



# 2010 Summer Staff Application Form

Bear Creek Camp and Conference Center

Eastern Pennsylvania Lutheran Camp Corporation

PO Box 278, Bear Creek, PA 18602

Phone: 570-472-3741 www.bearcreekcamp.org



Personal Information

First Name	Middle Name	Last Name	M / F _____	
Preferred Phone		Other Phone	E-mail	
myspace, facebook, or other online profile screen name				
Preferred Address		City	State	Zip
Home Congregation	Address	City	State	Zip
Pastor's Name	Phone	E-mail		

Positions

**A mandatory staff training for all positions occurs June 4-19, 2010. An additional skills week training occurs May 22-May 27, 2010; attendance is optional and unpaid.**

**If applying for more than one position please rank with "1" being most preferred. For a Counselor position please check any special leadership position(s) you would like to be considered for.**

**Position(s) I Am Applying For:**

**Counselor**

Day Camp Team Leader    Trip Leader (Age 21+)    Environmental Education Counselor  
(An additional mandatory training for the Environmental Education Counselor position occurs June 1-3, 2010. Trip leaders may be required to complete additional mandatory training.)

**Unit Coordinator** (Additional mandatory training for this position occurs May 19-May 27, 2010.)

**Support Staff**

**Photographer**

Are there reasons it would be difficult for you to perform the essential elements of the job(s) you are applying for?

No    Yes   If "Yes" please explain \_\_\_\_\_

Education

School	City & State	Major	Years Enrolled	Degree & Year of Graduation

Years of post high school education completed:   1   2   3   4   Other: \_\_\_\_\_

Employment History

Employer	City & State	Phone #	Position	Dates	Reason Left

(Attach additional page if necessary.)

Camp Experience	Position	Camp	City & State	Phone #	Dates	Reason Left

Training & Certifications
Please list training and certifications & expiration dates you hold that relate to the position you are applying for.

School & Community Activities

Background Information & References																												
<p>In compliance with American Camp Association recommendations, we request that you complete the following two questions in order to be considered for employment at Bear Creek Camp:</p> <p>Do you have a criminal record related to child abuse or sex related convictions? ___ Yes ___ No</p> <p>Do you have a criminal record related to the handling or use of drugs? ___ Yes ___ No</p> <p>Any offer of employment is contingent upon a satisfactory background report. So that we can conduct this background report please provide the following information:</p> <p>Birth date ____/____/____ Social Security # ____-____-____</p> <p>Do you have a valid driver's license? ___ Yes ___ No Driver's License # _____ State _____</p> <p>Please list the three people you have requested to complete the reference forms. One reference form must be completed by a pastor or priest. Include people who know you well in different aspects of your life: teachers, current or former employers, etc. Please do not use family, roommates, or peers as references. References must be received before any job can be offered. Please contact <a href="mailto:youth@bearcreekcamp.org">youth@bearcreekcamp.org</a> if you cannot access the reference forms located at <a href="http://www.bearcreekcamp.org">www.bearcreekcamp.org</a>.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Address</th> <th>City</th> <th>State</th> <th>Zip</th> <th>Phone</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Address	City	State	Zip	Phone	Relationship																					
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**Program Activity Experience**

Please rank your skill and experience in each of the following areas according to the numbers below.

1= I am able to organize and teach activities in this area on my own

2= I am able to assist in teaching this activity

3=I have experience in this activity only as a participant

Blank= I have no skill or experience in this area

_____ Bible Study	_____ Fishing	_____ Campfire Programs	_____ Nature Crafts
_____ Worship Leadership	_____ Swimming	_____ Indoor Activities	_____ Night Hike
_____ High Ropes	_____ Hiking	_____ Story Telling	_____ Plant Study
_____ Low Ropes	_____ Orienteering	_____ Creative Drama	_____ Water Study
_____ Group Games	_____ Canoeing	_____ Singing	_____ Wildlife Study
_____ Team Sports	_____ Painting	_____ Song Leading	_____ Astronomy
_____ Overnight Camping	_____ Sketching	_____ Guitar	_____ Weather
_____ Outdoor Cooking	_____ Evening Programs	_____ Other Instruments	_____ Wild Edibles

Please use the space below to express your faith in a way of your choice:

**Additional Information**

Please include below any additional information that you would like to be included as you are considered for a summer staff position at Bear Creek Camp:

**Please answer the following questions on a separate sheet.**

Your combined answers should be limited to a total of three single spaced pages, typed.

If you are applying for a **Counselor** position, please answer the following questions:

1. What is it about Outdoor Ministry that makes you want to work at Bear Creek Camp?
2. What experiences have you had working with youth ages 4-17?
3. How do you nourish your Christian faith and spiritual growth throughout the year?
4. What experience do you have in education, group facilitation, and/or processing techniques? How would you utilize these experiences in a camp setting?
5. Please include an outline and plan for an activity you would be capable and excited to lead while working at Bear Creek Camp. Include the audience size, materials needed, space, and time duration, as well as how you can use this activity to support campers' understanding of one of the daily themes of this summer's program, "Keeping the Earth". See the Summer Employment Guide for additional information.

If you would like to be considered for an **Environmental Education Counselor** position, answer the following questions in addition to questions # 1-5:

6. What experience do you have in Environmental Science, Biology, Environmental Education, or a related field?
7. Tell me about an exciting course or workshop you have participated in, and how that experience can help you teach others to be good stewards of God's Creation.

If you would like to be considered for **leading off site adventure trips**, please answer the following questions in addition to questions # 1-5:

8. What type of trip would you most like to lead (canoeing, hiking, or other) and why? What documented skills or abilities do you have that would make you successful at leading trips?
9. Describe your process for orienting and leading campers through an off-site adventure trip, including necessary preparations.
10. Please attach a one-page summary of your trip leadership experience. Include the length, type, itinerary summary, and participant description for your trip(s). Also include your position, title, name of organization, supervisor's name and daytime telephone number, along with dates you held the position(s).

If applying for **other positions**, please answer the following questions:

11. What is it about Outdoor Ministry that makes you want to work at Bear Creek Camp?
12. What experiences have you had working with youth and young adults?
13. Have you read the job description, yes or no? What do you find most appealing about this position and what will challenge you the most?
14. What skills do you have that make you particularly suited for the position that you are applying for?

If applying for a **Unit Coordinator** position, please answer the following questions in addition to questions # 11-14:

15. Describe a conflict you have had with a co-worker and how you handled it.
16. Share an experience when you have attended to the spiritual growth of youth and peers.
17. Please include an outline and plan for a staff training exercise you would be capable and excited to lead while working at Bear Creek Camp. Include the training topic(s), audience size, materials needed, space, and time duration, as well as how you would document and record each staff members' understanding of the topic and any applicable skills.

If you are applying for a **support staff** position, please answer the following questions in addition to questions # 11-14:

18. What experience or level of interest do you have in food preparation and food safety?
19. What experience or skills do you have operating machinery (culinary equipment, lawn mowers, power tools, etc.)?
20. What measures do you take to ensure safety when working in a food service or maintenance position?

**I have read and understand the job description for the position(s) for which I am applying. The information I have provided in this application is true and correct to the best of my knowledge. I give permission for Bear Creek Camp to speak with former employers and references, access on-line profiles and conduct background checks as needed. I understand that I may be asked to take a drug and alcohol screening test at any time during my employment.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please mail completed applications to:  
 Lauren Remillard – Youth Programs Manager  
 Bear Creek Camp phone (570) 472-3741  
 P.O. Box 278 e-mail: [youth@bearcreekcamp.org](mailto:youth@bearcreekcamp.org)  
 Bear Creek, PA 18602



Bear Creek Camp and Conference Center

PO Box 278, Bear Creek, PA 18602

**Summer Staff Reference Form**



Applicant Name: \_\_\_\_\_

Applicant Telephone Number: \_\_\_\_\_

The person listed above is applying for a summer staff position at Bear Creek Camp, a Lutheran church camp. Summer staff are responsible for the physical, emotional, and spiritual care of campers from ages 4 to 18. It is important that the camp receives as much information as possible to evaluate applicants, please give an honest and complete evaluation of this individual. Your prompt completion and return of this reference is greatly appreciated. Thank you for your assistance in helping us select a quality staff.

God's Peace,

Lauren Remillard  
Youth Programs Manager

How long have you known this applicant?

In what capacity?

Do you have any knowledge of the applicant ever having been convicted of child abuse or a sex related offense? \_\_\_ Yes \_\_\_ No

Please describe how this person interacts with children?

What knowledge do you have of the applicant's experience in teaching and caring for youth ages 4-18?

Please describe how this person cooperates with peers?

Please describe how this person interacts with those in supervisory positions?

Please describe how this person responds to feedback from others?

Have you seen this person get angry? \_\_\_ Yes \_\_\_ No How did they handle their emotions?

In what ways have you observed this person express their Christian faith?

Would you trust this person to care for your children or other family members? Why or why not?

Please consider the following characteristics and indicate your assessment of the applicant:

	Outstanding	Good	Fair	Poor
Commitment to a Christian faith				
Appearance, speech, and manners				
Integrity and honesty				
Emotional maturity & stability				
Responsibility				
Creativity				
Dependability and punctuality				
Judgment				
Initiative				
Awareness of the needs of others				
Openness to new ideas				
Ability to work under supervision				
Acceptance of constructive feedback				
Health, energy, and endurance				

If the applicant was employed by you, please complete the following:

Position held by the applicant: \_\_\_\_\_

Salary Paid: \_\_\_\_\_ Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for termination of employment: \_\_\_\_\_

Additional comments or concerns:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_ Address: \_\_\_\_\_

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