



80 Carby Street, Westwood, MA 02090 Tel (781) 326-1770 Fax (781) 326-0676 www.HaleReservation.org

Dear Potential Staff Member:

Thank you for inquiring about a position with Hale. Hale is 1,137 acres of woods with four ponds in Westwood and Dover, Massachusetts. Hale is a vibrant community with over 140 seasonal employees delivering programs to more than 10,000 children, families, schools and organizations throughout Greater Boston.

Staff are hired to work in five primary program areas: Membership Beach, Environmental and Adventure Education, North Beach, Hale Outdoor Learning Adventures (HOLA) and Hale Day Camp. We look to hire energetic, enthusiastic, dedicated, honest people with a good sense of humor. Although many of our positions require certifications, we do provide training programs prior to the start of the summer to ensure staff are properly prepared for their responsibilities. For position descriptions and availability, please visit our website: www.HaleReservation.org.

- **PRINT CLEARLY! If we cannot read your application, we cannot consider your application.**
- **Please be sure to indicate clearly which program area and position you are applying for.**
- **If applying for more than one position or program, rate your choices numerically.**
- **Be clear when writing your email address and phone number. These are the easiest and quickest forms of communication for us to use.**
- **Include contact information of three (3) references. We check all references prior to hire.**
- **Those selected for an interview will be contacted by the program director.**

Hale does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin, citizenship, marital status, or any other legally protected category.

Please do not hesitate to call or e-mail with any questions you may have. We look forward to receiving your application.

Best Regards,

Patrick Francois, HOLA Administrator – pfrancois@halereservation.org

Cam Miller, Education & Adventure Administrator – cmiller@Halereservation.org

Shannon Obey, Director of Membership & Events - sobey@HaleReservation.org

Wendy Rands, Office Administrator – wrand@HaleReservation.org

James Reinhold, Hale Day Camp Director - jreinhold@HaleReservation.org

Emily Rivard, Partner Camp Administrator – erivard@halereservation.org

Tyler Simpson, Director of Operations – tsimpson@HaleReservation.org

Employment History

Beginning with your current or most recent job, please list your employment or volunteer history for the last five years or more.

| | | |
|-------------|----------------------------------|-----------------|
| Employer: | Dates Employed From: To: | Work Performed: |
| Address: | | |
| Supervisor: | Phone #: | Email : |
| Job Title: | Reason for Leaving: | |

| | | |
|-------------|----------------------------------|-----------------|
| Employer: | Dates Employed From: To: | Work Performed: |
| Address: | | |
| Supervisor: | Phone #: | Email : |
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|-------------|----------------------------------|-----------------|
| Employer: | Dates Employed From: To: | Work Performed: |
| Address: | | |
| Supervisor: | Phone #: | Email : |
| Job Title: | Reason for Leaving: | |

Skills

Please put an **'L'** next to any activities that you can **lead** and an **'A'** next to any activities you can **assist** with. **If you have no prior knowledge or experience with skill, please leave blank.**

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Archery | <input type="checkbox"/> Orienteering | <input type="checkbox"/> Ropes (High) | <input type="checkbox"/> Music |
| <input type="checkbox"/> Nature/Natural History | <input type="checkbox"/> Trip and Travel | <input type="checkbox"/> Ropes (Low) | <input type="checkbox"/> Drama/Theater |
| <input type="checkbox"/> Hiking | <input type="checkbox"/> Canoeing | <input type="checkbox"/> Team Building | <input type="checkbox"/> Arts and Crafts |
| <input type="checkbox"/> Survival Skills | <input type="checkbox"/> Sailing | <input type="checkbox"/> Corporate Training | <input type="checkbox"/> Math Tutor/Teach |
| <input type="checkbox"/> Fire Building | <input type="checkbox"/> Rowing | <input type="checkbox"/> Swimming (lessons) | <input type="checkbox"/> Literacy Tutor/Teach |
| <input type="checkbox"/> Camping | <input type="checkbox"/> Kayaking | <input type="checkbox"/> Lifeguarding | |
- other _____

References

Hale Reservation contacts all references prior to hiring employees.

| Name | Email or Address | Telephone | Relationship |
|------|------------------|-----------|--------------|
| | | | |
| | | | |
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I understand that Hale Reservation conducts Criminal and Sexual Offender History Background Checks on all employees following initial interview. Also, as part of the hiring process, Hale may review any social networking or blog sites for content. To the best of my knowledge the information in this Employment Application is correct and true.

Applicant Signature: _____

Parent/Guardian Signature: _____
(if applicant is under 18)

Employment Questions

Please answer the following questions on this page or on a separate piece of paper.

1. Explain why you would like to work at Hale this summer. Please be specific about the area you are interested in. (*Membership Beach, North Beach, Partner Camp, HOLA, Main Office or Hale Day Camp*)
2. What age group do you have the most experience working with and in what capacity?
3. Please share a favorite moment you have had while teaching or helping others.
4. Explain your philosophy for working with participants in the outdoors.
5. Please share one of your strengths you would bring to Hale and one goal you hope to work on in your time at Hale.

Feel free to include anything with this application that you think may help us get to know you better. (examples: essays, photos, stories, art work, challenge course portfolio, etc.)

**If you choose to email the application, email directly to the Office Admin with subject line:
APPLICATION FOR (Position)**

**Otherwise please return completed applications to: Hale
80 Carby Street
Westwood, MA 02090
Fax (781) 326-0676**