circle one: Excellent, Very Good, Good, Fair, Poor, Unable to Assess

How would you rate this person's ability to **work in highly stressful situations**?

Circle one: Excellent, Very Good, Good, Fair, Poor, Unable to Assess

What are this person's **strong points**?

What are this person's **weak points**?

Would you recommend this person for a position with the Wediko Summer Program?

Is there anything else that you'd like to add?

(Optional) Would you like to be included in future updates regarding Wediko Summer Program employment opportunities?

Circle one: Yes/No

Signature

Print: Name, Title, Date