



2010 STAFF IN TRAINING INFORMATION

SIT

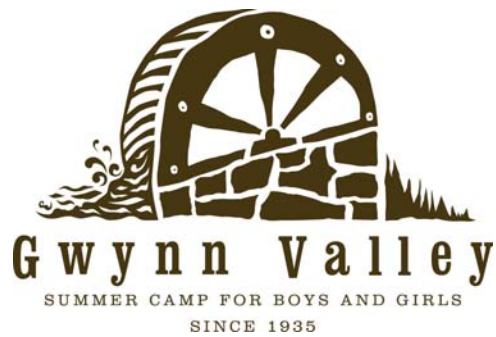


Qualifications

- Be at least 16 years of age
- Be willing to work in a variety of settings
- Have a desire to be a productive community member
- Have plenty of energy
- Have a desire to work with children
- Have an interest in working towards becoming a full staff member



Gwynn Valley Camp, 301 Gwynn Valley Trail, Brevard, NC 28712
Phone: 828-885-2900 Fax 828-885-2413
mail@gwynnvalley.com www.gwynnvalley.com



Dear Prospective SIT and Parent,

Thank you for expressing an interest in our Staff-In-Training program at Gwynn Valley Camp. Enclosed in this application packet you will find information that outlines the position, responsibilities and policies. Please keep in mind that **you must be 16 years old prior to the summer dates for which you are applying**. If you have completed the 12th grade and will be at least 18 years old, please contact us for an Intern application.

Since Gwynn Valley will be the first work experience for many of the teenagers applying to the SIT program, we feel it is important for both teenagers and their parents to understand the goals of the SIT program. The primary goal of the program is for teenagers to work in a positive, supportive environment, while accomplishing work that is crucial for camp operation and their own development as a productive community member.

Our program is one that will place you in contact with children and adults throughout the day. For example, you will live in a cabin with children, assist in program, and work in the kitchen and dining room with our support staff. We feel that you can learn a great deal from working within many different areas of camp. You will have a chance to see a unique perspective of how Gwynn Valley operates and will learn skills, which can be translated into different fields. It is a volunteer program, which gives a sense of the workplace, and provides a small stipend for time-off expenses.

The essence of our camp is a strong community life where friendships and working together begin at the cabin level and work outward into program. Our goals are to provide a setting where teenagers can demonstrate responsibility, job completion, communication, and job-specific skills in addition to learning within the international community of Gwynn Valley. Please read the enclosed information carefully, so that if you choose to apply, you understand the program, work responsibilities, supervision and policies of the experience.

Positions are offered for one-third (3 weeks) of the summer. The dates of the sessions are listed below and are combined as follows: Sessions A-B, Session C, and Sessions D-E.

This time frame allows for other summer opportunities and also reduces the chance of burn out.

We appreciate your interest in Gwynn Valley. If our program seems right for you, we look forward to hearing from you.

Sincerely,

2010 DATES

SESSIONS A&B:	June 11th -	July 2nd
SESSION C:	July 4th -	July 23rd
SESSIONS D&E:	July 25th -	August 15th

Andy Savage
Assistant Director

STAFF-IN TRAINING (SIT) POLICIES

Positions - are offered based on application, reference, and interviews. Being an SIT is highly demanding and at times can be exhausting. SIT's spend the majority of the day on their feet working with their cabin, as well as in a program area and in the kitchen. While the position is challenging, it is also very rewarding due to the strong community life and the bonds created among SIT's through shared experiences.

Stipends - are based upon age and previous SIT experience. Checks are issued on closing days, although an advance may be drawn during the session. Fringe benefits include room and board and camp laundry service. The camp does not provide Health Care Insurance; any outside medical services required are the responsibility of the SIT's family. A physical examination is required and must be mailed to camp by May 1st.

Time Off - is taken as a group with adult supervision. SIT's are not allowed to take time-off with counselors, interns, or support staff. Time-off is one evening (6:00 pm to 11:00 pm) as well as Sunday evenings. In camp time-off is based on when work duties are fulfilled and short breaks during the day. SIT's do not have work responsibilities between 9:30 pm and 11:00 pm. During this time SIT's are expected to be either in their cabin, the staff living room, or in the computer area. The policies and guidelines also apply on the days between camp sessions.

Conduct - even when off duty, SIT's must reflect a high level of character. Smoking, drugs, alcohol, and profanity are not permitted nor tolerated under any circumstances. Appearance must be neat and clean as an example to the children and a courtesy to the parents. We ask that body piercing other than in the ear be removed during your time working at camp. Excessive earrings will be reviewed at the discretion of the directors. Adequate rest is essential for a continued top performance; therefore, all SITs are expected to be in their own cabin by 11:00 pm. Violation of curfew or other policies can result in immediate dismissal. Given our small community, socializing exclusively with one person is inappropriate. Relationships between SIT's or between Staff and SIT's is forbidden. Discrimination or harassment of any nature will not be tolerated.

Evaluation - of performance is made periodically under the direction of the SIT coordinator. Evaluations will be derived from feedback from work-area leaders, program-cluster leaders, and cabin counselors. The evaluations must reflect that the SIT has been an asset to camp life and is a good role model for children if the SIT wishes to return to a counselor position in the future. A negative influence on the children, or breaking SIT or Gwynn Valley policies is grounds for dismissal.

Cabins - are the "home" of the campers and therefore should not be used for SIT or staff visitation. The privacy of individual living quarters should be respected. Possessions must be clean and neat and conform to what campers may or may not have (no radios, cell phones, pagers, candy, I-pods, gum, etc..) in the cabin. You should be part of the life of the individual cabin, assisting where needed and as work duties allow. You must be in your cabin during rest hour unless work duties prohibit this. The kitchen is off-limits to all SIT's and Staff except those specifically authorized and only when on duty. Visitors are not allowed unless they are a family member, in which case it should be cleared in advance with the SIT Coordinator / Director.

General - Wash and wear clothes may be included in the camp laundry; also, coin-operated machines in the staff laundry are available to SIT's. As there is no opportunity for car use and parking spaces are limited, we ask that you **not bring your vehicle to camp**.

Items to leave at home - Curling irons and hair dryers are discouraged, but may be used in the shower houses (due to low amperage in the cabins). Electronic games & keyboards, radios (this includes clock radios), pagers, pets or televisions are not allowed. We encourage you to "get back to basics" however, you may bring an iPod/MP3 player (to be used only in the staff living room), Cell Phone (to be used in specified locations only) and a laptop for wireless internet connections. No possession of firearms, fireworks, nor weapons.

VIOLATIONS of the prescribed conduct (on or off-duty) will subject one to dismissal without compensation; therefore, these policies should be clearly understood before a contract is signed.

STAFF IN TRAINING (SIT) JOB OUTLINE & PROGRAM DESCRIPTION

SIT Program Description

The SIT program is designed to provide a supportive environment for the teenager entering the work world. The day is divided into work, program, and time with the cabin. This provides an opportunity to work at Gwynn Valley as a volunteer; you are not a camper.

Qualifications

SIT 10th GRADE: applicant has completed 10th grade year and is at least 16 years old. Weekly stipend of \$75 is earned for time-off expenses.

SIT 11th GRADE: applicant has completed 11th grade, is at least 16 or 17 years old. Weekly stipend of \$75 per week is earned for time-off expenses.

SIT's in this category who were SIT's the previous summer, will gain an additional \$10 per week.

INTERN: applicant has completed 12th grade, is at least 18 years old, and has previous employment history. Contact the Camp office for a job description and application.

Work Duties:

The jobs for all SIT's are crucial to the operation of camp; therefore, they must be undertaken in a serious and responsible way. The hours are long and demanding, so physical stamina is a prerequisite. A mature and cheerful outlook is required.

- Dining room/Kitchen Responsible for sanitation, set up, and clean up. Work with Kitchen Manager and cabin groups to set tables and serve food. Work on Sanitation team to help on dish line.
- Stables: Assist with horseback riding class every day for a two hour activity period.

Program Involvement:

SIT's will help in two different program areas while at camp. One program is horseback riding as described above, the other will be chosen based upon the interests of the individual. SIT's are not directly responsible for activities, but assist in teaching and learning about the activity. Areas other than Horseback riding may include: Texture Crafts, The Mill, Waterfront, Pioneer Crafts, Sports, Fine Arts, Web Of Life, Outdoor Living Skills, The Farm and the Tajar Times. Priority is given to those with certifications & experience.

Cabin Involvement:

All SIT's live in a cabin with two counselors and eight to ten campers, and are expected to set a good example for the campers. Possessions must be clean and neat and conform to what the campers may or may not have, (for example, NO radios, candy, food or gum in the cabin). Language must be appropriate and curfews must be followed. **Involvement in the life of the cabin group is important and expected**; assistance and role modeling adds to the overall camp experience. Inappropriate behavior and/or violation of curfew can result in immediate dismissal. SIT's will also take part in cabin Campouts as well as other off-program time which may include cabin hikes, tubing/rafting trips etc.

Application and Notification Process:

We will review applications on a first come first serve basis, and will begin contacting references and conducting interviews based upon the application received. We will do our best to inform you of our decision promptly. Final decisions will be based upon the application, references, interviews, and previous conduct while at Gwynn Valley as well as other camps or workplaces. Applications are open for former campers from October 1st and for teenagers new to Gwynn Valley from February 1st providing there are spaces available.

Additional Responsibilities:

Assist with Cabin coverage on staff nights (staff meeting, staff recreations, special meetings). Opening and closing day schedule determined and posted based on work responsibilities.

Supervision:

The SIT coordinator will be the SIT's overall supervisor and contact person for support and feedback during the summer. Each SIT will also work with counselors in their cabin, work area, and program area. SIT's are given feedback periodically and have a final evaluation session. Recommendations for subsequent employment are directly related to job performance, character, and community standards.



2010 STAFF IN TRAINING APPLICATION

*Please attach
or email a
recent photo*

Office Use:

To be an SIT, you must be at least 16 years of age by the time you start work at camp. If you have completed 12th grade and will be 18 years of age by the time you start work this summer, please contact us about our Intern program.

NAME: _____

(Full Name Required) **FIRST** **MIDDLE** **LAST**

Date of Birth : ___/___/___ **Social Security #:** ___ - ___ - ___

<p>Address & Contact Information:</p> <p>Street _____</p> <p>City _____</p> <p>State _____ Zip: _____ Country: _____</p> <p>Email: _____</p> <p>Cell Phone: _____ - _____ - _____</p> <p>Parent Home Phone: _____ - _____ - _____</p>	<p>Parent and Emergency Contact Information:</p> <p>Mothers Name: _____</p> <p>Cell# _____ - _____ - _____ Work# _____ - _____ - _____</p> <p>Fathers Name: _____</p> <p>Cell# _____ - _____ - _____ Work# _____ - _____ - _____</p> <p>Emergency Contact Name: _____</p> <p>Ph 1 _____ - _____ - _____ Ph 2 _____ - _____ - _____</p>
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SESSION CHOICE: Please rank the following sessions: **1-first choice, 2-second choice, 3-third choice**

SESSION A&B: June 11 -July 02 _____ SESSION C: July 04-July 23 _____ SESSION D&E: July 25-August 15 _____

EDUCATION:

High School	Grade completed 2010	Favorite Subjects	Graduation Date
_____	_____	_____	_____

EMPLOYMENT/ WORK HISTORY:

Dates	Employer/Supervisor	City/State	Phone	Nature of work	Reason for Leaving
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

CAMP EXPERIENCE:

Camper or Staff?	Camp	Director	City/State	Phone	Dates
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

REFERENCES:

Give Names and addresses of 3 people (Not a Relative or Friend) who has knowledge of your character, experience and abilities. Ask them to complete and return a reference form by fax, mail or email.

Name	Address	Telephone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Getting to know you...
Please use additional paper if necessary

Why are you interested in being an SIT at Gwynn Valley?

Please describe responsibilities you have at home/work/school.

Please describe your hobbies and any activities in which you are involved.

What age group would you like to work with at camp? Please explain why:

What contributions do you think you could make at camp?

BACKGROUND: Please attach details if you answer YES to any of the following questions.

1. Have you ever been accused, arrested or convicted of a misdemeanor or felony? ___No ___Yes
2. Have you ever been accused, arrested or convicted of any child related offenses? ___No ___Yes
3. Have you ever been addicted to or treated for alcohol or chemical dependence? ___No ___Yes
4. Are you under the care of a health care professional; Dr or Counselor for any physical or mental problems? ___No ___Yes
5. If you answered 'Yes' to question 4; do you take any medications for your physical or mental problem? ___No ___Yes

CERTIFICATIONS AND COMPLETED WORKSHOPS: (Current Basic First Aid and CPR are **required** for employment)

Please list your expiration date for all that apply.

CPR Expires ___/___/___	First Aid Expires ___/___/___	Archery Cert. Expires ___/___/___
WFA Expires ___/___/___	WFR Expires ___/___/___	Other _____
LGT Expires ___/___/___		Other _____

All SIT's will work the Dining Room, Dish Line, Horse Program, and an additional program area of your choice.

In which of the following areas would you be most interested in working?

Please Rank your top three choices. (1 being the area you are most interested, etc.)

Texture Crafts _____ Waterfront _____ Outdoor Living Skills _____ Sports _____ Farm _____

Pioneer Crafts _____ Web of Life _____ Fine Arts _____ The Mill _____

I attest that the information contained in this application is true to the best of my knowledge. I attest that I have not been arrested, charged nor convicted of any violations, misdemeanors or felonies. I have read and understand the SIT Policies and agree to follow them all, specifically the smoke, alcohol, and drug free policy, and the curfew policy.

Signature: _____ Date: ___/___/___

PARENT: I have read the attached materials, and support my teenager's application. I understand there is a selection process, and if accepted, my teenager will not be a camper, thus subject to all SIT policies and procedures. I understand that while there is supervision, there is not constant direct supervision as with campers. I also grant permission to Gwynn Valley to use any photographs or video of applicant in any of their promotional materials.

Signature: _____ Date: ___/___/___



Office Use:

GWYNN VALLEY CAMP REFERENCE QUESTIONNAIRE

A Summer Camp for younger Boys and Girls since 1935. Offering a Traditional, Farm, and Wilderness Program that nurtures the child while fostering a connection with the land and the simple joys of childhood.

Applicant Name: _____

Position Applied for: (Please circle) Staff in Training / Intern / Counselor / Program Leader / Leadership / Other _____

I (applicant name) _____ have applied to work at Gwynn Valley Camp for younger boys and girls. I hereby authorize the person completing this form to provide any information concerning me. I also release you, your organization and Gwynn Valley from all liability and or damage whatsoever arising there from. All information is held in the strictest confidence. I DO / DO NOT (Please circle) voluntarily waive my right to view this form as long as it is used for its stated purpose. **FRIENDS or RELATIVES are not considered an appropriate reference.**

Applicant Signature: _____ Today's Date: ____ / ____ / ____

Thank you for taking the time to complete this questionnaire. You have been asked to complete this form based upon your previous experience with the above named applicant. Your insight will help us as we decide who should work with our children this summer. Our program is for children aged 5 -14 years of age and we are therefore concerned that our staff have a high moral character, good judgment and are positive role models for our campers. Please complete this form and return to Gwynn Valley ASAP. If you have any questions please don't hesitate to contact us.

Reference completed by: Please Print Name _____

In what capacity do you know the applicant? _____

How long have you known the applicant? _____

If you have previously employed applicant, in what capacity? _____

If given the opportunity would you hire / re-hire? Why? _____

<u>Performance Evaluation</u>		Excellent	Very Good	Good	Fair	N/A
Applicant's Traits	Attitude	0	0	0	0	0
	Integrity	0	0	0	0	0
	Maturity	0	0	0	0	0
	Patience	0	0	0	0	0
	Responsibility	0	0	0	0	0
Applicant's Performance	Creativity	0	0	0	0	0
	Leadership Ability	0	0	0	0	0
	Work Ethic / Habits	0	0	0	0	0
	Flexibility / Adaptability	0	0	0	0	0
	Ability to work in a group	0	0	0	0	0
	Relationship with co-workers	0	0	0	0	0
	Ability to relate to children	0	0	0	0	0
	Children's response to applicant	0	0	0	0	0

1. Would you be willing to leave your child (or a child in your life) with the applicant for an extended period of time? _____

2. What would you consider are the applicant's best skills / strengths for a camp job? _____

3. Are there any weaknesses you feel the applicant may have for camp counseling? _____

4. Do you believe the applicant may have been or is still a user of illegal drugs? NO / YES (If yes, please explain on back)

5. Do you believe the applicant is an excessive or indiscriminate user of alcohol? NO / YES (If yes, please explain on back)

6. Please supply additional information which may help us to decide if this applicant may be suitable to work at our residential summer camp: _____

Referee Signature: _____ Date: ____ / ____ / ____

Phone Number: (____) _____ - _____ Best time to call: _____ AM / PM



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