



Summer Camp USA 2012 Casual Interviewer Various Locations September 2011

IEP relies on its interviewers to screen *Summer Camp USA*™ applicants thoroughly and promote the program as best they can. As an interviewer you will be responsible for informing, screening and assessing applicants and promoting the program in as many areas as possible. Listed below are qualities and requirements needed to become an interviewer. If you feel you can meet these expectations and are able to commit yourself to the job, then please complete the application form attached and send it to IEP Melbourne.

What you will earn per interview:

Interviewers will be paid \$35 per interview (before tax), including submission of an interview report.

So what are we looking for???

Prerequisites

You must:

- Be 20+ years old.
- Be available and reliable (we cannot stress this enough).
- Keep IEP informed of your movements, e.g., holidays away from home, any times you are unavailable or non contactable.
- Have easy and reliable access to email.

Technical Skills

You must be able to:

- Interview the applicant for suitability, goals, personality and appropriateness for the program.
- Have a thorough eye for detail.
- Have excellent grammar and report writing skills.
- Recognise corrections that need to be made to the interviewee's application.
- Complete the interview report with positive and honest language.
- Submit the interview report within 2 days of interview by email/mail where possible.

Customer Service Skills

- Being an interviewer, you are representing IEP. The role requires good customer service skills.
- You will be expected to have a thorough understanding of the *Summer Camp USA* program.
- You will be required to be well groomed, dress neat and tidy and act in a professional manner.

Promotional Skills

- You will be required to promote the program & answer all *Summer Camp USA* questions to the best of your ability.
- Increase awareness of IEP's other programs which include *Work USA, Work Canada, Work Britain, Work Ireland, Work South Africa, and Volunteer programs.*

How do I become a member of the 2012 Summer Camp USA Interviewer team?

- Please fill out the attached application form and send it back to IEP Melbourne. If you meet the selection criteria, we will call you to arrange a "*Summer Camp USA Interviewer*" interview. You will then be trained as an interviewer - the dates & details will be provided in due course. You will then become a fully fledged *Summer Camp USA Interviewer* - and we will love you forever!

Please send your completed application to Dylan Stewart, IEP's Marketing & Communications Editor

F: (03) 9329 1592 | E: summercampusa@iep.org.au

Please return your application form as soon as possible



Summer Camp USA Interviewer Application

1. Name _____
2. Age _____ Date of Birth _____
3. Address _____
4. Mobile Phone: _____
5. Email _____
6. Preferred method of contact (please circle): Email Mobile Phone

CAMP EXPERIENCE

7. Please list each camp you have worked at in the USA
 Camp name _____ State _____
 Years/s _____ Position _____
 Type of camp (eg. YMCA, Jewish, Traditional) _____
- Camp name _____ State _____
 Years/s _____ Position _____
 Type of camp _____

EDUCATION/WORK

8. Highest level of education and year completed? _____
9. University/TAFE Course Name? _____
10. Where do you currently work and/or study? _____
11. On what basis do you work/study (please circle)? F/T P/T Casual
12. Do you have regular use of a car? Yes No

AVAILABILITY

13. Are you available to interview from October 2011 to May 2012? Yes No
14. When are you available to work? Eg Daily, weekly, fortnightly _____
15. Please tick the appropriate boxes below to indicate what days and times you are available.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am - 11 am							
11am - 1pm							
1pm - 3pm							
3pm - 5pm							
5pm - 8pm							

16. Are there any other times when your availability will either increase or decrease eg due to holidays?

17. Do you have regular, easy access to a computer including email? Yes No
18. Are you able to access Adobe Acrobat 7.0 and an internet explorer version higher than version 5?
 Yes No Details if needed: _____



PREVIOUS INTERVIEWING EXPERIENCE

19. Have you interviewed people before? Yes No

20. If yes, for which organisation and in what capacity? _____

QUESTIONS

Why would you like to interview for IEP's *Summer Camp USA* program? _____

21. In your opinion, what are the 3 most important qualities a camp counsellor should possess?

- 1. _____
- 2. _____
- 3. _____

22. In your opinion, what are the 3 most important qualities a Camp Director looks for in a counsellor?

- 1. _____
- 2. _____
- 3. _____

23. Remember a counsellor who in your opinion could have done a better job. Tell us what qualities s/he had that made him/her a 'poor' counsellor.

24. What personal qualities do you possess that would make you a good interviewer? _____



25. Read the following paragraph from a biography and comment in detail on the person's suitability for a camp counsellor position.

"G'day America! My name is Lisa and I'm 30 years old. I live in country Victoria in a huge ranch style house on 50 acres of land with my two wonderful parents. I have dreamed about going to summer camp for years and the timing is finally right. It will be my first trip abroad and I'm very excited about it. My favourite pastime is horseriding. I have owned my own horse for 10 years. Her name is Pony and sometimes she can be very temperamental. She recently bucked me off and I broke my leg. All is healed now and I have forgiven her. Six months ago I began teaching the local kids how to ride. I thoroughly enjoy it and now I have 10 students. I have 2 sisters and 3 brothers, who all live in Melbourne. I have often..."

26. You are in the process of interviewing a *Summer Camp USA* applicant. They seem disinterested and you feel like you are wasting their time. You sense that they are applying for their own reasons rather than a genuine interest in working with young people. What do you do?

27. You have gone through the program conditions with the *Summer Camp USA* applicant in the final stages of the interview. The applicant seems to have an issue with the condition "*cannot travel before the compulsory pre-departure session in May*" as their plans are to leave for the USA in April. What do you do?

28. Are you returning to camp in 2012? Yes No Not sure yet

Thank you for taking the time to complete your application thoroughly. We appreciate your interest in IEP and will be in contact with you shortly.