

## 2018 AUBURN SWIM CAMPS COACH/COUNSELOR INFORMATION

Session I: May 27 – May 31 (Su – Th)

Session II: June 3 – June 7 (Su – Th)

### WAGES AND SALARIES

- a) All camp coaches and counselors will be provided with meals during the camp week(s). (*Five day camp weeks begin with registration and end at 12:00 noon on last day*). Camp staff will also be provided with dorm rooms beginning on the Saturday preceding the camp week through the last day of the camps (at noon). Camp staff who will be working more than one week of camp will be provided housing between camp sessions.
- b) All camp coaches will work closely with Head Coach Brett Hawke and Auburn Coaching Staff who will be on deck all sessions of camp.
- c) Approved full-time coaches/counselors working the five day camps will be paid \$600/camp week plus an additional \$50/week for each year of prior experience in working the Auburn Swim Camps, up to a maximum of \$700/week.
- d) Head Counselors will be paid an additional \$250/week for five day camps.
- e) Full time coaches only who have no “off-deck” responsibilities will be paid \$250/camp week plus an additional \$50/week for each year of prior camp experience up to a maximum of \$350/week.
- f) Coaches and/or counselors who serve as Elite (*morning swim*) group coaches will receive a \$100/week bonus. Camp Coaches/Counselors, voted by the campers and/or staff, as Camp Coach/Counselor of the week will receive an additional \$50/bonus.
- g) Ancillary staff stipends include:
  - i. Utility/Runner(s)- \$600/week
    - a. Travel Coordinator/Airport Shuttles/Camp Store/Mini Meet
    - b. Activities Director
    - c. On-Call Assistance
  - ii. Administrative Assistant- \$10/hour
  - iii. Guest Speaker(s)- \$100/session
- h) Camp Store- No housing provided. Only responsible to be present during camp store hours, plus set up and tear down of camp store. Pay will be \$10/hr.

### RESPONSIBILITIES

- a) All coaches/counselors (full-time/part-time) will be required to maintain a “professional” appearance (staff shirts will be provided/khaki shorts are preferred) and to conduct themselves with the highest standards of behavior expected of staff, role models, mentors and supervisors by Auburn University and USA Swimming. This will include, but is not restricted to, a strict prohibition of alcohol, tobacco products and any inappropriate language or behavior. Those who are found in violation will be asked to leave the camp immediately with forfeiture of pay.

- b) Camp employees will be paid weekly. (*Taxes are the sole responsibility of the employee.*)
- c) Camp staff should plan to arrive on campus on Sunday (May 28, 2018) at 11am for Camp Orientation in team room at pool.
- d) Full time coaches and/or counselors will be instructing and supervising a designated group of swimmers “24/7” during the camps. This instruction and supervision will include, but is not restricted to pool, Dryland, classroom sessions, team building and social activities, mealtime, free time and dorm supervision.
- e) In addition to the responsibilities indicated above, Head Counselors will be responsible for coordinating and supervising the counselors in their respective dorms. Head Counselors may or may not be assigned a group.
- f) Part-time coaches will be responsible for working with assigned groups of swimmers during the pool sessions only, but will be subject to the same behavior requirements and policies as the full time staff at all times while on campus.

### **CERTIFICATION REQUIREMENTS**

- a) All camp staff will be required to complete a background screening through USA Swimming. This background screening is available online as well as the required Athlete Protection Training. (*Please plan to complete this screening well in advance of the camp to allow ample time for processing.*)
- b) Coaches and Head Counselors must be registered coach members of USA Swimming (Level II). Registration requirements and procedures can be found by logging on to USA Swimming’s website, [www.usaswimming.org](http://www.usaswimming.org), clicking on “Resources”, “Browse More Categories”, clicking “Coach” under “Getting Started in Swimming” and then “Becoming a Coach”. [DIRECT LINK](#)

**2018 AUBURN SWIM CAMPS  
COACH/COUNSELOR APPLICATION**

**\*\*\*PLEASE NOTE\*\***

*Staff positions will be reviewed and the best candidate will be selected. However, priority will be given to applicants willing to work all sessions as coach/counselors, 24-hours. Completed applications must be mailed as originals are required.*

**PART 1: CONTACT INFORMATION**

Name (L, F, MI): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_  
Polo Size: \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_  
**Move-In Date:** Saturday or Sunday **Time:** \_\_\_\_\_  
**Will you drive to camp?** YES NO  
**Will you require transportation** to/from Atlanta Airport to Auburn? YES NO  
Details: \_\_\_\_\_

**I have/have not** previously worked at Auburn Swim Camps.  
*If yes, indicate # of years:* \_\_\_\_\_

**I will/will not** bring my swimmers to the camp.  
*If yes, indicate number of campers and provide their names:*  
#: \_\_\_\_\_ Name(s): \_\_\_\_\_

**PART 2: CAMP SESSION(S) - AVAILABILITY**

- Session I: Sunday, May 27 – Thursday, May 31st
- Session II: Sunday, June 3 – Thursday, June 7

I *would prefer* the following level of responsibility (number in order of preference):

\_\_\_\_\_ Full time coach/counselor (\$600/week + meals, dorm room & \$50/ yr. experience bonus, if applicable, not to exceed \$700/week)

\_\_\_\_\_ Pool session coach only (\$250/week and \$50/yr. experience bonus, if applicable, not to exceed \$350/week)

\_\_\_\_\_ Ancillary (\$600/wk)

\_\_\_\_\_ Camp Store Only (\$10/hr)

**I would/would not** be interested in serving as a Head Counselor for an additional \$250/week. (please circle one)

**PART 3: EMPLOYMENT**

*(Please list two personal references we may contact, excluding family members):*

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**RESUME** *(Please attach a resume describing your relevant experience and level of education.)*

Why do you wish to be employed at the 2018 Auburn Swim Camps?

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**PART 4: CERTIFICATIONS** *(Please include copy of your “Deck Pass” Credentials card found here at [Deck Pass](#) )*

**\*\*\*PLEASE NOTE\*\*\***

CPR/First Aid **AND** Safety Training for Swim Coaches

***You must have current certification prior to the start of camp and submit copies of your current certification cards with your application. For certification please contact your local Red Cross.***

**PART 5: BACKGROUND CHECK**

- All Camp Staff must complete a USA Swimming background check at least 30 days prior to camp. *(See Certification Requirements in Coach/Counselor Information. [Coaching Requirements](#) )*

**USA Swimming Registration #:** \_\_\_\_\_

**You must be registered as a Non- Athlete!**

**\*\*\*\*INFORMATION PROVIDED AS WELL AS BACKGROUND RESULTS ARE STRICTLY CONFIDENTIAL\*\*\*\***

***Return completed applications to:***

***Mailing Address:***

***Auburn Swim Camps***

***P.O. Box 351, Auburn, AL 36831-0351***

***Fed Ex: 650 Biggio Dr., Auburn, AL 36849***

***Questions?***

***Please contact Sandy Lopez at 334/721.7575 or by email at [aucampdirector@gmail.com](mailto:aucampdirector@gmail.com)***

## 2018 AUBURN SWIM CAMPS COACH/COUNSELOR CONTRACT

In seeking employment with the 2018 Auburn Swim Camps I fully understand that if hired I am expected to adhere to the following guidelines.

As a camp employee I am expected to maintain a “professional” appearance (*khaki/beige shorts preferred. Camp shirts will be issued to staff members*) and conduct myself with the highest standards of behavior expected of staff, role models, mentors, and supervisors of Auburn University and USA Swimming.

1. Use of tobacco, alcohol, inappropriate actions, and/or **language** is strictly prohibited.
2. I am expected to fulfill my role as counselor/coach to the utmost of my abilities at all times.
3. Cell phones will not be used during instruction.
4. I am responsible for the safety and security of my assigned campers.
5. I am expected to walk my campers to each location.
6. I will inspect grounds/pool areas to be certain they are free of debris prior to campers’ use.
7. I will not leave the dorm room after hours for any social agenda.
8. I will report any injuries, problems, or camper issues to the appropriate personnel immediately upon occurrence.
9. During transit, I will be certain that my assigned campers are in my direct eye sight and I am in contact with them at all times.
10. I will not leave my assigned campers unattended at any time.
11. I will respect the Head Counselors and other camp personnel at all times.

I, \_\_\_\_\_, hereby release Auburn University, its Board of Trustees, Administration, Faculty, Staff, Student Leaders, the Outreach Program Office, the Camp Staff, and all other officers, directors, employees and agents from any and all liability as to any right of action that may accrue to my heirs or representatives for any injury to myself or loss that I may suffer while working and/or traveling to or from the 2017 Auburn Swim Camps. This agreement is binding on my heirs and assigns.

By signing my name below it is understood that if any of these rules or guidelines are broken the consequences may result in a warning, loss of pay and/or my immediate removal from camp.

Name (*Please Print*): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_