

Return application to:
Westminster Woods
Ministries Department
6510 Bohemian Hwy
Occidental, CA 95465-9106



Ministries Department:
Phone: (707) 874-2426 ext.611
Fax: (707) 874-9129
E-mail:
aimee@westminsterwoods.org

2014 Summer Staff Application Information

Keep this sheet for your information.

Before completing the paperwork, please read through the enclosures and the job descriptions carefully as you prayerfully consider your role as potential Summer Staff. We are interested in the clarity of your writing, since it offers us an introduction to you. We encourage you to have someone you trust read your written responses, so that your answers fully represent your reflections.

The six-week staff commitment will begin Saturday, June 14, 2014, and end Sunday, July 27, 2014.

Recruiting, Hiring & Processing Staff Applications: The application deadline for priority consideration is February 15, 2014. However, we will still accept applications until all positions are filled. We will contact you to confirm an interview time once we receive your completed application and both reference forms.

Your Application:

- Type or print clearly in black ink.
- You may use additional paper to provide a thorough and legible response.
- Answer all questions. Incomplete applications may not be accepted.
- Indicate your first, second, and third choice position.

Certifications: Summer staff are required to be certified in both Standard First Aid and CPR (adult, child, infant). These certifications must be on file in our office before the employment period begins. **If you are not currently certified or if your certificates will expire before July 26, 2014, please register for and attend a certification course in your local area prior to camp arrival.**

Reference Forms: Completed reference forms should be sent directly to Westminster Woods from the person filling them out. We recommend that you provide those individuals with stamped envelopes addressed to Westminster Woods.

The Pastor Reference form is to be completed by your Pastor, Youth Director, or Christian Group Leader. The Personal Reference form is to be completed by a present or former employer or supervisor. If you have not been employed before, a teacher can fill out this form for you.

****Please do not use a relative or a current Westminster Woods staff person to complete a reference form.**

Interviews: Interviews will be conducted in-person and via telephone and Skype on a rolling basis once we begin receiving completed applications and reference forms and continuing until all staff positions are filled.

Cabin Counseling: We use a rotation model that provides cabin counseling assignments for many of our summer staff positions. Therefore, all applicants should consider cabin counseling as a part of any position for which they apply. Cabin counselors exhibit a committed and thought-through faith in Christ. They are able to facilitate small group discussions, love children and youth, enjoy outdoor life, singing, water activities, games, and sports. Counselors should be physically able to participate in such activities. You will be assigned to live with a group of campers during the given week and be responsible for their physical and spiritual welfare. A flexible spirit is needed because counselor assignments to specific age groups often aren't known until the first day of each camp.

2014 Summer Staff Positions

Rotating Positions

Archery: Ability to work on a team as well as being self-motivated. Conduct archery activity for 4th-6th graders as well as adults with developmental disabilities. Enjoy coaching students, able to supervise groups, committed to campers' safety. Experience required or willingness to train during the spring for USA Archery Level 1 Instructor certification. In addition to archery duties, will be working together to support all camp activities and program set-up (i.e. games, crafts, projects, sound systems, mail distribution, etc.).

Buildings and Grounds: Ability to work on a team as well as being self-motivated. Ability to lift 50 pounds and enjoy outdoor work. Able to set up equipment, furniture and sound systems for camp activities. Must be able to drive standard transmission (stick). In addition to buildings and grounds duties, will be working together to support all camp activities and program set-up (i.e. games, crafts, projects, sound systems, mail distribution, etc.).

Challenge Course Facilitator: Able to supervise groups. Physically strong, safety conscious. Comfortable with heights and challenging situations. Extra training provided; must be available to start training at Westminster Woods one week earlier than other summer staff (arriving June 8th, 2014). Must have completed freshman year in college.

Child Care Provider: Provides child care for the children of our staff, nurses, speakers and volunteers. Enjoys children, detail-oriented, and able to plan creative activities.

Crafts: Ability to work on a team as well as being self-motivated. Responsible for a camp-oriented craft program, maintaining inventory, training counselors to assist and working with youth to deepen creative interests and skills. Have a variety of creative skills and enjoy working with children and youth. Able to delegate. In addition to craft duties, will be working together to support all camp activities and program set-up (i.e. games, crafts, projects, sound systems, mail distribution, etc.).

First Aid/EMT: Enjoy caring for children and youth; safety conscious. Accompany camp groups each day and assist in activities. Work with volunteer nurses and perform general duties. Skilled in details. A current Driver's License is required, Advanced First Aid Certificate preferred.

Kitchen Assistant: Able to work in close quarters, eager to gain food preparation experience, ability to learn quickly. Good physical condition with ability to stand on feet for most of work shift and do frequent lifting. May need to carry heavy pans, operate kitchen machinery, wash dishes, sort utensils, make salads, and complete other prep work.

Lifeguard: Responsible for discipline and safety at water activities. Assist in the mechanical operation and maintenance of pool. One year of lifeguard experience preferred. American Red Cross Lifeguard Certification or equivalent, as well as CPR for the Professional Rescuer are required (Title 22 Certification). Lifeguard Advanced First Aid Certificate is preferred. In addition to lifeguard duties, will be working together to support all camp activities and program set-up (i.e. games, crafts, projects, sound systems, mail distribution, etc.).

Photographer: Interested in and skilled at taking photographs of people in outdoor settings. Will take photos of campers engaged in activities and assist in editing and uploading these photos to the camp photo website daily. Ability to work independently, follow a schedule, and create enthusiasm about camp programs.

Lead Counselor: Enthusiastic and enjoys children and youth. Have a committed and thought-through faith in Christ, be a self-starter and team worker. Have strong camp or church experience in counseling and programming for various age groups, ability to develop and lead Bible studies, singing, games, hikes, and creative spontaneous activities. Responsible for large groups of campers and cabin counselors. Will be working together to support all camp activities and program set-up (i.e. games, crafts, projects, sound systems, mail distribution, etc.). Must have completed freshman year in college.

NARRATIVE: Please answer the following questions. Diversity in opinion in our summer program is valued and needed. We are not looking for the “right” answers.

JOB QUALIFICATIONS:

1. What makes you unique?
2. What three goals would you set for yourself as a Summer Staffer?
3. Describe a time when you were in a difficult situation. What did you do? What did you learn?
4. What do you hope campers will gain from a week at Westminster Woods?

CHRISTIAN EXPERIENCE: This is your opportunity to share where you are at this point in your walk with God.

1. Are you a Christian? Yes No

2. What's your faith story?

3. How do you define Christian community?

4. What does it mean for you to be a beloved child of God?

5. Describe a significant experience you have had in the past year which has helped grow your faith.

MINISTRY EXPERIENCE: List your experience in church, camp, and other Christian ministries

LEADERSHIP EXPERIENCE: List and describe your experience in group leadership positions

YOUTH WORK EXPERIENCE: Describe your experience working with children ages 0-5, 6-8, 9-12, Middle School, or High School

OTHER EXPERIENCE: List and describe any additional experience you have that might be relevant to the position for which you have applied

EMPLOYMENT HISTORY (List most recent work first)

1.	_____ (_____) _____ Position Employer Phone Number
	_____ Dates of Employment (From/To) Reason For Leaving
2.	_____ (_____) _____ Position Employer Phone Number
	_____ Dates of Employment (From/To) Reason For Leaving

SKILLS & SPECIALTIES: While working at camp, it is often necessary to cover areas outside your normal job description. In the space provided, please note in which areas you have experience and would feel most comfortable utilizing while at camp. Feel free to describe additional skills not listed here.

Music, arts and drama (guitar, singing, crafts, dance, photography, theatre, etc.):

Outdoor knowledge (astronomy, animals, plant life, ecosystems, etc.):

Sports and outdoor activities (archery, swimming, soccer, volleyball, etc.):

Language skills and experience (Spanish, American Sign Language, etc.):

References: Please list the people to whom your reference forms have been given (two reference forms are required by all applicants including past summer staffers):

1. Check appropriate box: Pastor Youth Director Christian Group Leader
Name: _____ Phone: () _____
Address: _____ City, ST, Zip _____
2. Check appropriate box: Employer Teacher (if you've never been employed)
Name: _____ Phone: () _____
Address: _____ City, ST, Zip _____

CERTIFICATIONS HELD:

CERTIFICATION	REQUIRED FOR	TITLE & SPONSORING AGENCY	EXPIRATION DATE
CPR – adult, child, infant	ALL STAFF		____/____/____
Standard First Aid	ALL STAFF		____/____/____
Title 22 Certification or equivalent	LIFEGUARDS		____/____/____
Level 1 Instructor Certification or equivalent	ARCHERY		____/____/____
Driver’s License	FIRST AIDERS		____/____/____
Water Safety Instructor	optional		____/____/____
EMT	optional		____/____/____

*Note here if your driver’s license is currently suspended _____

Please list any other camp-related certifications you have: _____

APPLICATION CERTIFICATION & AGREEMENT

- Yes No Summer Staff are expected not to smoke during their employment period at Westminster Woods. Are you able to comply with this expectation?
- Yes No Summer Staffers are placed in a position of influence with youth and children. We look for people with consistent values whether at camp or online. Can you state honestly that your behavior online and in other public arenas is consistent and portrays a person of faith and Christian moral values?
- Yes No In camping, activities such as lifting, bending, hiking, running and playing physically active sports/games (e.g. volleyball, frisbee, basketball, soccer, baseball, swimming, challenge course, etc.) are essential functions of the job. Are you able to perform such functions?
- Yes No Have you ever had a civil or criminal complaint pending or sustained against you or have you ever resigned, been suspended, or terminated from a position for any of the following reasons: sexual misconduct, sexual harassment, unethical behavior, child abuse, driving-related legal problems, or alcohol/drug abuse?
- Yes No Have you ever been convicted of a felony or misdemeanor? If yes, please explain incident on a separate piece of paper and include with application. A conviction does not necessarily disqualify an applicant.

I hereby certify that the facts set forth in this application are true and complete as far as I know. I understand that if I am employed, falsified statements on this application may be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my prior educational, personal, and work history relating to references provided.

I understand that a pre-employment physical, background check, fingerprinting, and/or drug testing may be required as a condition of employment and give Westminster Woods permission to conduct these checks. I also understand that this application is not a contract of employment and that any employment arrangement is considered at-will and would exist only by agreement between an employee and the Executive Director (or designee) on behalf of Westminster Woods. As such, it may be freely terminated by either party at any time, with or without cause.

Applicant Signature: _____ Date: ____/____/____

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Pastor Reference Form

To be completed by Pastor, Youth Director, or Christian Group Leader

Name of Staff Applicant: _____

This person has applied for a position on summer staff at Westminster Woods Camp and Conference Center and has selected you as a pastor reference. With your confidential evaluation, we invite you to include a personal note regarding the qualifications of the applicant or any additional information. Please indicate "NA" for any questions you feel unqualified to answer. The applicant has given the authorization below for you to release this information. Please mail this completed reference directly to the address above. Thank you for your assistance.

Authorization: Applicant, please sign and date before handing out this reference

I hereby authorize _____ to provide Westminster Woods with the information requested. I release him/her from all liability for any damage incurred in giving this information. I waive my right to see the response on this reference.

Signed: _____ Date _____

From where do you know this applicant? _____

Church denomination: _____ City: _____ State: _____

How long have you known the applicant? _____ In what capacity? _____

How would you describe your relationship?

How would you describe the applicant's leadership abilities in group settings?

- Prefers to follow
- Leads only when followers are cooperative
- Makes some effort to lead
- Exceptional leadership ability

How is the applicant's emotional temperament in most situations?

- Over-responds emotionally
- Tends to be moody
- Relatively stable
- Well-balanced

How well does the applicant work with peers and leaders for the good of the group?

- Cooperates grudgingly; makes trouble
- Cooperates at personal interest level
- Cooperates towards accomplishment of common cause
- Cooperates exceptionally well

How responsible is the applicant?

- Irresponsible even under supervision
- Will do a satisfactory job with supervision
- Needs detailed instructions with regular checks of work
- Exceptionally able to accomplish own work

How does the applicant react to suggestions or criticisms from others?

- Resents suggestions as a personal insult
- Asks for criticisms and suggestions
- Listens, but may act without considering suggestions
- Follows suggestions willingly

In which areas has the applicant been involved in Christian leadership and service? Check all that apply.

- Sunday School teacher
- Mission trips
- Worship music/drama
- Childcare provider
- Community service
- Other worship leading
- Youth group leader
- Other (please specify): _____

To your knowledge, is the applicant a Christian? Yes No

Narrative Report: Please briefly respond to the following questions as they relate to the applicant. If you have no knowledge regarding the applicant's qualifications, please indicate "NA."

Does the applicant appear to be growing in his/her Christian faith during the last twelve months? Yes No
Please explain:

During the past year, about how often has the applicant attended worship at this church?
 Quarterly Every other month Once a month Twice a month Weekly

How involved has the applicant been in church and Christian groups?

In what areas does the applicant need to be nurtured and encouraged to grow?

Please describe any tendencies or traits which you feel might reduce the effectiveness of the applicant in the camp program for which they are applying.

Would you place your own child under the direct influence and care of this individual for an overnight program?
 Yes No — If not, please explain why:

To your knowledge, has the applicant ever had any civil or criminal complaints pending or sustained and/or has he/she ever resigned, been suspended or terminated from a position for any of the following reasons: sexual misconduct, sexual harassment, unethical behavior, child or spouse abuse, driving-related legal problems, alcohol or drug abuse? Yes No

What is your overall recommendation for this applicant?

I am recommending the applicant based on:

- what the applicant can contribute to programs at Westminster Woods.
- what Westminster Woods can help the applicant learn through the program.

Please provide any additional comments you feel would help us in considering the applicant:

Name: _____ Date: _____

Title & Church: _____

Phone: () _____ E-mail: _____

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Personal Reference Form

To be completed by an Employer or Teacher

Name of Staff Applicant: _____

This person has applied for a position on summer staff at Westminster Woods Camp and Conference Center and has selected you as a pastor reference. With your confidential evaluation, we invite you to include a personal note regarding the qualifications of the applicant or any additional information. Please indicate "NA" for any questions you feel unqualified to answer. The applicant has given the authorization below for you to release this information. Please mail this completed reference directly to the address above. Thank you for your assistance.

Authorization: Applicant, please sign and date before handing out this reference

I hereby authorize _____ to provide Westminster Woods with the information requested. I release him/her from all liability for any damage incurred in giving this information. I waive my right to see the response on this reference.

Signed: _____ Date _____

From where do you know this applicant? _____

City: _____ State: _____

How long have you known the applicant? _____ In what capacity? _____

How would you describe your relationship?

How would you describe the applicant's leadership abilities in group settings?

- | | |
|--|--|
| <input type="checkbox"/> Prefers to follow | <input type="checkbox"/> Leads only when followers are cooperative |
| <input type="checkbox"/> Makes some effort to lead | <input type="checkbox"/> Exceptional leadership ability |

How is the applicant's emotional temperament in most situations?

- | | |
|--|--|
| <input type="checkbox"/> Over-responds emotionally | <input type="checkbox"/> Tends to be moody |
| <input type="checkbox"/> Relatively stable | <input type="checkbox"/> Well-balanced |

How well does the applicant work with peers and leaders for the good of the group?

- | | |
|--|--|
| <input type="checkbox"/> Cooperates grudgingly; makes trouble | <input type="checkbox"/> Cooperates at personal interest level |
| <input type="checkbox"/> Cooperates towards accomplishment of common cause | <input type="checkbox"/> Cooperates exceptionally well |

How responsible is the applicant?

- | | |
|--|--|
| <input type="checkbox"/> Irresponsible even under supervision | <input type="checkbox"/> Will do satisfactory job with supervision |
| <input type="checkbox"/> Needs detailed instructions with regular checks of work | <input type="checkbox"/> Exceptionally able to accomplish own work |

How does the applicant react to suggestions or criticisms from others?

- | | |
|---|--|
| <input type="checkbox"/> Resents suggestions as a personal insult | <input type="checkbox"/> Asks for criticisms and suggestions |
| <input type="checkbox"/> Listens, but may act without considering suggestions | <input type="checkbox"/> Follows suggestions willingly |

In which areas has the applicant been involved in leadership and/or service? Check all that apply.

- | | | |
|---|--|--|
| <input type="checkbox"/> Part-time job | <input type="checkbox"/> Sports teams | <input type="checkbox"/> Community service/Mission trips |
| <input type="checkbox"/> Childcare provider | <input type="checkbox"/> Band/Drama | <input type="checkbox"/> Church participation |
| <input type="checkbox"/> School clubs | <input type="checkbox"/> Other (please specify): _____ | |

To your knowledge, is the applicant a Christian? Yes No

Narrative Report: Please briefly respond to the following questions as they relate to the applicant. If you have no knowledge regarding the applicant's qualifications, please indicate "NA."

Does the applicant appear to have grown in his/her maturity during the last twelve months? Yes No
Please explain:

How involved has the applicant been in leadership positions?

In what areas does the applicant need to be nurtured and encouraged to grow?

Please describe any tendencies or traits which you feel might reduce the effectiveness of the applicant in the camp program for which they are applying.

Would you place your own child under the direct influence and care of this individual for an overnight program?
 Yes No — If not, please explain why:

To your knowledge, has the applicant ever had any civil or criminal complaints pending or sustained and/or has he/she ever resigned, been suspended or terminated from a position for any of the following reasons: sexual misconduct, sexual harassment, unethical behaviors, child or spouse abuse, driving-related legal problems, alcohol or drug abuse? Yes No

What is your overall recommendation for this applicant?

I am recommending the applicant based on:

- what the applicant can contribute to programs at Westminster Woods.
- what Westminster Woods can help the applicant learn through the program.

Please provide any additional comments you feel would help us in considering the applicant:

Name: _____ Date: _____

Title & Organization: _____

Phone: () _____ E-mail: _____

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