

Camp Wyoming . 9106 42<sup>nd</sup> Ave. Wyoming, IA 52362  
563-488-3893 [kcullum@yahoo.com](mailto:kcullum@yahoo.com)

Dear Applicant,

Thank you for your interest in joining the Camp Wyoming Staff. We are excited for the start of summer camp and would like you to be a part of this life-changing experience. We offer numerous job opportunities such as Assistant Director, Unit Director, Lifeguard, Counselor, Kitchen Assistant, and Program Assistant.

The application packet contains:

- \*Frequently Asked Questions Sheet
- \*Salary Breakdown
- \*Staff Application
- \*Background Check Release Form
- \*Three Reference Forms

Please read the following instructions for consideration of hire:

1. Complete the enclosed application forms with essays and mail them to Camp Wyoming as soon as possible. In addition, please mail back the completed background check form with appropriate signatures. Camp Wyoming requires that all staff and volunteers who work with children have completed a background check.
2. Arrange to have three reference forms completed and sent to us. Please note the forms may not be filled out by relatives or friends. Write your name at the top of the reference form before giving them to your references and note that their responses need to be mailed directly to Camp.
3. Once we have received your application form and three completed reference forms, we will contact you for an interview.
4. If hired, we will mail a contract and information packet to prepare you for the summer.

If you have any further questions please contact me at the Camp office at 563-488-3893 or by email at [kcullum@yahoo.com](mailto:kcullum@yahoo.com)

Peace & Joy,  
Kevin Cullum  
Camp Director

## ANSWERS TO FREQUENTLY ASKED QUESTIONS

### **What staff positions are available?**

We are looking for qualified people to serve as Assistant Director, Unit Directors, Camp Counselors, Arts & Crafts Instructor, Leaders-in-Training Counselors, Kitchen Assistants, Program Assistant, and Lifeguards.

### **Where is Camp Wyoming located & what is it like?**

Located in the Mississippi River valley of East Central Iowa, Camp Wyoming owns 380 acres within a larger hardwood forest area. Bear Creek wanders on and around the site and the Frog Pond is a watering hole for deer, turkeys, raccoons and other wildlife. The Camp uses the pond as its place to kayak. The Swinging Bridge, steep bluffs, and caves add excitement to the Camp. Our facilities include cabins, lodges, covered wagons, tree houses, platform tents, campground, and a large central dining hall where meals are served family style. Camp Wyoming also has hiking trails and a swimming pool. Camp is located just four miles outside of Wyoming, Iowa. It is conveniently centered within 60 miles of Dubuque, Cedar Rapids, Iowa City and the Quad Cities.

### **What are the dates of employment?**

Staff Training begins May 25<sup>th</sup> and ends the following Friday on June 4<sup>th</sup>. The summer camping season begins on June 6<sup>th</sup> and ends July 31<sup>st</sup>. Contract dates for staff are from May 25<sup>th</sup> to July 31<sup>st</sup>.

### **What is the summer program like?**

Camp Wyoming is committed to a Christ-centered summer program that is organized, safe, educational, and fun. The summer begins with eleven days of staff training with eight camper weeks following. Campers range in age from 5 to 18 years of age. Counselors work in a variety of large and small group settings with different age groups. Bible studies, evening discussions, and group building activities are conducted in small groups. Large group activities include campfires, worship, games, swimming, and evening programs. Counselors lead and supervise all camp activities.

### **Why should I work for Camp Wyoming this summer?**

Our staff is challenged throughout the summer to grow spiritually and personally in ways they never thought possible. We are looking for individuals who love working with others through service, ministry, and hospitality while seeking to make a difference in the world in which they live. Camp Wyoming recognizes and appreciates that staff are at different levels in their spiritual and vocational journeys. Camp Wyoming hopes to offer an environment that supports the emotional, mental and spiritual growth of each and every member of staff. You will make life-long friendships and be rewarded with the thanks and love of so many people. It will be a summer you will never forget!

### **Can I have extended time off during the summer?**

It is Camp Wyoming's policy to have the staff work the entire summer with no extended personal leave. Of course, we do recognize that certain circumstances may arise and we will work with the staff member when and if they occur on an individual basis.

## STAFF SALARY SCALE

We will offer salaries using the following breakdown for the upcoming summer, which are based upon a person's experience:

<u>Grade Recently Completed</u>	<u>Base Salary</u>
Junior in High School	\$1,350
Senior in High School	\$1,450
Freshman in College	\$1,650
Sophomore or Junior in College	\$1,750
Senior in College	\$1,850
Unit Director	\$2,150 (base)
Summer Assistant Director	\$2,650 (base)
 <u>Potential Additions</u>	
Prior Summer Camp Work Experience	\$100/summer
Lifeguard Certification	\$50
Eligible Driver	\$50
LIT Counselor	\$100

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### Staff Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

How often do you check your email: Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_

Home Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ School Phone: \_\_\_\_\_

School Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Position(s) Desired: \_\_\_\_\_

Date of Birth (optional): \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_

Do you have any conditions that limit your ability to perform strenuous activities in an outdoor setting? (if yes, please explain) \_\_\_\_\_

#### **EDUCATION:**

High School or College: \_\_\_\_\_ Major: \_\_\_\_\_ Current Grade/Year: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

\_\_\_\_\_

#### **EMPLOYMENT:**

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

#### **REFERENCES:**

Relatives may not be references.

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

(TURN OVER)

Please use another sheet of paper to answer these questions;

1. Why do you want to work at Camp Wyoming?
2. Briefly describe your personal faith and explain how you would like to grow by serving at camp this summer.
3. What do you think are the most important characteristics and abilities a person must possess to be a great camp counselor? How would you rate yourself in these areas?
4. What are your personal goals for the summer?
5. Additional comments.

Do you have current First Aid certification? \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Do you have current CPR certification? \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Do you have current life-guarding certification? \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Do you have current Water Safety Instruction Certification? \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Would you be interested in pursuing a lifeguard certification? \_\_\_\_\_ (Camp offers to pay for the Lifeguard Certification Course.)

**You & Me**

Camp requires that staff work one of the three You & Me camps. Please rank the following in order of your preference (1 being your most preferred date; 3 being the least preferred). If you have no preference and are willing to allow the camp leadership to schedule your You & Me camp, please check the appropriate line below.

June 12-13 \_\_\_\_\_  
July 10-11 \_\_\_\_\_  
July 17-18 \_\_\_\_\_  
No preference \_\_\_\_\_

**Specific Obligation**

If you have an obligation (i.e. college orientation, wedding, etc.) during staff training or the summer camp program, please communicate the obligation and its date(s) below. Please know that Camp may not be able to approve your request for leave.

Camp Wyoming is a smoke-free environment; will you be able to abide by this policy during your employment here at camp? \_\_\_\_\_

I affirm that all information in this application is true and that I have not been convicted of a felony or child abuse. If you have, please explain: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Camp Wyoming considers applicants for all positions without regard to race, sex, or the presence of a non-job related handicap. Camp Wyoming does reserve the right to base employment on religious beliefs.



**STAFF REFERENCE FORM**

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In what capacity and for how long have you known the applicant?

Have you observed this person working with children or youth ages 5-17? Yes \_\_\_ No \_\_\_  
If yes, in what context?

Describe the applicant's personality (i.e. tolerance, poise, tact, etc) in light of our emphasis on developing caring relationships with campers and building Christian community.

What evidence have you seen that the applicant is trying to live a Christ-like life?

Evaluate the applicant's leadership and teaching style and ability.

What do you consider to be the applicant's strengths?

What do you consider to be the applicant's areas in need of improvement?

What reservations, if any, would you have if your child were assigned to a camp group led by the applicant?

If the applicant has worked for you in the past, would you re-hire him/her? Yes \_\_\_ No \_\_\_  
Why or why not? Please comment on work habits, attendance, ability to take responsibility.

Has any information ever come to your attention from any source suggesting that the applicant might have ever physically, sexually, or emotionally abused any child or youth? Yes\_\_\_ No\_\_\_. If "yes" please provide details.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**(TURN OVER)**

Please check all responses which most accurately describe your perception of the applicant. Check once those traits which you have seen the applicant demonstrate on occasion; Check twice those traits which seem to be regular/consistent parts of the applicant's personality.

		LEADERSHIP QUALITIES			
A.		Leads willingly	F.		Can be objective
B.		Charismatic leader	G.		Reluctant leader
C.		Involves others in decision making	H.		More a follower than a leader
D.		Generates enthusiasm from those being led	I.		Use the role for his/her own gain
E.		Patient and understanding	J.		Respected by his /her peers
		CHARACTER - MORAL STANDARDS			
A.		Person of integrity	E.		Effective role model for others
B.		Mindful of impact on community	F.		Non-judgmental
C.		Honest and trustworthy	G.		Respectful
D.		Reliable and responsible	H.		Compassionate
		EMOTIONAL MATURITY			
A.		Mature beyond his/her years	D.		Needy
B.		Able to make wise and rational decisions	E.		Adolescent
C.		Easily influenced by peers	F.		Not observed
		INTELLIGENCE			
A.		Keen mind	D.		Has common sense
B.		Able to engage in meaningful discussions	E.		Able to follow directions
C.		Able to find creative solutions to problems	F.		Not observed
		EASE IN MEETING NEW PEOPLE			
A.		At ease with a wide variety of people	D.		Thinks before speaking
B.		Comfortable with adults and authority figures	E.		Shy
C.		Initiates conversation	F.		Condescending/Patronizing
		INTEREST IN OTHERS			
A.		Caring	D.		Puts other's needs before his/her own
B.		Effective listener	E.		Critical of others
C.		Reaches out to those different from him/her	F.		Looks out for safety of others
		WILLINGNESS TO TAKE INITIATIVE			
A.		Works effectively with minimal supervision	D.		Encourages others to help with task
B.		Anticipates needs and responds accordingly	E.		Finds excuses for avoiding tasks
C.		Waits for instructions and does it willingly	F.		Not observed
		COOPERATION WITH OTHER WORKERS			
A.		Effective team worker	D.		Affirms the efforts of others
B.		Does more than his/her share of the workload	E.		Selfish
C.		Takes other's feelings into consideration	F.		Flexible
		DETERMINATION AND ABILITY TO FOLLOW THROUGH WITH TASKS			
A.		Enjoys the challenge of a difficult task	D.		Willing to ask for help
B.		Focus on task leads to exclusion of others	E.		Gives up easily after some effort
C.		Easily overwhelmed by assigned tasks	F.		Determined to complete tasks

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E		Patient and understanding	J	Respected by his /her peers
		<b>CHARACTER - MORAL STANDARDS</b>		
A		Person of integrity	E	Effective role model for others
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		<b>EMOTIONAL MATURITY</b>		
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A		Caring	D	Puts other's needs before his/her own
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