Staffing Procedure

General Staffing Information

-All applications are to be submitted to Staffing Coordinator by email at 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 2nd 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.

-Requests for changes to Staff member's contract or hired position must be brought to the Staffing Coordinator who will then consult with the Director (and Main Committee, if necessary) in order to reach a decision.

-Once the updated application form has 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.

-By February 1st and April 1st, the 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. Application Deadline: April 1st

- When multiple applications for the same position are received by February 1st or April 1st, hiring for said position will be based on experience at Kalalla and outside of Kalalla, previous position held at Kalalla, and staff evaluations. Remaining positions will be filled after April 1st.

-Successful applicants will be hired and sent their staffing package by email within 1 month of receiving notice of their acceptance to a position.

<u>Late Applications</u> (received after April 1st)

-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.

<u>Responsibilities of Successful Candidates</u>

-Successful applicants will complete and sign necessary documents (contract, health form, police check) and mail the originals to Staffing Coordinator within a month of acceptance (or within 5 days if hired after July 1st).

-A police check must be on file with the Staffing Committee for all Staff members; 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.