

Interlochen Arts Camp  
Divisional Administrative Staff Supplemental Application

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Phone \_\_\_\_\_

Please check one: \_\_\_\_\_ New Applicant \_\_\_\_\_ Returning Staff Applicant

Email Address \_\_\_\_\_

Please select the position for which you are applying: (if you are interested in more than one position, please rank your preferences)

\_\_\_\_ Assistant Director    \_\_\_\_ Recreation Director    \_\_\_\_ Waterfront Director    \_\_\_\_ Office Manager    \_\_\_\_ Unit Leader

Please select the Division (in order of preference) for which you are applying:

\_\_\_\_ HSG    \_\_\_\_ HSB    \_\_\_\_ IB    \_\_\_\_ IG    \_\_\_\_ JB    \_\_\_\_ JG    \_\_\_\_ AS (this is a co-ed division)

**Skills Self- Assessment (circle the appropriate number)**

1-Have extensive experience	2-Some experience	3-Minimal to no experience
-----------------------------	-------------------	----------------------------

Problem-Solving	1	2	3
Organizational	1	2	3
Time management/multi-tasking	1	2	3
Communication			
Verbal	1	2	3
Written	1	2	3
Management	1	2	3

**Leadership Assessment**

	Name of Organization	Position Held	Length of Service
<b>Camp Experience</b>	1.		
	2.		
	3.		
<b>Staff Supervision Experience</b>	1.		
	2.		
	3.		
<b>Volunteer/Professional/Leadership Experience</b>	1.		
	2.		
	3.		

*(Please attach additional page if there is not enough room to list all your technical resume experience)*

**General Self-Assessment**

What are your goals and expectations for working as part of the Ad staff?

---

---

---

What experiences have you had where you have pushed yourself out of your comfort zone? What did you learn from this experience?

---

---

---

Describe your experiences working as part of a team.

---

---

---

Describe a time where you were called upon to demonstrate leadership skills and sound judgment.

---

---

---

Please tell us anything else about yourself that you feel qualifies you for this position.

---

---

---

**For Waterfront and Recreation Director applicants only:** Describe age appropriate programs and activities you would include in programming.

---

---

---