



CAMP WOODBROOKE

Simple Living Close to Nature

Richland Center, Wisconsin

Returning Staff Application - 2010

While the camp's philosophy is based on Quaker principles, we encourage applications from persons of any religion, race, culture or economic background. Camp Woodbrooke's counselors are enthusiastic about living in a small, close knit, diverse community where each person is valued and treated with dignity and respect. They are enthusiastic about working with children, are committed to living simply in harmony with nature. They design creative activities that help children know and love the out of doors. Camp Woodbrooke is a very small camp with at most 12 cabin counselors, 2 teen trip counselors and one or two more staff. Cabin counselors live in rustic, open-sided cabins with up to six campers and one other counselor or "helper."

Name _____ Male ___ Female ___ Cell Phone _____
Email(s) _____ Do you check email regularly? Yes No
Present address _____ Phone _____ Until(date) _____
Permanent address _____ Phone _____
When is the best time to reach you by phone? _____

Do you have any problems with inclusive employment dates 6/12 – 8/10/2010? Yes No

Do you agree to abstain from all smoking and use of alcohol on the camp property? Yes No

Do you agree to refrain from any use of illegal drugs this summer? Yes No

What type of position do you want? Desired Salary _____

- Cabin Counselor
- Kitchen Coordinator Counselor
- Teen Trip Counselor

Please list your education since last summer:

School and location	Field of Study/Major	Degrees/Credits	Dates

Please list employment experience since last summer (including volunteer work).

- Employer _____ City/State _____ Dates _____
 Position _____ Supervisor _____ Phone () _____
 Major Responsibilities _____ Salary History _____
- Employer _____ City/State _____ Dates _____
 Position _____ Supervisor _____ Phone () _____
 Major Responsibilities _____ Salary History _____

References: List 2 persons not related to you who can tell us about you and your character, abilities, and experience with children and the outdoors. Ideally, references should be different from those you have used in the past and one should be from an employer or supervisor, if possible. Give a reference form to each of the people listed below. Employment cannot be considered until both references are received.

	Name	Connection to you	Phone Number	Email
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

Name _____

Please give the expiration date for any certifications you hold. **INCLUDE A COPY OF EACH WITH YOUR APPLICATION.** Circle the names of any that you are interested in taking or plan to take prior to camp.

_____ Driver's License (List state: _____)	_____ Teaching License (area: _____)
_____ Standard First Aid	_____ ACA OLS Leader
_____ CPR: <input type="checkbox"/> Infant <input type="checkbox"/> Child <input type="checkbox"/> Adult	_____ Archery Instructor
_____ CPR for the Professional Rescuer	_____ Canoe Instructor
_____ Wilderness First Aid	_____ Bloodborne Pathogens
_____ Wilderness First Responder	_____ Mandatory Reporter
_____ ARC Lifeguard Training	Other: _____
_____ ARC Water Safety Instructor	_____

NOTE: Current certification in Standard First Aid & CPR is required. It's the applicant's responsibility to obtain certification prior to the camp season.

Please answer each of the following questions (Use additional paper if you would like):

1. Why do you want to work at Camp Woodbrooke? _____

2. In what ways did you feel you were most successful at Woodbrooke? _____

3. What did you enjoy most about your experience. _____

4. What did you find most difficult?. _____

5. What things do you feel you would do differently and what should the camp do differently?. _____

6. Describe any other skills, trainings, or experiences you have that you feel are relevant to the position for which you are applying? _____

7. Friends Meeting or religious affiliation? Please describe any experience with Quakers since last summer. _____

Please complete both pages of the **Skill and Interest Survey** and also the **Disclosure Form**. Please attach any other information you feel would be relevant to your application.

I verify that all information I have included on this application form is true and complete. I have not knowingly withheld any information that might, if disclosed, affect my application unfavorably. I understand that a certificate of satisfactory physical examination within the last two years is a prerequisite to acceptance for employment. I understand that I am responsible for obtaining first aid and CPR training prior to the start of employment. I am aware that a criminal background check will be done. I understand that any misrepresentation or omission of facts on this application may be cause for rejection of this application or dismissal after employment.

Signature of applicant

Date

Return this completed and signed application form to: **Camp Woodbrooke, 1704 Roberts Ct., Madison, WI 53711-2029**

Be sure to include: Skill and Interest Survey (2 pages), Voluntary Disclosure Form & Copies of any certifications.



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www.campwoodbrooke.org

Staff Skill & Interest Survey - 2010

Name _____

Below is a list of other activities and interests you may have that can be shared in the camp community. Please indicate your level of knowledge, skill, and/or interest. Mark only those activities which are "your thing". Indicate this by placing a 1, 2, or 3 on the line. Please describe any unique skills.

1. Indicates you have knowledge and experience, and you feel confident taking leadership.
2. Indicates your experience is limited, but you have knowledge and would like to learn by taking responsibility.
3. Indicates that if someone else takes the main responsibility you would like to learn by assisting.

Arts and Crafts

- ___ Bracelets
- ___ Creative writing
- ___ Knitting
- ___ Nature crafts
- ___ Origami
- ___ Painting
- ___ Potter's wheel
- ___ Sculpture, clay
- ___ Silk screening
- ___ Sketching
- ___ Woodcarving

Dramatics

- ___ Creative/Improv
- ___ Skits
- ___ Puppetry

Woodworking

- ___ Carpentry
- ___ Repairs
- ___ Use of hand tools
- ___ Other

Cooking

- ___ Baking cookies
- ___ Cooking for large groups

Music and Dance

- ___ Lead Singing
- ___ Instrument _____
- ___ Dance _____

Camprcraft

- ___ Knots and lashing
- ___ Hiking
- ___ Maps / orienteering
- ___ Overnight camping
- ___ Fire building
- ___ Trail building
- ___ Survival skills
- ___ Minimum impact camping
- ___ Other

Games/Sports

- ___ Archery
- ___ Frisbee
- ___ Cooperative
- ___ Soccer
- ___ Softball
- ___ Juggling
- ___ Volleyball

Nature

- ___ Animals
- ___ Astronomy
- ___ Birds
- ___ Conservation
- ___ Ecology
- ___ Flowers
- ___ Forestry
- ___ Insects
- ___ Pond life
- ___ Project Wild
- ___ Project Learning Tree
- ___ Rocks & minerals
- ___ Trees & shrubs
- ___ Weather

Miscellaneous

- ___ Newspaper
- ___ Native American lore
- ___ Pioneer crafts
- ___ Story telling
- ___ Yoga
- ___ Worship
- ___ Campfire Program

All staff members lead a crew, or work group of 1-3 campers, that does routine maintenance and care of camp at least twice a day. Please check those that you would be interested in leading.

- ___ Gardening
- ___ Grounds and Maintenance
- ___ Animal Care (Goats, Chickens)
- ___ Cleaning (Upper or Lower Barn, Showerhouse)
- ___ Dishes
- ___ Laundry

Staff Skill & Interest Survey-2010 Continued

Name _____

All counselors share many roles in camp for activities, leadership, and basic operation of the camp. Below is a *partial* list of these roles. The ones listed are those that require special skills or training. Check any that you would be interested in, and explain below the relevant skills or training you have related to that role.

_____ **Activity Area Coordinator** *Although staff members have opportunities to lead all different types of activities, there is often a coordinator of certain activity areas to help organize supplies and materials and provide guidance to other staff members who lead these type of activities. Excellent organizational skills are must for coordinators. Several of these activity areas are listed below.*

_____ Arts and Crafts

_____ Camp craft

_____ Nature/Environmental Education

_____ **Lifeguard** *Guards during open swim activities and canoeing activities. Conducts swim tests as needed. May instruct swim lessons or supervise waterfront staff if qualified.*

_____ **Canoe Instructor** *Teaches introductory canoe lessons on the pond to small groups. Creatively plans instruction to utilize full two hour instruction period, taking into account small size of pond and interest level of campers.*

_____ **First Aid Liaison/Health Coordinator** *Serves as the primary first aider during all-camp activities. May dispense medications to campers.*

_____ **Lead Cook** *2-3 counselors and/or helpers work together to prepare each meal—cooking responsibilities are rotated throughout the staff. Lead cooks serve in a more directive capacity by having the opportunity to cook more frequently and direct the preparation and outcome of the meal including guiding other cooks during preparation.*

_____ **Woodworking Instructor** *Oversees woodworking shop by teaching woodworking skills and use of equipment, creating a progressive program for campers of multiple skill levels. Must be knowledgeable and able to care for and utilize hand tools.*

_____ **Archery Instructor** *Instructs archery program, teaching proper use and care of recurve bows and equipment.*

_____ **Morning Meeting Facilitator** *Plans and facilitates the daily Morning Meeting, a quiet, reflective time amidst nature which includes some singing and is sometimes guided and/or includes sharing/reflection topics. Experience with Quaker worship/practice helpful.*

_____ **Evening Games Facilitator** *Each evening all camp residents join together for a game or activity meant for fun and community building. Activities are non-competitive and should help the group develop over the duration of a session. Ideally the facilitator should be trained in group process and have extensive knowledge of team and trust building activities for large groups.*

_____ **Evening Singing Facilitator** *Plans and facilitates the evening singing period. Ideally facilitators are comfortable singing aloud in groups, have musical skill, and can inspire and unify campers and staff with varied musical backgrounds through music. Ability to play guitar or musical instruments is always helpful.*

Please describe your skills and experience related to the items you checked above:

Disclosure Statement
All Camp Staff

Mail this form to the address below by _____ (date)
Camp Woodbrooke
1704 Roberts Ct
Madison, WI 53711-2029

Name _____ Birth date _____
Last First Middle

Home address _____
Street Address City State Zip

Social Security # _____ Other names by which known (e.g., maiden name) _____

Home phone _____ Business phone (if applicable) _____

Cell phone (optional) _____ E-mail address (optional) _____

School or College _____

Address _____
Street Address City State Zip

Driver's License # _____ State _____ Expiration Date _____

1. Previous residence(s) for last five years (include college and home residences):
- City _____ State _____ Years _____
- City _____ State _____ Years _____
- City _____ State _____ Years _____
- City _____ State _____ Years _____

(Continue on separate sheet, if necessary.)

2. Not Applicable

3. Have you ever been convicted of any crime (or do you have pending charges or current court proceedings) relating in any manner to children and/or your conduct with them? Yes No

If yes, please explain: (Use a separate sheet, if necessary.)

4. Have you ever been convicted of any crime (or do you have pending charges or current court proceedings) including, but not limited to, those listed below and/or any crime similar in any manner to those listed below? Yes No

- Indecent assault and battery on a child under fourteen
- Indecent assault and battery on a mentally retarded person
- Indecent assault and battery on a person who has obtained the age of fourteen
- Rape
- Rape of a child under sixteen with force
- Assault with intent to commit rape
- Kidnapping of a child under sixteen with intent to commit rape
- Distribution and trafficking of narcotics or other controlled substances
- Intent to commit any of the above crimes.

If yes, please explain: (Use a separate sheet, if necessary.)

5. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children? Yes No

If yes, please explain: (Use a separate sheet, if necessary.)

6. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection? Yes No

If yes, please explain: (Use a separate sheet, if necessary.)

7. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? Yes No

If yes, please explain:

I understand that:

- a) The camp may deny employment to any person who answers "yes" to any one of questions 2-7. If hired and the employer later discovers circumstances that would indicate a "yes" answer to any of the above questions, employment may be terminated immediately.
- b) The information provided on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers. (A separate release form may be required)
- c) The camp may terminate employment or volunteer service of any person if that person is found, regardless of when discovered, to:
 - 1) have a history of complaints of abuse of a minor;
 - 2) have resigned, been terminated, or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or
 - 3) have falsified or omitted information in this disclosure statement.
- d) This disclosure statement must be updated yearly and immediate notification provided to the camp if any information provided changes.

Signature _____ Date _____

Signature of Minor's Parent or Guardian _____ Date _____