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## INTERNSHIP APPLICATION

**Job Title:** SUMMER DAY CAMP INTERN

**Job Level:** Part-time (Seasonal), \$14.50

**Updated on:** January 7, 2026

Homewood Parks & Recreation Board

1632 Oxmoor Road, Homewood, Alabama 35209

PH: 205-332-6701 / [www.homewoodparks.com](http://www.homewoodparks.com)

### SUMMARY

Assisting Day Camp Directors in planning and administrating all aspects of Day Camp implementation including managing & assisting camp counselors, organizing special events, and monitoring daily camp activities.

### DATES

Internships can begin as early as May 18<sup>th</sup> and will run until July 31st. Interns are required to work Monday through Friday, 7:30 AM to 3:30 PM, excluding government holidays. The City of Homewood observes the following summer holidays: Memorial Day on Monday, May 25; Juneteenth on Friday, June 19; and Independence Day (Observed) on Friday, July 3.

### ESSENTIAL INTERN RESPONSIBILITIES:

Providing supervision, instruction, and ongoing assistance to camp staff and campers. Facilitate and lead assigned groups and activities such as arts and crafts, gym games, and more.

Assist Camp Directors in preparing program areas for summer. Assist in planning and the implementation of camp activities and camp-wide events such as camp rallies and theme days.

Assist Camp Directors in providing supervision and guidance to camp counselors and campers by articulating expectations, displaying model behavior, maintaining open lines of communication and being clear about roles, relationships, and responsibilities.

Assist in implementing schedules for all areas of assigned camp activities including facilities, special events, daily camp activities, etc.

Managing the organization and distribution of camp materials during the camp day.

Communicating all program needs and all pertinent issues affecting the camp to Camp Directors (i.e. staff/camper/facilities/scheduling issues and concerns, etc.) in a timely manner.

Respond to any critical situations that may arise with campers, staff or camp environment.

Monitors safety of all aspects of the camp program, campers and camp staff.

Communicate clearly, honestly and respectfully with all staff, campers, parents and Camp Directors.

Engage as an active member of the camp community.

Participate in all required training and certification in compliance with the organization's standards.

Present with a well-groomed appearance at all times.

Adhere to the discipline guidelines set up by Homewood Parks and Recreation Board.

Adhere to all policies and procedures as established by Homewood Parks and Recreation Employee Handbook and Administrative Handbook.

### **LEARNED SKILLS OF INTERNSHIP**

As an intern, you will develop and enhance your communication, management, leadership, problem-solving, and conflict-resolution skills. Homewood Park's will adjust internship responsibilities based on the interns' educational needs and strengths.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **MINIMUM REQUIREMENTS TO APPLY**

Must be 18 years of age prior to beginning work. Must be a college undergraduate (incoming Junior/Senior preferred) or graduate student.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### **REASONING ABILITY**

Ability to apply reasoning and understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current valid Alabama Driver License and CPR Certification preferred.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, run, twist, jump, and sit. The employee occasionally is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to the outside weather conditions. The noise level in the work environment is usually moderate.

## **Homewood Parks Summer Camp Internship Application**

***Please fill out all the sections below. Applications with a resume can be dropped off at the Homewood Community Center front desk or emailed to homewoodparks@gmail.com***

Homewood Parks & Recreation Board is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a Homewood Park representative.

### **Applicant Information**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Date of Application: \_\_\_\_\_

### **Employment Position – Summer Camp Intern**

How did you hear about this position?

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The Homewood Summer Day Camp internship program can start as early as May 18<sup>th</sup> and will run until July 31st. While our camp program will run from June 1st-July 24th. Our regular hours of operation are Monday-Friday, 7:45AM-5:30PM. Is there any reason why you would be unable to work during the above stated times/dates? (Include all known vacations, summer classes, additional jobs, etc.)      YES      NO

If yes, please explain:

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### **Additional Information:**

What type of certifications do you have?

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Do you have CPR Certification?

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## **Personal Information**

Are you 18 years or older?    YES    NO

If not, when will you turn 18? \_\_\_\_\_

Are you a U.S. citizen or approved to work in the United States?    YES    NO

What document can you provide as proof of citizenship or legal status?

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Will you consent to a mandatory controlled substance test?    YES    NO

Will you consent to a pre-employment background screening?    YES    NO

Have you ever been convicted of a criminal offense (felony or misdemeanor)?    YES    NO

If yes, please state nature of the crime(s), when and where convicted and disposition of the case:

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Have you ever applied to work for Homewood Parks & Recreation Board before?    YES    NO

If yes, when?

Do you have any friends, relatives, or acquaintances working for HPRB?    YES    NO

If yes, state name(s) & relationship:

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## **Job Skills/Qualifications**

Please list below any other certifications or skills that would aid you in fulfilling your duties as a Homewood Parks Summer Camp Intern:

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*(Note: Homewood Parks & Recreation Board complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)*

## **Education & Professor Recommendation**

### **College/University**

Name: \_\_\_\_\_

Location (City, State): \_\_\_\_\_

Credit Classification: \_\_\_\_\_

Major: \_\_\_\_\_

Minor (optional): \_\_\_\_\_

Graduating Year: \_\_\_\_\_

### **Professor Recommendation**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Class Taught: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Previous Employment** (starting with most recent)

Employer Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer Telephone: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Job Title: \_\_\_\_\_

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Employer Telephone: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Personal References:** Please provide 2 personal reference(s) below:

Reference Name	Relationship	Contact Information

*Please attach an updated resume to your application.*

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## **Authorization & Consent**

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. By applying for employment, I authorize the Homewood Parks & Recreation Board (HPRB), and its employees and representatives to request information from and consult with any third party (including any former employers) who may have information on me including my qualifications, competence, character, stability, habits, behavior, and prior work performance. This authorization includes the right to inspect and/or obtain any and all documents and records (i.e. criminal background history, department of motor vehicle history, and/or sexual offender status) of any kind from third party source unless protected by a statutory or judicially created privilege. I authorize any such third party to release this information to HPRB, and I hereby release HPRB, its employees and representatives, and any such third party from any and all liability with respect to any acts, communications, recommendations, disclosures and/or expressions of opinion concerning information requested, transmitted, evaluated, and used in considering my application for employment and subsequent employment (if any) with HPRB.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules & regulations of the department. I understand that my employment with HPRB is voluntarily entered into, and I am free to resign at will at any time, with or without cause. Similarly, HPRB may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

In processing your application for employment, if you are offered employment, or at any time during your employment, Homewood Parks & Recreation Board (HPRB) may obtain a background check or perform drug and/or alcohol testing. HPRB is proud to be a drug & alcohol free workplace.

I authorize HPRB to perform any and all necessary background checks, and drug/alcohol testing.

Applicant Name (Printed): \_\_\_\_\_

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

***Please fill out all the sections above (pages 3-6). Applications with a RESUME can be dropped off at the Homewood Community Center front desk or emailed to [homewoodparks@gmail.com](mailto:homewoodparks@gmail.com)***