



2012 Staff Information

Join us for our 77th Summer!



" If a child is to keep alive their inborn sense of wonder, they need the companionship of at least one adult who can share it, rediscovering with them, the joy, excitement and mystery of the world we live in."

- Rachel Carson



"A summer camp for boys and girls emphasizing a traditional, farm, and wilderness program that nurtures the child while fostering a connection with the land and the simple joys of childhood. Founded in 1935."

Dear Prospective Staff Member,

Thank you for your interest in working at Gwynn Valley Camp. We are a co-ed camp for children ages 5 – 14 located on 320 acres in the mountains of Western North Carolina. It is our aim to provide a program that nurtures the child while fostering a connection with the land and the simple joys of childhood.

You will find the following information about Gwynn Valley Camp:

- Expectations at Gwynn Valley
- Staff policies and information
- Gwynn Valley overview
- Session dates, program information and the Main Camp daily schedule
- Staff Positions available

Please feel free to contact us with any questions you may have. We look forward to hearing from you soon.

Sincerely,

Anne & Grant Bullard
Directors/Owners

Andy Savage
Assistant Director Staff & Program

APPLICATION CHECK LIST:

- Read all of the information in this packet, as well as on our website - www.gwynnvalley.com
- Decide if Gwynn Valley is right for you
- Complete an application and send to Camp
- Have 3 References completed and sent to Camp
- Sign up for CPR & 1st Aid Course (you'll need this to work at any camp)
- Visit Camp (if possible)

QUALIFICATIONS

- Finished a year of college or equivalent
- Desire to work with children
- Enthusiasm & Energy
- Certification in CPR & First Aid

SPECIFICS

Located in
Brevard,
North Carolina

For boys & girls,
ages 5 - 14

10 program areas
including a Farm & Mill

Accredited by the
American Camp
Association

What to Expect at Gwynn Valley

As you begin to look into the aspects of working in a summer camp and learning more about the camps you are applying to, it is important that you understand an organization's philosophy and program. Being a Camp Counselor is one of the most rewarding and enjoyable jobs you can ever have. We hope that the following information will help you to gain more insight into our program and the values we embrace as it relates to working with children.

Summer camp employment is hard work and we are serious about that work. We consider camp as an educational entity, not just recreational. We take every child seriously, our goal is to help each camper gain confidence, personal independence, cooperation and community skills.



At Gwynn Valley our Counselors are the most important part of creating a successful summer and because of that our expectations of them are high. Supervision is key in our child focused environment. We constantly seek to find means to empower children to make good decisions whereby each child will shine in his/her, or peer's image. We are careful to be sure that no child is frightened by "scary" situations in the name of fun. We don't tell ghost stories. Instead we try to develop a sense of security in the natural world where order, beauty, and peace predominate.

Camp is highly organized. Much of that organization depends on you as a counselor leading children in activities and in the everyday routines of camp. We insure that the children participate in decisions to build their decision making skills and self confidence. We don't do for a child what they can do for themselves. Daily program provides some freedom for staff to plan special outings and events with their cabin group. Plan on being spontaneous and innovative with your group. You will plan your own cabin sleep-outs and cook-outs. ***You must act as parents*** attending to matters of the personal hygiene of campers and general cabin cleanliness.

We live in a natural setting that is probably different from your college or work environment. We offer the children wonderful alternatives from the many daily concerns of society that are a part of their lives at home with the ever-present TV, video games, cell phones and computer. We try to teach them that every individual can make a difference in the world. We try to simplify our lives and reduce dependence upon material things for comfort and

happiness. We celebrate the diversity of our staff and the cultures and countries represented at camp. Thirty percent of our staff are international. We honor the spiritual dimension of life and we want staff who are interested in growing with us in this area. Our weekly vespers and collective prayers concentrate on the love of God. We avoid corporate reference to Christ in respect for other faiths represented even though many of us are Christians. Children need the hope that comes from a belief in things beyond themselves.

Camp could not be a better place to live a healthy lifestyle on our 320 acres of mountains, streams, fields, woods, and farm. We pride ourselves on the amount of food produced from the farm and the way it's prepared and served from our whole food's kitchen and table. Getting proper rest is essential in ensuring your patience, alertness and optimism.

Each of you comes with special skills that can enhance and develop our program offerings. Should you be hired, we trust your creative spirit will be fully engaged and that you will feel free to try new program ideas in our setting. We develop opportunities for work through our farm so that children feel useful and needed; therefore we want staff who find ***physical work*** invigorating and fun and who are willing to help out with physical needs when time permits. Thereby, we come to appreciate everyone's role in the community.

We hope the above comments have given you more information about Gwynn Valley. Keep in mind that much strength and support come from fellow staff members, and the leadership team, many of whom have strong backgrounds in child development. There are Head Counselors who are skilled at helping each of us meet our professional and personal goals and communicate effectively with one another.

Staff Policies and Information

SALARY & BENEFITS - Salary is based upon experience, education, skills and responsibility. Contracts offered to new applicants are conditional until a background check is complete, references are received and information found acceptable.

During the season, there are times when changing job function for a session is necessary for the overall camp community, and is a change of pace for the staff member. Paychecks are issued at the end of the season, although advances may be drawn once per session up to the amount earned. Due to varying session lengths, weekly salaries are pro-rated on a seven-day basis, from beginning to end of employment period (including time-off). Camp employees who are relatives of campers may arrange partial tuition waiver as payment of services. Gratuities are not permitted. If a parent offers a gratuity, please suggest a donation to the scholarship fund instead. Fringe benefits include room/board, camp laundry service and Workman's Compensation Insurance which covers accidental injury while on duty. The staff has free access to the camp's physician and Health Care Center (prescription drugs are not covered). Expenses for treatment or hospitalization for sickness or for accidents incurred when off duty must be covered individually. There are a few computers available for staff use which include Internet and E-Mail access as well as a wireless connection for those staff with laptops.

REQUIREMENTS - A Physical Examination is necessary for employment and should be conducted as near camp time as possible, but within two years is acceptable. Current Basic First Aid and CPR or their equivalent are required for employment. Copies of certifications must be sent to the office before you begin working. While the camp serves nutritious food and a vegetarian alternative to meat entrees, any special food needs that are not medically required are up to the responsibility of the individual. Counselors may keep their own snacks in the counselor living room or in their cars. Food, drinks, candy, gum, etc. are not allowed in the cabins nor purchased for the campers.

TIME OFF - A **21-hour time off** period is earned for each week worked (24 hours off between sessions). Each **Main Camp** cabin counselor has 2 hrs. per day of "down time" when he/she is not responsible for children. Conduct, even when off duty, must reflect a high level of character in our small community and surrounding area. Camp facilities may be used during time off if it does not interfere with the regular camp program and all procedures are followed. If you stay for meals on your time off, you are expected to remain in the dining room until everyone is dismissed. ***Adequate rest is essential for performance***; therefore, all staff are expected to be in their own cabins at midnight. The staff living room and all other areas in camp close each night at 12:00 PM. Any emergency leave is evaluated on an individual basis and is without pay.

ALCOHOL, DRUG, SMOKING POLICY - Due to our concern for the health and safety of campers and staff

we are a smoke/alcohol/drug-free environment. We reserve the right to require an employee to submit to a drug-test if circumstances warrant (individual, random, or universal). Use of these substances on camp property is grounds for immediate dismissal.

APPEARANCE & BEHAVIOR - Inappropriate slogans or emblems on clothing is not allowed. Profanity is also not permitted. Appearance must be neat and clean as an example to the children and a courtesy to the parents. No tattoos or body piercing during the course of employment. We ask that body piercing other than in the ear be removed during your entire employment period. Excessive earrings will be reviewed at the discretion of the Directors. A negative influence on the children, based on character, will subject one to dismissal. Romantic, sexual or illicit relationships of any kind are prohibited between staff members. Relationships between staff and SIT's (staff-in-training) are forbidden. Discrimination or harassment will not be tolerated.

THE CABIN AS HOME - Cabins are the "home" of the campers and therefore should not be used for staff visitation. Your possessions must be clean and neat and conform to what the campers may and may not have (no radios, candy). The privacy of individual living quarters for staff should be respected. All visitors are received in the staff living room. Meals for visitors should be arranged in advance.

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.

TRANSPORTATION - Private automobiles may be brought to camp and it is thoughtful to offer rides to town for those who do not have transportation. Camp vehicles are not available for personal use due to insurance restrictions. Bicycles are furnished on a limited basis and are the responsibility of the borrower. Personal bicycles may be brought to camp and must be stored in the bike shed. Helmets must be worn at all times and cyclists should observe the same traffic patterns as automobiles. Personal sports equipment such as bikes, boats, climbing gear, etc. must be used in accordance with camp rules and is used at your own risk.

Gwynn Valley is an equal opportunity employer and does not discriminate on the basis of race, color, sex, religion, disability, national origin, or ethnic origin.

Violations of prescribed conduct will be considered a breach of employment contract; therefore these policies should be clearly understood before signing a contract.

GWYNN VALLEY OVERVIEW

Gwynn Valley is a co-ed camp for children ages 5-14. We are a traditional, farm, and wilderness program that nurtures the child while fostering a connection with the land and the simple joys of childhood. There are 165 children in Main Camp and 40 in a Wilderness based program called Mountainside. There is also a small program for 13 & 14 year olds called Riverside, comprised of 12 campers each session. Additionally, there is a Day Camp program with 30 children per week.

MAIN CAMP:

5-12 yr olds in K - 6th Grade

8-10 children live in cabins with 2 co-counselors for a residential camp experience. The children spend each morning in two program areas they have chosen to be part of. They visit these programs every other morning during their time at camp. After morning program, we meet to enjoy lunch and singing and head back to the cabins for rest hour.

In the afternoon, campers have the opportunity to choose what they would like to do during "Sign-Up" time. This is a chance for the children to practice their decision making skills and to more closely explore an area that interests them. The campers are offered a wide variety of activity choices which are rooted in our program areas. A typical day offers a range of activities including sports, basket weaving, the farm, fishing, tubing, writing for the camp newspaper, mountain biking, pottery, archery, searching for salamanders, kayaking, horseback riding, or climbing.

At least once during each week the cabin group will go "off program". This usually consists of a group activity such as creek hiking, tubing on the river, or hiking. Cabins also camp out for the night at a shelter where they cook supper and sing & tell stories around a fire until going to sleep. Evenings for those not on a campout consist of after supper activities and a 'campfire' program. Cabin skits (plays), singing, stories, dancing, and drama are all part of the evening programs. Before heading to bed the children and counselors participate in a friendship circle where they discuss their camp experiences, feelings, friendships made, and special moments.

MOUNTAINSIDE:

11, 12 & 13 yr olds in 5th - 7th Grade

Mountainside is a good option for many young people to continue their Gwynn Valley experience, or to attend Gwynn Valley for the first time. Mountainside has two 10 day sessions and two 3 week sessions and gives campers the opportunity to become an essential part of a community of 40 campers and 10 staff. In Mountainside, campers are asked to take on more responsibility for themselves and the

community. With this responsibility however, comes more freedom, spontaneity, and involvement in the program.

Mountainside campers participate in daily activities in addition to a 3 & 1/2 day wilderness adventure during the three week sessions and a 2 1/2 day adventure during the 10 day sessions. Throughout the time on Mountainside, activities are centered on positive peer interaction, community building, and learning skills and preparing for their adventures. Mountainside provides a wonderful opportunity to begin learning new outdoor activities and to build upon existing skills. Learning to understand and respect people as individuals who contribute to the community is a key component. Those who are willing to challenge themselves through independent outdoor living skills, successful group living, and who show responsibility and initiative, will have a great experience in Mountainside.

RIVERSIDE:

13 & 14 year olds in 7th & 8th Grade

Riverside is a good opportunity for young people who have finished the seventh and eighth grade to continue their Gwynn Valley experiences. The community living, physical challenges, responsibility, and peer interactions provided in Mountainside will continue in development and be expanded upon in Riverside. A large portion of the time on Riverside will be spent on three separate four day wilderness adventures off of camp property. Each trip will focus on one of the following skills: backpacking, white water canoeing, & rock climbing. Riversiders will be guided into taking some responsibility for planning, packing and executing the multi-day adventures. Days at camp will be spent on service projects, skill progressions for the adventures, and building a strong community. Campers take an active role in maintaining a cooperative spirit by assisting with meal preparation, setting tables, doing dishes and maintaining the Riverside community.

DAY CAMP:

5-10 year olds in K - 4th Grade

This is a non-residential program that mirrors the Main Camp experience. There are 30 campers during each of the six one week sessions. The campers arrive at 8:30 AM and are picked up at 5:15 PM, Monday—Friday. The children are divided into small groups for the Morning Activities and will visit a different program area each morning. In the afternoon the children have the opportunity to make their own activity choices. These activities include: nature exploration, crafts, drama, sports, creek hikes, creative writing and games. They will visit the Farm and the Mill at least once during the week.

DATES FOR 2012

Staff Training: May 31 - June 7

Main Camp:

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

Day Camp Monday, June 11 - Friday, July 20

Mountainside:

MS1 A Friday, June 8 - Monday, June 18
 MS1 B Wednesday, June 20 - Friday, June 29
 MS2 Sunday, July 1 - Friday, July 20
 MS3 Sunday, July 22 - Sunday, August 12

Riverside:

RS1 Friday, June 8 - Friday, June 29
 RS2 Sunday, July 1 - Friday, July 20
 RS3 Sunday, July 22 - Sunday, August 12

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	Serenade and Bedtime

STAFF POSITIONS AVAILABLE.

Our number one priority in hiring staff to work at Gwynn Valley is to find individuals who want to work with children. Then we examine the skills that you bring to the program and the community. You may work with different co-counselors, and teach in different program areas, during different sessions.

Cabin/Program Counselor: Live in a cabin with a co-counselor and 8-10 campers in Main Camp. Responsible for the physical, psychological and emotional safety of the children. Some tasks in the cabin include waking children up and putting them to bed at night, personal hygiene for campers, consistent discipline, homesickness issues, and communication with your co-counselor. Teach daily in one of the ten program areas.

Mountainside or Riverside Counselor: Same responsibilities as Main Camp counselor with addition of leading adventure activities and assisting with community building. Experience in some of the following areas is required: Backpacking, Outdoor Living Skills, Hiking, Canoeing (flat water & whitewater), Rock Climbing, Mountain Biking, Low Ropes Course, & Initiatives.

Day Camp Counselor: Work with a co-counselor to lead a group of 10 campers through activities such as nature hikes, arts & crafts, sports, music, and games. Day Camp hours: 8:30-5:15PM, Monday-Friday. Staff hours may be additional and include an open house for families on Sunday afternoons. Many campers are from the local community. Housing and meals are provided for staff although you may also choose to live away from camp.

Program Leader: Provide leadership of a specific program area. Responsible for creative program, safety, and supervision of staff who assist with teaching. Direct responsibility for planning and teaching children in 1 of our program areas.

Climbing Director: Direct and oversee the rock climbing program, tower and low ropes course. Responsibilities include teaching, planning and implementing trips to rock sites on and off property, maintaining high levels of safety practices, risk management, equipment upkeep, and teaching basic rope and harness techniques.

Climbing Staff: Assist climbing director in all areas of climbing program. This includes on site climbing as well as some off site trips. Run in camp climbing when climbing director is off or on trips. Assist Climbing director in maintaining high levels of risk management, equipment upkeep, and teaching.

Paddling Director/Staff: Direct and oversee Paddling Programs for Mountainside and Riverside. Responsibilities include teaching campers paddling skills that progress from basic lake skills to whitewater, planning and implementing off site river trips, equipment management, high levels of risk management.

Mountainside & Riverside Program Leaders: Work closely with Head Counselor in respective area. Responsible for overall support of the program in regard to management, teaching, equipment, service projects, adventure planning, requisitioning food for adventures, and leadership with Head Counselor. Must be 21 years old with a safe driving record in order to drive 15 passenger vans.

Support Staff Positions: Some support staff live in cabins with children, but do not have direct responsibility for them. Support staff may have teaching responsibilities with children if requested.

Farm Manager

Housekeeping / Laundry

Stable Manager / Assistants

Maintenance / Grounds Crew

Kitchen:

Kitchen Manager / Head Cook / Assistant Cook / Baker / Special Foods Cook / Food Preparation / Sanitation Manager / Cook-Out Manager



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



Gwynn Valley Camp, 301 Gwynn Valley Trail, Brevard, NC 28712
www.gwynnvalley.com; andyl@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.



Office Use:



*Please attach
 or email a
 recent photo*

2012 SUMMER CAMP STAFF APPLICATION - Our 77th Summer

NAME: _____ **DATE:** ____/____/____

(Full Name Required) FIRST MIDDLE LAST

E-mail: _____ Cell Phone # (____) _____

Social Security #: _____ - _____ - _____ Sex _____ Date of Birth: ____/____/____
Used for tax purposes and background checks

PRESENT or SCHOOL ADDRESS:

Street: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ - _____ Dates you expect to be at this address: ____/____/____ to ____/____/____

PERMANENT ADDRESS:

Street: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ - _____ Dates you expect to be at this address: ____/____/____ to ____/____/____

POSITION(S) APPLYING FOR: _____

FIRST YEAR STAFF are expected to attend our **Staff Training** and work a **FULL** summer unless prior arrangements are made.

Our 2012 Summer dates are: **Staff Training:** May 31st - June 7th 2012 **Summer Season:** June 8th - August 12th 2012

Your available dates are: From ____/____/____ to ____/____/____

How did you learn about Gwynn Valley? Please check one of the following:

Alumni: ____ Years: _____ Friend: ____ Friends Name: _____

Internet: ____ Website: _____ Staff Fair: ____ Where: _____

EDUCATION:	Name of College/University	Major	Year (Fresh/Soph. etc)	Degrees Granted/Year
	_____	_____	_____	_____
	_____	_____	_____	_____

EMPLOYMENT/WORK HISTORY: List all information for previous four summers/years

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

CAMP EXPERIENCE:

Dates:	Camper or Staff:	Camp Name:	Director:	Location:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REFERENCES: Please give names and contact information of 3 people or places of employment, who have knowledge of your character, experience and abilities. Ask them to complete and return a Gwynn Valley reference by fax, mail or email.

***PLEASE DO NOT USE RELATIVES OR FRIENDS**

Name: _____ Address: _____

Phone: (____) _____ - _____ E-Mail: _____ Relationship: _____

Name: _____ Address: _____

Phone: (____) _____ - _____ E-Mail: _____ Relationship: _____

Name: _____ Address: _____

Phone: (____) _____ - _____ E-Mail: _____ Relationship: _____

GETTING TO KNOW YOU: The following questions are designed to help us get to know you better and give you a chance to understand more of what your role in camp might be. They are very important and a mandatory part of the application process. **Please answer questions on a separate sheet of paper.**

1. Autobiographical essay... Tell us about yourself (family, education, social activities, etc.) as well as any other experiences which would make you an excellent candidate.
2. Why are you interested in working at a Summer Camp, Gwynn Valley specifically?
3. Describe all experiences you have had with children (include ages and your responsibilities).
4. Describe all leadership positions you have held and related responsibilities.
5. What do you think will be your greatest challenge living a summer camp lifestyle? How will you manage this?
6. We are a non-sectarian camp; our campers and staff are of many faiths. We sing blessings at each meal and hold a service on Sundays. Would you be comfortable in this setting? If not, why?
7. If you are interested in working with our Wilderness Programs; Mountainside (ages 11-13), Riverside (ages 13 & 14), please explain your experience with this age group and your outdoor experience/skills.
8. If you are interested in working in our Day Camp program, please explain why and list any personal experience you have had with a Day Camp program?
9. If you are interested in working in a Support Staff position (kitchen, maintenance, housekeeping, laundry, medical, office, etc) please describe your experience and why you are interested in doing this job in a camp setting.

CERTIFICATIONS AND COMPLETED WORKSHOPS: Current Basic First Aid and CPR are **required** for employment. Copies of certifications must be mailed to the office before you begin work. Please list any international certifications you have as well.

Please list your expiration date for all that apply.

CPR Expires ___/___/___ Lifeguard Cert. Expires ___/___/___ Canoe Cert. Expires ___/___/___

WFR Expires ___/___/___ WSI Expires ___/___/___ Kayak Cert. Expires ___/___/___

WFA Expires ___/___/___ Swim Instructor Expires ___/___/___ Swift Water Rescue Expires ___/___/___

First Aid Expires ___/___/___ Archery Expires ___/___/___ ARC Small Craft Safety Expires ___/___/___

Other _____ Expires ___/___/___ Other _____ Expires ___/___/___

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 sexual or physical abuse of a minor? _____ No _____ Yes
3. Have you ever been addicted to or treated for alcohol or chemical dependence? _____ No _____ Yes
4. Are you currently taking any prescription medication? _____ No _____ Yes
5. Are you currently taking any medication that could affect your ability to perform this job? _____ No _____ Yes
6. Do you have any special medical conditions, problems, or limitations, including physical or mental impairments that might interfere with your ability to perform the job for which you are applying? _____ No _____ Yes
5. Are you currently seeing a counselor or therapist, or have seen one in the past 6 months? _____ No _____ Yes
6. Do you have any allergies or special dietary needs? _____ No _____ Yes

SKILLS AND EXPERIENCE

In the following list put a **check** in the column of those activities which you can:

TEACH as an expert **ASSIST** in teaching or activities in which you have had some useful **EXPERIENCE**

ARTS AND CRAFTS	T	A	E
Pottery Hand Building	___	___	___
Wheel	___	___	___
Firing	___	___	___
Weaving	___	___	___
Paper Making	___	___	___
Basketry	___	___	___
Batik	___	___	___
Tye-Dying	___	___	___
Sewing	___	___	___
Knitting	___	___	___
Beading	___	___	___
Woodwork	___	___	___
Leatherwork	___	___	___
Other _____	___	___	___
Other _____	___	___	___
Other _____	___	___	___
 FINE ARTS	T	A	E
Drama Directing	___	___	___
Creative Writing	___	___	___
Dance Modern	___	___	___
Jazz	___	___	___
Contra/Square	___	___	___
Ballet	___	___	___
Instruments Played	___	___	___
_____	___	___	___
_____	___	___	___
Other _____	___	___	___
 FARM	T	A	E
Farming	___	___	___
Gardening	___	___	___
Animal Care	___	___	___
Veterinary Science	___	___	___
Other _____	___	___	___

WATERFRONT	T	A	E
Lifeguarding	___	___	___
Swim Instruction	___	___	___
Flat Water Canoeing	___	___	___
Flat Water Kayaking	___	___	___
Pool Management	___	___	___
Lake Management	___	___	___
 OUTDOOR LIVING SKILLS	T	A	E
Day Hiking	___	___	___
Fire Building	___	___	___
Outdoor Cooking	___	___	___
Basic Camping	___	___	___
Orienteering	___	___	___
Knots	___	___	___
Primitive/Pioneer Skills	___	___	___
Fishing	___	___	___
Astronomy	___	___	___
Environmental Education	___	___	___
 SPORTS	T	A	E
Archery	___	___	___
Soccer	___	___	___
Volleyball	___	___	___
Basketball	___	___	___
Ultimate Frisbee	___	___	___
Team Building/Initiatives	___	___	___
Initiatives & Games	___	___	___
Lacrosse	___	___	___
Field Hockey	___	___	___
Other _____	___	___	___
Other _____	___	___	___
Other _____	___	___	___
Other _____	___	___	___

HORSEBACK RIDING	T	A	E
English	___	___	___
Western	___	___	___
Hunt Seat	___	___	___
Riding Instruction	___	___	___
Stable Management	___	___	___
Horse Care	___	___	___
 ADVENTURE SPORTS	T	A	E
Back Packing	___	___	___
Low Ropes Course	___	___	___
Mountain Biking	___	___	___
Bike Maintenance	___	___	___
Whitewater Canoeing	___	___	___
(Circle) Class I II III IV	___	___	___
Whitewater Kayaking	___	___	___
(Circle) Class I II III IV	___	___	___
Climbing	___	___	___
Wall / Tower	___	___	___
Lead Climbing	___	___	___
Rock Site Management	___	___	___
 FOOD SERVICE	T	A	E
Cooking	___	___	___
Baking	___	___	___
Food Prep	___	___	___
Sanitation/Dishes	___	___	___
 CAMP OPERATIONS	T	A	E
Grounds	___	___	___
Maintenance & Repair	___	___	___
Construction	___	___	___
Van Driver	___	___	___
Office (Computer, Phone)	___	___	___
Housekeeping	___	___	___
Laundry	___	___	___

Please describe in detail your experience, qualifications, teaching experience and aptitude for your **TOP THREE (3)** skill areas listed above. Please also include any experience involving children in these skill areas. (Attach additional sheet if required)

1. _____

2. _____

3. _____

I understand that all statements will become part of my confidential personnel file. My signature attests that I have answered all questions honestly and accurately and that I have no problem complying with the type of lifestyle indicated by camp and camp policies. My signature also gives permission for camp to check employment history, references, criminal and driving records. In the event of employment, I agree to abide by all rules and policies and to act in compliance with Gwynn Valley's Drug / Tobacco & Alcohol-Free Workplace Policy. I grant permission to Gwynn Valley to use any photographs or video of me in any of their promotional materials.

Signature: _____

Today's Date: ____/____/____

CONSENT FOR RELEASE OF EMPLOYEE INFORMATION

PROTECTIVE SERVICES / CRIMINAL RECORD / MOTOR VEHICLE CHECK / CREDIT HISTORY REPORT

For Gwynn Valley Camp, 301 Gwynn Valley Trail, Brevard, NC 28712

I understand that Gwynn Valley Camp has a practice of conducting a reference and background check which could include protective services / criminal record check / motor vehicle check / credit history report on prospective employees. I hereby authorize Gwynn Valley's Insurance Carrier to conduct a Motor Vehicle Records check and release that information to Gwynn Valley Camp.

I hereby authorize the agency chosen by Gwynn Valley Camp to provide the requested information.

NAME: _____
(Full Name Required) **FIRST** **MIDDLE (Required)** **LAST**

Other names records may be filed under: _____

Date of Birth: ____ / ____ / ____ **SS # :** ____ - ____ - ____
Day Month Year Used for tax purposes and background checks

Drivers License #: _____ Drivers License State: _____

Please list location of residences for the past 5 years (school and home counties):

City/State: _____ City/State: _____

County: _____ County: _____

Zip Code: _____ Area Code: _____ Zip Code: _____ Area Code: _____

City/State: _____ City/State: _____

County: _____ County: _____

Zip Code: _____ Area Code: _____ Zip Code: _____ Area Code: _____

City/State: _____ City/State: _____

County: _____ County: _____

Zip Code: _____ Area Code: _____ Zip Code: _____ Area Code: _____

I hereby grant permission to authorize the above-mentioned checks and give permission to allow verification of any information given on my application. I understand that failure to provide accurate information may result in nullification of offer or termination. I understand that the information obtained will become part of my employment application.

Gwynn Valley is an equal opportunity employer and does not discriminate on the basis of race, color, sex, religion, disability, national origin, or ethnic origin.

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

GWYNN VALLEY STAFF GUIDELINES

Gwynn Valley Camp's goal is to create a safe and fun atmosphere where boys and girls can build self-esteem, learn new skills, and develop true friendships. The staff are the most important ingredients to achieving this goal. An effective staff member must be able to function in a variety of roles. You will be called upon to be a teacher, parent, leader, mentor and friend. **To ensure that the campers remain our first priority, please initial by each of the following guidelines that have been established by Gwynn Valley Camp.**

- _____ **TOBACCO:** I understand that Gwynn Valley Camp is a **tobacco free community**. Smoking or the use of smokeless tobacco is prohibited on camp property or any camp sponsored trip.
- _____ **ALCOHOL:** In keeping with NC state law, I understand that consumption of alcoholic beverages by minors (under 21) while employed by Gwynn Valley is prohibited. I also understand that absolutely **NO** alcoholic beverages may be brought onto camp property and I may not return to camp under the influence at any time.
- _____ **DRUGS:** I understand the use of any controlled substance, including marijuana, is absolutely **PROHIBITED** during my employment with Gwynn Valley Camp. As a condition of my employment, I may be required to participate in drug screening.
- _____ **CRIMINAL RECORD/ CHILD ABUSE:** I realize that sexual, physical or emotional abuse of any child, or any form of corporal punishment is not allowed. I certify by my signature below that I have never been accused, arrested or convicted of any felony and that I have never been accused, arrested or convicted of sexual, physical, or emotional abuse.
- _____ **ROLE MODEL:** I understand that campers are very impressionable and will look up to me as a role model. I pledge to provide a positive image through my actions on duty and off. I will take special care in the language I use at all times, especially with campers. Profanity or poor sportsmanship have no place at Gwynn Valley Camp. Since the camp community is year round, I will also represent myself appropriately in regards to social networking on the Internet and in other public forums.
- _____ **RELATIONSHIPS:** I understand that romantic, sexual, or illicit relationships of any kind are prohibited between staff members. Relationships between staff and SIT's (staff in training) are forbidden. Discrimination or harassment of any kind will not be tolerated.
- _____ **PERSONAL APPEARANCE:** I understand that I will set a good example in my clothing and appearance while at camp. Body piercing, tattoos, and extreme hair coloring/cutting are not permitted during employment at Gwynn Valley Camp unless given specific permission by the Directors. Excessive piercings will be reviewed at the discretion of the Directors. While there are many personalities and styles at Gwynn Valley, I will maintain good hygiene and a well-kept appearance (including shaving), similar to when I was interviewed and hired. I realize I will be given a staff shirt to be worn on opening and closing days and other camp events. Inappropriate slogans or emblems on clothing is not permitted. Male and female staff realize the need to dress modestly while on duty or around the waterfront.
- _____ **REST / TIME OFF:** I understand that I need to maintain a healthy amount of sleep to insure I am ready to be the best I can be. I understand that I am expected to be in my cabin by midnight when I am not on my day off and that the Counselor's Living Room closes at this time. I understand that all staff needs time away from camp to rest and recharge your "batteries" to be ready to fulfill your counselor obligations. Time off is not a time for long travel or trips.
- _____ **WELLNESS:** I understand the importance of requiring any camper or myself to immediately report to the Health Care Center if we are not feeling well and to insure my campers in my cabin or overnight activity take their medications as required.
- _____ **DIETARY:** I realize that Gwynn Valley's foodservice will serve well-balanced meals and snacks, and I also understand that my personal dietary preferences may not always be met while at camp. I will inform the directors of any special dietary needs prior to the start of camp.
- _____ **VISITORS:** I understand that if I plan to have visitors at camp, I will notify one of the directors. It is my responsibility to see that visitors do not interfere with my camp duties and I realize that visitors cannot participate in any camp activities without the prior approval of a director.
- _____ **ELECTRONICS/CELL PHONES:** In keeping with the camp atmosphere, I will keep all electronics, laptops, cell phones, chargers, pagers, etc. away from the campers and will store them out of camp reach. I realize that personal cell phones can be used at the Welcome Hut or off camp property during my free time.

The purpose of these guidelines is to make Gwynn Valley a child oriented place. To achieve this goal, staff must strive to be responsible role models to the campers; provide leadership and supervision not only during in-camp programs but on all off-camp programs; work with other staff members to provide positive experiences for all members of the camp community; provide exemplary behavior and leadership when not specifically assigned; and adjust one's personal habits to the philosophy, policies and ideals of Gwynn Valley Camp. The camper's happiness and welfare is our primary concern. Camp is a community of people living and working together. My signature below certifies that I will abide by these guidelines and pledge to provide a positive experience for the campers and staff at Gwynn Valley Camp.

Signed: _____ Date: _____

Name (Printed): _____



Office Use:

GWYNN VALLEY CAMP REFERENCE QUESTIONNAIRE

A Summer Camp for 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 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 campers 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? _____

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

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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Applicant's Performance	Creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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	Ability to work in a group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Children's response to applicant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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Referee Signature: _____ Date: ____ / ____ / ____

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Performance Evaluation		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	

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