Dear Applicant,

Thank you for re-applying for employment at the Lair of the Golden Bear. If you are fortunate enough to be selected again as one of the staff, your Lair experience will be one you’ll never forget! As you know, the Lair is a magical place that creates lasting memories for generations of Cal Alumni and their friends and families. As a veteran staff member, your role in developing those memories is extremely important. Our campers look to you and your peers to continue to create a special experience and we are counting on you, if re-hired, to be even more involved in making their stay fantastic.

Please take this application seriously. There is no guarantee that you will be hired back just because you worked during a previous summer. Additionally, if you are applying for a third or fourth year on staff, you need to convince us that you deserve to come back and take a spot from a potential staffer that could spend the next two or three summers on staff. Based on previous years, there is a high likelihood that we will turn away some veteran staffers because we have such a limited number of positions. Our goal is to fill our staffs with the best available talent, regardless of seniority. What we do in Pinecrest is too important for us not to put the best possible team together. You were hired originally because we believed you had what it takes. Please take this opportunity to remind us why we hired you and to show why your experience makes you a great candidate.

On behalf of the entire 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
Director, Lair of the Golden Bear
STAFF APPLICATION FREQUENTLY ASKED QUESTIONS

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 had 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.

All staff will be required to complete and pass a DMV and Criminal background check. As a veteran staffer, you have already been through this process and will not be required to go through the process again unless you failed to complete the process last summer. We will however, process both background checks as a routine using the information that we currently have. If your driver license status has changed, please let us know.

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.

APPLICATION SUBMISSION INSTRUCTIONS AND INTERVIEW DEADLINES – PLEASE READ CAREFULLY
Complete and submit the below application, along with the Certification and Release (last page) and the Disclosure and Authorization (separate link on website).

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, 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.

Applications must be submitted by 5:00pm on the day they are due.

DEADLINES:
- January 1, 2019 - Priority Consideration Deadline - Applications submitted by this deadline will get priority consideration. If you are applying for a leadership role it is strongly suggested you apply by this date.
- February 1, 2019 – Veteran Application Deadline - All application received before February 1st will be given full consideration.

If you have any questions, please visit or call the Lair Office, 2440 Bancroft, Ste 110 (510) 900-8257 or (510) 900-8255, josh.dobson@alumni.berkeley.edu.
LAIR OF THE GOLDEN BEAR
APPLICATION FOR EMPLOYMENT

Office Use Only - Interview
Date___________ Time____________

(Please print legibly or type)

Name___________________________________________________
Other Names Used______________________________________
Current Class Year ____________________
(Current: Sophomore, Junior)
Currently Attending___________________________
Major___________________________
Your address at School ______________________________
Name of School_________________________________________
Permanent Home Address _____________________________________________________________________________
City_________________________ State Zip________________________
Phone: (____) ___________________ Email _______________________
Mobile Phone: (____) _______________
Alternate Email _________________________________
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:
__________________________________________________________________________________

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?________________________
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
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

4
Please respond to the following questions on a separate paper. **It is extremely important that you fill out this application thoroughly and completely.** Due to the anticipated high numbers of returning staff applicants and new staff applicants, we are not going to be able to grant interviews to everyone. For those of you who we know well and who make it clear on this application why you are a good fit for any of the positions you listed, we will likely skip the interview and place you in a position where we think you would best help the team. For those of you who are less clear or thorough with your answers, or for those who we are less certain about where you would best fit on the team, we will likely schedule an in-person, phone or Skype interview.

Again, it is imperative that you take this written application seriously. As stated on a number of occasions last summer, there is no guarantee of employment in 2019 based solely on your being hired in 2018. Thank you for understanding.

1. Tell us again what your first position choice is and why you are the best choice for that position. What other three positions would you take if offered for 2019? Are there any positions you would not take?

2. Now that we’ve added some adventure programming, such as mountain biking and archery, is this something that interests you?

3. What have you seen the returning staff do well in the past, and what would you like to do new or differently from past summers?

4. How can you make this season even better for the campers than last season? Any new ideas for programs or activities?

5. Did you have any talents go unused last season that you would like to make better use of this season?

6. What do you think is the best thing the Lair has to offer?

7. Do you have any new extra-curricular activities or work experiences of which you’ve spent a significant time since you have left the Lair this past summer that makes you an even stronger candidate than you were before? What are they?

8. What can we do to provide better customer service to our campers?

9. What would you change about the staff experience, if anything?

10. After working for a summer or two, or three……what do you see as your strengths? Weaknesses?

11. At any point last summer did you have any disciplinary issues that you would like to address? If not, no problem. If yes, please feel comfortable doing so.

12. Write a question that should be on this application. Nice! Now please answer it.

13. Anything else you would like to add?
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 ________________________________________________________