

CAMP MITRE PEAK STAFF POSITIONS

CAMP INFORMATION: Camp Mitre Peak is a long time (60+ years) Girl Scout Camp located between Ft. Davis and Alpine, Texas, in the rugged Davis Mountains of West Texas. We are 2 hours north of Big Bend National Park, which sits on the border of Texas and Mexico. The area is a desert environment, but don't let that fool you. The camp is nestled in a canyon with many large shade trees surrounded by two 100+ ft. plateaus. We have a creek that runs when we have enough rain. Campers and staff represent a diversity of racial, ethnic and economic backgrounds. Our girls (grades 1-12) live in cabins or platform tents. Counselors always have their own tent/cabin in the unit. We have a strong horseback riding program. Our other programs include hiking, crafts, canoeing, rappelling, star gazing, archery, swimming lessons, backpacking, trips out of camp and much more. The girls cook out two meals during the week and go swimming every day. Overall, I would say we are an outstanding camp with some great views! We have a strong safety record and emphasize the Girl Scout mission – building girls of courage, confidence and character through girl-led programming. The girls love to climb onto the plateaus surrounding us for a bird's eye view of camp and of the surrounding land. We are located at the foot of a 6,000 ft. peak, which we are named for, Camp Mitre Peak.

JOB DATES & DESCRIPTIONS: June 12 – July 22

We are looking for enthusiastic summer camp staff that love kids and enjoy the outdoors. I want staff members, who are loyal to the cause of girls growing strong, can work cooperatively with all people, will follow through with job duties and consider *respect* to be the most important attribute of a camp counselor. Weekly pay rate depends on previous experience. Compensation also includes room and board, staff shirt, laundry facilities, health and accident insurance, and 9 days of pre-camp training. Consult the pay range listed for each position. Remember, it is easier to save money at camp because there are few places to spend it! Age requirements vary by position. We are looking for team players that are flexible and have a good attitude. We do use camp names. The campers don't call us by our first names like a best friend, nor do they call us Ms. or Mrs. Like their school teachers. So have fun and make up a great name!

HOW TO APPLY: If you are interested in applying, please fill in and return the application by mail. You may also return it as an email attachment, but a paper copy will need to follow with your signature. Your references will need to be mailed in also.

Unit Leaders (\$145-175 weekly) and **Unit Counselors** (\$125-145 weekly) The Unit Leader must be at least 21 and supervises the Unit Counselor, who must be at least 18 years old. The Unit Leader is also responsible for scheduling and completing the paperwork each week. Counselors, both UL and UC, are responsible for getting the girls to the program areas, like horses, crafts, trading post, pool, and meals. They are responsible for outdoor cooking, leading hikes, building the unit bonds, evening activities, daily living needs, and helping with skits. We believe in girl planning. So the girls get a say at the beginning of the week about what they want to do during their four day, one week, or

two week stay. They are there to have fun, take swimming lessons, learn to cook out, star gaze, go for a hike to Daffy's Cave, make friends, to appreciate the out of doors, and most importantly meet a mentor with a funny camp name that inspires them to want to grow up and be just like them! That's right, their camp counselors!

Assistant Camp Director (\$200-250 weekly) The Assistant Camp Director must be at least 21 and supervises and trains the counseling staff, plans and oversees the check-in and check-out procedures of girls, and assists in all aspects of administration. The ACD should have strong skills in supervision, problem solving, and knowledge of the Girl Scout program. A college degree or equivalent life experiences is needed. Previous experience is highly preferred.

Business Manager (\$150-200 weekly) The Business Manager must be at least 21 and maintains records of camp business transactions, manages the Trading Post, purchases supplies, maintains inventory of the Trading Post, and compiles sales reports.

Program Director (\$150-200 weekly) The Program Director must be at least 21 and provides assistance with arts and crafts, nature exploration, camp craft and skill development; schedules and coordinates out of camp trips, and daily program activities.

Leadership Development Director (\$175-225 weekly) The Leadership Development Director must be at least 21 and coordinates and directs the Counselor-in-Training program and the Take the Lead program. The position coordinates the placement of participants in living and program areas and evaluates participants on a regular basis.

Waterfront Staff (\$150-200 weekly) The pool has a director that must be at least 21 and at least one life guard working under her that must be at least 18. Pool staff must be certified as a Lifeguard and/or Water Safety Instructor. They are responsible for teaching swimming lessons, supervising free swim and taking care of the pool. Canoe experience is helpful.

Archery Instructor (\$130-160 weekly) The Archery Instructor conducts classes daily with small groups of campers. This instructor also inspects and maintains the archery range and all camp archery equipment. The CMP Archery program follows all NAA guidelines for safety and instruction.

Health Supervisor (\$200-250 weekly) The Health Supervisor must be at least 21 and oversees all parts of our camp health services including checking in and dispensing of medications, parent communication, record keeping, supply inventory, as well as administering first aid and handling any emergency medical situations that may arise. This staff member must be a licensed RN or LPN in the State of Texas.

Arts & Crafts Director (\$150-175 weekly) The Arts and Crafts Director must be at least 18 and have strong creative skills, be able to conduct inventory, order supplies, and provide the planning and

scheduling necessary. The A&C Director is responsible for teaching staff members and campers how to do a wide variety of craft projects within a budget.

Arts & Crafts Aid (\$75-85 weekly) This staff member, 15-17 years old, assists the Arts & Crafts Director with class preparation, organizing supplies, cleaning, conducting inventory, and making craft examples. A&C Aid is responsible for getting up and to work on time, following through with all duties assigned and living and working cooperatively with other staff members.

Head Cook (\$190-225 weekly); **Assistant Cook** (170-200 weekly) Head Cook supervises the kitchen staff members, orders food, maintains records, prepares food, and is responsible for meeting all state health regulations. Head Cook must be at least 21. Assistant cook prepares food, helps to meet all state health regulations. Experience cooking for large groups is preferred.

Kitchen Aid (\$75-85 weekly) This staff member, 15-17 years old, assist the cooks with food preparation, menu posting, cleaning, dishwashing buckets, laundry, food inventory, and serving. Kitchen Aid is responsible for getting up and to work on time, following through with all duties assigned and living and working cooperatively with other staff members.

We are accepting applications and looking for the best candidate in all positions. If you have further questions, please feel free to contact us. If you are interested in applying, please fill in and return the application by mail to the address below. You may also return it as an email attachment, but a paper copy will need to follow with your signature. Your three confidential references need to be mailed in separately. If you are not interested at this time, please pass my camp information on to anyone else you think might be. Thanks for your time in learning more about Camp Mitre Peak!

Janet' Sloan (a.k.a. "Kid")

Girl Scouts

Camp Director

5217 N. Dixie

Odessa, TX 79762

j.sloan@gspb.org

(432)550-2688 ext. 314

Shannon Lovett (a.k.a. "Doublemint")

Girl Scouts

Program Director

5217 N. Dixie

Odessa, TX 79762

s.lovett@gspb.org

(432)550-2688 ext. 305

Girl Scouts of the Permian Basin Seasonal Camp Staff Application for Employment in Girl Scouting

The Girl Scouts of the Permian Basin is an equal opportunity employer. All applications for employment will be considered without regard to race, religion, color, sex, age, national origin, citizenship, disability, marital status, sexual orientation or other status protected applicable by law.

INSTRUCTIONS:

1. Please type or print clearly.
2. Return promptly to address below.
3. Give 3 Reference letters to the people you list here.
4. Have Reference letters mailed directly to:
Janet Sloan, Seasonal Camp Director
5217 N Dixie, Odessa, TX 79762
j.sloan@gspb.org

Last Name	First Name	Middle Initial	E-mail Address	Date of Application
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Present Address (Number and Street) Number	City	State/ Zip	Area Code & Telephone
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Permanent Address (If different than above) Number	City	State/Zip	Area Code & Telephone
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Social Security #	Present Occupation or Year in School	Dates Available: From – To
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CAMP POSITION DESIRED (Indicate 1st and 2nd choices)

1. _____
2. _____

Positions available:

Assistant Camp Director	Waterfront Instructor	Unit Counselor
Program Director – Arts/Crafts	Waterfront Director	Food Services Supervisor
Program Director – Environmental	Horseback Riding Director	Assistant Cook
Health Supervisor/Nurse	Horseback Riding Instructor	Kitchen Aid
Business Manager	Unit Leader	Arts and Crafts Aid

Experience as a Girl Scout: Indicate years of participations: ___ Daisy ___ Brownie ___ Junior ___ Cadette ___ Senior ___ Adult

Experience with children’s groups: Check the age group(s) with which you have experience: ___ 6-8 ___ 9-11 ___ 12-14 ___ 15-17

AREAS OF INTEREST Circle the areas in which you have: 1. Interest 2.Experience 3.Training/Certification

Camping Skills Minimal Impact Camping 1 2 3 Trip Leadership 1 2 3 Outdoor Cooking 1 2 3 Backpacking 1 2 3 Fire Building 1 2 3 Hiking 1 2 3 Orienteering 1 2 3	Nature & Ecology Astronomy 1 2 3 Geology 1 2 3 Botany 1 2 3 Birds 1 2 3 Trails 1 2 3 Environ. Studies 1 2 3 Aquatic Studies 1 2 3	Sports Softball 1 2 3 Volleyball 1 2 3 Group Games 1 2 3 Horseback Riding 1 2 3 Challenge Courses 1 2 3 Tennis 1 2 3 Track 1 2 3 Archery 1 2 3 Soccer 1 2 3 Rock Climbing 1 2 3 Rappelling 1 2 3
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Aquatics Swimming 1 2 3 Canoeing 1 2 3 Diving 1 2 3 Water Exercise 1 2 3 Water Polo 1 2 3	Dancing Modern 1 2 3 Square 1 2 3 Interpretive 1 2 3 Ballet 1 2 3 Jazz 1 2 3	Music Instrument 1 2 3 Type: _____ Song Leading 1 2 3
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Creative Arts Painting 1 2 3 Leatherworking 1 2 3 Weaving 1 2 3	Journalism 1 2 3 Photography 1 2 3 Sculpture 1 2 3	Collages 1 2 3 Creative Writing 1 2 3 Woodworking 1 2 3 Drawing 1 2 3 Ceramics 1 2 3
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EDUCATION Please indicate whether schooling is under another name _____

Name, Address, Zip	Major/Minor	Graduate? Yes/No	Degree or Credits
High School			
College			
Graduate School			
Business Technical			

TRAINING AND SKILLS Courses taken in leadership Place/Date	Agency/Organization

CERTIFICATION AND OTHER TRAINING COURSES Name of course and date of most current certification

<u>Certification</u>	<u>Name of Course</u>	<u>Expiration</u>
Lifeguard Training		
Water Safety Instructor		
First Aid/CPR		
Registered Nurse		
EMT/Paramedic		
LVN/LPN		
Games/Skill Building		
Canoeing Instructor		
Trip Leadership		
Horseback Riding Instructor		
Archery Instructor		
Teacher/coach		
Challenge Course		
Outdoor Skill Instructor		
Backpacking Instructor		

ACTIVITIES Briefly summarize community, school, or other experiences that will enable you to carry out the responsibilities of the job you are seeking. Also list experience in working with children, the purpose of the experience, your role, and the results. (Use additional sheets if necessary.)

EXPERIENCE AS A CAMPER OR CAMP STAFF MEMBER

Camp Name and Address	Position	Year	Sponsoring Organization	Supervisor

EMPLOYMENT HISTORY List more recent experience first

Name of Employer	Supervisor's Name		
Address	City	State/Zip	Area Code & Telephone
Position/Major Responsibilities			
Dates Employed From/To		Reason for Leaving	
Name of Employer	Supervisor's Name		
Address	City	State/Zip	Area Code & Telephone
Position/Major Responsibilities			
Dates Employed From/To		Reason for Leaving	

REFERENCES List three persons NOT related to you who can judge your qualifications for this position. If you have previous experiences as a camp staff member, one reference should be from a camp administrator. Give the enclosed reference forms to the persons listed below. Ask that these forms be completed and returned IMMEDIATELY and DIRECTLY to Girl Scouts of the Permian Basin.

Name and E-mail Address	Address	City	State/Zip	Area Code & Telephone
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Name and E-mail Address	Address	City	State/Zip	Area Code & Telephone
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Name and E-mail Address	Address	City	State/Zip	Area Code & Telephone
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I hereby authorize Girl Scouts of the Permian Basin to contact any individuals or organizations identified in this application to verify information provided and to obtain additional reference information. I further authorize such individuals or organizations to release to you any and all information that they have about me. I will not bring any claims against the Girl Scouts or against any individual or organization based upon references provided. I further understand if offered employment, such employment is subject to receipt of satisfactory references.

_____ (initials)

I understand that this employment application and any other Girl Scout documents are not contracts of employment for any definite period of time, and that any individual who is hired may be terminated by the Girl Scouts at any time for any reason without advanced notice. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

_____ (initials)

I understand that I will need proof of citizenship or authorization to work in the United States.

_____ (initials)

Have you ever been convicted of a crime (other than traffic violations)? Yes _____ No _____ If yes, please state offense, date and location. (A conviction will not necessarily be cause for disqualification)

If offered employment, I agree to allow Girl Scouts of the Permian Basin to perform a background check search using a contracted agency.

_____ (initials)

I understand and agree that any offered employment will be conditional upon the successful completion of a physical examination.

_____ (initials)

Do you know of any reason why you would not be able to perform the essential functions of the job position for which you are applying with our without reasonable accommodation? Yes _____ No _____

If yes, what accommodations might be necessary?

PERSONAL INSIGHTS If you need more space use additional paper.

1. What do you feel are the major personal characteristics of a successful team member? Which one is your strongest characteristic and which ones do you feel are still developing?

2. In your camp role, how would you foster a positive experience for campers?

3. Why should we hire you for seasonal staff at Camp Mitre Peak?

4. How might you deal with a camper and/or staff member who frustrates you?

5. Tell me about an event that really challenged you and what you learned from it.

6. Why do you want to work at camp this summer?

I understand that successful completion of a physical examination and becoming a Girl Scout are conditions of employment.

I certify that all the information provided in this packet is true and complete, and that I have not knowingly withheld any information which might, if disclosed, affect my application unfavorably. I understand that any misrepresentation, omission of facts, or falsification on this application will be cause for rejection of the application and disqualification for employment, or dismissal after employment.

Signature

Date

Signature
Parent/Guardian Signature (if under 18 years of age)

Date

