

Camp Fire Golden Empire Camp Gold Hollow 2019 Staff Application Packet

WHERE: 17183 Lake Vera-Purdon Road, Nevada City, CA 95959. (530) 265-4460
Camp Gold Hollow is located 3 miles from Nevada City, California. Nestled beneath tall pine, Cedar, Madrone and Manzanita trees, our camp sits on a private lake known as Lake Vera. Camp Gold Hollow has a traditional camp program offering archery, canoeing, hikes, arts & crafts, and Outdoor Living Skills

WHO: Camp Gold Hollow Camp Fire Camp staff is great people:
~ They are men and women who are flexible and creative. They care about children; their concerns, ideals, perspectives, what they learn and what they can teach us.
~ They are part of a community; working together to solve problems, give advice, and teach the rest of us share enthusiasm.
~ They are responsible, caring leaders of children.
~ They have a sense of humor; laughing often at their triumphs, mistakes, each other and themselves.

WHAT:
Your job involves guiding. Kid-planning means knowing when to step in, when to let the campers work it out. Knowing the limitations and capabilities of the group you are working with. It means patience and flexibility.
~ Children work with counselors in small groups of 6-8 children per counselor as part of a larger unit in which they live for the time they are at camp.

CAMPERS:
~ Our campers are boys and girls ages 6-17.
~ Our campers are generally those without serious disability or special needs. Many of our campers come from Solano County Foster Care Services who have never been to camp before. Other campers are Camp Fire members working toward specific program goals.

WHEN:
Staff Orientation: Thursday, July 11-14, 2019
Camp Gold Hollow
2:00 pm

CAMP:
CIT July 13 - 20, 2019
Campers July 14 - 20, 2019

Camp Fire Golden Empire, Camp Gold Hollow is a non-profit youth agency whose membership and employment opportunities are open to every one without regard to race, age, color, national origin, gender, disability, or religion. It is necessary however, in some job placements that the applicants be at least 21; be able to give and receive verbal instructions; be able to supervise campers and respond to emergencies; and be able to drive.

CAMP GOLD HOLLOW STAFF OPPORTUNITIES 2019

POSITION	QUALIFICATIONS
Camp Director	Must be at least 25 years of age; Bachelors Degree or equivalent in recreation, education, physical education or related field; or current ACA Camp Directors Certificate and/or 2 prior seasons of administration and supervisory experience in an organized camp; Hold current CPR and First Aid certificate or acquired before opening camp; Must pass fingerprinting, and drug and alcohol screening, if requested; Driver's license and background check; Must have current CA driver's license; .Must live on site during pre-camp and for all sessions; Desire and ability to work with children
Camp Nurse: to 18	Be able to practice in the State of California; Pediatric or camp experience, a plus; Ability to manage health forms and paperwork; enjoy working with kids aged 7 years; committed to the safety and well-being of campers.
Program Director:	Previous camp and supervisory experience. Age 21 OR strong previous camp and Camp Fire experience.
Waterfront Director:	Previous aquatic experience, current Lifeguard training, First Aid, CPR, supervisory experience. Minimum age 21
Counselor/Lifeguard:	Previous lifeguard experience preferred. Lifeguard training, First Aid, CPR. Minimum age 18
Arts & Crafts Specialist:	Previous work with children. Minimum age 21
Counselor/Unit Leader:	Previous camp and supervisory experience. Minimum age 21 or strong previous Gold Hollow experience.
Counselor:	Previous work with children preferred. Minimum age *18
Food Service Manager Head Cook:	Knowledge of standards of food preparation, serving and kitchen procedures. Large group cooking experience required. Strong supervisory skills. Must have Managers Food Handlers certification Minimum age 21
Assistant Cook:	Large group cooking and kitchen experience. Must have Food Handlers Certification. Minimum age 21
Food Prep/Asst Cook:	Assists cooks with food preparation, food line, and kitchen duties. Group cooking experience required

TO COMPLETE THE APPLICATION PROCESS:

If you feel you would like to be a part of the Camp Gold Hollow staff, please follow the appropriate steps:

- 1) Fill out the enclosed application completely.
- 2) Give the three reference forms to the **three** people listed as references on your employment application, do not include relatives. **BE SURE TO SIGN EACH REFERENCE.** Have the **three** completed references mailed or emailed to the address below. Current Staff members cannot give references for new staff or to each other. Make copies as needed.
 - Returning staff only need to submit 2 references.
 - Staff may not write references for each other.
- 3) Mail or email the completed application to:

Camp Fire Golden Empire
Camp Director, Camp Gold Hollow
401 Amador Street
Vallejo, CA 94590
(707) 643-4573 Office

rcotter@goldenempirecouncil.org

As part of the screening process, a background will be conducted, as well as a check of the National Sex Offender Public Website. Background checks of return staff will be conducted every 5 years. In addition, if you plan to drive camp vehicles or need to transport children, you must have adequate liability insurance and current Driver's License. All Drivers' Licenses will be checked for outstanding warrants and driving record.

You **MUST ALSO PROVIDE** the following documents:

- * Your Social Security card (please apply now for a replacement card if lost!)
- * Proof of Auto Liability Insurance (if over 21 and planning to drive children).
- * Your Driver's License, OR California ID card, OR Birth Certificate or Military ID
- * Certificates (Lifeguard, CPR, Archery, Special Training, etc.)
- * Doctor's statement of good health within last 2 years
- * Proof of Tetanus, must be within the last 10 years. If you cannot locate this information, get a booster now. The injections are usually free or at a very low cost at student health centers on campus or HMO's.

**** YOU WILL NOT BE HIRED IF THE ABOVE DOCUMENTS ARE NOT AVAILABLE.**

INTERVIEW DATE _____ TIME _____ HIRED? YES NO RETURNING STAFF NEW STAFF CIT

RETURN TO: Camp Fire Golden Empire 401 Amador Street Vallejo, CA 94590 Or email: rcotter@goldenempirecouncil.org
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CAMP STAFF APPLICATION 2019

Date _____ Are you at least 18 years old? _____ 21? _____

T-Shirt Size _____

Position(s) applied for? _____ Salary desired? _____

Name _____ Camp Nick-Name _____

Permanent/Home Address _____ **City** _____ **Zip** _____

Permanent/Home Phone _____ **Pager** _____

Soc. Sec # _____ Driver's License # _____ State _____ Exp _____

Dorm Address _____ City _____ Zip _____

Dorm Phone _____ **E-Mail Address** _____

Are there any reasons you may have difficulty in performing any of the essential functions of the job for which you have applied? Yes No If so, please explain _____

EDUCATION

Years	School/Address	Major Subjects	Degree Granted

PAST EMPLOYMENT *(List previous two summers or years.)*

Dates	Employer	Address/Phone	Nature of Work	Supervisor	Reason for Leaving

Indicate any employer you do not wish us to contact and the reason _____

CAMP EXPERIENCE

Dates	Camp	Director	Address/Phone	Camper or Staff

REFERENCES *(Give names/addresses of 3 persons, not relatives, having knowledge of your character, experience and ability. These people will be contacted by phone or mail as part of the screening process.)*

Name	Address	Phone

In the following list, put numeral "1" before those activities you can organize and teach as an expert; put "2" for those activities in which you can assist in teaching; and, "3" for those which are just your hobby; "C" for those in which you have *CURRENT* certification.

- | | | | | |
|--|---|---|---|--|
| ADVENTURE/CHALLENGE
<input type="checkbox"/> Climbing/Rappelling
<input type="checkbox"/> Ropes Course
<input type="checkbox"/> Spelunking
<input type="checkbox"/> Trust Games & Initiatives
ARTS and CRAFTS
<input type="checkbox"/> Basketry
<input type="checkbox"/> Ceramics
<input type="checkbox"/> Electronics
<input type="checkbox"/> Ham Radio
<input type="checkbox"/> Jewlery
<input type="checkbox"/> Leather work
<input type="checkbox"/> Macrame
<input type="checkbox"/> Metal Work
<input type="checkbox"/> Model Rocketry
<input type="checkbox"/> Nature Crafts
<input type="checkbox"/> Newspaper
<input type="checkbox"/> Painting
<input type="checkbox"/> Photography
<input type="checkbox"/> Darkroom
<input type="checkbox"/> Sketching
<input type="checkbox"/> Lanyards | <input type="checkbox"/> Weaving
<input type="checkbox"/> Woodworking
CAMP CRAFT/PIONEERING
<input type="checkbox"/> Camp Craft
<input type="checkbox"/> OLS Program Leader
<input type="checkbox"/> OLS Instructor
<input type="checkbox"/> Hiking
<input type="checkbox"/> Orienteering
<input type="checkbox"/> Outdoor Cooking
<input type="checkbox"/> Overnight
<input type="checkbox"/> Mountaineering
<input type="checkbox"/> Min-Impact Camping
DANCING
<input type="checkbox"/> Ballet
<input type="checkbox"/> Folk
<input type="checkbox"/> Social
<input type="checkbox"/> Square
<input type="checkbox"/> Tap
DRAMATICS
<input type="checkbox"/> Creative
<input type="checkbox"/> Clowning/Make-up | <input type="checkbox"/> Play Directing
<input type="checkbox"/> Skits and Stunts
MUSIC
<input type="checkbox"/> Chorus
<input type="checkbox"/> Song Leading
<input type="checkbox"/> Play an Instrument
List: _____
NATURE
<input type="checkbox"/> Animals
<input type="checkbox"/> Animal Care
<input type="checkbox"/> Astronomy
<input type="checkbox"/> Birds
<input type="checkbox"/> Conservation
<input type="checkbox"/> Flowers
<input type="checkbox"/> Forestry
<input type="checkbox"/> Gardening
<input type="checkbox"/> GOLD MINING
<input type="checkbox"/> Insects
<input type="checkbox"/> Rocks/Minerals
<input type="checkbox"/> Trees and Shrubs
<input type="checkbox"/> Weather
<input type="checkbox"/> Farming | SPORTS
<input type="checkbox"/> ARCHERY
<input type="checkbox"/> ARCHERY CERTIFICATION
<input type="checkbox"/> Badminton
<input type="checkbox"/> Baseball
<input type="checkbox"/> Basketball
<input type="checkbox"/> Boxing
<input type="checkbox"/> Fencing
<input type="checkbox"/> FISHING
<input type="checkbox"/> Bait Casting
<input type="checkbox"/> Fly Casting
<input type="checkbox"/> Hockey
<input type="checkbox"/> HORSEMANSHIP
<input type="checkbox"/> CHA Certification
<input type="checkbox"/> Informal Games
<input type="checkbox"/> Ping Pong
<input type="checkbox"/> Soccer
<input type="checkbox"/> Softball
<input type="checkbox"/> Tennis
<input type="checkbox"/> Aerobic Exercise
<input type="checkbox"/> TRAMPOLINE
<input type="checkbox"/> Track and Field | <input type="checkbox"/> Volleyball
<input type="checkbox"/> Wrestling
WATERFRONT ACTIVITIES
<input type="checkbox"/> CANOEING/KAYAKING
<input type="checkbox"/> ARC Water Safety Instructor
<input type="checkbox"/> ARC LIFEGUARD
<input type="checkbox"/> ARC LIFEGUARD INSTRUCTOR
<input type="checkbox"/> Rowing
<input type="checkbox"/> Sailing
<input type="checkbox"/> Swimming
<input type="checkbox"/> Rafting
<input type="checkbox"/> Synchronized Swimming
MISCELLANEOUS
<input type="checkbox"/> Standard First Aid Certificate
<input type="checkbox"/> Current CPR
<input type="checkbox"/> American Sign Language
<input type="checkbox"/> Disaster Preparedness
<input type="checkbox"/> Camp fire Programs
<input type="checkbox"/> Story Telling
<input type="checkbox"/> Worship Services
<input type="checkbox"/> Computer Skills
<input type="checkbox"/> Languages LIST: _____ |
|--|---|---|---|--|

What contributions do you think you can make at camp? _____

What contribution do you think a well-run camp can make to children? _____

Write a brief biographical sketch, including specialized training in camping, and experience or training in other fields, which might have a bearing on the position (s) for which you are applying. _____

Are you available for an interview? Yes No Where? _____

Answer these questions only if applying for a position requiring driving

Do you have a valid driver's License? Yes No State _____ DL# _____ EX: _____

Do you have a current chauffeur's-type license? Yes No Do you have a commercial driver's license? Yes No

I authorize investigation of all statements herein and release the camp and all others from liability in connection with same. I hereby attest to the non-conviction of violent crimes and crimes against children. I understand that, if employed, I will be an *AT WILL* employee and that any agreement to the contrary must be in writing and signed by the director of the camp. I also understand that untrue, misleading, or omitting information herein may result in dismissal, regardless of the time of discovery by the camp.

Signature _____ Date _____

All statements become part of any future employee personnel files.

INTERVIEW COMMENTS:

**CAMP GOLD HOLLOW
STAFF REFERENCE**

RETURN TO: Camp Fire Golden Empire
Camp Gold Hollow
401 Amador Street
Vallejo, CA 94590
(707) 643-4573

To Whom it May Concern:

_____ has given your name as a reference in applying for a camp position at Camp Gold Hollow, a camp of Camp Fire Golden Empire. Resident camping is a 24 hour-a-day living situation; therefore it is important that counselors and others on the staff enjoy and understand children, work well with other adults, and have a real love of outdoor living. The task of selecting the right staff for such an important position as summer camp leadership is difficult, and we would appreciate your analyzing as carefully as possible the above applicant. Your statements will remain confidential. Please explain any "NO" or "UNCERTAIN" answers on the back.

As further action depends on your response, please reply within 5 working days. Thank you for your consideration.

I release Camp Fire Golden Empire and those responding to this inquiry from any liability resulting from the disclosure of requested information herein.

Signature of Applicant _____

Date _____

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

2) In your opinion, is the applicant mature enough to:

- a) be responsible for children in a camp setting? _____
- b) guide children in a program of simple democratic living? _____
- c) get along with co-workers under close living conditions? _____
- d) assume responsibility for carrying out delegated duties? _____
- e) accept on-going guidance and supervision? _____
- f) be a role model of appropriate adult behavior? _____
- g) motivate children and stimulate their interest? _____

- 3) Do you know of any religious, cultural or racial prejudice that the applicant might have that would limit his or her ability to work with children and staff?
- 4) Are applicant's character and abilities such that his or her influence on young children would be desirable?
- 5) Would you send your child to camp where this applicant is a staff member?
- 6) How would you rate the applicant as a potential staff member?
- | | |
|----------------------------|---------------------|
| _____ Exceptionally strong | _____ Average |
| _____ Above average | _____ Below average |
- 7) Please give a description of the applicant's day to day attitudes, wellness, ability to be supervised, adaptability, confidence, initiative, and ability to get along with others.
- 8) Please give one example in which the applicant was observed to demonstrate a situation that involved either; responsibility, democratic process, carrying out delegated duties, accepting guidance and supervision, motivating children and stimulating their interest, role modeling appropriate adult behavior, or assuming a leadership role.

PLEASE COMMENT ON ANY NEGATIVE ANSWERS OR MAKE ANY ADDITIONAL COMMENTS YOU THINK MIGHT BE HELPFUL TO US IN DETERMINING WHETHER THIS APPLICANT HAS THE QUALIFICATIONS TO WORK WITH CHILDREN.

Verified Signature _____

Date _____

Name (print) _____

Title/Position _____

Phone _____

Address _____

Email address _____

Please return to Camp Fire Golden Empire at the address above or email to rcotter@goldenempirecouncil.org