

# RKY CAMP

## ON EAGLE LAKE

Dear 2022 Staff applicants,

I wanted to write you all a quick note to answer some frequently asked questions regarding hiring at RKY Camp.

**Please read the full application package – many of the questions that you may have can be answered by reading all of the hiring material.**

1. Please include in your application:
  - a. A completed application form
  - b. A resume
  - c. Cover Letter
  
2. All job offers are conditional based on certifications, a clear vulnerable sectors crim check (or statutory declaration for applicants under 18) and dates available to work. IE: If you are hired based on having **NLS** and you do not have the certification as of the start date of your contract, your employment offer may be retracted.
  
3. **RKY Camp reserves the right to speak only with the applicant. Parent/Guardians who contact RKY Camp on behalf of applicants will detract from the applicant's application and standing. All questions and follow up should only come from the applicant.**
  - a. **We do encourage parents to be active in the hiring process through coaching their children and signing and reviewing documents where necessary**
  
4. Only completed applications will be considered – RKY Camp will not be contacting individuals who have incomplete or late applications.
  
5. Hiring is based on a variety of factors:
  - a. Previous performance at RKY and other employment/volunteer settings
  - b. Certifications
  - c. Resume and Cover Letter
  - d. References
  - e. Interview performance
  
6. Staff training is mandatory – this is paid time.
  
7. A clear **Criminal Reference Check, including Vulnerable Sector Screening** is required for staff members 18 and over.
  - a. **Staff members who are under the age of 18 are only required to sign a "Statutory Declaration" in lieu of a Criminal Reference Check, as police departments are no longer issuing CPIC documents for minors. The document is provided to successful applicants.**

8. Staff must be 17 years of age by December 31<sup>st</sup>, 2022 to work at RKY Camp.
9. All employees of RKY camp must be fully vaccinated for COVID-19 by the start of their contracts.

**HIRING APPLICATION DEADLINE:**

**November 15<sup>th</sup> @ 9:00am**

Please feel free to contact me once you have read all the materials, should you still have questions.

Sincerely,

A handwritten signature in black ink, appearing to read "D'Arcy Munn". The signature is fluid and cursive, with a long horizontal stroke at the end.

D'Arcy Munn  
RKY Camp Director  
director@rkycamp.org