

The Holley Institute



Creating New Worlds for Children and Adults with Deafness, Hearing and Vision Loss

Job Description

Job Title:	Summer Counselor
Location:	Holley Family Village in Brooklyn, Michigan
Duration:	Contract. 5 weeks in June - July 2026 (Sunday-Friday each week)
Pay Range:	\$350 for Staff Orientation, \$600-\$625 per Family Week, \$350 for Teen Week (stipend).
Job Summary:	We are seeking a talented and enthusiastic Summer Counselor to assist in children's activities and serve as a positive Deaf role model for families. This role involves working with children and other staff members performing various activities. The ideal candidate is a charismatic Deaf/Hard of Hearing adult that is passionate about working with children. Food and lodging are provided at no cost.
Key Responsibilities:	• Lead children of various age groups through the summer program activities. • Assist the Drama Teacher and the Art Teacher with their morning programs for the children. • Create a fun and encouraging environment where children can explore their creativity and confidence. • Collaborate with other program staff to ensure the summer programs run smoothly. • Attend nightly staff meeting to discuss any problems and changes that need to be addressed during the week.
Qualifications:	• Native or near-native fluency in American Sign Language (ASL). • Experience working with children is highly preferred.
Apply:	If interested, please send your resume to theholleyinstitute@gmail.com with the subject line Summer Counselor.

Employment Application

Instructions for Applicants

Please complete all sections of this application. Incomplete applications may not be considered.
You may attach a résumé and cover letter if available.

Submit completed applications by:

- **Email:** theholleyinstitute@gmail.com
- **Mail or Deliver:**
Henry Ford St. John Hospital
The Holley Institute, Suite 223
22151 Moross Road
Detroit, MI 48236-2172

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Certificate/
Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Disclaimer and Signature

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

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Holley Family Village, Inc. is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, or any other protected status.