

# 2012 S.I.T. 'STAFF IN TRAINING' INFORMATION

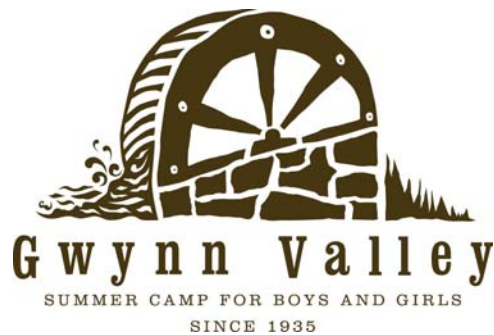


## Qualifications

- Be at least 16 years of age
- Have a desire to work with children
- Be willing to work in a variety of work settings
- Have a desire to be a productive community member
- Have plenty of energy and enthusiasm
- 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  
andy@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 12<sup>th</sup> 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,

#### 2012 DATES

SESSIONS A&B:	June 8th -	June 29th
SESSION C:	July 1st -	July 20th
SESSIONS D&E:	July 22nd -	August 12th

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 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 or when on duty. Visitors to camp 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 10<sup>th</sup> GRADE: applicant has completed 10<sup>th</sup> grade year and is at least 16 years old. Weekly stipend of \$75 is earned for time-off expenses.

SIT 11<sup>th</sup> GRADE: applicant has completed 11<sup>th</sup> 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 earn an additional \$10 per week.

INTERN: applicant has completed 12<sup>th</sup> 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: Arts and Crafts, The Mill, Waterfront, Sports, Adventure 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 **\*\*non-campers from February 1st** providing space is available. **\*\*Please contact Andy prior to applying** .*

## 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.

# DATES FOR 2012

## Main Camp: SIT's will work for 3 weeks: Sessions A/B or C or D/E

- Session A Friday, June 8 - Friday, June 15  
Session B Sunday, June 17 - Friday, June 29
- Session C Sunday, July 1 - Friday, July 20  
Session C-1 Sunday, July 1 - Tuesday, July 10  
Session C-2 Wednesday, July 11 - Friday, July 20
- Session D Sunday, July 22 - Friday, August 3  
Session E Sunday, August 5 - Sunday, August 12

\*Please note: **Arrival at camp is the day BEFORE a session begins.  
Departure is after 1:00pm the day a session ends.**

## PROGRAM AREAS

### THE FARM:

Animal Care, Veterinary Science,  
Meteorology, Gardening

### CRAFTS:

Beading, Tye-Dyeing, Papermaking, Candle Making,  
Pottery, Rope Making, Leatherwork, Weaving

### TURN-of-the-CENTURY GRIST MILL:

Grinding, Fishing, Cornbread,  
Wheel-churned Ice Cream

### HORSEBACK RIDING:

Hunt Seat, Barn Lessons, Ring and Trail Riding

### WATERFRONT:

Swimming, Kayaking, Tubing, Creek Hiking

### SPORTS:

Archery, Soccer, International Games,  
Basketball, Volleyball, Field Hockey, Lacrosse

### ADVENTURE SPORTS:

Mountain Biking, Whitewater Kayaking,  
Canoeing, Climbing

### FINE ARTS:

Drama, Creative Writing, Music, Dance

### WEB OF LIFE:

Hiking, Nature Study, Aqua Biology, Ecology

### OUTDOOR LIVING SKILLS:

Camp-outs, Cook-outs, Fire-Building, Orienteering

### CLIMBING:

Rock Climbing, Tree climbing, Wall Climbing

## MAIN CAMP DAILY SCHEDULE



8:00	Wake-up, followed by cabin/community chores
8:30	Breakfast
10:00-12:15	Morning Program Time
1:00	Lunch, followed by Singing in the Lodge
2:30-3:30	Rest Hour, followed by Snack
3:50-4:40	Sign-up Activity or Swim
4:55-5:45	Sign-up Activity or Swim
6:15	Supper
7:15	After Supper Activities
7:45	Evening Campfire Program, followed by cabin Friendship Circles
9:00-9:30	Bedtime and Serenade

*"Imagination  
will often  
carry us to  
worlds that  
never were.  
But without  
it we go  
nowhere"*  
*Carl Segan*



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www.gwynnvalley.com; andy@gwynnvalley.com  
Phone: 828-885-2900 Fax:828-885-2413

**Gwynn Valley is an equal opportunity employer and hires without regard to race, religion, sex, national origin, age, mental or physical ability.**