2015 New Staff Application

**General Information**

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>Male __</th>
<th>Female ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth: __________________</td>
<td>Age: __</td>
<td>T-shirt Size: ______</td>
</tr>
<tr>
<td>Street/PO Box: __________________</td>
<td>City: ___</td>
<td>State: ___</td>
</tr>
<tr>
<td>City: __________________________</td>
<td>State: ___</td>
<td>Zip Code: ______</td>
</tr>
<tr>
<td>Cell Phone: ____________________</td>
<td>E-Mail: __</td>
<td></td>
</tr>
</tbody>
</table>

**Education**

<table>
<thead>
<tr>
<th>High School</th>
<th>City</th>
<th>State</th>
<th>Graduation Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>Major</td>
<td>Years Attended</td>
<td>Degree Granted</td>
</tr>
</tbody>
</table>

**Certifications and Licenses** (First Aid; CPR; LGT; WSI; WFA; WFR; Small Craft Safety; Basic Archery; Ropes; etc.)

<table>
<thead>
<tr>
<th>Certification</th>
<th>Organization (i.e. Red Cross)</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Health Care Professional:**

- [ ] MD
- [ ] RN
- [ ] LPN
- [ ] EMT

**License #:** ________________________________

**Camp Experience**

<table>
<thead>
<tr>
<th>Camper or Staff</th>
<th>Camp</th>
<th>City &amp; State</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Knowledge & Skills** *(Please check the following activities you feel comfortable leading or co-leading)*

- [ ] Arts and Crafts
- [ ] Bible Study
- [ ] Small Group Discussion
- [ ] Swimming
- [ ] Canoeing
- [ ] Archery
- [ ] Drama
- [ ] Music
- [ ] Low Ropes
- [ ] High Ropes
- [ ] Nature
- [ ] Fire-building
- [ ] Hiking
- [ ] Cooking
- [ ] Dance
- [ ] Pottery
- [ ] Photography
- [ ] Kayaking
- [ ] Basketball
- [ ] Soccer
- [ ] Bible Study
- [ ] Drawing/Painting
- [ ] Singing
- [ ] Woodworking
- [ ] Tennis
- [ ] Work projects
- [ ] Creative writing
- [ ] Yoga
- [ ] Other

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- [ ] Work projects
- [ ] Creative writing
- [ ] Yoga
- [ ] Other
Where would you like to work this summer?

<table>
<thead>
<tr>
<th>Grades of Campers</th>
<th>Unit</th>
<th>Counselor Age Requirement</th>
<th>Other Counselor Requirements</th>
<th>Program Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th – 7th</td>
<td>Explorer Camp</td>
<td>18 Years</td>
<td>CPR &amp; First Aid</td>
<td>Faith-based; Traditional – instructional and elective activities</td>
</tr>
<tr>
<td>8th &amp; 9th</td>
<td>Challenge Camp</td>
<td>18 Years</td>
<td>CPR &amp; First Aid</td>
<td>Faith-based; Traditional – instructional and elective activities</td>
</tr>
<tr>
<td>9th – 11th</td>
<td>EDGE Teen Camp</td>
<td>18 Years</td>
<td>Wilderness First Aid</td>
<td>Adventure-based: Hiking, Outdoor Skills, Outdoor Cooking, Rock Climbing, Back-packing, Paddling, etc.</td>
</tr>
<tr>
<td>10th – 12th</td>
<td>Base Camp</td>
<td>18 Years</td>
<td>CPR &amp; First Aid</td>
<td>Faith-based; Specialty Programs – Community Service Week, Music Arts &amp; Drama Week, The Summit (a “coming of age” week) and “You Can’t Do That at Camp” Week.</td>
</tr>
<tr>
<td>4th – 12th</td>
<td>Waterfront</td>
<td>16 Years</td>
<td>LGT &amp; WSI</td>
<td>Swim Lessons, Free Swim, Waterfront Emergency Response</td>
</tr>
<tr>
<td>4th – 12th</td>
<td>Program Heads</td>
<td>18 Years</td>
<td>Relevant Experience or Certification</td>
<td>Program Areas include: Archery, Arts &amp; Crafts, Boating, Dance, Drama, Nature, Ropes Course and Sports. *Dual Role – Program Heads are also Explorer or Challenge Counselors.</td>
</tr>
<tr>
<td>X</td>
<td>Program Squad</td>
<td>16 Years</td>
<td></td>
<td>Program set-up and take-down, Check-in and Check-out day procedures, housekeeping, general maintenance, some kitchen work, service projects and more.</td>
</tr>
</tbody>
</table>

1st Choice: _________________________________________________________________________________________
2nd Choice: _________________________________________________________________________________________

About You (Please answer on a separate page)
1. Why do you want to work at BCH Camp?
2. What position are you applying for? What are your strengths and weaknesses in relation to this position?
3. Describe what you think your job duties would be in this position.
4. What experiences have you had that would help you be successful working at BCH camp?
5. What is the most important characteristic you would bring to the BCH staff community?
6. What personal goals would you have for yourself if you worked at BCH Camp?
7. What hobbies, special interests or talents do you have that you think might be useful here?
8. There are 3 problems to deal with and a kid tugging on you. Your co-counselor is sitting on the side. What do you do to defuse the situations?
9. What is the difference between punishment and discipline?

Our summer camp program centers around helping kids grow in their faith and their relationships with God. While we do not require our staff members to be devout Christians or Episcopalians, we do expect staff to feel comfortable in supporting and facilitating campers in their personal faith journeys. The following questions are for us to understand your experience with the Christian faith, in and outside of formal church structures.

10. Are there any formal or informal religious organizations you have been or are currently involved with?
11. What is your experience with talking to kids about religion, faith or spirituality?
12. Describe your personal faith journey.
References
Please provide three references who know you well and can provide us with insight into your character, experience, education and suitability for this position. References should not include family members. Reference forms are attached to this application. **Staff candidates will not be considered for hire until all 3 references are submitted**

Important Information for New Staff Applicants
- Dates of staff employment will be from June 25th – August 1st, 2015. These dates include Family Camp (6/25-28). All hired staff will be required to attend staff orientation from June 17th – 23rd, 2015. If your schedule does not allow for you to attend training you may not be eligible for employment.
- Age requirements are as follows:
  - Leadership, Counselors and Program Heads – 18+
  - Lifeguards and Squad – 16+
- Current CPR & First Aid certifications are required of your employment here. It is your responsibility to obtain these certifications prior to camp. There will be a training available to staff in early June that you may sign up for.
- All staff are required to have had a physical within 24 months prior to the start of camp.
- Staff members will have off from Saturday morning after camper dismissal (around 11am) to Sunday morning at 10am.
- Staff members will be granted 2 paid days off for the summer. You must choose these two dates by staff orientation. Besides these two instances, it is expected that you will not take any additional days off unless permission is granted by the camp director well in advance to the start of camp. If you know of any summer obligations you already have (college orientation, weddings, family reunions) please list them here:
  __________________________________________________________________________________________

Background Information
- Have you ever been convicted of a felony? No___ Yes___
- Have you ever been convicted of a crime related to child or sexual abuse? No___ Yes___
- Have you been convicted of a crime related to drug or alcohol use? No___ Yes___
- Are there any other reasons to question your suitability for working with children at a Christian camp? No___ Yes___
- If the answer to any question is yes, attach a statement explaining the circumstances.

To the best of my knowledge all statements on this application are correct. I understand that if I have given false information on this application I may be subject to termination.

Signature ___________________________ Date _____________________

Please return your completed application to
Alessia Doss, Camp Director
BCH Camp
PO Box 204
Greenfield, NH 03047

Fax: (603) 547-3038   E-mail: alessia@bchcenter.org
REFERENCE FORM

Name of Applicant: ____________________________________________________________

Position Applying For: _________________________________________________________

- Explorer Camp (Grades 4 – 7)
- Challenge Camp (Grades 8 & 9)
- EDGE TeenCamp (Grades 9 – 11)
- Base Camp (Grades 10 – 12)

*BCH’s program builds upon the opportunities presented by the wonder of God’s creation found in nature and the camper’s distance from the distractions of everyday life. Based on a “small group approach”, BCH is a place where all campers feel accepted, loved and are able to develop authentic friendships. Counselors work closely with campers to support them in their faith formation and personal journeys. Campers learn important life lessons and gain new perspectives as they live, work, and play in a community centered on Christian beliefs and values. You can learn much more about our camp by visiting www.bchcenter.org*

The above listed person has applied for a position on our summer staff at The Barbara C. Harris Camp and has listed you as a reference. We would appreciate your assistance in evaluating his/her candidacy. Camp work is challenging and counselors must be able to relate effectively to children, adult supervisors and their peers. A staff member must be a great role model for our boys and girls and be able to live within Christian community standards. We are looking for mature young adults who love children, are spirited and fun and who approach their responsibilities seriously.

We serve the Episcopal Diocese of MA and seek staff members with a faith background and/or a desire to assist children in their faith formation growth.

Our counselors live with and supervise a group of children between the ages of 9 and 17. Counselors travel from activities with their campers and assist program heads in leading activities. Parents entrust their children’s care to our staff and we are entrusting you with helping us determine whether this applicant is well suited for that role. Receiving this form as soon as possible helps us process the candidate’s application in a timely fashion.

Please complete the following Reference Form and return to us by faxing, emailing or mailing.

Fax: (603) 547 – 3038
Scan: camp@bchcenter.org
Mail:
  BCH Camp
  PO Box 204
  Greenfield, NH 03047

Please do not hesitate to call us with any questions or additional comments. Thank you in advance for your insight and assistance in our efforts to create the best possible community for our campers and staff.

Regards,

Alessia Doss
Camp Director & Assistant Executive Director
Reference Information
Your Name: Date of Reference:

Your Email Address: Phone Number:

Best time to be reached:

Reference Questions
How long and in what capacity have you known the applicant?

How would you characterize his/her moral character (integrity, honesty, values, etc.)?

In your opinion, would this person be a great role model for boys and girls ages 9-17?

Is this person’s maturity on par with his/her peers? How does he/she communicate with others?

How would you describe his/her ability to handle stress? Conflict?

What would you consider to be a stand-out strength for this person?

What is one area in which you would like to see some growth or development?

Are you aware of any experience the candidate has living, experiencing or working in a Christian environment?

Considering the applicant will be working with children, please add any additional comments of support or caution. (In particular, we would like to know about – and would hold in the strictest confidence – any concerns you may have regarding his/her appropriateness with children, history of illegal or destructive behavior, or possible substance abuse).
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