

## Summer Staff: Information and Interest

Hello and thank you for your interest in working the SJMS Summer Learning Camp for 2011. This sheet contains some general information for you, asks for your contact information, and asks some questions that I would like you to consider and answer.

The assistant teacher shifts that will be available for the summer are as listed below, and the times are the same for Children's House and Lower Elementary. There are no assistant teacher shifts in Upper Elementary, except for two weeks involving all day trips and those shifts are already filled. There is an additional position of office/floater this summer. The position involves helping with day to day summer office work and assisting afternoon staff with campers in any way that is necessary. Hopefully one individual will be available to fill this position for all the necessary weeks.

Please review the weeks, shifts and classrooms listed below and indicate when you will be available to work and your preferences (including if you are willing to work with either age group). The continuity of summer staff is a key to the success of our camp, so the more you are available, the easier the summer for everyone. This year, we are requiring that every employee be available to work wk. 7 and/or wk. 8, and one week as a substitute (if you are not already working all 8 weeks of summer). If you are not available to work for either of those weeks, I will not be able to guarantee shifts for you.

Summer Learning Camp has 8 weeks, beginning with June 13-17 and finishing with August 1-5. The shifts are as follows:

Assistant 1: 7:30am-12:30pm  
 Assistant 2: 8:00am-2:00pm  
 Assistant 3: 11:00am-6:00pm  
 Assistant 4: 1:00pm-6:00pm  
 Office/Float: 10:00am-4:00pm

**Please complete and return to SJMS Summer mailbox**

**Name:** \_\_\_\_\_  
**Phone**  
**Number:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Current SJMS Employee:**      Yes              No

Week #; dates	Classroom 1	Classroom 2	1st shift choice	2nd shift choice	3rd shift choice	4th shift choice
1) Jun.13- Jun.17						
2) Jun.20- Jun.24						
3) Jun.27- Jul.1						
4) Jul.5-Jul.8						
5) Jul.11- Jul.15						
6) Jul.18- Jul.22						
7) Jul.25- Jul.29						
8) Aug.1- Aug.5						