

# The Holley Institute



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

## Job Description

<b>Job Title:</b>	Summer Counselor
<b>Location:</b>	Holley Family Village in Brooklyn, Michigan
<b>Duration:</b>	Contract. 5 weeks in June - July 2026 (Sunday-Friday each week)
<b>Pay Range:</b>	\$450 for Staff Orientation, \$700 per Family Week, \$450 for Teen Week (stipend).
<b>Job Summary:</b>	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.
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"><li>• Lead children of various age groups through the summer program activities.</li><li>• Assist the Drama Teacher and the Art Teacher with their morning programs for the children.</li><li>• Create a fun and encouraging environment where children can explore their creativity and confidence.</li><li>• Collaborate with other program staff to ensure the summer programs run smoothly.</li><li>• Attend nightly staff meeting to discuss any problems and changes that need to be addressed during the week.</li></ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• Native or near-native fluency in American Sign Language (ASL).</li><li>• Experience working with children is highly preferred.</li></ul>
<b>Apply:</b>	If interested, please send your resume to <a href="mailto:theholleyinstitute@gmail.com">theholleyinstitute@gmail.com</a> with the subject line Summer Counselor.

## Employment Application

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

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: \_\_\_\_\_