

## Camp Donegal Summer Staff 2012 Returning Staff Application Packet

Dear Applicant:

We are so excited that you are considering spending another summer at Camp Donegal! As you know, a summer on camp staff can be a life-changing experience. Summer staff members learn so much about themselves, their relationship with God, and how to relate to children and peers in a Christian community. Staff members are challenged to grow as individuals and as leaders. Each summer our staff is made up of talented and energetic leaders who want to make a difference in campers' lives. It doesn't matter whether you are a camp veteran or a complete novice—everyone brings different strengths and talents to our team.

We would like to have all of our returning staff in place and confirmed by January 31st. To that end, we ask that you fill out this application and schedule an interview as soon as possible. Any returning staff hired after January 31 will be on a first come, first hired basis. We will not hold positions.

Included in this packet are a Summer Staff schedule, information about different staff opportunities, job descriptions, an application and three reference forms. One of your reference forms can be filled out by me or another camp-related person. The other 2 should be from non-camp references.

Camp Donegal is owned and operated by the Presbytery of Donegal and serves youth in kindergarten through grade 12. We are located on 128 acres of beautiful woodland in southern York County.

In addition to the growth opportunities mentioned above, a summer at Camp Donegal offers the opportunity to lead campers in their spiritual walk, help them develop as a community, and create wonderful, life-long memories. You will gain experience in problem solving and conflict resolution as you encounter various situations with campers and staff. And through all of this, you will find yourself surrounded and supported by people who care about you as an individual.

Camp Donegal has a long tradition of providing spiritually-centered and exciting summer camp programming for children and youth. We look forward exploring the possibilities of you joining us in continuing this vital ministry. To learn more about Camp Donegal and its programs, please visit our website: [www.campdonegal.org](http://www.campdonegal.org).

Building our summer team is such an exciting part of this ministry—I look forward to it every year. The Staff and Volunteer Development Ministry Team and I will be in prayer at this formative time as well.

Many Blessings,



Amy Wade, Camp Administrator



## **APPLICATION PROCESS**

1. Read and complete the written application form.
2. Return the application to: Camp Donegal, 303 East Telegraph Road, Airville, PA 17302.
3. Fill out the top portion of all three reference forms. Send your reference forms to your three references. You may choose any of the people you listed in the REFERENCE section and/or any of the employers that you listed in the EMPLOYMENT HISTORY section. When you send them the form, please include a stamped envelope addressed to Camp Donegal so they can quickly and easily return the form to us.
4. A personal interview will be arranged.
5. References will be checked and background checks will be conducted.
6. You will be notified of our decision and, if to be hired, sent a contract with a detailed job description, health form, and other information.

## **SUMMER STAFF APPLICANT / CAMP EXPECTATIONS**

All applicants (new or returning) will have a face-to face or telephone interview as part of the selection process before being hired. Questions about conditions of employment, compensation and other details may be discussed at the time of the interview. The period of employment for staff will be between June 4, 2012 and August 13, 2012 unless other arrangements are made.

## **PREREQUISITES FOR ALL SUMMER STAFF POSITIONS**

- Be a person of Christian faith and commitment
- Possess the ability to understand campers' needs and help campers enjoy camp and grow positively from their experiences
- Possess the ability to lead Bible studies with provided curriculum and offer spiritual guidance to campers
- Possess the ability to contribute to a wholesome Christian community at all times
- Possess the ability to supervise campers by sight and/or sound and make appropriate judgments in responding to various needs or emergencies
- Meet listed age requirements
- Fully participate in staff training

# CAMP DONEGAL 2012 SUMMER SCHEDULE

<b>January 7</b>	<b>Returning Staff Interviews between 9am and 12pm</b>
<b>January 28</b>	<b>Returning Staff Interviews between 9am and 12pm</b>
<b>March 10</b>	<b>Summer Staff Interviews between 9am and 1pm</b>
<b>April 7</b>	<b>Summer Staff Interviews between 9am and 1pm</b>
<b>May 5</b>	<b>Summer Staff Interviews between 9am and 1pm</b>
<b>May 12</b>	<b>Family Fun Day &amp; Fundraising Auction</b>
<b>June 4</b>	<b>Summer Staff Orientation begins 3pm</b>
<b>June 15</b>	<b>Summer Staff Orientation ends 9pm</b>
<b>June 17</b>	<b>Summer Staff Commissioning Service</b>
<b>June 17-22</b>	<b>Summer Camp Week #1</b> Crazy Camp, Senior Night Owl Camp
<b>June 24-29</b>	<b>Summer Camp Week #2</b> Magical Mystery Tour Camp, Leaders in Development, Bicycle Camp, Day Camp #1
<b>July 1-6</b>	<b>Summer Camp Week #3</b> Adventure Camp #1 & #2, Trailblazer Camp, Pioneer Camp
<b>July 6-8</b>	<b>Staff Training Weekend Event</b>
<b>July 8-13</b>	<b>Summer Camp Week #4</b> Aqua Mania Camp, Wet 'n Wild Camp, Day Camp #2
<b>July 15-20</b>	<b>Summer Camp Week #5</b> Artistic Expression Camp, S.A.L.T. Camp, Junior High Wilderness
<b>July 20-22</b>	<b>Family Camp Weekend</b>
<b>July 22-27</b>	<b>Summer Camp Week #6</b> Critter Camp, L.I.G.H.T. Camp, Pioneer Camp, Day Camp #3
<b>July 29-August 3</b>	<b>Summer Camp Week #7</b> Summer Games Camp, Sports Extravaganza Camp, Junior Night Owl Camp
<b>August 5-10</b>	<b>Summer Camp Week #8</b> Sampler Camp, Super Sampler Camp, Day Camp #4
<b>August 10-13</b>	<b>Staff Wrap Up and Camp Closing</b>

# Summer Staff Positions

(Full descriptions and personnel policies are available upon request)



## Program Coordinator:

- 1 position available
- Minimum age requirement: 20
- Special requirements: Computer literacy, creative/analytical thinking
- The program coordinator is responsible for camp scheduling, production of weekly camp newsletter, general administrative assistance. The Program Coordinator can begin work as early as May 26, 2010 and continue through August 20, 2010.
- Minimum compensation for the summer includes lodging, meals, 2 staff shirts, laundry facility usage and a base salary of \$300 per week.

## Music Coordinator:

- 1 position available
- Minimum age requirement: 18
- Special requirements: music leadership ability (vocal and instrumental)
- The music coordinator is responsible for leading music at morning watch, vespers, campfire, meal-times and one of the LIFT! lessons. The music coordinator will work closely with weekly chaplains and provide musical support to them. The music coordinator will assist with other aspects of the camp program as needed.
- Minimum compensation for the summer includes lodging, meals, 2 staff shirts, laundry facility usage and a base salary of \$230 per week.

## Lifeguard:

- 1 position available
- Minimum age requirement: 18
- Special requirements: ARC certification, CPR and

## First Aid training

- The lifeguard is responsible for oversight of safety, maintenance and housekeeping at the pool. The lifeguard will assist with other aspects of the camp program as needed.
- Minimum compensation for the summer includes lodging, meals, 2 staff shirts, laundry facility usage and a base salary of \$230 per week.

## Cabin Counselor:

- 12 positions available
- Minimum age requirement: 18
- The cabin counselor is responsible for the supervision of a cabin group and a family group each week. They will teach and/or assist with daily LIFT! lessons as well as lead cabin devotions.
- These staff will rotate between counseling and support staff throughout the summer. Support staff positions include arts & crafts, staff childcare, kitchen assistant, and maintenance.
- Minimum compensation for the summer includes lodging, meals, 2 staff shirts, laundry facility usage and a base salary of \$230 per week.

## Kitchen Assistant:

- 2 full time and 1 part time position available
- Minimum age requirement: 17
- Kitchen assistants work in the kitchen to assist the Food Service Manager with cooking, cleaning, dishwashing, inventory, and general maintenance.
- Minimum compensation for the summer includes lodging, meals, 2 staff shirts, laundry facility usage and a base salary of \$230 per week. Non-resident kitchen staff will be compensated with meals, 2 staff shirts and a base hourly rate of \$7.25.





**Camp  
Donegal**

# Summer Employment Application

## GENERAL INFORMATION

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ GENDER: M / F

HOME ADDRESS: (STREET) \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

CURRENT ADDRESS: (STREET) \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ STAFF T-SHIRT SIZE: \_\_\_\_\_

NAME AS YOU WOULD LIKE IT TO APPEAR ON STAFF SHIRT: \_\_\_\_\_

WOULD YOU BE WILLING TO ADD CAMP DONEGAL AS AN UNLIMITED FRIEND ON FACEBOOK?  Yes  No

## EDUCATION

Please list all schools you have attended, starting with high school.

SCHOOL	LOCATION	AREA OF STUDY	COMPLETION DATE	DEGREE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## EMPLOYMENT HISTORY

Please provide employment history covering the last 2 years. Use additional paper if necessary.

DATES	EMPLOYER	POSITION	SUPERVISOR	PHONE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## REFERENCES

Please provide three references (other than relatives) who can attest to your character and ability to work with children.

NAME	PHONE #	RELATIONSHIP TO YOU
_____	_____	_____
_____	_____	_____
_____	_____	_____

## CAMP & CHURCH EXPERIENCE

Have you ever been a camper at Camp Donegal? YES NO If yes, what years? \_\_\_\_\_

Have you ever worked at Camp Donegal before? YES NO If yes, what years? \_\_\_\_\_

Have you ever participated in other programs at Camp Donegal? YES NO If yes, which? \_\_\_\_\_

Describe any other camp experience you may have. Include experiences at other camps, whether camper or staff member, paid or volunteer. Include your responsibilities, and any information you think relevant to working in a Christian camp environment.

DATES	CAMPER OR STAFF	DESCRIPTION OF EXPERIENCE

CHURCH: \_\_\_\_\_ DENOMINATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PASTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

CHURCH ACTIVITIES: \_\_\_\_\_

## EXPERIENCE WITH CHILDREN

Describe the most recent and relevant experience you have had with children.

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## CAMP ACTIVITIES

Circle those activities in which you have experience.

**ADVENTURE/OUTDOORS**

- ROCK CLIMBING
- CAMPFIRE COOKING
- HIKING
- BACKPACKING
- CANOEING
- DUTCH OVEN COOKING
- BUILDING A CAMPFIRE
- OUTDOOR LIVING SKILLS
- BICYCLING

**THE ARTS**

- PAINTING
- PHOTOGRAPHY
- DANCE
- SKITS/DRAMA/ACTING
- SINGING
- GUITAR
- PIANO
- OTHER MUSICAL INSTRUMENT

**GAMES/SPORTS**

- SOCCER
- VOLLEYBALL
- ULTIMATE FRISBEE
- GROUP GAMES
- SCAVENGER HUNTS
- WATER GAMES
- KICKBALL
- CAPTURE THE FLAG

**OTHER ACTIVITIES**

- SIGN LANGUAGE
- ARTS & CRAFTS
- STORY TELLING
- CAMP NEWSLETTER
- MISSION PROJECTS
- STAFF SOCIAL EVENTS
- FAITH DEVELOPMENT**
- FAITH DISCUSSIONS
- BIBLE STUDIES
- WORSHIP SERVICES
- DEVOTIONS

**SCIENCE/NATURE**

- ASTRONOMY/STARS
- NATURE STUDIES
- WATER ECOLOGY
- WEATHER FORECASTING
- PLANT IDENTIFICATION
- ROCKS/MINERALS

**MISCELLANEOUS**

- KITCHEN/FOOD SERVICE
- MAINTENANCE
- OFFICE

OTHER ACTIVITIES: \_\_\_\_\_

## A LITTLE ABOUT YOU

What position are you applying for? (Please list a first and second choice.)

What motivates you about camp? What is your favorite memory as a Camp Donegal Summer Staffer?

What would you like to see changed or done differently this summer at Camp Donegal?

In Philippians 4:9 Paul says "Whatever you have learned from me, or heard or saw or realized, put into practice." What have you learned from previous summer(s) on staff which you can now "put into practice" this summer?

Who is Jesus Christ, and what would you tell a junior high camper is the most important aspect of your relationship with Him?

List any commitments you may have between June 9, 2011 and August 15, 2011 that would need to be taken into consideration.

## BACKGROUND & CLEARANCES

*PLEASE NOTE: Camp Donegal/The Presbytery of Donegal is an Equal Opportunity Employer. Some positions are validated for specific physical or emotional abilities, gender, and/or religious traditions. Some positions require applicants to be at least 18 years of age. All applicants are subject to a background check. Please complete the attached background screening consent and send it in with your application.*

Do you hold any of the following certifications?

CERTIFICATION	FIRST AID	CPR	LIFEGUARD	OTHER:	_____
DATE CERTIFIED	_____	_____	_____		_____
EXPIRATION DATE	_____	_____	_____		_____

Are there any conditions (physical, emotional, etc.) that would limit your full participation in an outdoor camp environment and ability to perform the essential functions for the position for which you are applying? YES NO

Other than for a minor traffic violation, have you ever been convicted of any offense against the law, or are you under charges for any offense against the law? YES NO

Are you now or have you ever been charged with sexual abuse toward a minor, or are there circumstances involving you or your background that would call into question your being entrusted with the supervision, care and guidance of children? YES NO

If you answered yes to any of the three previous questions please provide an explanation on a separate sheet.

Summer Camp is a drug-free, alcohol-free, tobacco-free environment. Are you willing to abide by related policies? YES NO

## AUTHORIZATION

**I certify that the information contained in this application is correct to the best of my knowledge. I authorize Camp Donegal/The Presbytery of Donegal to investigate any of the information contained herein as well as any information regarding my character or ability to work with children. I authorize previous employers or references to offer information including opinions that they may have regarding my character and fitness for work in the particular position and with children and young people in general. I release all such references from any liability for furnishing evaluations. I waive any right I may have to inspect references provided on my behalf. I give permission to Camp Donegal/The Presbytery of Donegal to perform a background check on me with any law enforcement or investigative agency. I understand that I am applying for an employment-at-will position. I also understand that untrue, misleading, or omitted information herein may result in dismissal, regardless of the time of discovery.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

<b>PLEASE RETURN TO:</b>	<b>CAMP DONEGAL SUMMER EMPLOYMENT 303 EAST TELEGRAPH ROAD AIRVILLE, PA 17302</b>	<b>PHONE: (717) 862-3722 FAX: (717) 862-3722 EMAIL: OFFICE@CAMPDONEGAL.ORG WEBSITE WWW.CAMPDONEGAL.ORG</b>
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# Summer Staff Reference Form

Applicant's Name \_\_\_\_\_ Position Applied For \_\_\_\_\_

Reference's Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Best time to call \_\_\_\_\_

Please answer the following questions on a scale of 1-10 (1 being the lowest and 10 being the highest). Please feel free to elaborate on your answers in the space given or on a separate sheet of paper.

How responsible is the applicant? \_\_\_\_\_

Is he/she self motivated? \_\_\_\_\_

How well does he/she communicate and interact with his/her peers?  
\_\_\_\_\_

As a member of the Camp Donegal staff the applicant would spend a great deal of time working with children of all ages and working closely with the staff in a residential environment. For more detailed information about our program visit our web site at [www.campdonegal.org](http://www.campdonegal.org). Please answer the following questions in as much detail as possible.

How well do you feel the applicant will operate within our program? \_\_\_\_\_

Would you trust the applicant with your children? \_\_\_\_\_

Do you feel confident in the applicant's ability to be a role model to children of all ages? \_\_\_\_\_

List any skills or abilities of the applicant you feel would benefit them in this work environment if hired.  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I recommend the applicant.

\_\_\_\_\_ I recommend the applicant with reservations.

\_\_\_\_\_ I do not recommend the applicant.

Reference Signature \_\_\_\_\_ Date \_\_\_\_\_

Please use the back of this form or a separate sheet to give us any additional information you feel would benefit us in making an employment decision. Please return this sheet and any attachments to my attention as soon as possible.

Thank you,



Amy Wade, Camp Administrator



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Amy Wade, Camp Administrator



**Camp Donegal**

303 East Telegraph Road

Airville, PA 17302

717-862-3722

[www.campdonegal.org](http://www.campdonegal.org)