

## Staffing Procedure

### General Staffing Information

- All applications are to be submitted to Staffing Coordinator by email at [staffing@kalalla.com](mailto:staffing@kalalla.com) or by mail. For a mailing address, please email the Staffing Coordinator.
- Please ensure that ALL information on the application is complete, including a 2<sup>nd</sup> choice for positions. Incomplete applications will be returned to applicant for completion.
- All new applicants and returning staff applying for a new position must be interviewed.
- Verbal requests for desired positions will not be considered until a completed application has been received.
- Requests for changes to an employee's contract or hired position must be brought to Staffing Coordinator who will then consult with the Director (and Main Committee, if necessary) in order to reach a decision.
- Camp Kalalla is a business like any other. Please respect it as you would your regular place of employment.

### April 1<sup>st</sup> Hiring Blitz

- Once applications have been posted on the website, please submit your application as soon as possible.
- Receipt of an application will be acknowledged by email within 72 hours of being received.
- Starting April 1<sup>st</sup>, Staffing Coordinator will review all applications received. She will bring forth recommendations to hire for returning staff and will establish an interview schedule with new staff or newly-applied for positions.
- When multiple applications for the same position are received by April 1<sup>st</sup>, hiring for said position will be based on experience at Kalalla and outside of Kalalla, previous position held at Kalalla, and staff evaluations.
- Employees will be hired and sent their staffing package by email within 3 weeks of the April 1<sup>st</sup> deadline.

### Late Applications

- Late applications will be considered on an individual basis so long as basic qualifications are met and position is available, and an interview has been conducted, if necessary.

-Successful applicants will be sent their staffing package by email within 3 weeks of receipt of application or within 3 weeks of interview.

#### Responsibilities of Successful Candidates

-Employees will complete and sign necessary documents (contract, health form, police check) and mail the originals to Staffing Coordinator no later than July 1<sup>st</sup> (or within 5 days if hired after July 1<sup>st</sup>).

-A police check must be on file with the staffing committee for all employees; you will find a reminder in your staffing package if your police check is not on file.

-Documentation (contract, health form, police check) will not be accepted at camp.