

Internships

By participating in a Bear Creek Camp internship, you will:

- Have a customized experience based on your skills, interests, and career goals.
- Take part in hands-on training, preparing you to complete job-related tasks.
- Gain knowledge and skills valuable in the workplace.
- Experience Bear Creek Camp from the perspective of your field of study.
- Leave your mark on Bear Creek Camp by completing an original project.

What type of internship are you looking for? A few suggestions are listed below, but all fields of study are welcome! We'd love to hear from you and discuss customized internship opportunities for you.

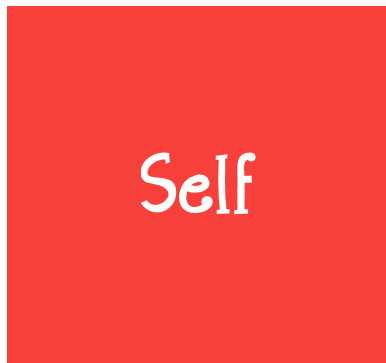
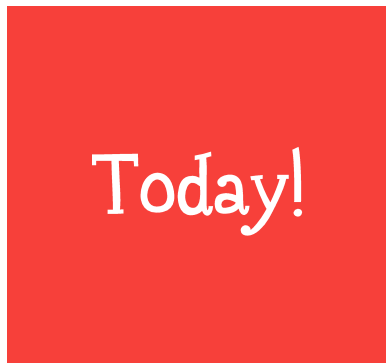
Suggested Fields of Study:

- Recreation and Leisure
- Environmental Education
- Restaurant Management
- Biology
- Education
- Photography

Training

Bear Creek Camp staff undergo extensive training to ensure the best possible experience for campers. A mandatory training for all positions occurs June 10-22, 2012. Additional mandatory training for Unit Coordinators occurs May 22-25, 2012, and for Environmental Education Counselors June 7-9, 2012. Trip Leaders may be required to complete additional training.

Additional voluntary trainings occur in early spring and summer. During these trainings you can obtain free certifications and skills to enhance your summer experience. Although this time is unpaid, you can be trained as an American Red Cross Waterfront Lifeguard, or a High Ropes Facilitator through Universal Ropes Course Builders. Other training may be scheduled during this time based on the interest of the staff.



Ready To Apply?

Bear Creek Camp has a variety of positions. Are you unsure of where you fit and what you'd like to apply for? We encourage you to apply for multiple positions. Through our hiring process we look to find best position for you. Once you've read through our materials and have an idea of what position(s) you'd like to apply for, you're ready to begin.

1. Complete and return the application found at www.bearcreekcamp.org/staff_and_volunteers1.htm
2. Ask three people to complete and send in the reference forms. All references must be received before any position will be offered. Specific details can be found on the 2012 Summer Staff Application Form.
3. We will contact you when your application materials have arrived. If you have any questions or concerns in regards to the status of your application, feel free to contact Lauren at the Bear Creek Camp office, 570-472-3741.
4. We may contact you to set up an interview time. Interviews will take approximately 45 minutes. Please plan extra time in your schedule to allow for a tour. Ideally, interviews will be face-to-face, but phone interviews may be arranged if necessary.

CONTACT US:

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SUMMER2012 EMPLOYMENT GUIDE



Why work at camp?

Increase your job skills while you live, play, and work in the great outdoors with a focus on adventure and discovery. At Bear Creek Camp not only will you make friends from all over the world and become a child's hero, but you can put your education to work and develop skills that enhance your job marketability. While guiding and caring for a small group of children you will have opportunities to practice your leadership, communication, planning and conflict resolution skills. Working at Bear Creek Camp will allow you to make a positive difference in the lives of children and young adults in a short amount of time. In the camp community you and your campers will have an opportunity to master real-life problem-solving skills, develop greater self-understanding, participate in experiences that enhance personal growth, and develop/expand a network of peer relations.

Who do we work with?

Approximately 35 summer staff are hired to bring our diverse summer programs to approximately 1,000 campers. Our on-site nature themed day camps are Christ-centered environmental education programs, serving children pre-kindergarten through 8th grade. Off-site day camp programs operate in church congregations, bringing Christian education to urban and rural areas for children grades K-5. Our residential summer camp program serves youth grades 1-12 both on-site, and also through High Adventure trips in the Adirondacks of upstate New York, on the Delaware River, and on local trails.

LOCATION:

Bear Creek Camp is situated on nearly 3,000 beautiful acres in the Poconos of northeast Pennsylvania just two hours from Philadelphia and New York City, in Bear Creek, PA. It is the outdoor ministry site of the Northeastern and Southeastern Pennsylvania Synods of the Evangelical Lutheran Church in America.



Positions:



A summer at Bear Creek Camp is a challenging and rewarding experience; it might just be the best summer you've ever had! We seek to only employ people who can work productively in a close community and support the program ideals of the organization. Gossip, negative attitudes and complaints about staff members can ruin the ability of the camp to achieve its goals, and will not be tolerated.

All Staff

RESPONSIBLE TO THE YOUTH PROGRAMS MANAGER

Minimum Qualifications:

A Christian faith and commitment to the Church worthy of emulation by campers and staff; Enthusiasm, sense of humor, patience, and self-control, good character, integrity, flexibility, & adaptability; Be self motivated with the ability to organize and manage your time efficiently; Ability to relate to one's peer group & accept supervision and guidance.

General Responsibilities:

Be a representative of Bear Creek Camp when on and off site; Carry-out established camp health and safety policy; Bring the Gospel to bear in every aspect of the community's life; Display in attitude, concern for the environment and let your behavior show a sense of stewardship in all aspects of camp life; Participate in all aspects of the camp community life, including but not limited to: worship, meals, play, maintenance, kitchen duties, and cleaning; Recognize and respond to opportunities for problem solving to help campers participate successfully in all aspects of the program; Other duties as assigned.

OFFICE ASSISTANT/ACTIVITY SUPPORT COUNSELOR

AT LEAST HIGH SCHOOL DIPLOMA OR GED

Additional Minimum Qualifications:

Competent use of computers, including MS Excel and MS Word programs; A hard worker willing to learn new skills.

Additional Responsibilities:

Attend "Skills Week" and be trained to facilitate the High Ropes Course; Work approximately six hours each day in the office; Accurately document and file paperwork including but not limited to: Health Forms, Registration Forms, Lost and Found Forms; With great attention to detail, prepare materials for Registration and Counselor Information Packets; Prepare and mail summer correspondence including Monday Letters and Hike for Bear Creek Camp Appeals; Sort and distribute camper and staff mail; Prepare Canteen Cards and Swim Tag labels; Work at camper registration tables; Provide activity support; Lead Aquatic Fun Time activities (structured water games for children age 4—4th); Prepare and lead vespers (at least one small group worship each week); Document, clean, and organize lost and found items; Run the canteen and facilitate the High Ropes Course as schedule allows; Serve as a counselor for weekend-stay-over campers the weekends between sessions; Provide a written report to the Youth Programs Manager at the end of the summer.

UNIT COORDINATOR

AT LEAST 1 YEAR OF POST HIGH SCHOOL EXPERIENCE

Additional Minimum Qualifications:

Previous camping experience; Ability to teach and supervise activities; Drivers license and clean driving record desirable; Lifeguarding and High Ropes certification desirable.

Additional Responsibilities:

Assist with staff training and development; Specific program support and coordination responsibilities as assigned, based on needs of the camp, and interest and skills of the applicant; Provide evaluation and feedback of counselors; Support counselors by offering assistance, direction, ideas, personal time, etc, as counselors need it; Plan and coordinate unit programs; Plan and lead worship and learning experiences that support the summer program and provide campers and staff with opportunities for adventure and discovery; Instruct campers and staff in camp emergency procedures; Provide weekend coverage; Serve as a counselor for weekend-stay-over campers the weekends between sessions; Provide a written report to the Youth Programs Manager at the end of the summer.

COUNSELOR

AT LEAST 1 YEAR OF POST HIGH SCHOOL EXPERIENCE

Additional Minimum Qualifications:

Ability to teach and supervise activities.

Additional Responsibilities:

Create and document activities accomplished by campers under your supervision; Plan and lead worship and learning experiences that support the summer program and provides campers with opportunities for adventure and discovery; Work as part of a Congregational Day Camp Team on a rotational basis.

ENVIRONMENTAL EDUCATION COUNSELOR

AT LEAST 1 YEAR OF POST HIGH SCHOOL EXPERIENCE

Additional Minimum Qualifications:

Background in Environmental Science, Biology, Environmental Education, or related field of study.

Additional Responsibilities:

Ability to teach others about God's creation and supervise activities; Plan and present environmental education activities for groups of campers that teach good stewardship and promote a sound understanding of the natural world, relating the environment and stewardship to the Christian faith; Plan and lead worship and learning experiences that support the summer program and provide campers with opportunities for adventure and discovery; Work as part of a Congregational Day Camp Team on a rotational basis.

DAY CAMP TEAM LEADER

AT LEAST 1 YEAR OF POST HIGH SCHOOL EXPERIENCE

Additional Minimum Qualifications:

Ability to relate to, work with, and supervise people of all ages; Ability to teach and supervise activities; Drivers license and clean driving record desired.

Additional Responsibilities:

Lead a Congregational Day Camp Teams and serve as a counselor when onsite; Work off-site as a liaison between churches hosting a congregational day camp & BCC staff; Contact church coordinators prior to your arrival; Manage, plan, and implement activities with the campers; Prepare all needed materials for the week; Serve as emergency contact during day camp; Effectively communicate and supervise day camp staff, including evaluating staff performance; Communicate and coordinate with the Day Camp Coordinator and Youth Programs Manager.

SUPPORT STAFF

AT LEAST HIGH SCHOOL DIPLOMA OR GED

Additional Minimum Qualifications:

A hard worker willing to learn new skills.

Additional Responsibilities:

Cook meals and clean dishes under supervision of the Food Service Manager; Maintain clean and presentable dining facilities and common areas (including bathrooms, entry ways, infirmary, and guest housing); Assist in maintaining a safe and well kept camp; Mow grass, move materials, and assist with special projects; Assist with camper registration.

PHOTOGRAPHER/ARTS & CRAFTS LEADER

AT LEAST 1 YEAR OF POST HIGH SCHOOL EXPERIENCE

Additional Minimum Qualifications:

Documented photo experience with a digital camera; Ability to use computers.

Additional Responsibilities:

Take pictures throughout the summer for use in Bear Creek Camp promotional materials; Take group photos of all groups in camp; Process photos of Quest Groups and camp activity; Organize records and photos to assure that all campers who ordered pictures receive them; Assist in clerical duties in relation to camper records; Develop and lead Arts and Crafts; Provide a written report to the Youth Programs Manager at the end of the summer.

TRIP LEADER

AT LEAST 1 YEAR OF POST HIGH SCHOOL EXPERIENCE

Additional Minimum Qualifications:

Be at least 21 years of age; Drivers license and clean driving record desired; Have documented experience in trip leading and demonstrated skills related to outdoor living, trip leading, canoeing, and backpacking; Ability to teach and supervise activities; Wilderness First Aid, Wilderness First Responder, or Wilderness EMT; Lifeguard desired.

Additional Responsibilities:

Work off site leading adventure trips; Communicate and coordinate with the Youth Programs Manager, preparing all needed materials for the trip; Document and evaluate the trip; Plan and lead worship and learning experiences that support the summer program and provide campers with opportunities for adventure and discovery; Serve as a counselor when not off site; work as part of a Congregational Day Camp Team on a rotational basis.