

Dear Applicant,

Thank you for your interest in Camp Wood YMCA. Camp Wood YMCA has several job opportunities available for the summer of 2008.

Camp Wood YMCA is a mid-sized camp and conference center located on 630 acres of beautiful scenic land, in the heart of the flint hills of Kansas (25 miles west of Emporia on Highway 50). Summer camps, along with a wide variety of seasonal programs, are available at Camp Wood. We will have over 60 people on our team for the summer and provide room and board as part of the salary agreements.

Our staff includes cabin counselors, program specialists, program directors, food service personnel, maintenance persons, and office assistants.

If you are interested in being interviewed for a position at Camp Wood YMCA please fill out the enclosed application and return it to camp. Make sure you fill out the application completely. **Please give the enclosed references (minimum of three) to at least one previous or current employer, and at least one to a family member.**

If you have any questions please call our office. Thank you again for your interest.

In the Spirit of Camp,

Jill Burton
Youth and Family Program Director

**CAMP WOOD YMCA
RELEASE FORM**

PLEASE READ BEFORE SIGNING

We appreciate your interest in a position with Camp Wood YMCA. If you have questions about making the following statement, please ask a staff member to explain.

Statement of Applicant:

In Camp Wood YMCA's effort to attract the highest quality staff, I have been advised that as a part of the application process for employment with Camp Wood YMCA, an extensive inquiry will be made concerning my prior employment, activities, character and health, and I fully consent and authorize all such inquiries.

In the event of my employment with Camp Wood YMCA, I will comply with all policies set forth in the personnel manual and with policies established from time to time by the organization. I understand that my initial employment is contingent upon receipt of a current physical examination of me by a licensed physician showing me to be in good health and free of contagious diseases. Additionally, I authorize Camp Wood YMCA to request my employment record from any former employer(s). I further understand that inquiries may be made, concerning me, my background, experiences and prior employment. I hereby waive any right to claim that any request or investigation is an invasion of my privacy, since they are made with my consent and it is in my interest that I be considered for employment. I understand that Camp Wood YMCA reserves the right to search their facilities at any given time, in accordance with camp policy concerning drugs, alcohol and weapons. If probable cause is found, law enforcement officials will be notified and the situation will be dealt with in accordance to Kansas law.

Inquiries or requests may be made by you, or your representatives, to any governmental agency, including law enforcement agencies or departments or any other party with legal or proper interest.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for employment or, after employment, would be cause for termination with Camp Wood YMCA.

I understand and agree that if I am employed, there is no contract period for employment My employment would be solely an "employment at will", giving me and/or Camp Wood YMCA the right to terminate my employment at any time, without liability or obligation except for my regular pay through date of termination.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT AND THAT I VOLUNTARILY SIGN THIS APPLICATION.

Signature of Applicant

Date

**Camp Wood YMCA
R. R. #1 Box 78
Elmdale, Ks. 66850
Phone: 620-273-8641 Fax: 620-273-8676**

SHOULD YOU APPLY?

At Camp Wood YMCA we are well aware of what the world is like today. We are interested in employing persons that believe as we do – **that our children are the key** to a world improved in many ways.

WE ARE INTERESTED IN STAFF MEMBERS WHO ARE THE TYPE OF ROLE MODELS WHO A MOM OR DAD WOULD CHOOSE FOR THEIR CHILDREN.

We want counselors who love to be with children and are committed to helping each boy or girl feel good about themselves, and learn to get along with others.

Objectives of Camp Wood YMCA:

- To help youth develop a faith and philosophy for daily living based on Christian principles of caring, respect, honesty, and responsibility.
- To build self-confidence in youth through a small group atmosphere.
- To extend opportunities to accept responsibility and exert leadership.
- To encourage development of outdoor skills.
- To provide opportunities for fun and adventure.

I'm Third:

We teach the YMCA character values of Caring, Respect, Responsibility, Honesty, and I'm Third (God is first, everyone else is second, and I'm third). We desire a staff that models these character values. Our objective is not to convert kids to Christianity while they are at camp, we do try to help them grow in their own spiritual understanding in a positive, loving atmosphere.

We believe that exposing youngsters to principles of leadership, group cooperation and environmental understanding is at least as important as learning to canoe or shoot an arrow. We believe and encourage staff as well as campers can grow in these areas.

We have a drug-free, non-smoking community and we are against the excessive use of alcohol. We are for building caring relationships based on mutual understanding and we always have fun.

There are many benefits to working at a YMCA camp such as:

- Learning to lead without being bossy.
- Learning to work fast under pressure.
- Learning to make responsible healthy decisions.
- Being a positive influence on the life of a child.
- Knowing the rewards of helping children feel good about themselves.
- Making memories that will last a lifetime.

IF YOU WANT TO SPEND YOUR SUMMER DOING SOMETHING MEANINGFUL AND REWARDING AND ARE INTERESTED IN HARD, BUT SATISFYING WORK IN A COMMUNITY SUCH AS THIS, PLEASE GIVE US THE OPPORTUNITY TO KNOW MORE ABOUT YOU. APPLY TODAY!

CAMP WOOD YMCA

R.R. #1 Box 78

Elmdale, Ks. 66850

Phone: 620-273-8641 Fax: 620-273-8676

E-mail: ymca@campwood.org

www.campwood.org

*******CAMP WOOD YMCA*******
SUMMER CAMP OPPORTUNITIES

THIS SUMMER YOU COULD WORK AT CAMP WOOD YMCA, AN AMERICAN CAMPING ASSOCIATION ACCREDITED CAMP, NESTLED IN THE HEART OF THE FLINT HILLS JUST 25 MILES WEST OF EMPORIA, KANSAS ON HIGHWAY 50!

Room and board included in most positions with the exceptions of kitchen staff.

SENIOR COUNSELOR - Men and women having completed at least one year of college, are 19 years old or older, or have completed Camp Wood YMCA's leadership programs. Living in cabins with campers (ages 7-17), plan and direct programs. Lifeguard Training preferred. (\$180.00/ week plus room & board)

JUNIOR COUNSELOR - Must be 17 or 18 years old and have completed high school. Live in cabins with Senior Counselor and campers. Assist in daily activities of campers and other leadership positions, previous Camp Wood YMCA camper a plus. (\$90.00/ week)

SUMMER PROGRAM DIRECTORS - Must be an experienced person motivated in leading with strong organizational skills. Must be able to positively motivate staff and effectively handle camper and staff issues. Summer Program Director will supervise all counselors and program staff and act as a resource person, a staff advocate, and a troubleshooter. Responsible for the dealings of all staff and camper issues. College degree preferred: interns accepted. (\$210.00/ week)

PROGRAM LOGISTICS COORDINATOR – Highly organized self-starter to oversee much of the daily operations. Duties include coordination of all camp programs and campout programs. Duties include assuring all program areas have supplies they need. Responsible for creating and coordinating summer camp schedules. (\$180/week)

LEADER IN TRAINING COORDINATOR - Looking for persons with leadership experience to coordinate and direct campers in Leadership/Volunteer Teen Training Programs and service learning trips. Will also coordinate Junior High Adventure Trip. (\$180.00/ week)

COUNSELOR IN TRAINING/JUNIOR COUNSELOR COORDINATOR – Highly motivated person with experience working with teens to develop and lead CIT program and supervise and mentor Junior Counselors. (\$180.00/ week)

AQUATICS DIRECTOR - Seeking person experienced in lakefront life guarding with WSI or YSI and CPR and First Aid Certification. Good leadership skills a must. Responsible for supervising lakefront and swimming instructions. Will also oversee lifeguards. Must be at least 21 years of age. (\$180.00/ week)

LIFEGUARD - To assist Waterfront Director in leading lakefront activities and swimming instructions. (\$170.00/week)

ATHLETICS DIRECTOR – Organized upbeat person to lead athletics specialty track and teach archery and other sports to cabin groups. (\$170/week)

ARTS & CRAFTS DIRECTOR -To direct and assist in creating projects for crafts program including ceramics, weaving, leather crafts, among others. (\$170.00/ week)

NATURE DIRECTOR – To direct and assist in creating projects pertaining to nature studies and outdoor living skills specialty track including stream study, fossil study, fire and shelter building among others. (\$170/week)

ALPINE TOWER DIRECTOR – Mature and responsible person to direct and facilitate the use of the Alpine Tower. Training is provided, experience in high adventure courses preferred. (\$180/week)

ALPINE TOWER ASSISTANCE – Responsible person to assist the Alpine Tower Director in the use and facilitation of the Alpine Tower. Training is provided, experience in high adventure course preferred. (\$170/week)

HORSE PROGRAM DIRECTOR/LEAD RIDING INSTRUCTOR - Responsible person to implement riding program to include instruction in horse grooming and care, terminology, Western riding skills, developing fun, hands on, arena lesson plans for different levels of skill, and training staff to assist in program Must be at least 21 years of age. (\$180.00/ week)

RIDING INSTRUCTOR - Will assist Horse Program Director in arena lessons instruction and in creating fun, hands on, western programs. Teaching arena lessons to small groups based on riding ability Also responsible for leading trail rides, horse and equipment care and supervising Wranglers In Training. (\$170.00/ week)

WRANGLER IN TRAINING COORDINATOR - Supervise and train Wranglers In Training (WIT) Program for campers ages 16-17 yrs old. Lead trail rides for all cabin groups. Also create and implement fun western programming outside of instruction time. Previous experience in directing riding programs required. (\$180/week)

JUNIOR WRANGLER - - Must be 17 or 18 years old and have completed high school or successfully completed Camp Wood YMCA's WIT program. Live in cabins with Senior Counselor and campers. Assist in daily activities of barn including assisting with trail rides. (\$90.00/ week)

SKATE CAMP COORDINATOR – Must be skilled in skateboarding/inline skating and be able to teach to all age and skill levels. Teach skateboard specialty track, assist with all camp activities and organize weeklong skate camp. (\$170.00/week)

PAINTBALL COORDINATOR – Must be skilled and experienced in playing and refereeing paintball games. Must be mature, responsible, and able to teach teamwork. Will be responsible for paintball specialty track and the weeklong tournament. (\$170/week)

PHOTOGRAPHER/OFFICE ASSISTANT– Must be skilled and experienced in digital photography and slideshow presentations (Windows Movie Maker). Will be responsible for creating weekly slideshows. This position will also be responsible for assisting office personal in filing, paperwork, and scheduling. Must be highly organized and motivated. (\$170 /week)

KITCHEN HELP – Looking for cooks and assistant cooks to provide meals for 100+ people. (Salary varies according to housing decision)

DISHWASHER - Wash mealtime dishes. (Minimum wage)

NURSE - A registered nurse (R.N.) to serve campers and staff. Responsible for health care registration check-ins, administering medications and treatments, maintaining records, and overseeing First Aid and/or emergency treatment. Must live on camp. (\$380.00/ week or two one-week camperships plus room and board)

WORKING PERIOD

NEW COUNSELORS May 27th 2008-August 10th 2008

PROGRAM STAFF and RETURN STAFF May 21st 2008-August 10th 2008

WATERFRONT STAFF AND LIFEGUARDS May 19th 2008 – August 10th 2008

ALL SALARIES INCLUDE ROOM AND BOARD.

ALL APPLICANTS WILL BE CONSIDERED FOR EMPLOYMENT

WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, OR NATIONAL ORIGIN.

REQUIREMENTS:

1. Camp Staff must be 19 years of age or older unless in a Junior Staff position.
2. All Staff must furnish Camp Wood YMCA with a current physical examination (with in the past 24 months) form signed by a licensed physician, showing you to be in good health and free of contagious diseases. Camp Wood will furnish physical form.
3. All Staff must have the following certifications:
 - American Red Cross or equivalent in C. P. R.
 - American Red Cross or equivalent in First Aid
4. Lifeguard Training is preferred for all Staff except Nurse.
5. ALL STAFF MUST LOVE TO WORK WITH CHILDREN AND BE READY FOR CHALLENGING, YET REWARDING WORK.

SUMMER STAFF APPLICATION

**PLEASE FILL OUT COMPLETELY
(Please type or print)**

Date _____
Name (Mr./Mrs./Miss) _____ Soc. Sec. # _____
Date of birth _____
Present mailing address _____
Email: _____
Until what date? _____
Present phone # _____ Permanent phone # _____
Permanent address _____

How did you hear about Camp Wood YMCA? _____

EDUCATION

(Include present year) List most recent first.

College or University	Major	Present year or degree earned
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_____	_____	_____
-------	-------	-------

High School	City, State	Major interests
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_____	_____	_____
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List college & high school extra-curricular activities and/or athletics in which you participate(d).

Please list best times to reach you by phone at: (Days & Time) _____

CAMP EXPERIENCE (as employee) AND OTHER EMPLOYMENT

List most recent employment first

1.	Camp or Firm	Position	Length of time
	Supervisor	Address, City, State, Zip, Phone	
2.	Camp or Firm	Position	Length of time
	Supervisor	Address, City, State, Zip, Phone	
3.	Camp or Firm	Position	Length of time
	Supervisor	Address, City, State, Zip, Phone	

Number of years you have attended camp as a camper? _____

List any other camping experiences/activities in which you have participated (including leadership or counselor training programs). _____

List any other experiences you have had with youth:

Experience	Length of time	Responsibilities
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES

Please furnish three references. Please list at least one family member.

1.	Name	Phone
	Address, City, State, Zip	How do they know you?
2.	Name	Phone
	Address, City, State, Zip	How do they know you?
3.	Name	Phone
	Address, City, State, Zip	How do they know you?

PERSONAL SKILLS

1. **SPECIALIZED SKILLS** - Check those skills you expect to have in effect by the start of summer camp. Items with an asterisk are required. (\$10 per week bonus for lifeguard certification.)

- | | |
|--|---|
| <input type="checkbox"/> A.R.C. First Aid*
<input type="checkbox"/> A.R.C. First Aid Instructor
<input type="checkbox"/> A.R.C. C. P. R*
<input type="checkbox"/> A.R.C. or YMCA Lifeguard
<input type="checkbox"/> A.R.C. or YMCA Lifeguard Instructor
<input type="checkbox"/> A.R.C. - W.S.I. or YMCA Y.S.I.
<input type="checkbox"/> A.R.C. Boating Safety | <input type="checkbox"/> Emergency Medical Technician
<input type="checkbox"/> Outward Bound or N. O. L. S.
<input type="checkbox"/> Chauffeurs License
<input type="checkbox"/> C. H. A. Instructor (Level ?)
<input type="checkbox"/> Other |
|--|---|

(A.R.C. = American Red Cross W.S.I. = Water Safety Instructor Y.S.I. = YMCA Safety Instructor)

2. **OUTDOOR SKILLS** - In the following list put a "T" before those activities you can organize and teach; put an "A" before those you can assist in teaching; and put an "L" before those you would be interested in learning about.

CAMPING SKILLS	SPORTS	WATER ACTIVITIES	MISCELLANEOUS
<input type="checkbox"/> Camping crafts	<input type="checkbox"/> Archery	<input type="checkbox"/> Canoeing	<input type="checkbox"/> Cabin devotions
<input type="checkbox"/> Outdoor cooking	<input type="checkbox"/> Basketball	<input type="checkbox"/> Fishing	<input type="checkbox"/> Camp fires
<input type="checkbox"/> Overnight campout	<input type="checkbox"/> Skateboarding	<input type="checkbox"/> Sailing	<input type="checkbox"/> Climbing Tower
<input type="checkbox"/> Backpacking	<input type="checkbox"/> Soccer	<input type="checkbox"/> Swimming	<input type="checkbox"/> Storytelling
<input type="checkbox"/> Canoe trips	<input type="checkbox"/> Mountain/BMX Bike	<input type="checkbox"/> Water Sports	<input type="checkbox"/> Group games
<input type="checkbox"/> Orienteering	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Water Games	<input type="checkbox"/> Low Ropes
<input type="checkbox"/> Environmental Ed.	<input type="checkbox"/> Cheerleading	<input type="checkbox"/> Snorkeling	<input type="checkbox"/> High Ropes
<input type="checkbox"/> Edible Plants	<input type="checkbox"/> Paintball	<input type="checkbox"/> Kayaking	<input type="checkbox"/> Photography
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Arts and Crafts

DRAMATICS

- | | |
|---|---------------------------|
| <input type="checkbox"/> Creative Dramatics | Are you a musician? _____ |
| <input type="checkbox"/> Play direction | |
| <input type="checkbox"/> Skits & stunts | What instrument(s)? _____ |

List other skills that might be helpful.

GOALS & INTERESTS QUESTIONS

PLEASE USE AN ADDITIONAL SHEET OF PAPER IF NECESSARY FOR THE FOLLOWING QUESTIONS.

1. Write a brief biographical sketch including camping experiences, responsibilities, and training in other fields, which might have a bearing on this application. We are especially interested in your experiences working with children and other leadership positions you have held.

2. What contribution do you believe you can make to Camp Wood YMCA?

3. What character qualities do you possess that you feel would be useful as a Camp Wood YMCA staff member?

4. In what areas do you feel you need to improve in order to be a top-notch leader?

5. What do you hope to gain by being a Camp Wood YMCA staff member?

6. At Camp Wood YMCA we teach the YMCA character traits of Caring, Respect, Responsibility, Honesty, and I'm Third, and feel that kids learn best from those who lead by example. What do these traits mean to you, and how do they play a part in your daily life?

7. Would you be willing to lovingly share the YMCA character traits with young people through reflections and cabin devotions? Give an example of how you could do so.

GOALS & INTEREST QUESTIONS

8. What would you like to see campers go away with from their camp experience?

9. What are your reservations about working at Camp Wood YMCA?

10. Is there any part of the Staff Training or camping season which you would not be available? _____ (All Staff Training begins 05/27/08. Lifeguards begin 05/19/07. Other Program Staff and Return begin 05/21/08. The last day of camp is 8/09/08.)

11. What is your philosophy about the use of illegal drugs (including marijuana), both for yourself and others?

Have you ever been convicted of or plead guilty to a felony or misdemeanor other than a traffic violation? _____ If so, explain: _____. A "yes" answer does not necessarily disqualify the applicant from consideration for employment.

Do you smoke or use tobacco products? _____ If yes, would you be willing to give it up at camp? _____

Do you drink alcoholic beverages? _____ If yes, to what extent? _____
Drinking is not allowed on camp and is discouraged even on days off. (Even if 21 years old)

With what age group do you prefer to work? _____

What would you expect in the way of salary? (Room and board are provided by camp.) _____

CAMP STAFF POSITIONS

For which position do you wish to apply for? Please see attached sheet for details.

- _____ **Junior Staff**
- _____ **Senior Counselor**
- _____ **Aquatics/Lifeguard**
- _____ **Other Position - Please write in desired position:** _____
- _____ **Summer Program Director**
- _____ **Summer Leadership Director**
- _____ **Riding Instructor/Wrangler**

The major purpose of Camp Wood YMCA is to build Christian principles through worthwhile camping experiences, working across all barriers of religion, race and creed. Would you be willing to work toward achievement of this goal through your personal example and leadership? If so, please sign. I certify that all of the information herein is true and represents me clearly.

Signature of applicant Date

**CAMP WOOD YMCA
APPLICANT REFERENCE**

(To be completed by those suggested in paragraph below.)

*Please note you need 3 references. One of which must be a family member.

Applicant's Name _____

The above named person is applying for employment at Camp Wood YMCA, as a summer youth resident camp staff member. We require three written references before an application will be considered. References should be from previous employers, professors, Scout Leaders, counselors, ministers, or similar professionals. References submitted by personal friends WILL NOT be considered.

Circle the rating which best describes the applicant's ability in each area. Please read through the entire list first, develop your thoughts, and then go back and circle the ratings. Any comments you can give are appreciated. We expect that most applicants will have primarily average ratings with only a few above or below average.

PLEASE PRINT OR TYPE:

	Superior 5	4	Average 3	2	Poor 1	No chance to observe N/O
1. Initiative Comments: _____						
2. Enthusiasm Comments: _____						
3. Responsibility Comments: _____						
4. Resourcefulness Comments: _____						
5. Cooperativeness with co-workers Comments: _____						
6. Cooperativeness Comments: _____						
7. Punctuality Comments: _____						
8. Communication Comments: _____						
9. Receptiveness to suggestions/criticism Comments: _____						

PLEASE PRINT OR TYPE:

10. General Appearance	5	4	3	2	1	N/O
Comments:	_____					

11. Physical Stamina	5	4	3	2	1	N/O
Comments:	_____					

12. Emotional	5	4	3	2	1	N/O
Comments:	_____					

13. Self Confidence	5	4	3	2	1	N/O
Comments:	_____					

14. Social Concern	5	4	3	2	1	N/O
Comments:	_____					

15. Leadership Ability	5	4	3	2	1	N/O
Comments:	_____					

16. Willingness to go beyond what is expected	5	4	3	2	1	N/O
Comments:	_____					

In what capacity have you known the applicant? _____
How long have you known the applicant? _____
Any additional comments: _____

Thank you for your time in supplying us with this information. PLEASE RETURN THIS FORM TO THE ADDRESS BELOW IMMEDIATELY. This applicant will NOT be considered until all of his/her references have been received.

Your Name _____
Occupation _____
Address _____

Phone No. WK _____ HM _____
Possible times to reach? Possible times to reach?

Return to:
Camp Wood YMCA P: 620-273-8641
RR 1 Box 78 F: 620-273-8676
Elmdale, KS 66850 E: ymca@campwood.org
www.campwood.org

For questions contact Jill Burton, Youth and Family Programs Director