# *Camp Keola is an equal opportunity employer. All applicants for employment will be considered without regard to race, color, gender, age, national origin, citizenship, disability, or other status protected by applicable law.*

# **2019 PROGRAM STAFF APPLICATION**

**Application deadline is May 15, 2019**



**Staff Training July 5-6**

**Jr./Jr. High July 7-13**

**High School July 14-20**

Return completed application to [keolaprogram@gmail.com](mailto:program@campkeola.org) and send your two reference forms out immediately. All employment is dependent on passing the Background Check.

Position(s) applying for (see end): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions?**

keolaprogram@gmail.com

or call

**Mark McReynolds 209-710-7274 or Caley Ortman 605-421-0178**

**Availability:**

**Staff Training** starts at **12:00 pm (noon)** on Friday, July 5 and ends Saturday, July 6. Can you be there the entire time? YES or NO. If not explain:

**Junior/Junior High Camp staff are needed from 12:00 pm (noon) Sunday July 7 until** **12:00 pm (noon) Saturday** J**uly 13.** Can you be there the entire time? YES or NO. If not explain:

**High School Camp staff are needed from 12:00 pm (noon) Sunday July 14 until 12:00 pm (noon) Saturday July 20.** Can you be there the entire time? YES or NO. If not explain:

## **Contact Information:**

**Best email address to contact you:**

**Best phone number to contact you:**

**Choose preferred date(s) and time(s) for an interview:**

**May 18th, 1 pm-5 pm (specify availability)**

**May 23rd, 10 am-4 pm (specify availability)**

## Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

## Present Address

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_ Zip\_\_\_\_\_\_\_\_\_ Phone

# Permanent Address

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_ Zip \_\_\_\_\_\_\_\_\_ Phone

## Sex: Male\_\_\_ Female \_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_ Camp T-Shirt Size: S M L XL XXL

Camp Keola bans the use of all cell phones, computers, and other electronic devices, by campers. When camp is in session (campers are at Keola), program staff may use their cell phones and computers only while in the Staff Room or off the camp property. Do not plan on doing online school or work while here. Wi-Fi is available, but is intermittent.

## **Health Information**

## Work at Keola involves high elevation at 7,000 ft., smoke from campfires, dust from dirt ball fields, late hours, early risings, physical contact sports, hiking, swimming and other physically demanding activities. You should be in general good health. If you have any health condition that would prevent you from full and active engagement in your position please explain it fully below **and** how we can accommodate you. You should also be in good emotional health, as campers may be emotionally demanding adding to your own private stresses. This info will not be publicly shared and we will seek to find a reasonable accommodation for your health condition if possible.

**Describe any physical and emotional health issues that may impact your ability to do the work for which you have applied**. Examples: “Can’t run even with ankle brace, asthmatic – I always carry an inhaler, I can’t swim, I’m very overweight, my parent is dying of cancer, I am emotionally fragile because of (name situation), I am deathly afraid of (name critter).”

## Health Insurance Company Name

Policy Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number

**Education, Work and Church Experience:**

Occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer/School

Position or Area of Study

Education: Grade level completed by July 1st

Have you ever attended Camp Keola? Y or N If so when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe any camp work experience & positions held

List any relevant experience for the positions applied for and then explain why you want to work at Camp Keola. Use as much space as you wish.

**Skills and Interests**

Number each of the possible camp activities below from 0 – 4.

**4 – YES!** I am a qualified expert with teaching experience and could lead this activity.

**3 – SURE.** I am excellent in this activity. I have no or some teaching experience, but I can lead this activity.

**2 – OK.** I have done and I am familiar with this activity, and with training, I would like to lead this activity.

**1 – Why Not?** I have little to no experience, but am interested in this activity. I’d be happy to help.

**0 – Nope. Not Me. Don’t Even Ask.** I have no interest, experience or familiarity with this activity.

Astronomy

Arts/Crafts

Bible Study

Canoeing / Kayaking

Dance

Drama/Campfire Skits

Group Games

Hiking

Low Challenge Course

Music: Singing

Mus Music: Instrument \_\_\_\_\_\_\_\_\_\_\_

Music: DJ

Nature Hikes/Activities

Camping Skills

Photography

Sailing

Service Projects

Sign Language

Social Media Wizard

Sports: Softball

Sports: Soccer

Sports: Running

Sports: Swimming

Sports: Volleyball

Sports: Basketball

Sports: Ping Pong

Storytelling

Team Building

Woodworking

Yoga

Please fill in other interests and abilities:

**CERTIFICATIONS**

Indicate with an X if you are currently certified in any of the following areas:

[ ] Standard First Aid Date Obtained: \_\_\_\_\_\_\_\_\_\_\_\_ Valid Through: \_\_\_\_\_\_\_\_\_\_\_\_

[ ] Advanced First Aid Date Obtained: \_\_\_\_\_\_\_\_\_\_\_\_ Valid Through: \_\_\_\_\_\_\_\_\_\_\_\_

[ ] CPR Date Obtained: \_\_\_\_\_\_\_\_\_\_\_\_ Valid Through: \_\_\_\_\_\_\_\_\_\_\_\_

[ ] Water Safety Instructor Date Obtained: \_\_\_\_\_\_\_\_\_\_\_\_ Valid Through: \_\_\_\_\_\_\_\_\_\_\_\_

[ ] Lifeguard Certified Date Obtained: \_\_\_\_\_\_\_\_\_\_\_\_ Valid Through: \_\_\_\_\_\_\_\_\_\_\_\_

Small Craft Instructor in

[ ] Canoe [ ] Kayak Date Obtained: \_\_\_\_\_\_\_\_\_\_\_\_ Valid Through: \_\_\_\_\_\_\_\_\_\_\_\_

Are you familiar with and in general agreement with Mennonite doctrine and teaching? Y or N.

If no, would you consider some extra reading before coming to work? Y or N.

Briefly describe your Christian journey.

Who has influenced your life the most and how?

**Background Information:**

***Camp Keola is tobacco, vape, alcohol, marijuana and drug free. None of these may be on camp property.***

Have you ever been convicted of a criminal offense (excluding minor traffic violations)? \_\_\_\_\_\_ If yes, please explain all convictions in the past five years.

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? \_\_\_\_ If yes, please explain

**Applicant’s Statement:**

The information contained in this application is correct to the best of my knowledge. I authorize Camp Keola or any of its agents to request information about myself in reference to my employment by Camp Keola whether volunteer or paid, not limited to the names listed. I also authorize any references or churches listed in this application to provide you any information (including opinions) that they may have regarding my character and fitness for children/youth work. I release Camp Keola and all such references from liability for requesting or furnishing such evaluations, providing they do so in good faith and without malice. I waive any right that I may have to inspect references provided on my behalf.

Should my application be accepted, I agree to be bound by the bylaws, rules, and policies of Camp Keola in the performance of my duties and services on behalf of the camp.

Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

In the event the applicant/camper should need medical attention, the undersigned grants permission to the Camp Keola Staff to arrange for this service.

Parent or Guardian (if under 18) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**References:**

Home Church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you a member?

Pastor or Youth Pastor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone

Please give us two references, one that you have worked for as an employee or volunteer, and one that is a personal mentor or pastor. Do not list any relatives. Provide your references with the Reference Form below and ask them to return it to program@campkeola.org.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship

## Reference 1: Business/Church/Institution Name

Phone

Email

Responsibilities

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship

## Reference 2: Business/Church/Institution Name

Phone

Email

Responsibilities

## Camp Keola Program Staff Reference Form

Name of Applicant

Your Name

Email address

Phone Number ( ) -

How long have you known the applicant and in what capacity?

Top of Form

Please rate the applicant on the following characteristics:

Poor Average Good Very Good Excellent

Leadership 1 2 3 4 5

Honesty 1 2 3 4 5

Organization 1 2 3 4 5

Compassion 1 2 3 4 5

Responsibility 1 2 3 4 5

Sociability 1 2 3 4 5

Work with Children 1 2 3 4 5

Spiritual Life 1 2 3 4 5

Comments or concerns:

To your knowledge, has the applicant ever been accused of child abuse or convicted of any child abuse charges? Yes No

\*please return completed form to program@campkeola.org

**2019 Mennonite Camp Program Staff Positions**

Program staff members receive a stipend for sharing in the ministry of Camp Keola.

***Counselor*** (College age and above)

Counselors live with, interact with and lead a group of campers through their week of camp. Counselors have an opportunity to be a role model and to impact lives by setting an example for the campers to see. Camping experience is helpful.

***Assistant Counselor*** (College age and above)

Assistant Counselors interact with and help lead a group of campers through their week of camp. Assistant Counselors work under the direction of the Lead Counselor, take over the cabin to provide breaks for the Lead Counselor. and may or may not sleep in the cabin. have an opportunity to be a role model and to impact lives by setting an example for the campers to see. Camping experience is helpful.

***Counselor in Training (C.I.T.)*** (Must have completed 11th grade)

CITs assist Counselors and gain experience to be future counselors during Junior Camp. CITs must have completed 11th grade.

***Music Director - FILLED***

The Music Director plans and leads music for worship working together with the speaker and Program Directors.

***Activities Director***

The Activities Director plans and leads activities (often group games) in collaboration with Program Directors.

***Nurse - FILLED***

The nurse helps to ensure safety and health of the campers and program staff, takes care of medical emergencies, is in charge of medications and cares for ill or injured campers in collaboration with Program Directors. When possible, they spend time with program staff and campers inquiring about and encouraging their physical health, and spiritual and emotional health in consultation with the Camp Pastor and Program Directors.

***Crafts Director***

The Crafts Director develops and leads creative arts and craft activities in collaboration with Program Directors.

***Program Assistant & Camp Dean***

In 2019, since both Program Directors are male, we need a female counterpart. This person is the lead female in camp and assists in female camper and staff issues. This person is also an invaluable aide to both Program Directors, doing office work, relaying messages, and helping in numerous large and small ways.

***Camp Pastor***

This person has pastoral training and experience. They spend time with program staff and campers inquiring about and encouraging their spiritual and emotional health, and physical health in consultation with the Camp Nurse and Program Directors.

***Volunteer***

Volunteers assist with camp program or other camp tasks as needed at the direction of the Program Assistant or Program Directors.