

Fall 2008

Dear Prospective Staff Member,

On behalf of our full-time staff, I would like to introduce you to the ministry of CAMP-of-the-WOODS. We are thrilled that you are interested in serving with us. Our prayer is that the Lord would give you wisdom about where He would have you serve this summer.

CAMP-of-the-WOODS is a ministry that is focused on glorifying Jesus Christ in every aspect of our program. It is our desire to have a staff that also seeks to glorify the Lord in every area of their life. While here at camp, you will learn what it means to serve the Lord as you grow in your walk with Him.

We would ask you to begin with prayer as you look through our application packet. Pray that the Lord would guide you and give you a clear sense of His will for your summer.

We have enclosed our Camp brochure so that you can get an idea of who we are and what our ministry is about. I would encourage you to look through this material and also check out our website at [www.campofthewoods.org](http://www.campofthewoods.org) for more information. You will see that CAMP-of-the-WOODS is a great place to spend your summer!


There are plenty of opportunities to serve in many different positions here at camp. We have everything from a Tapawingo Counselor (Tapawingo is our island camp for girls) to Recreation, Foodservice, Maintenance, Housekeeping, Christian Education, Music Staff and many more. Each position plays a vital role in serving the body of Christ.

We commit to offer you plenty of opportunities for spiritual growth, lasting friendships, and exciting activities. Our 285 summer staff come from all over the world, and we place a high value on the growth of each person.

The application process may seem exhausting, but it is necessary in order to hire the quality people we need to serve the Lord and our guests faithfully. The first application deadline is March 1, 2009. Please be timely and thorough, as this will save time as we process the applications. Please also be in prayer, as we are, for the Lord's guidance and discernment.

We look forward to receiving your completed application.

In Christ,



Dan Worrall  
Personnel Director

# **CAMP-of-the-WOODS** -AND- **Tapawingo**

## **APPLICATION INSTRUCTIONS AND HINTS**

Enclosed with this instruction sheet you will find an Application Form, Positions Available List, Job Descriptions, Tapawingo Insert, and if you are a first-time applicant (defined below), Reference Forms. **If you would like to apply for a position on our CAMP-of-the-WOODS MUSIC STAFF, please complete the MUSIC STAFF APPLICATION instead of this application. You can download the necessary forms and instructions from our website at [www.camp-of-the-woods.org](http://www.camp-of-the-woods.org).** All other applicants please read through these instructions and the enclosures carefully. Taking the time now will help you to avoid time-consuming mistakes.

### **ALL APPLICANTS NEED TO DO THE FOLLOWING:** (Check off the items as you complete them.)

- Fill out the Application completely.** Read the instructions for each section carefully to know if that section applies to you.
  - Answer the appropriate **Personal Statement** questions on a separate piece of paper.
  - Include the **dates you can serve** and explain why in the space provided.
  - Sign the back of the Application.** Have a parent/guardian sign it also if you are under the age of 18.
  - If applying for **Tapawingo**, complete the “**Camp Tapawingo Insert**”. Otherwise, discard it.
- Mail in your completed application to the address on the back of this page with a \$5 NON-REFUNDABLE APPLICATION FEE.** If writing a check, please make it payable to **CAMP-of-the-WOODS**.

### **ALL FIRST-TIME APPLICANTS OR RETURNING STAFF APPLICANTS FROM 2006 OR PRIOR, PLEASE READ THIS:** (Check off the items as you complete them.)

- Complete the enclosed **green and yellow Reference Forms**. Here’s how the references work:
  1. Put your name, address, and the position(s) you are applying for on the top of each Reference Form.
  2. Give the appropriate form to the appropriate person. Please note that the **YELLOW form is for a Christian Worker and the GREEN form is for a Professor/Teacher or Recent Employer**.
  3. Provide an addressed, stamped envelope with each form. **The evaluators should mail in the reference forms directly to CAMP-of-the-WOODS.**
  4. Try to pick people who have known you for at least a year, or 6 months if an employer! No relatives please. Do not use more than one member of any family.
  5. Make sure the people filling out the Reference Forms know that your application will not be complete until those forms are mailed in. The references should be postmarked **by March 1**.
  6. By applying, please understand that you agree to waive your right to see the completed reference forms.
- Answer the eight **Personal Statement** questions for “**New Staff Applicants.**” Questions 1-3 should be answered on a separate sheet of paper.
- We will contact you once we receive your completed application to set up a phone interview. **Interviews are required for all first-time applicants.**

### **ALL RETURNING STAFF APPLICANTS FROM 2007 OR 2008, PLEASE READ THIS:**

- You do not need to have anyone complete **Reference Forms** for you.
- If you are applying for the **same position** that you held previously, you do not need to complete the **Experience/Qualifications** section.
- You only need to answer the three **Personal Statement** questions for “**Returning Staff Applicants.**”

## **ALL MUSIC STAFF APPLICANTS, PLEASE READ THIS:**

- ❑ You must complete the **CAMP-of-the-WOODS MUSIC STAFF APPLICATION and inserts**, **NOT** this application. Please download the **Music Application Package** from our website for complete instructions and all of the required forms. Please note that all application materials should be sent to Dr. John Winkler, our Music Director, and not to CAMP-of-the-WOODS. If you have any questions about Music Staff, please email Dr. Winkler at [jwinkler@wvu.edu](mailto:jwinkler@wvu.edu) or contact the Personnel Office.

## **LENGTH OF COMMITMENT:**

The summer ministry at **Camp Tapawingo** is from **June 7 through August 23**. Tapawingo Staff are encouraged to consider working at CAMP-of-the-WOODS for a week or two after Tapawingo's season ends.

The summer ministry of **CAMP-of-the-WOODS** is from **June 20 through Labor Day morning (September 7)**, and it is important for continuity to have staff commit for as long as possible. Much training takes place and Camp is a smoother running ministry if you are with us until the end of the summer. **Many colleges begin before Labor Day. Do not let this deter you from applying!**

**Applicants should plan on serving until at least AUGUST 22 and preferably longer.** Those who put down a date earlier than August 22 are at a disadvantage in hiring preference. Please explain your available dates on the application.

## **IMPORTANT DATES:**

**MARCH 1** Applications are to be postmarked by this date in order to receive full consideration. **Applications may still be submitted after March 1 based on position availability.**

## **APPLICATION HINTS:**

**The Application Process is quite thorough! It is one way to help ensure a high-quality staff. Do not let the extensiveness of the application deter you, as it is an effective "weed-out" tool. Would you want to work for a ministry with low standards?**

- The application takes around 60-90 minutes to complete and less time for a returning applicant.
- This application will go into a permanent file and may be referenced years from now.
- Applications are reviewed and processed in the order that they are received. **Thus, it is advantageous to apply sooner rather than later as the early applicants generally receive first consideration.**
- **Applicants who are willing to serve in any position are at an advantage and receive priority consideration. Some of our jobs are "behind the scenes" and not considered very glamorous; however, we need dedicated folks to serve in all areas!** We provide the appropriate training to help you succeed. For most positions, it does not matter if you "feel" qualified since we will train you! **We look to hire people who love the Lord and desire to serve Him all out!** We will try to match you with your preferences whenever possible.
- **Incomplete or incorrect applications may be delayed.** It makes for a bad impression to us when we have to send out a notice because an application is missing items. **Common omissions are application fee, social security number, length of commitment (school calendars are published well in advance), and signature.** Look over your application carefully before you mail it. The checklists on this form should help you not to overlook anything.

**MAIL YOUR COMPLETED APPLICATION, ENCLOSURES, AND \$5 FEE TO:**

**CAMP-of-the-WOODS  
Personnel Director  
P.O. Box 250  
Speculator, NY 12164-0250**

# CAMP-of-the-WOODS

-AND-

## Tapawingo

2009

### Summer Staff APPLICATION

PLEASE TYPE OR PRINT CLEARLY IN INK  
AND MAIL TO:

CAMP-of-the-WOODS

Personnel Director

P.O. BOX 250

SPECULATOR, NY 12164-0250

**Application Deadline is March 1**  
**(Applications are accepted after March 1)**

OFFICE USE ONLY

Fee \_\_\_\_\_ Per \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ A  
Pos

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Ref

Com \_\_\_\_\_ Interview \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Start \_\_\_\_\_ Term \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_  
Status \_\_\_\_\_ Assigned \_\_\_\_\_ Hon \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Sent \_\_\_\_\_ Confirm \_\_\_\_\_ Cancel \_\_\_\_\_

If first-time applicant  
**PLEASE  
ATTACH  
RECENT  
PHOTO  
HERE\***

\* Photo is NOT used for selection purposes. If hired, this will help the Leadership Team to learn your name before you arrive.

### PERSONAL INFORMATION

NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
FIRST MIDDLE INITIAL LAST

CURRENT PHONE (\_\_\_\_) \_\_\_\_\_ HOME PHONE (\_\_\_\_) \_\_\_\_\_ BIRTHDATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
MONTH/DAY/YEAR

HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL: Home \_\_\_\_\_ School \_\_\_\_\_

Will current address change before summer? Y  N  If so, when? \_\_\_\_\_ Where? \_\_\_\_\_

Sex M  F  Single  Married  Years \_\_\_\_\_ Divorced  Children? Y  N  Ages \_\_\_\_\_

Shirt Size (necessary if hired) Men's Sizes S  M  L  XL  XXL

U.S. Citizen? Y  N  If no, alien regist. # \_\_\_\_\_ Home Country \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Person to be notified in an emergency \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? Y  N  (Conviction will not necessarily exclude you from employment)

If Yes, please explain \_\_\_\_\_

### CHURCH MEMBERSHIP

I am a  MEMBER  REGULAR ATTENDANT at \_\_\_\_\_ Church

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Pastor \_\_\_\_\_ Youth/College Pastor \_\_\_\_\_ Denomination \_\_\_\_\_

Have you received Christ Jesus as your personal Savior? Y  N  Not Sure  If Yes, at what age? \_\_\_\_\_



**PERSONAL STATEMENT – Required for applicants to both CAMP-of-the-WOODS and Camp Tapawingo.**

Note: There is a section for **New Staff Applicants** and **Returning Staff Applicants** (from 2007 or 2008). If you did not serve at CAMP-of-the-WOODS or Camp Tapawingo in 2007 or 2008 then complete the **New Staff Applicants** section.

**NEW STAFF APPLICANTS: Answer questions #1-8 (#1-3 on a separate sheet of paper)**

- 1. Describe how your relationship with Jesus Christ began. Describe what your experience (relationship) has been like since.
- 2. Why do you want to work at CAMP-of-the-WOODS or Camp Tapawingo?
- 3. Do you agree with our Doctrinal Statement and Code of Conduct? (Refer to back page.) Please elaborate on any disagreements.
- 4. When is it difficult for you to submit to authority and how do you respond? \_\_\_\_\_

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- 5. If a teenager this summer asked you, “How do I become a Christian?” what would you say? Also, which Scriptures would you use to lead someone to Christ?

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- 6. Do you have any physical limitations, chronic illnesses or do you take drugs for a physical or psychological reason? Y  N

If yes, please explain. \_\_\_\_\_

- 7. What are your two greatest strengths? \_\_\_\_\_

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- 8. What are your two greatest weaknesses? \_\_\_\_\_

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**RETURNING STAFF APPLICANTS: (Answer on a separate sheet of paper)**

- 1. What are 2 things the Lord is currently teaching you?
- 2. In what ways would you like to grow spiritually this summer?
- 3. Why do you want to be on staff again?

**LENGTH OF COMMITMENT**

The exact dates you are available to participate are extremely important. Other things being equal, hiring preference goes to those who have the better dates of availability. **Please be specific and accurate in the dates you are able to serve.**

**CAMP-of-the-WOODS’ season is JUNE 20 – SEPTEMBER 7. Camp Tapawingo’s season is JUNE 7 – AUGUST 23.**  
To be given full consideration at CAMP-of-the-WOODS, you must be available until August 17. **Please list any dates/reasons you would need to be away during the summer. Also, if your end date is before September 7, explain why in the comments section.**

**MAXIMUM DATES YOU ARE ABLE TO SERVE: From \_\_\_\_\_ / \_\_\_\_\_ / 2009 to \_\_\_\_\_ / \_\_\_\_\_ / 2009**

Comments: \_\_\_\_\_  

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**Are you interested in being on the Pre-Season Team? Yes  No  (See attached sheet about Pre-Season)**

## CAMP-of-the-WOODS DOCTRINAL STATEMENT

1. We believe in the DIVINE AUTHORITY of the Bible alone.
2. We believe in ONE GOD, eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe in the DEITY & HUMANITY of JESUS CHRIST in one Person.
4. We believe that ALL mankind is LOST eternally without JESUS CHRIST.
5. We believe in the SUBSTITUTIONARY ATONEMENT as well as the BODILY RESURRECTION and ASCENSION into Heaven of JESUS CHRIST.
6. We believe that the ONLY way to Heaven is by FAITH through JESUS CHRIST alone.
7. We believe in the PHYSICAL RETURN of JESUS CHRIST.

As a matter of operational policy, we believe the ministry of the Holy Spirit, in the life of a believer, is to glorify Jesus Christ in and through that life. Since our organization is interdenominational, and the employees come from various denominational backgrounds, we ask our staff not to teach, promote or practice any controversial interpretation of the ministry of the gifts of the Holy Spirit. We are not asking one to change personal beliefs, but to adhere to this policy which has been established for a community order, pleasing and acceptable to our Lord.

## CODE OF CONDUCT

As can be expected, CAMP-of-the-WOODS/Tapawingo do not allow any of its employees, either on or off the grounds, to use tobacco products, drink alcoholic beverages, or use illegal drugs. Also, theft, immorality, damaging of property, physical injury to others, deception and other forms of biblically unacceptable behavior may be causes for immediate dismissal.

## APPLICANT'S AFFIRMATION

I hereby make formal membership application to CAMP-of-the-WOODS/Camp Tapawingo, which are ministries of Gospel Volunteers, Inc. I understand that this application form is intended for use in evaluating my qualifications for employment. This is not an employment contract. I understand that any false statements, misrepresentations or omissions made during an interview and on this form are grounds for terminating the application process, or, if discovered after employment, terminating employment.

I authorize CAMP-of-the-WOODS/Camp Tapawingo and/or its agents to verify any of this information. I authorize all former employers, persons, schools, companies and agencies to release any information concerning my background, except as noted in this application, and hereby release all said persons, schools, companies and agencies from any liability for any damages whatsoever for issuing this information.

I have read and agree with Camp's Statement of Faith and am wholeheartedly willing to abide by its Christian standards of operation and Code of Conduct. In the event of employment, I agree to abide by all present and subsequently adopted procedures and rules of CAMP-of-the-WOODS/Camp Tapawingo. I understand that if I am accepted for staff I will receive a Staff Agreement Form and a Staff Manual and at that time I will decide whether to commit myself to CAMP-of-the-WOODS/Camp Tapawingo for the summer.

I understand that if I am offered a position, it will be offered to me on condition that my employment shall be "at will". I understand and agree that my employment may be terminated by CAMP-of-the-WOODS/Camp Tapawingo at any time, with or without cause, and with or without notice, at the option of CAMP-of-the-WOODS/Camp Tapawingo or myself.

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

## PARENTAL AUTHORIZATION – applicants under 18 as of June 20

I approve of \_\_\_\_\_ being at CAMP-of-the-WOODS/Camp Tapawingo as a Staff Member and I commit to be supportive of all management decisions pertaining directly or indirectly to my child. I will endeavor to see that he/she fulfills his/her responsibilities as a staff member in every respect and **I guarantee that he/she will fulfill the length of commitment as stated above.**

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

## NOTES:

1. Those who are applying to **Camp Tapawingo** must complete the **LILAC TAPAWINGO INSERT**.
2. Any applicant applying for a position on **Music Staff** must complete the **Music Staff Application** instead of this application form. All of the Music forms and instructions can be downloaded from our website at [www.camp-of-the-woods.org](http://www.camp-of-the-woods.org).

***A NON-REFUNDABLE \$5 PROCESSING FEE MUST ACCOMPANY THIS APPLICATION!***

# CAMP TAPAWINGO APPLICANTS INSERT

Please complete the following as applicable to you.

**Only those applying for a position at Camp Tapawingo need to complete this insert.**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

**Please consider the following before applying to Camp Tapawingo:**

1. We want staff who LOVE THE LORD! If you are unsure about whether you know Him or love Him, then this may not be the place for you right now. Please don't forget us, but please don't apply unless you can currently describe yourself as a follower of Christ.
2. We want staff who LOVE CAMPERS! We need godly women who desire to impact young women and girls ages 9-17 for Jesus Christ.
3. We want staff who LOVE OTHERS! We live on an island most of the summer – therefore it is vital that we build a well-balanced and loving team. We seek to love others on God's terms. We seek to build a healthy *community* of believers as laid out in Scripture. We are serious about seeing our staff grow in many ways while with us – please apply if you want to grow in your walk with the Lord.
4. Camp Tapawingo's parent camp is **CAMP-of-the-WOODS**. The same application is used for both ministries. This insert is required for those wanting to work at Tapawingo.

\*\* CAMP-of-the-WOODS needs your help for as long as you are able after August 23. Would you be available to help? Yes  until \_\_\_\_\_ No

## EXPERIENCE AND TRAINING

Please describe the full extent of your camping/wilderness experience.

How excited are you about living on an island, (possibly) working harder than ever before, sleeping on a bunk, getting 7-8 hours sleep each night, and dealing with bugs, noise, and young girls all summer? Explain.

Please check which of the following certifications you hold (only check if they will be good through 09/09).

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Responding to Emergencies        | <input type="checkbox"/> Lifeguard Training      | <input type="checkbox"/> Waterfront Module |
| <input type="checkbox"/> CPR for the Professional Rescuer | <input type="checkbox"/> Water Safety Instructor | <input type="checkbox"/> EMT               |
| <input type="checkbox"/> Community First Aid & Safety     | <input type="checkbox"/> Wilderness First Aid    | <input type="checkbox"/> Other _____       |

(over)

**AN INSIDE LOOK AT YOU!** (Read entire paragraph before beginning)

1. Please read Tapawingo’s Mission Statement below:

“To clearly and lovingly glorify Jesus Christ as Lord and Savior through personal example, meaningful activity, Biblical direction and Christ-centered relationships in a safe and friendly environment that promotes healthy growth and development in all areas of a young woman’s life.”

Please list three ways in which you feel this could be achieved in a camp setting.

2. Please list any areas that you are competent to teach that would be beneficial to a camp setting (i.e. canoeing, playing music, challenge course, drama, Bible, wildlife, etc.)

3. What do you feel campers should gain from their Tapawingo experience and how will this happen?

4. What do you hope to gain from working at Tapawingo?

Check which position(s) you would like to be considered for. If more than one, please rank in order. Also, on the inside cover of the application, write “Tapawingo” for one of the position preferences.

- Business Manager     Counselor/Head Lifeguard     Food Service     Program Director
- Counselor/Lifeguard     Head Counselor     Waterfront Director
- Counselor     Craft Director     Health Director     Worship Leader

Please place a number between 1 and 5 beside each category: 1 = I am exactly like this; 2 = I am more like this than not like this; 3 = I am trying to be like this, but am not right now; 4 = I am seldom like this; 5 = I am opposite of this

- Team Player     Honest     Fun-loving     Early riser     Stable     Consistent
- Reliable     Creative     Energetic     Enthusiastic     Humble     Leader
- Friendly     Social     Mathematical     Logical     Trusting     Trustworthy
- Know Bible     Forgiving     Self-Starter     Loving     Tender     Submissive
- Discerning     Wise     Patient     Joyful     Close to the Lord

**Thank You for Applying to Camp Tapawingo! Be sure to include this insert with the rest of the application. You’ll be hearing from us!**

# CAMP-of-the-WOODS

-AND-

## Tapawingo

### Summer Staff Positions Available

#### ARTS & CRAFTS

- \* Director (1)
- \*\* Crafter (3)

#### CHRISTIAN EDUCATION (CE)

- CE Director (1)
- Asst. Nursery Supervisor (1)
- Asst. Director (1)
- Teacher (10)
- \* Teacher's Assistant (13)
- \* Nursery Attendant (9)
- Special Needs Teacher (1)

#### FLOATER

Serves in Various Departments (10)

#### FOOD SERVICE

##### PURDY KITCHEN

- Sous Chef (1)
- Chef's Assistant (6)
- Pantry Assistant

##### PURDY DINING ROOM

- Hostess/Host (1)
- Wait Staff (7 FT)
- Buffet Attendant (3)

##### HILL KITCHEN

- Asst. Head Cook (1)
- Asst. Cook (8)
- Commissary (3)
- Pots (4)

##### HILL DINING HALL

- Dining Hall Hostess/Host (1)
- Dining Hall Asst. Hostess/Host (2)
- Wait Staff (20 FT)
- Buffet Attendant (4 FT)
- Busser (5 FT)

#### TEE PEE (SNACKSHOP)

- Assistant Manager (3)
- Full-Time Attendant (6)

#### HOUSEKEEPING

- Camp Housekeeping Attendant (3)
- \* Camp Housekeeper (21 FT)
- Purdy Housekeeping Supervisor (1)
- Purdy Housekeeper (3)
- Washington's Supervisor (1)
- \*\* Washington's Attendant (3)

#### MAINTENANCE

- Maintenance Crew (7)
- Handyman (2)
- Tapawingo (1)

#### MUSIC PROGRAM

##### Music Staff

- Saxophone (4 or 5) (2 alto, 2 tenor, 1 baritone)
- Flute (1)
- Clarinet (1)
- Trombone (2)
- Horn (2)
- Trumpet (3)
- Guitar (1)
- Violin (2)
- Cello (1)
- Voice (8) (2, 2, 2, 2 - SATB)
- Oboe (1)
- Bassoon (1)
- Bass Trombone (1)
- Tuba (1)
- Percussion (2)
- Bass (Electric & Acoustic) (1)
- Viola (1)

#### NURSING

- Camp Nurse -RN (2)
- Student Nurse (1)

#### OFFICE

- Cashier (2)
- Receptionist (6)
- Guest Services (7)

#### PERSONNEL

- Assistant Director (4)

#### RECREATION PROGRAM

- Assistant Director (1)
- \*\* Rotating Activity Leader (20)
- Full-Time Activity Leader (2)
- Waterfront Supervisor - WSI (1)
- Lifeguard (4)
- Assistant Boat Director (1)
- Marine Crewmember (5)

#### RETAIL

- Assistant Bookstore Manager (1)
- \*\* Salesclerk (2)
- Trading Post (gift shop) Manager (1)
- Assistant Manager (1)
- \*\* Salesclerk (2)

#### SECURITY

- Night Watchman (3)

#### SOUNDRoom/AUDITORIUM

- Supervisor (1)
- Technician (2)

#### STAFF LIFE COORDINATOR

- Minister/Plan recreation for staff
- Male (1)
- Female (1)

#### TAPAWINGO GIRLS CAMP

- Head Counselor (1)
- Counselor (18)
- Health Director (1)
- Program Director (1)
- Business Manager (1)
- \* Waterfront Director (1)
- \*\* Lifeguards (are also Counselors) (9)
- \* Food Service (2)
- \* Worship Leader (1)
- \* Craft Director (1)
- CIT Counselor (2)

#### TEEN MINISTRIES PROGRAM

- TMP Assistant
- Male/Female (2 each)

( ) Indicates number of positions available.

\* This position can be full-time and/or combined with a second job assignment.

\*\* This position is only part-time and will be combined with a second job assignment, usually CE.

# Summer Staff Compensation Information

This section will help you know what you can expect to earn in certain positions. We are thankful that this is a ministry where you can not only serve God meaningfully, but you can also make much needed money. **Also, as a staff member, all of your meals and lodging are provided, so you can save almost everything you make!**

The following chart shows the approximate earnings that various positions earn per week. This is based on historical averages and is not a guarantee for this summer, merely a helpful guideline. **The amounts listed assume that you are a college student who is on staff through at least August 22.** At minimum, a first-year college-age staff (C) member will earn around **\$150/week**. High school staff (HS) earn around **\$100/week**.

Chef /Cook Asst- \$200 First Year- \$180	Hill Wait (FT)* \$250	Personnel Assistant \$225	Sound Tech- \$150 (C) \$100 (HS)
Christian Education Teacher \$220	Lifeguard- \$150	Pots- \$125(C) \$100(HS)	Staff Life Coordinator \$200
Christian Education Teacher Assistant \$145	Maintenance \$150 (C) \$100 (HS)	Purdy Buffet*- \$175	Tapawingo- \$140-\$250
Commissary- \$150 (C) \$135(HS)	Marine Crew- \$180	Housekeeping*- \$225	Tee Pee**- \$175 (C) \$125 (HS)
Floater \$150	Night Watchman- \$200	Purdy Wait*- \$250	Teen Ministry \$200
Guest Service- \$180	Nurse- \$300 Nurse Asst- \$175	Receptionist- \$180	
Hill Buffet, Bus(FT)*- \$175	Pantry Asst (FT)- \$180	Rec Staff- \$180	

\*These positions rely mostly on gratuities – historical weekly average is what is listed.

\*\*Tee Pee Full-Time Staff.

- Some Christian Education positions combine with a second position and make a base salary plus the second position pay. Arts and Crafts and Retail positions make around \$60 per week. Laundry and Dishwashers make around \$50 per week. All college age staff will receive at least \$150 per week.
- Rec Staff, CE, and Teen Staff are designated Saturday Changeover Helpers and earn extra tips (\$10-\$20 per week).
- Staff in higher tipped positions may have a part-time second job assignment that is not additionally compensated.
- Staff members make \$50 for the mandatory Challenge Week (June 20-June 27), payable upon completion of your summer contract. Department Heads earn \$125 for Challenge Week.
- Salaries listed assume you are present for the entire Challenge Week plus at least eight (8) weeks service (August 22, 2008).

This salary structure is a guide to help you. CAMP-of-the-WOODS/Camp Tapawingo reserves the right to modify it as necessary. A Staff Agreement Form will be mailed to you if you are accepted for staff and it will contain your specific arrangement. Those needing to earn additional funds may consider applying for Pre-Season and/or raising supplemental support for the summer (contact us first). A limited number of Staff Scholarships may be available for qualified college/graduate students. You can pick up an application at the Personnel Office.

# Summer Staff Position Descriptions

## IMPORTANT NOTES:

1. Certain positions require the physical strength to be able to lift and carry at least 50 pounds. These include, but are not limited to, Food Service, Housekeeping, Maintenance, Marine, Recreation and Washingtons.
2. Some positions may require a one-week earlier arrival date for training. These may include, but are not limited to, Handyman, Recreation Staff, Receptionists, Soundroom, and Tee Pee Manager. We'll let you know.
3. All positions are essential to the operation of this ministry. For most positions, we look for a willing heart and we will train you. Certain positions require competency and/or specialized training before arrival. (i.e., Musicians, Nurses, etc.)

## ARTS & CRAFTS

**Arts & Crafts Director**—must have knowledge and skill in a wide variety of crafts; ability to learn and apply new crafts or techniques quickly; well developed organizational skills; capable of working with a budget; ability to work well under pressure; comfortable in dealing with a variety of people as well as training and managing a staff. Responsible for all ordering; inventory upkeep and organization; training and managing of staff; operating and managing kiln firings; overseeing both the store and workshop; daily sales and final inventory count.

**Crafter**—experience and knowledge of many crafts desired; expertise not required. Must be able to work well with a variety of people; ability to quickly learn and apply several crafts and techniques; willing to initiate; capable of relaying craft instructions; ability to stay calm under pressure; willing to accept instruction and correction. Responsible for daily operation and clean-up of the store and craft building; running a cash register; any specific assignments; making the guests feel welcome and at ease. (this position combines with Nursery Attendant)

## BOOKSTORE

**Assistant Manager**—must have previous experience in retail management or sales (preferably experience at a bookstore); basic knowledge of retailing, display, and sales technique. Also needs leadership ability and confidence in handling stock and people. Responsible to assist Manager in training, scheduling, and overseeing sales clerks, projecting friendly store atmosphere, controlling inventory, setting up and rotating creative displays of merchandise, handling cash flow, etc. Works with Manager in all aspects.

**Salesclerk**—must enjoy books and people, eager to assist and please in attitude; sales experience helpful, must be neat in appearance and gracious in personality. Responsible to help run all aspects of a nice Christian bookstore; operate cash register, handle inventory, answer questions, clean and organize, etc. (This position combines with Nursery Attendant).

## CHRISTIAN EDUCATION (CE)

**CE Director**—must be thoroughly experienced in teaching, preferably special training in this field; organizational ability and experience in training/supervising high school and college age staff; provide leadership for staff and foster creative programming for infant through elementary children. Committed to children as people and program as education. Responsible for overall supervision of CE department – elementary, pre-school, and nursery. Work with Assistant Director, Nursery Supervisor, and staff of 30. Also responsible for ministry in CE staff lives. Many responsibilities before and after the summer season.

**Assistant Director**— must have many qualifications listed for CE Director. Assist CE Director in training and managing Teachers and Teacher Assistants. Assist in a variety of functions.

**Teacher**—must love and enjoy working with children (specify any age preference with reason and experience), have programming and teaching skills/experience, be adventurous and creative, be mature and able to handle the responsibility of young lives. Also able and willing to actively share God's plan of salvation – the good news of Christ. Responsible for lesson planning (include storytelling, music, games, simple crafts, puppets, etc.), classroom management, decorations, daily and weekly preparation and clean-up, rotational leadership in Nursery evenings and the actual teaching of six sessions weekly. Assist with housekeeping changeovers on Saturday mornings.

**Teacher's Assistant**—must love and enjoy working with children, eager to learn and gain experience in teaching field, willing to assist in any way possible, creative and adventurous spirit, responsible nature. Related previous experience helpful.

Assist teacher with class instruction, discipline, craft activities, lesson planning, and nursery duties. Assist with housekeeping changeovers on Saturday mornings. (these positions will combine with either Hill Wait/Buffer or Purdy Center Dishroom staff)

**Special Needs Teacher** – Must love working with children, particularly those with special needs who require individual attention. Must have the patience, love and maturity necessary for gently but firmly guiding children with special needs both within a classroom and, when they become disruptive, outside of the class. Previous experience with special needs children very helpful but not essential if eager to learn and to serve. On weeks when there are no special needs children, substitute for other teachers and teacher's assistants – must be extremely flexible, willing to help out in different capacities throughout the summer. Rotate serving in evening Nursery and Childcare. Assist with housekeeping changeovers on Saturday mornings.

**Nursery Supervisor**—must have nursery experience, ability to organize, special training in this field preferable; knowledge of infant and toddler care, safety procedures. Responsible for total operation of Nursery facility in daily use, staff training and supervision, general scheduling, stocking supplies, overseeing volunteer staff from other departments, coordinating outcall babysitting service. Responsible to CE Director.

**Nursery Attendant**—must love working with infants and toddlers, exceptionally responsible and conscientious, creative and desire to gain experience in childcare and CE, patient and able to learn quickly. Responsible for infant and toddler care/instruction during daily operation of Nursery. This is more than simply babysitting – it demands a commitment of active participation. (these positions combine with part-time work in Bookstore, Trading Post, Arts & Crafts and Washingtons)

**CE Arts & Crafts Director**—must have knowledge and skill in a wide variety of children's crafts; creative with craft skills; able to organize craft projects; capable at giving instruction and encouragement to get children involved. Responsible for oversight of total Christian Education craft program, inventory control, training/overseeing CE staff in craft projects and instructing/assisting CE children. Works with ages 3-11.

**NOTE:** As all positions in CE are for mornings only (and occasional evening nursery duty), these jobs are doubled with other positions elsewhere in Camp: Trading Post (2), Bookstore (2), Dining Room Staff (7), Laundry (3), Arts & Crafts (3), Purdy Dishroom (5). Please read the other job descriptions to determine other areas in which you are interested. The CE Teachers will not have another part-time job, but will focus more on their lessons, and provide additional support in the evenings. CE staff are scheduled to help with housekeeping duties throughout Camp on Saturday morning changeovers and will earn some extra tips.

## FLOATER

**Floater**—Serves in various positions that are in need of help during any particular week. Must be flexible and able to adapt to new environments easily.

## FOOD SERVICE

### **PURDY CENTER KITCHEN**

**Chef's Assistant**—must be at least 18 and able to work with others under pressure; must enjoy being part of a team. Cooking experience helpful, including exposure to quantity preparation. Responsible to assist Chefs in high quality and quantity food preparation for buffet style service, help ensure food safety and sanitation. Will learn a ton in a fun environment. Great experience in a professional kitchen.

**Pantry Assistant**—must enjoy creative skills of salad and dessert preparation, must be very teachable and wanting to learn, willing to assist Chefs in close quarters. Responsible for preparing salad bar and dessert cart and for ensuring food safety and sanitation. (2 full-time, 1 Lifeguard).

**Dishwasher**—must enjoy hard work with others in a team, ability to work quickly, thoroughly, and cooperatively. Perform under pressure and carry out instructions. Responsible for washing and stocking dishes, pots and utensils. Lifeguards take care of breakfasts, 5 CE staff take care of lunch and dinners.

## **PURDY CENTER DINING ROOM**

**Host/Hostess**—must enjoy meeting and interacting with people, well-groomed, outgoing personality, able to be gracious and firm, work under pressure, lead others effectively. Must have previous waiter/waitress experience, preferably Purdy Center experience. Responsible for greeting/seating guests; train, oversee, and assign all wait staff/bussers; coordinate reservations with office; handle basic scheduling; liaise with chefs; able to make announcements.

**Wait Staff**—must enjoy meeting and serving people of all ages, have outgoing and friendly personality, willing to work hard and long hours on your feet. Helpful to have previous waiter/waitress experience; able to work and learn quickly. Responsible for setup/cleanup of Dining room and serving drinks/coffee to guests as well as pre-bussing. Must enjoy “bustling” work environment and serving.

**Buffet Attendant**—must be a hard worker, well-groomed, able to take initiative and anticipate, able to work quickly and on feet for several hours at a time. Responsible for setting up steam table serving line, resupplying, bussing dishes, assisting wait staff, helping receive and stock inventory, helping clean up.

## **HILL KITCHEN**

**Asst. Head Hill Cook**—cook experience required; must be hard worker with leadership skills. Responsible for determining food quantities, train/manage/motivate cooks, oversee food safety and sanitation. Must be able to think quickly and improvise when needed.

**Asst. Hill Cook**—must be at least 18, eager to gain food preparation experience; cooking experience helpful. Willing to work hard, able to work and learn quickly as part of a team. Responsible to follow recipes and cooking procedures as directed by Head Cook, maintain food safety and sanitation.

**Pots**—must enjoy hard work with others in a team, ability to work quickly, thoroughly, and cooperatively. Perform under pressure and carry out instructions. Responsible for washing and stocking dishes, pans and utensils.

## **HILL DINING HALL**

**Dining Hall Host/Hostess**—must enjoy meeting people, have a gracious and outgoing personality, be a neat dresser with previous experience necessary, able to lead others effectively and work calmly under stress. Responsible to see that guests are greeted and seated, coordinate with office to organize meal counts and reservations, team with Assistant Host/Hostess to train, assign and oversee waiters/waitresses and bussers. Demanding job with high visibility. Must love serving guests of all ages!

**Assistant Host/Hostess**—qualifications similar to above. Responsible to coordinate with Host/Hostess in overseeing general operation of Dining Hall, help train and oversee wait staff and bussers, help maintain Dining Hall sanitation.

**Wait Staff**—must enjoy meeting and serving people of all ages, have outgoing and friendly personality, willing to work hard and long hours on your feet. Helpful to have previous waiter/waitress experience; able to work and learn quickly. Responsible for setup/cleanup of Dining room and serving drinks/coffee to guests as well as pre-bussing. Must enjoy “bustling” work environment and serving.

**Commissary**—must be physically strong, mature and enjoy heavy work; able to organize, take and follow instructions and fulfill cook’s requests; anticipate needs and take initiative. Receive and store all stock, inventory, transfer stock to kitchen, transfer food to serving area, general sanitation of food areas. Must be able to work/think quickly.

**Buffet Attendant**—must enjoy working with food and being a part of a team; able to get up early, work hard, work under pressure, work quickly and thoroughly; knowledge of general serving and sanitation procedures. Responsible for serving line set-up, serving and clean-up, general sanitation.

**Busser**—must be alert, able to learn and work quickly around crowds; physically strong and an energetic person, with a servant’s heart. Responsible for bussing dishes from table to dishroom, maintain drink dispensers, assist wait staff in setup, and maintain cleanliness and sanitation of dining area.

## **TEE PEE (Snack Shop)**

**Manager**—should have experience in fast food or ice cream parlor; must have leadership skills and experience and enjoy serving guests; responsible for all

facets of the Tee Pee operation; responsible to place orders, manage staff, maintain safety and sanitation; knowledge of grill and vending machinery helpful.

**Assistant Manager**—should have adequate experience in fast food or ice cream parlor. Must have leadership abilities and enjoy meeting and serving guests. Responsible to assist Manager in all facets of Tee Pee operation, including ordering stock, training and managing staff, shift control, maintaining food safety and sanitation, cleaning Tee Pee. Knowledge of grill, ice cream/shake/slurpy/vending machinery helpful.

**Full-Time Tee Pee Attendant**— Full-time in the Tee Pee; Able to lead and motivate Tee Pee staff and follow instructions given by Managers. Must enjoy meeting and serving people, willing to work varying shifts, willing to learn, ability to work quickly, conscientious of quality service and cleanliness. Responsible for making short order menu items, extensive ice cream bar, specialties; maintain food safety and general sanitation of serving and eating areas. Fun and bustling place to work.

**Tee Pee Attendant**—must enjoy meeting and serving people, willing to work varying shifts, willing to learn, ability to work quickly, conscientious of quality service and cleanliness. Responsible for making short order menu items, extensive ice cream bar, specialties; maintain food safety and general sanitation of serving and eating areas. Fun and bustling place to work. **Recreation Activity Leaders cover some shifts.**

## **HOUSEKEEPING**

**Camp Housekeeping Attendant**—must be hard working and able to work independently. Responsible for many miscellaneous housekeeping items, such as laundry, public restrooms, public building cleanliness, and assisting Housekeepers. Applicants need to be in good physical condition, able to lift heavy objects (at least 40 pounds), and be willing to learn to drive a delivery van.

**Camp Housekeeper**—must be able to perform physically vigorous work, be detail oriented, be willing to take instruction; need a servant’s heart, pleasant personality to interact with guests and the ability to work independently. Strip/make beds, wash windows, dusting, private restroom sanitation, daily care of guest’s facilities, linen room and laundry room duty, etc. 14 are part-time hill dishwashers, one is part-time Hill cook, and five are team leaders.

**Purdy Housekeeping Supervisor**— Able to supervise 4 full-time housekeepers in floor and carpet care, daily cleaning of lounge, conference rooms, offices, halls, meeting room. Also, daily maid service of hotel-style rooms, daily changeovers. Work with the front desk and guest services to facilitate guest arrivals and departures. Take care of setting up speaker rooms and scheduling housekeepers into Washingtons.

**Purdy Housekeeper**—Includes floor and carpet care, daily cleaning of lounge, conference rooms, offices, halls, meeting room and public restrooms. Also, daily maid service of hotel-style rooms, daily changeovers, works in Washingtons at least 1 afternoon each week.

**Washingtons Supervisor**—Supervise and work with 3 point people in doing all camp linens and towels and department laundry. Responsible for ordering supplies and maintaining cleanliness of building. Must be physically able to lift heavy loads, bend down numerous times a day and stand on your feet for hours at a time. Taller individuals would be able to work with much more ease.

**Washingtons Attendant**—must be detail conscious and have a serving heart. Responsible for assisting with washing, drying, folding and organizing Camp linens and towels in a commercial laundry facility on the property. Must be physically able to lift heavy loads, bend down numerous times a day and stand on your feet for hours at a time. Taller individuals would be able to work with much more ease. (This position combines with Nursery Attendant).

## **MAINTENANCE**

**Maintenance Crew**—must enjoy physically hard work outdoors/indoors, no restrictive allergies, basic knowledge of small machinery operation, experience with landscaping, painting, basic carpentry preferred. Responsibilities include general landscaping, painting, waste management, minor maintenance projects/repairs, Sunday crowd control and other duties as necessary.

**Handyman**—demanding position requiring on-call status, physical strength and stamina; also ability to learn and work quickly and drive a pickup/van; gracious nature to interact with guests in stressful situations. Responsible for moving

cots/cribs throughout Camp, emergency maintenance of bathrooms, lighting; general fix-it and can be called on for almost anything at anytime. High degree of responsibility. Must be a Christ-like person with a servant's heart.

**Tapawingo Handyman**—must be at least 18 years old. Demanding position requiring physical strength and stamina. Works on the island of Tapawingo doing general maintenance and some renovations. Must be willing to be flexible with boat rides to island. Must be patient with a good attitude and willing to be an example of Christ to the girls at Tapawingo.

### MUSIC PROGRAM

**Music Staff**—an integral part of the CAMP-of-the-WOODS ministry, there are a variety of opportunities (trumpet, horn, trombone, tuba, sax, flute, oboe, clarinet, bassoon, violin, viola, cello, guitar, percussion, vocal, etc.). Most music staff will help every-other-week in Saturday Housekeeping Changeovers. See Music Staff Application for more information.

### NURSING

**Camp Nurse**—must be RN or LPN with some emergency/first-aid experience, enjoy working with families/adults and high school/college; must be flexible and firm in nature, totally available day or night when on duty. Oversee health needs of Camp guests and summer staff, operation of infirmary (in/out patient), doctor referrals, etc.

**Nurse's Assistant**—Must have completed one year nursing school or athletic training school, be a currently certified EMT, or have 1 year experience in the medical field. Possess the eagerness to gain hands-on nursing experience with the ability to work independently. Must be CPR/AED certified. Responsible to assist Camp nurse(s) in general health procedures and operation of Camp infirmary.

### OFFICE

**Cashier**—must be an exceptionally mature and dependable person with experience in general office skills, including handling and processing cash and receipts received from guests and departments throughout Camp; general recording and reconciling techniques; ability to work and learn quickly. Accuracy a must. Computer experience required.

**Receptionist**—must enjoy people of all types and be able to deal with them graciously in person and over the phone. Should be self-starter. Typing, filing, and general office skills required, including handling the cash drawer. Serve as Camp's up-front person, answer various Camp questions, take registration requests by phone, register guests upon arrival, handle complaints and service needs, interact with other departments, prepare billing and receive payments. Definite PR orientation, must be a people person.

**Guest Services**—must be a friendly person who wants to serve and help, must enjoy interacting with guests of all ages and temperaments. Responsible for greeting incoming guests, help set up Demarest and Tibbits for guest events, help with Saturday check-in, be a helpful, available, warm and visible resource for all guests, assist as a Chauffeur and Messenger as needed. This is wonderful "PR" experience. Must be at 19 years old and very mature.

### RECREATION PROGRAM

**Assistant Director**—must have the qualifications, willingness and ability to assist the Recreation Director in all aspects of the Recreation program. Must have training and leadership experience in a wide variety of sports (field and non-field), group games and activities. Enjoy working with all ages of people and not afraid to get people involved in fun; must be creative, outgoing, adventurous, organized, able to plan ahead and lead guest/staff activities. Responsible to coordinate tennis and waterfront programs with overall recreation program. Responsible to assist Director in organizing, training, assigning and supervising various recreation staff and presenting daily calendar of events in chapel announcements. High visibility and responsibility. Help to organize staff recreational program and special staff activities.

**Activity Leader**—must be at least 18, must be athletic/outdoors person who thoroughly enjoys being with people, physically healthy, outgoing personality and not timid. Able to initiate and instruct various activities, organize group games and generally help others to get involved and have a good time. Must be conscious of others and of safety at all times, not conscious of self. Responsible to organize,

monitor/participate, follow through and promote all assigned activities; lead hikes, canoe trips and whitewater rafting. Challenge/Ropes Course, Zip line and Climbing Wall experience preferred; training provided on these elements. Must be enthusiastic, versatile and a servant-leader. Regularly assist in other areas of Camp as needed, including housekeeping changeovers on Saturday mornings and rotating periodically into the Hill Dishroom. (Two full time). **Activity leaders rotate into the Tee Pee.**

**Waterfront Supervisor**—must be 21 and have current WSI, CPR, Standard First Aid and Lifeguard Training or Advanced Lifesaving; experience in swim instruction, lifeguard leadership experience, knowledge of general beach safety and maintenance, ability to communicate and enforce safety policies/regulations; mature individual who realizes the responsibility this position carries. Responsible for a large, beach-front swimming area, for general safety procedures, and for the enjoyment and welfare of people in that area; also monitor beach and organize/supervise a staff of 6 certified lifeguards to maximize safety and enjoyment.

**Lifeguard**—must have current Lifeguard training or Advanced Lifesaving certificate, or WSI, plus First Aid, plus a Waterfront Module, and CPR (American Red Cross Basic Life Support for the Professional Rescuer or American Heart Association Course C); some lifeguarding experience desired, preferably on a waterfront rather than poolside; guard swimming area, monitor beach activity, assist Rec. Activity Leaders in any water-oriented activities and any other tasks as assigned by Supervisor. Assist in swimming instruction. If necessary, appropriate training and certification will be available at Camp. Lifeguards help wash breakfast dishes and pantry in the Purdy Center every morning.

**Assistant Boat Director**—at least 20 years of age, must possess PV license from NY State (we can help you obtain), must be experienced with all aspects of inboard/outboard power boats and non-power boats such as sailboats, canoes, rowboats; must be thoroughly responsible in operation of each and knowledgeable in safety procedures; enjoy working with and serving people, giving basic boating instruction, have leadership ability. Responsible for operation/maintenance of marine department and equipment, boat rentals, gasoline sales, speedboat rides, pulling water-skiers, training and supervising crew in correct procedure. The marine crew are the lifeblood of Tapawingo, operate Tapawingo shuttle service, pull skiers, etc. Report directly to boat dock Supervisor and Tapawingo Director.

**Marine Crewmember**—must be at least 18 and have qualifications similar to above, enjoy serving people and be willing to maturely accept the responsibility that goes with the position; assist Captain in operation of Marine department as assigned. New York State PV license required (we can help you obtain). One crewmember will solely man the boat shack. This person does not need his or her PV license.

### SECURITY

**Night Watchman**—mature male (minimum age 21). Knowledge of general security procedures, previous experience preferred. Must be exceptional in character and integrity, willing to work alone when needed, stable person. Responsible for nightly patrol of Camp grounds, securing buildings, appropriately handling any problems that arise, making reports of all activity and people seen, enforce Camp curfew for guests and staff, man front desk phone; may be asked to do airport/train/bus runs

### SOUNDRoom / AUDITORIUM

**Soundroom Supervisor**—must have depth of experience with audio/recording equipment, able to operate sophisticated sound and tape recording equipment for mass recording/duplication, oversee small crew to handle stage set-up, coordinate with Music Director and speakers for setup requests. Responsible for sound/taping of all chapel services, music concerts, setup of sound equipment, making of master tapes, operating high-speed duplicator for tape orders, basic record keeping, coordinate with Bookstore for tape orders. Also have basic knowledge of lighting.

**Sound Technician**—must enjoy working indoors and with sound equipment, willing to work long hours in low-profile position, mature and responsible in character, able to learn quickly and follow instructions precisely. Experience with sound setup and master tapes, operating high-speed duplicator for tape orders, basic record keeping, coordinate with Bookstore for tape orders.

**Note:** Both positions also include operation of major lighting system for concerts.

## STAFF LEADERSHIP

**Personnel Assistants** –(four) must be at least 23, possessing a very committed and mature faith in Jesus Christ, must be a servant-leader who knows how to love, lead, disciple, discipline, motivate, encourage and organize. Responsible for oversight of 225 high school and college age staff, including living/work adjustments, building accountability, disciplinary action, and overall staff life. Works closely with Personnel Director and Assistants. Demanding position that requires great maturity and problem solving capabilities. Must be flexible and willing to pitch in whenever needed (often “fill in” for sick staff, etc.). Much behind the scenes work. **Must be here for preseason.**

**Staff Life Coordinator**–(one males/ one female) must be minimum of 22 with qualifications similar to above; leadership experience with large/small groups and one on one, specifically with leading and helping others to lead Bible studies and with dorm relations, policy enforcement, discipline, etc. Responsible for planning and oversight of staff events and recreation and lead myriad of staff events, hikes, campouts, socials, etc. Responsible to assist Personnel Assistants in staff life ministry, take responsibility for a specific staff living area and those assigned there, oversee curfew, room checks, ushers/flag carriers, help fill in wherever needed. Will work directly with Camp Pastor. **Must be here for preseason.**

**International Liaison**–(one) must be minimum of 21 with qualifications similar to above listing with special interest in helping international staff of 50 to acclimate to American culture and to job expectations. Great patience and creativity required. Seeking an individual with multicultural background or missions interests/training. Will be responsible for planning international specific events and activities, as well as aiding in the processing of social security cards and care of international staff. Must be able to relate well with individuals from widely varied backgrounds. Will also help serve as usher/flag carriers, help fill in wherever needed. **Must be here for preseason.**

## TAPAWINGO GIRLS CAMP

**This unique camp for girls ages 9-17 is located on an island in the middle of our lake. An exciting camp ministry that is outdoor-oriented**

**Head Counselor**–Must be at least 21 years old or have completed one year of college. Will serve as supervisor and team leader for the counseling staff. Responsible for compliance with camp rules and policies, spiritual direction and continued growth of counselors, goal setting and overall cohesiveness of the counseling team. Responsible for various reports and other administrative duties as specified by the Director. Serve as a liaison between the counseling and administrative staff. A challenging and rewarding position.

**Counselor**–Must be at least 18 years old. Spiritually mature and energetic woman to serve as cabin counselor, leader and guide of 8 girls along with co-counselor for 6 day intervals. Direct activity periods and lead hikes. Must provide joyful, creative and fun atmosphere for campers. Must exhibit a high level of enthusiasm when appropriate. Attend meetings, training and staff fellowship.

**Health Director**–Must be at least 21 years old and have one of the following licenses: Physician, Physician's Assistant, Registered Nurse, Licensed Practical Nurse, Emergency Medical Technician. Current certification CPR for the Professional Rescuer and Responding to Emergencies First Aid (or equivalent). Will oversee the health and sanitation of the camp, campers and staff.

**Program Director**–Provide administrative and field support to Assistant Director, including supervising staff in teaching of activity areas, scheduling staff, monitoring equipment use, maintaining badge program, planning and managing “Sleep-out”, “Cook-out”, and “Rainy-day” programs, and coordinating leadership and management of theme programming. Must be knowledgeable in a variety of activity areas as well as a teacher and manager of people.

**Business Manager**–Must be highly organized self-starter, problem solver with great computer and people skills. Oversee camper registration and paperwork for campers and staff. Provide office management in coordination with CAMP-of-the-WOODS office staff. Will include administrative and supervisory duties. Must be able to multi-task, handle crisis situations and have good phone skills. Also includes management of Camp store and one day/night per week of camper supervision/interaction.

**Waterfront Director**–Must be at least 21 years of age. Must have three seasons of camp waterfront experience as a lifeguard or aquatics director as well as camp counselor experience. Must hold current ARC Water Safety instructor Certificate as well as current CPR-FPR certificate not exceeding one year in duration. Will oversee all aspects of the waterfront, supervise lifeguarding staff, and administer camper swim tests.

**Lifeguard**–All of the above counselor duties and qualifications with the addition of waterfront duties including lifeguarding, beach maintenance, aquatics equipment maintenance, and aquatics instruction. Must maintain a schedule of swimming and exercise to maintain fitness. Must hold a current lifeguarding certificate with waterfront module from an approved lifeguard training facility (can obtain during Tapawingo Staff Training).

**Food Service**–Will oversee food service, cleaning needs of the camp. Supervise assistants and be responsible for the ordering of supplies, management of cleaning and food systems and general cleanliness of camp.

**Worship Leader**–Will plan and coordinate daily Vespers program and other spiritual activities. Must be musically skilled (guitar/piano and vocal) and able to lead worship services for campers and staff. Must be spiritually mature, prayerful, and creative. Will assist in other areas of camp as needed. May combine with a counseling or head counselor position.

**Craft Director**–Oversee all aspects of the craft program, including choosing and ordering projects, instructing staff and campers, organizing and maintaining general safety and cleanliness of craft cabin. Must be creative, patient, organized and a self-starter; must love children and want to encourage creative development. May combine with a counseling position.

**Counselor in Training Director**- Must be 21 years old. Will design, prepare for, implement and lead CIT curriculum, including overseeing Bible studies, discussions, activities, and a week long hiking trip. Will function as a counselor to 6 CITs at all times while in camp and on the trail and serve as a liaison between CITs and the remainder of the counseling/admin staff. Responsible for various reports, attending weekly meetings and other administrative duties. Will work with and delegate responsibilities to a CIT Assistant Director. Must have a desire to see young women, ages 16-17, grow in their knowledge, love and commitment to Christ

**Counselor in Training Assistant Director** – Must be 20 years old. Will assist CIT Director in all of the above responsibilities. Must have a servant's heart that desires to see young women, ages 16-17, increase in their knowledge, love and commitment to Christ while encouraging them to be godly leaders.

## TEEN MINISTRIES PROGRAM (TMP)

**TMP Assistant**–must be 21 years old, must have a passion for youth ministry with the goal of glorifying Christ, have a servant's heart, strong work ethic, desire to be stretched and used of the Lord, and fun personality. Some responsibilities will include speaking during Teen Chapel, leading games and activities and conducting small group Bible Studies. Must be able and willing to assist Director in planning and implementing an upbeat and spiritually meaningful program.

## TRADING POST (gifts)

**Salesclerk**–must enjoy working with and serving people, eager to assist, not timid, retail sales experience helpful. Neat in appearance, gracious in personality. Able to operate cash register. Responsible for sales, stocking, display, cashiering and answering questions at our gift shop. (This position is combines with Nursery)

## **Staff Development**

As a staff member at CAMP-of-the-WOODS, you will have the opportunity to grow spiritually in your walk with the Lord, and also relationally as you build and develop friendships with other staff members.

We commit to each staff member that we will provide avenues for spiritual growth and encouragement throughout your time here.

Some of the ways in which we provide opportunities for development are:

### **Staff Fellowship:**

Each Sunday evening, following our camp-wide service of Worship & Praise, we set aside a time for all of our staff to fellowship together. Important announcements are made to help keep the staff informed, as well as encouragement and directions. We look at scripture and are challenged in our walk with the Lord.

### **Small Groups:**

We put the entire staff into different small groups that will meet each week. This is an opportunity to open up and share in a more intimate setting and really get to know the people in the group. We split the staff into male and female groups with a mature and knowledgeable leader. The leaders meet each week to cover the material that each group will discuss.

### **Excellent Chapel Speakers:**

CAMP-of-the-WOODS is blessed with incredible men of God who come and challenge us with God's Word. Many staff members are able to get to these morning chapel services. This is a great opportunity to study and sit under the teachings of men like Ravi Zacharias, Charles Zimmerman, and Jack Graham.

### **One-on-one Discipleship:**

Whether from full-time staff members or summer staff leadership, there are plenty of resources and people available to provide one-on-one discipleship. This is a great chance to meet regularly and learn from those who are a little more mature in their faith.

### **Men's & Women's Bible Studies:**

This summer we are going to set up weekly Bible studies that are available for both men and women. This will be a topical study and a great chance to learn and grow.

We will do everything we can, within the scope of this ministry, to help you grow in your walk with the Lord and become more like Him. We provide these opportunities, but it will be up to you to take advantage of them. We encourage you to make the most of the summer and utilize the resources we have and are making available to you.

## Pre-season Staff

Pre-season is an important time at CAMP-of-the-WOODS. During this time, we prepare the facilities for the upcoming summer season. A lot of work goes into opening up and cleaning buildings, preparing the grounds, and getting the accommodations set. Pre-season Staff begin to arrive in early May, as soon as college is over, and continue on through the beginning of June.

Here's a typical Pre-season day:

7:15 am	Devotions & Breakfast
8:00 am	Report to work (either Maintenance or Housekeeping)
12:00 pm	Lunch
1:00 pm	Back to work
5:00 pm	Work day ends
5:30 pm	Dinner
6:45 pm	Evening Activity
11:00 pm – 6 am	Quiet hours in accommodations

Here are some of the activities we plan for Pre-season:

- Hikes in the Adirondacks
- Bowling
- Trips to Albany, Saratoga, Lake Placid
- Basketball
- Ultimate Frisbee
- Soccer
- Ice Cream Socials
- Watch a Movie Together
- Hang out & Fellowship

Along with these fun activities, we also meet together as a group once a week for a time of worship and opening up the Word. It's a great chance to take some time and make sure our focus is on Christ. These are wonderful times of glorifying our Lord and diving into Scripture.

Pre-season Staff are paid \$125 a week with the opportunity to make more. We have retreat groups that come to camp on the weekends, and we look to the Pre-season Staff to work in food service. You can do anything from cook, wait tables or bus tables. If you sign up to work a weekend you will work a half day on Friday in either your housekeeping or maintenance duties then work Friday dinner. The last meal is on Sunday lunch. Your days off are the rest of Sunday as well as Monday. You get less time off, but you receive tips for working the weekend. It's a great chance to serve and make a little more money while you're here.

In the past we have had one large weekend where we require everyone to pitch in and help. As a "thank you" for all that you do that weekend, we take Monday and go on a trip to an amusement park. It's a wonderful time of fun and fellowship, and a chance to get away from camp and relax. We use the tip money that comes in from that retreat weekend to cover the expenses of the trip. Most of the time, there is tip money left over, and you will receive that from the weekend. We hope to continue this if at all possible.

We are always looking for staff to come and work and have fun during Pre-season. Consider being a part of that team!

**CONFIDENTIAL**

# **CAMP-of-the-WOODS** -AND- **Tapawingo**

PERSONNEL OFFICE ☎ (518) 548-4311, ext. 254  
PO BOX 250, SPECULATOR, NY 12164-0250

Reference Form to be  
completed by a **PASTOR**  
(Pastor, College or Youth Pastor, Bible  
Study Leader)

Applicant's Name \_\_\_\_\_ Address \_\_\_\_\_

Position(s) Desired: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

The above person has applied to serve on the Summer Staff at CAMP-of-the-WOODS family resort or Tapawingo Girls Camp. This person will be in a close community setting in the Adirondack State Park. The position will require flexibility and maturity. Please bear in mind the duties and responsibilities the applicant will be asked to complete.

**The Applicant has agreed to release any person/company/agency from any liability for any damages whatsoever for information recorded on this reference form. The applicant waives his or her right to see this evaluation.**

Thank you for your candid assessment of the Applicant. This reference will be used in conjunction with other referrals, a personal interview, and an application. Please return completed form directly to the above address as soon as possible and no later than **March 1**.

1. How long have you known the Applicant and in what capacity?
2. Is the Applicant a Christian? Y  N  Not Sure   
For approximately how long? \_\_\_\_\_
3. Does the Applicant appear to be growing in his/her walk with the Lord? If so, what demonstrates this?
4. In what area(s) does the Applicant need to be nurtured in order to grow and improve?
5. How would you describe the home/family life of the Applicant?
6. What are 3 positive characteristics/personality traits of the Applicant:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_
7. What are 3 tendencies which might reduce the effectiveness of the Applicant:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_
8. To your knowledge, does the Applicant smoke, drink or use illegal drugs? Y  N  Not Sure
9. Would you want your child or teenager placed under the direct charge, influence, or care of this individual?  
Absolutely  Yes, with slight reservation  Probably not  No

Please Explain:

10. Please fill out this chart to the best of your knowledge.

	Excellent	Above Average	Average	Below Average	Poor	Not Sure	<u>General Impressions</u> circle the words that you believe to be applicable
Spiritual Commitment							dedicated, growing, searching, uncommitted
Christian Influence							positive, passive, negative
Judgment							mature, adequate, inconsistent
Dependability							consistent, erratic, poor
Leadership Potential							natural, latent, follower
Cooperation							consistent, erratic, poor, obstructive
Personality							extrovert, well-balanced, introvert, self-confident
Personal Presentation							well-groomed, relatively, neat, sloppy
Emotional Stability							stable, self-controlled, easily disturbed, unstable

11. Are you recommending the Applicant more for what he/she can contribute to our program or more for what we can do for him/her? Please explain:

WHAT IS YOUR OVERALL EVALUATION OF THE APPLICANT?

- Highly recommend   
  Recommend   
  Recommend with minor reservations   
  Recommend with major reservations   
  Do not recommend

ADDITIONAL COMMENTS:

Check if you prefer a phone call from us to personally discuss any of the above.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Position/Organization \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

*Thank you very much for your assistance!*

Pastor

CONFIDENTIAL

# CAMP-of-the-WOODS

-AND-  
Tapawingo

PERSONNEL OFFICE ☎ (518) 548-4311, ext. 254  
PO BOX 250, SPECULATOR, NY 12164-0250

Reference Form to be  
completed by a  
RECENT EMPLOYER OR  
PROFESSOR/TEACHER

Applicant's Name \_\_\_\_\_ Address \_\_\_\_\_

Position(s) Desired: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

The above person has applied to serve on the Summer Staff at CAMP-of-the-WOODS family resort or Tapawingo Girls Camp. This person will be in a close community setting in the Adirondack State Park. The position will require flexibility and maturity. Please bear in mind the duties and responsibilities the applicant will be ask to complete.

**The Applicant has agreed to release any person/company/agency from any liability for any damages whatsoever for information recorded on this reference form. The applicant waives his or her right to see this evaluation.**

Thank you for your candid assessment of the Applicant. This reference will be used in conjunction with other referrals, a personal interview, and an application. Please return completed form directly to the above address as soon as possible and no later than **March 1**.

1. How long have you known the Applicant and in what capacity?

2. What was the nature of the work done by the Applicant?

3. What are 3 strengths of the Applicant:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. What are 3 tendencies which might reduce the effectiveness of the Applicant:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

5. Would you feel confident in hiring/rehiring this person? Y  N  Maybe

In having them as a student another year? Y  N  Maybe

If No or Maybe, please elaborate: \_\_\_\_\_

\_\_\_\_\_

6. To your knowledge, does the Applicant smoke, drink or use illegal drugs? Y  N  Not Sure

7. Would you want your child or teenager placed under the direct charge, influence, or care of this individual?

Absolutely  Yes, with slight reservation  Probably not  No

Please Explain:

8. Please fill out this chart to the best of your knowledge.

	Excellent	Above Average	Average	Below Average	Poor	Not Sure	<u>General Impressions</u> circle words that you believe to be applicable
Judgment							mature, adequate, inconsistent
Dependability							consistent, erratic, poor
Leadership Potential							natural, latent, follower
Cooperation							consistent, erratic, poor, obstructive
Initiative							confident, imaginative, persevering, lazy
Intellect							quick, teachable, average, slow
Personality							extrovert, well-balanced, introvert, self-confident
Adaptability							flexible, open-minded, rigid, tactful, blunt
Personal Presentation							well-groomed, relatively, neat, sloppy
Emotional Stability							stable, self-controlled, easily disturbed, unstable

WHAT IS YOUR OVERALL EVALUATION OF THE APPLICANT?

- Highly recommend     Recommend     Recommend with minor reservations     Recommend with major reservations   
 Do not recommend

ADDITIONAL COMMENTS:

Check if you prefer a phone call from us to personally discuss any of the above.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Position/Organization \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

*Thank you very much for your assistance!*

Employer/Professor