November 2018

Dear Applicant,

Thank you for applying for employment at the Lair of the Golden Bear. If you are fortunate enough to be selected as one of the 2019 summer staff, your Lair experience will be one you’ll never forget! You will develop friendships that will last forever. You will become part of a very long and rich Lair staff tradition. You will enter a unique family that will make an indelible mark on the rest of your life.

For those familiar with the Lair, you already know what a magical place it is. For those of you who are not so familiar, you’ve got a great treat ahead of you. The Lair of the Golden Bear is the oldest and largest Alumni Association owned family camp in the world. It is actually a group of three separate but contiguous vacation camps (Camps Blue, Gold, and Oski). These camps, collectively known as the “Lair,” are owned and operated by the Cal Alumni Association, residing on public land with oversight by the U.S. Forest Service. The Lair is located approximately 150 miles east of the San Francisco Bay Area, and sits amidst the beautiful Stanislaus National Forest. At an elevation of 5600 ft., the Lair is surrounded by lush forest, is less than a mile from Pinecrest Lake, and is just two miles from Dodge Ridge ski area.

Every week of our 3-month season, up to 340 campers at both Camps Gold and Blue, and 135 campers at Camp Oski, arrive to enjoy a week of fun, sun, recreation and entertainment. Most families have strong Cal connections and choose to return year after year to the same camp, the same week and live in the same tent (in 2018 nearly 90% of our campers were returnees!). There are waiting lists for many weeks at each camp…for 70 years the Lair has been an incredibly popular vacation experience.

Essential to camper enjoyment is the Lair staff. We’re looking for creative, team-oriented individuals who will take their job responsibilities seriously and who will breathe life into our summer season in an exceptional way. Successful staffers are friendly, approachable, reliable, flexible, honest, positive, and spirited, among many other things. The staff interacts with our vacationing campers every single day and how you approach that interaction will have a dramatic impact on their camp experience. Campers love to mingle with our staff. You have a great opportunity to network with them and to be a positive role model for all of our camper kids.

As a Lair staffer, you will work, eat, play and live with 150 other student staff members all summer long. In addition to your normal job assignment, you’ll be asked to do a variety of other tasks. You might be serving meals one day and performing in the campfire show that night. You could be helping to lead an adult hike or roasting marshmallows and telling ghost stories at the kiddie campfire with a group of kids. It’s an absolutely fantastic experience, and an opportunity you don’t want to miss. Many of our staffers return for two, three, and sometimes four summers!

On behalf of the Lair team, I want to personally thank you for taking the time to fill out this application and for going through the entire application process. I wish you the best of luck.

Sincerely,

Michael Yaley
General Manager, Pinecrest Operations/ Lair of the Golden Bear
Lair Staff Application- Table of Contents

There is a lot going on here! But the last thing we want is for you to feel overwhelmed by this application. The Lair application and interview process has long been famous for being very fun. So please use this table of contents to help you navigate this application.

1. Intro Letter from Michael Yaley, General Manager

2. Table of Contents (that’s this page)

3. Application submission instructions and interview information

4. Frequently asked questions about the camp and application process
   a. Job positions
   b. Information on Staff Info Nights and 'Work the Lair' Facebook page
   c. Deadlines

5. THE ACTUAL APPLICATION
   a. Print out this portion and fill it out (or fill it out on the computer and print it out. It will be the cover of your application)
   b. Background, General and Skills: for this portion please type your answers out on a separate paper. It is also nice for us if you restate the questions in your answer sheet.
   c. Important reminders regarding your application and interview process, as well as certifications required should you be hired.


7. Disclosure and Authorization form is a SEPARATE FORM. Do not forget to include this with your application submission.

And that’s all of it! Easy peasy. Everything up until “Application for Employment” is just for your reference, so you can keep that for yourself.

If at ANY POINT while you’re trying to fill out this application you get confused by something, please don’t hesitate to give us a call or shoot us an email. We’re here to help.

Thank you, and good luck!

Phone: 510.900.8257
Email: josh.dobson@alumni.berkeley.edu
Application, Interview, and Deadline Information – PLEASE READ CAREFULLY

• Complete and submit this application along with your optional video/link to video as well as any letters of recommendation you may have.
  • ABOUT THE VIDEO: The optional video portion of the application is meant to be a fun opportunity for you to give us a sense of your personality. Videos are to be no longer than three minutes in length. You can theme it however you like. If you go onto YouTube and type “lair application video” you will find tons of examples. From people making fake short movies, to people sitting at their desk telling us why they’d make a good staffer. If for any reason you’d rather not do a video, that is totally acceptable.
• Submit your completed application, including the Certification and Release (included) and the Disclosure and Authorization form (separate link), and optional video/link, beginning November 16, 2018 and no later than 5:00 PM on February 9, 2019. Please note that videos posted on YouTube may be viewed by the public.

Options for submitting your application:

a. Traditional Mail sent to: Joshua Dobson/Lair of the Bear, 1 Alumni House, Berkeley, CA 94720. It’s preferred that mailed applications be sent unfolded in a large envelope.
b. Email to: josh.dobson@alumni.berkeley.edu
c. In person drop off to Alumni House or the Lair Office at 2440 Bancroft Way, Suite 110 Berkeley, CA.

Whichever method you choose to submit your application, you MUST sign and date and include the Certification and Release page and the Disclosure and Authorization form with the application.

If you have any questions, please visit or call the Lair Office. We are located at 2440 Bancroft Way, up the walkway on the right side of the building, second door on the left. Phone: (510) 900-8257 or (510) 900-8255; fax: (510) 642-6100; email: josh.dobson@alumni.berkeley.edu or regular mail: Attn: Joshua Dobson, Lair of the Golden Bear, 1 Alumni House, Berkeley, CA 94720-7520.

DEADLINES:
• December 17, 2018 - Out of state students that want in person interviews in Berkeley should submit applications by this date. Specifically for applicants that attend school out of area but will be near Berkeley for winter break.
• January 1, 2019 – Priority Consideration Deadline - Applications submitted by this deadline will get priority consideration and first choice of interview dates.
• February 9, 2019 – Final Application Deadline - All application received before February 9th will be given full consideration.

Completed applications must be submitted by 5:00 PM on the day they are due.

INTERVIEWS:
• Friday, Dec. 20th & Friday, Jan. 4th - Applicants that attend school out of area but will be in CA for winter break. Must apply by Dec. 17th to be granted an in-person interview. All other long-distance interviews will take place via Skype.
• January through February - All other interviews will take place between January and February at Alumni House in Berkeley, CA. Out of state applicants that are unable to attend an in-person interview may still be granted an interview via Skype.
This brief fact sheet is provided to answer some of the most common questions regarding the Lair of the Golden Bear employment opportunity. If you have any other questions please call the Lair Office at 510.900.8257 or email josh.dobson@alumni.berkeley.edu.

**ELIGIBILITY:** In order to be eligible to staff at the Lair one must be enrolled in a two or four year college or have graduated from college in May 2018 or later. These terms of eligibility do not apply to the cooking staff.

**DATES:** All staffers are required to work for the full 2019 summer season. All staffers are required to arrive at camp on June 3, 2019 if attending a semester school, and no later than June 15, 2019 if attending a quarter system school, to begin orientation and training. All semester students still in school are expected to work through Saturday, August 18, 2019. All other staff is expected to work through Sunday, September 23. If you have any conflicts with these dates, you must note them in the section provided on the application.

**CAMP LOCATION:** Camp is located 150 miles east of Berkeley, and 30 miles east of Sonora, in the central Sierra Nevada town of Pinecrest, CA (elevation 5,600 feet). The Lair consists of three camps: Camp Gold, which opened in 1949, Camp Blue, which opened in 1957, and Camp Oski, which opened in 1997. The camps are located just one half-mile from one another and are connected by footpaths and service roads.

**APPLICANT POOL AND SALARIES:** In 2019, we expect to hire approximately one out of every four applicants. Starting staff salary for the summer is $1,129.42 per month plus room and board. Staffers can expect to take home between approximately $2,500 and $4,330 depending on the length of their work for the summer. This applies for student employees, camp counselors, and program counselors only.

**WORK SCHEDULE & TIME OFF:** Once assigned a position your schedule will mostly revolve around that. All staff have coverages in other areas of camp and there are many all-staff events as well. Beyond the work week, staffers will receive a designated full day-and-a-half off each week.

**LIVING CONDITIONS:** Typically two to four staffers live together in a semi-enclosed tent-cabin in the staff area. In general, staff cabins are sparse and allow very little privacy. The climate can occasionally be cold and conditions are dusty. You will be exposed to the natural conditions of the area. Three meals per day are served family style in the Dining Hall at each camp. The staff uses community men’s and women’s restrooms in the staff area.

**CAMP SAFETY:** All staffers must be certified in CPR and AED for the entire summer. **This is a condition of employment.** It is recommended that you make plans early to attend an upcoming training class. It is imperative that you are CPR and AED certified prior to reporting for duty at camp. First aid certification is also strongly encouraged. For lifeguard applicants, a state certification is required; W.S.I. is strongly recommended. If you are applying to be an age group director, you must be lifeguard certified prior to reporting for duty. Open water certification is a plus.

As a condition of employment, camp staff will be subject to a DMV and criminal background check. Details on how to complete the background check will be provided once one is conditionally hired.

**CAMP PREFERENCES:** If you have a preference to work at one of the three camps, we will take that into consideration. However, the needs of each camp will determine where you may be hired. Due to the limited number of available positions and the talents needed at each camp, we are unable to make any commitments at the time of application or interview.

**STAFF HANDBOOK:** Guidelines and policies of the Lair of the Golden Bear are explained for hired staffers in the Staff Handbook. Violation of any policy may result in disciplinary action, up to and including termination of employment.
JOB POSITIONS: The Lair is broken up into three camps. Camp Gold, Camp Blue, and Camp Oski. Each camp has its own staff with different people occupying many various job positions. Here is a list of the student employee job positions.

- Program Director (Veteran staffer only)
- Assistant Program Director
- Program Crew
- Music Director
- Athletic Director
- Nature Director
- Art Director and Crew
- Pool Director and Crew
- Store Director and Crew
- Head of Maintenance
- Maintenance Crew
- Age Groups: Kub Korral, 6&7’s, 8&9’s, Preteens, Teens
- Dining Hall Host(ess)
- Dining Hall Crew
- Head Cook
- Kitchen Crew

For all available positions and descriptions, and for more information about the Lair, please visit our website lairofthebear.org

**IMPORTANT REMINDER #1**
CPR and AED Certifications are required by all staff. Lifeguard certification is a requirement for age group directors. Lifeguard certification is encouraged for age group crews. Additional training will be required if hired.

**IMPORTANT REMINDER #2**
Please do not forget to fill out and send in your Disclosure and Authorization form along with your application. It is a separate form located in a link on the same page as the applications.

**IMPORTANT REMINDER #3**
Creativity is an essential element of working at the Lair of the Golden Bear. If we grant you an interview, we will ask you to showcase your talents or skills in a two minute presentation/Show and Tell. You may present an object(s), give a performance, tell a story, demonstrate a skill, or surprise us with something totally different. Whatever you choose to showcase, remember to relax and have fun. Any questions about this portion of the interview, don't hesitate to ask ahead of time!

Letters of Reference are encouraged. Reference letters should be written by a former employee, an RA, or past or present Lair staffer. Please do not have a family member write a reference letter. Reference letters are to be sent by the writer directly to the Lair office at the Cal Alumni Association, 1 Alumni House, Berkeley, CA 94720, by February 9, 2019. Any questions or concerns about how to get your references in, please email josh.dobson@alumni.berkeley.edu

COME AND MEET THE STAFF:
Still not convinced this is how you should spend your summer? There will be a few Lair informational meetings on the Cal campus during the fall and spring semesters. At the meetings, we will provide details about the Lair staff experience and give you an opportunity to meet other prospective staffers and ask current veteran staff and camp administrators about their experiences. These events are open to ANY college students – so tell your friends and we’ll see you there! Please join the Work the Lair 2019 group, or give a like to the Work the Lair pages on Facebook for updates on these meetings.

To read more about the Lair of the Golden Bear, please visit the CAA website at: lairofthebear.org

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LAIR OF THE GOLDEN BEAR
APPLICATION FOR EMPLOYMENT

Office Use Only - Interview
Date___________ Time___________

Name___________________________________________________
______________________________________

Other Names Used_________________________________________  Current Class Year ________________
(i.e: Sophomore, Junior)

Currently Attending_____________________________
Major___________________________

Your address at School__________________________________________________________
_____________________________________________________________________________________
City State Zip

Permanent Home Address  _____________________________________________________________________________
_______________________________________________________________________________________________
City State Zip

APPLICANT NOTE: This application form is intended for use in the evaluation of your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. All qualified applicants will receive consideration without discrimination because of race, color, age, creed, national origin, gender, sexual orientation, marital status, military reserve membership, disability, medical condition, or any other characteristic or condition protected from discrimination under federal, California, or local law.

If hired, can you provide proof of eligibility to work lawfully in the U.S.? ________ Yes    ________ No
(Proof of identity and legal authority to work in the U.S. is a condition of employment.)

Position(s) sought:
________________________________________________________________________________
______________________________
(see job position portion of application)

If choices are unavailable, are you willing to consider another position?   Yes________ No ________

Have you previously applied for a Lair Staff position? ________ If yes, when did you apply?______________________________

Do you have any conflicts with the date expectations as noted in 'DATES' section of the FAQ above? Yes___ No___
If yes, please explain: _________________________________________________________
_________________________________________________________________________________________________________________________________________

How did you hear about the Lair? ______________________________________________________________________
________________________________________

Have you attended the Lair as a camper?  __________  Number of summers ________ Camp/Week __________

Do you have a valid California Driver's License?  Yes_____ No _____

Are you certified in the following:
CPR: YES/NO Expires __________ Lifeguard Certification: YES/NO Expires __________ First Aid: YES/NO Expires __________

Other First Aid Experience or Certifications?______________________________________________________________

Have you read and do you understand the Lair Staffer job descriptions? Yes_____ No _____
Can you perform the essential functions of these jobs with or without reasonable accommodations? Yes_____ No _____

Since your 18th birthday, or in the last 10 years, whichever is shorter, have you been convicted of a felony and/or related misdemeanor?  Yes_____ No _____

If so, please describe the circumstances in the space below. (A conviction will not necessarily disqualify you from employment. In accordance with company policy and applicable state and federal laws, factors such as age at time of the offense, remoteness of the offense, time since last conviction, nature of the job sought and rehabilitation effort, will be reviewed.)

Incident City/State Charge

Comments
_______________________________________________________________________________________________
Please respond to the following questions on a separate piece of paper. There is no recipe for the "perfect" staffer. We are looking for a diverse group of students with a wide variety of interests, personalities and backgrounds. The most important thing to remember is that your answers are our chance to get to know you, so respond thoughtfully, seriously and fully, and be yourself. We hope you have fun.

I. Background:
   1. Please list High School and University activities, positions of leadership and hobbies.
   2. Please list all previous work experience, including (in order): Dates / Position / Name of Employer / Address and Phone Number (You may include resume here)

II. General:
   1. What has attracted you to this job opportunity and why do you think you'll be a valuable member of the Lair staff this summer?
   2. Describe a time when you have "taken one for the team."
   3. Congratulations! You've just won an award! What's it for?
   4. Share some good advice that you have received. When, if ever, did you use it?
   5. Write a question that you think should be on this application. Nice! Now answer it.
   6. Take this opportunity to let us know something about you that we may not learn from the rest of your application.

III. Skills: Staffers are expected to work in a number of areas in any given week of the summer. You are asked to rank your experience on a scale from 1 to 5, with 5 being extremely experienced and 1 being little to no experience, and to then briefly elaborate on your experience in each of the seven categories.
   1. Child Care: Comment on your experience with children of all ages. What aged kids are you most comfortable with? Have you ever had a job where you’ve had to organize large groups of kids? Do you enjoy leading children's activities? Why (or why not)?
   2. Sports: What sports do you enjoy playing? Are there any sports such as tennis, swimming, softball, or volleyball, in which you feel comfortable teaching? Would you feel comfortable participating in team sports such as softball, volleyball or inner-tube water polo?
   3. Arts and Crafts: What specific artistic skills do you have i.e. drawing, painting, clay, leather, lanyards, tie-dye, etc.? Do you have any experience with a ceramic wheel? Do you feel comfortable leading groups in arts and crafts projects?
   4. Nature/Hiking: What type of outdoor experience do you have? Do you have knowledge of the flora and fauna of the Sierra Nevada? Do you have experience leading groups in the wilderness? What type of outdoor first aid experience do you have?
   5. Music/Theater: Do you sing or play any musical instruments? How would you rate yourself a singer and/or instrumentalist? Do you feel comfortable singing solo or would you prefer singing in a large group? What type of performing experience have you had? Do you like to be on stage? Do you have any special skills i.e. dancing, gymnastics, magic tricks, juggling, etc.? Do you have any production experience with theater i.e. directing, set designing, costumes, sound/lighting equipment, etc.?
   6. Retail/Food Service: Have you ever worked in retail? With a register? In the restaurant or food service business (including catering)? What jobs did you hold? What attracted you to the retail and/or restaurant business?
   7. Adventure Programming: Do you have any experience with archery, fishing, or mountain biking? Does your experience include teaching or instructing these activities?
CERTIFICATION AND RELEASE

I certify that I have read and understand the application and that the answers and statements given by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts, whether on this document or not, may result in the rejection of my application, or if hired, termination of my employment.

1. I authorize any representative of the Cal Alumni Association to investigate my background, including, but not limited to, my references, educational record, and work history.

2. I authorize and direct all of my former schools and employers, and any other individual or entity that possesses information about my background, to release such information about me upon request by a representative of the Cal Alumni Association, regardless of any prior direction to the contrary that I may have given.

3. I release all schools, past and present employers, and all other individuals and entities from any and all liability for damage of whatever kind that may at any time result to me because of compliance with this authorization and request to release information.

I also understand that the use of illegal drugs and underage consumption of alcohol is prohibited during employment. In consideration of my employment, I agree to conform to the rules and standards of the Cal Alumni Association, and all behavior guidelines of the Lair of the Golden Bear.

I further understand and agree that if hired, my employment will be “at-will.” This means that either Cal Alumni Association or I may terminate my employment at any time for any reason, with or without notice. I further understand that although the terms and condition of my employment with Cal Alumni Association may change, such change will not affect the at will employment relationship.

I also understand that all offers of employment are conditioned on the Cal Alumni Association’s receipt of satisfactory responses to reference requests and the provision of a satisfactory proof of my identity and legal authority to work in the United States.

Once you have completed the application, please sign your name and indicate the date of its completion.

Signature________________________________________ Date____________________

Printed Name ____________________________________________