



## Summer Employee Checklist

### NEW TO EXCITE?

Read through the Employee Checklist below to become familiar with our application process and pre-summer requirements for our summer day camp employees. If you have any questions, please feel free to contact us at [admin@exciteallstars.org](mailto:admin@exciteallstars.org).

- 1. Submit an online application** Mid-December through March  
Applications will be reviewed as they are submitted and interviews will be scheduled on a rolling basis. Interviews typically occur 2-4 weeks after submitting an application.
- 2. Schedule an Interview:** January through March: After applying, applicants will be contacted in 2-4 weeks via email to schedule an interview. Some applicants may be required to schedule a second interview.
- 3. Accept Job Offer:** January through March  
Interviewed applicants will be contacted 2-3 weeks after the interview regarding a potential job offer. Applicants should respond via email ASAP to accept or decline a job offer.
- 4. Sign Summer Contract Electronically:** April through June  
Applicants will be emailed a summer contract after accepting the job offer, which must be signed electronically. Applicants should sign the contract ASAP or within a week to secure their position.
- 5. Complete Employee Emergency/Health Record, W-4s, and Job Descriptions:** January through June: Applicants will be emailed copies of the forms that need to be completed. These should be completed before the start of the summer and mailed in to Excite Headquarters.
- 6. Mail, Email, or Fax certifications to Excite Headquarters\* (if applicable):** January through June All senior staff, Directors, and Leadership Staff must send in copies of their current certifications at the time of the interview or immediately after accepting a position. Expired certifications need to be renewed. Contact [admin@exciteallstars.org](mailto:admin@exciteallstars.org) with questions.

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**7. Attend Pre-Summer Trainings for Leadership & Instructors:** May through June (several dates) Training schedules will be posted online and emailed to staff. Trainings are position-based and mandatory for all staff.

**8. Attend the Pre-Camp On-site Training:** May/June (5 days)  
The dates for On-site Training at the camp site will be posted online and emailed to staff. Attendance is mandatory for all staff.

***Stay Amazed! June 5 through July 28 Camp dates!***

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