

Briarwood Retreat Center

Argyle, Texas

2012 Returning Summer Staff Application

Hello again,

This is a shortened application for returning applicants. We are preparing for another summer here at Briarwood, a summer with some new experiences to offer for both you and our campers. We will be using another custom curriculum for 2012 and our theme is "BE BOLD" as we explore the big names and big stories of the Old Testament. For this year we have added a full-week Youngn's program, horse week, and guitar week will be back. Feel free to call me with any questions you may have and I'll be happy to help you through the application process.

The process for returning as a team member on the summer staff is fairly simple:

- 1) Complete the returning staff application. Mail it to Briarwood Retreat Center, Attention: Jon Thompson, 670 Copper Canyon Rd., Argyle TX 76226 or FAX it to us at 940-455-2157.
- 2) Include all four references, no need to get reference letters, but complete contact information is required.
- 3) After we receive your application we will call you to arrange an interview.

Answers to Frequently Asked Questions:

What staff positions are available?

The positions that are available this summer include: Cabin Counselor, Day Camp Coordinator, LYLE Coordinator, Travel Team Counselor, Aquatics Supervisor, Life Guard, Program Specialist, and Junior Counselors. Additional information on each of these positions is available later in this packet. Some positions require membership with an ELCA congregation, a minimum age, or current certifications. All positions require the desire to serve youth and the ability to work as a team.

When can I work at camp?

The summer camping season for 2012 begins with Mandatory Staff training on Monday, June 4, 2012 through June 15th and summer camps begin on June 17th and ends on August 4, 2012. Significant time off during the training period or summer camp sessions may disqualify candidates from employment; however exceptions can be made for important events such as Graduations, college visits, family events or other approved time off. Staff will be given free time during each day to cover personal needs and will have a day off each week during the summer. Additionally the time period between June 30th and July 7th will be off time for most staff and will not be paid.

How much will I be paid?

Staff will earn weekly stipends based on camping leadership experience, special skills, certifications, and job responsibility. Returning staff receive an additional \$5 per week over last summer.

What qualifications must I have?

- You must pass a Background check and complete your Safecamps.net certification.
- You must be 18 to serve in most of the positions we offer.
- You must be willing to serve for the entire summer season in most positions.
- You must be willing to serve as an example of Christian belief and life for all positions.
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What dress code and grooming standards are expected of summer staff?

The staff is expected to keep their hearts, minds, and bodies in good condition while at Briarwood so that they can serve as a positive role model for the younger campers and one another. Dress and appearance that would be found offensive to guests or the management staff of Briarwood will not be permitted while on duty.

Questions or comments?

If you have any questions about our available positions, compensation, schedules, or anything else feel free to contact Jon Thompson, Program Director of Briarwood Retreat Center at (940) 241-2099.

Briarwood 2012 Summer Staff Positions

Cabin Counselor

Counselors will have the most individual contact with the campers, living in cabins with up to 7 campers to help them with all camp activities. Counselors will work closely with other staff to help each camper grow, mature, and fully participate in the camp experience. Counselors would preferably be at least 18 years old and have graduated from High School or equivalent. If you play guitar or would like to learn, that is a definite plus!

Counselors may also be assigned to participate on a travel team for a day camp, as a counselor for the LYLE program, to work on support staff, or to fill another program role as necessary.

Travel Team Counselor

A Travel Team member will serve as a staff member for day camps. The day camp team will prepare the necessary supplies and program materials for the upcoming week, travel to the host site in a Briarwood vehicle, and participate as a counselor for the Day Camp. The host congregation provides room and board for the travel team during their stay.

Day Camp Coordinator

The Day Camp Coordinator is responsible for the care and well being of Briarwood counselors while on the road, for carrying out the Day camp programming, and properly handling the assets of Briarwood. The coordinator will be working closely with the host congregation and with the Program Director at Briarwood. Preference will be given to applicants over 21 years old with a valid driver's license.

Lutheran Youth Leadership Experience Coordinator (LYLE)

This staff person works with older high school students in our Lutheran Youth Leadership Experience (LYLE) programs. This is a young adult leadership development program which helps prepare campers to take leadership roles in life and at camp. This person oversees other LYLE Counselors and helps to create and run the LYLE program. Camping leadership experience **with Briarwood or a Lutheran Outdoor Ministry site** is required, as are strong leadership skills.

Aquatics Supervisor

The Aquatics supervisor must hold or be willing to obtain appropriate certifications including Lifeguard. The aquatics supervisor will supervise and train aquatics personnel as well as work with counselors and support staff. This position will also supervise the aquatics facilities and equipment.

Lifeguard (2-3 positions)

Lifeguards will be responsible for the safety of participants in aquatic programs and assist with maintenance of aquatic facilities and equipment. Aquatics personnel must hold or be willing to obtain appropriate certifications including American Red Cross Life Guard and CPR certification or equivalents. This position can be full or part time and may be combined with a program specialist position.

Program Specialist

Program specialists will be responsible for running specialized program activities such as Archery, Ropes, Canoeing, and Adventure programs. This position may require the candidate to hold or obtain certifications in order to lead these specialized activities. This position may combine with lifeguard. Program Specialists will be responsible for the safety of participants in their programs and assist with maintenance of program facilities and equipment. Applicants must be mature, responsible people who can work with counselors and support staff to provide a positive experience for our campers. This position can be full or part time.

Junior Counselor

This is an entry level position that does not require the applicant to spend the entire summer season here at Briarwood. JC's will need to attend the staff training period from June 12th thru 15th. Applicants must then be willing to commit to at least two additional weeks of camp. Applicants should be at least 17. LYLE participation is strongly encouraged. These team members will work as the right hands of the counseling and support staff to ensure smooth operation of camp programs. JC's will lend an extra set of hands and eyes, provide an energetic presence for our campers, and serve as a positive role model for everyone. JC's will only participate in site camps and will be paid a weekly stipend.

Acceptance and participation in our programs are the same for everyone without regard to race, color, age, sex, physical or mental limitations, or national origin.

2012 Briarwood Summer Staff Application Form

Mail or Fax completed application to: Briarwood Retreat Center, 670 Copper Canyon Road, Argyle, TX 76226
Phone 800-441-0016 FAX 940-455-2157

Personal Information

Applicant's Name: _____
Primary Phone #: _____ E-mail address: _____
Permanent Address: _____
City: _____ State: _____ Zip: _____
Social Security #: _____ DL#: _____ State: _____
Date of Birth: _____
Alternate or College Address: _____
City: _____ State: _____ Zip: _____
Parents' Name(s): _____
How old will you be on June 1, 2012? _____ Check one: Male Female
Home Church: _____ City: _____

Position Desired: _____

Second option: _____

Please list any dates you must miss this summer for weddings, graduations, etc.: _____

Educational Background (Level of education completed after this school year) (Please use separate sheet if needed.):

<u>School Attended</u>	<u>Dates</u>	<u>Major(s)</u>	<u>Completed</u>
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Previous Work Experience (Please use separate sheet if needed.)

<u>Employer</u>	<u>Dates</u>	<u>Position/Responsibilities</u>
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Skills (What are you good at and interested in?)

Place a "1" by skills in which you hold Certification.
Place a "2" by skills that you know well enough to teach others.
Place a "3" by skills that you could do with a group.
Place a "4" by skills that you are interested in. Leave the rest blank.

<input type="checkbox"/> Bible study	<input type="checkbox"/> Nature Studies	<input type="checkbox"/> Life Guard	<input type="checkbox"/> Canoeing	<input type="checkbox"/> Camp Crafts
<input type="checkbox"/> Singing	<input type="checkbox"/> Swimming	<input type="checkbox"/> Arts and Crafts	<input type="checkbox"/> Camping out	<input type="checkbox"/> Devotions
<input type="checkbox"/> Story Telling	<input type="checkbox"/> Archery	<input type="checkbox"/> Challenge Course	<input type="checkbox"/> Indoor Games	<input type="checkbox"/> Climbing
<input type="checkbox"/> Sports	<input type="checkbox"/> Outdoor Cooking	<input type="checkbox"/> Biking	<input type="checkbox"/> Theater	<input type="checkbox"/> Horses

Musical Instrument(s): _____ Other: _____

7. Essay Responses (Write legibly)

A. Why do you want to work at Briarwood this summer?

B. What is something new that you can bring to the position for this summer?

C. What would you like to see improved from your previous experiences here at BW?

References:

List four references here. We encourage that one be your pastor or church youth leader; the others may include teachers, work supervisors, and a friend. Only one reference can be affiliated with Briarwood. This section needs to be filled out completely.

Pastor: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Teacher/Employer: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Teacher/Employer: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Parent or Friend: _____ Phone: _____

Address: _____ City: _____ Zip: _____