



Dear Potential Camp Hitaga Staff Member,

Thank you for requesting information about a position at our summer resident camp. Camp Hitaga is a co-ed resident camp for children who have completed kindergarten through twelfth grade. We are located in the eastern part of Iowa. Our regular season runs from May 31, 2009 through August 9, 2009 with the possibility of some staff being needed through August 22, 2009. These dates include a certification week and a full week of staff orientation prior to the campers' arrival.

You need to complete an application, submit three references to three people who can complete the reference form and complete the background check form.

1. Read the position list on the application form to determine for which position you are making application.
2. Complete, sign and return the application form to:

Camp Hitaga  
PO Box 10075  
Cedar Rapids, IA 52410-0075  
Email: [suzwohelo@hotmail.com](mailto:suzwohelo@hotmail.com)  
Phone: 319-284-2411 or 515-230-5869

**Application Checklist:**

- Find the right position for you
- Send completed application to camp
- Have 3 references send forms to camp
- Visit camp, if possible
- Interview with Suz Welch

Have three (3) reference forms filled out, signed and returned. Choose as references only adults who have knowledge of your abilities. **DO NOT CHOOSE RELATIVES, BEST FRIENDS, OR ROOMMATES.** The reference forms are confidential and must be mailed by the person completing them and sent directly to Camp Hitaga. I suggest that you furnish your references with a stamped envelope addressed to Camp Hitaga. This will aid in their quick return. I must have all three reference forms in hand before I can schedule your interview.

3. All staff must have current CPR and First Aid certification for employment. CPR and First Aid will be offered during the certification session from May 31-June 6, 2009 along with Life Guard Certification. All staff need to take the Life Guard Certification course even if your swimming skills will not allow you to become certified.

I look forward to receiving your application and completed reference forms. When I do, I will call you to schedule a personal interview. Please feel free to contact or meet with me at any point in the selection process. To reach me call on my cell phone: 515-230-5869 or E-mail me at: [suzwohelo@hotmail.com](mailto:suzwohelo@hotmail.com)

Sincerely,

Suz Welch  
Director, Camp Hitaga