

# Briarwood Retreat Center

## Argyle, Texas

### ***2012 Summer Staff Application Package***

Dear Applicant,

The following application is for more than just a summer job, this is the first step in creating lifelong friendships, hilarious stories, developing leadership and responsibility, and building on your own relationship with our savior Jesus Christ while sharing in this joy with hundreds of others. This is not just another paycheck, this is more.

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

1) Complete an application. They are available at <http://www.briarwoodretreat.org/>, under the Summer Ministries tab. 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) Arrange to have four reference letters on file with us. We encourage references from your church leaders, employers, teachers, and one personal friend. Fill in your name on the attached forms and give to your references along with a stamped envelope. Have the reference forms mailed directly to us.

3) After we receive your application and letters of reference, we will call you to arrange an interview.

## **About Briarwood**

Briarwood Retreat Center is located just 25 minutes north of the Dallas/Fort Worth Airport. It offers 70 acres of Summer Camping Excitement with wide-open fields that allow plenty of room for camp-wide games and miles of hiking trails through densely wooded stands of native oak. Briarwood has a 60,000 gallon swimming pool, air-conditioned cabins, a large dining hall, a low-ropes challenge adventure course, archery range, campfire circle, pond, 7 outdoor Chapels, and all of the programs and activities of traditional camps. Be a part of the tradition of Christian camping in North Texas at Briarwood Retreat Center.

### **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 15<sup>th</sup> and summer camps begin on June 17<sup>th</sup> 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 30<sup>th</sup> and July 7<sup>th</sup> will be off time for most staff and will not be paid.

*What type of camp does Briarwood offer?*

Briarwood offers multiple types of camp, Site camp, Family Camp, on-site day camp, and Traveling Day camp. During Site and Family camps guests come to Briarwood to stay for a week and participate in all of the activities that we offer. Traveling day camps are partnerships between Briarwood and congregations held at various places all around the Mission Area. Briarwood provides the staff and program while the congregation provides the location and the kids.

*What is Site Camp life like?*

Camp life begins each Sunday afternoon with a new group of campers arriving at Briarwood. Campers are broken up into villages of 14 campers and are supervised by a team of two counselors. These counselors help lead their village through activities all week long and watch over their cabin every night. As a counselor you act as a parent, teacher, and friend as you guide your campers towards a fun, safe, and spiritually uplifting week. You and your campers will take part in many activities that Briarwood has to offer including worships, archery, biking, arts & crafts, team building exercises, devotions, swimming, canoeing, games, bible study, campfires, and chores. Each week finishes on Friday night with a family dinner and closing worship service. After the campers depart staff clean up from the week, participate in a staff meeting, and then have time off until Sunday.

*What is traveling day camp all about?*

Traveling day camp is a unique blend of outdoor ministry and congregational ministry. Young people, ages 4-10, may experience a Christian summer program at their church and in their community without being away from home at night. Briarwood's trained summer staff will provide a complete program with Bible study, games, and activities. Briarwood provides the supplies and curriculum. The congregation will bring the resources of their community, volunteer helpers, public relations, and provide the location. Day Camp is an evangelical ministry designed to serve church and community youth.

A team of staff travels together to the host congregation and provide program to their youth. A member of the congregation hosts staff in their home and provides meals. There is free time in the evening during which preparations for the following day and recreational opportunities exist.

*Why should I work at camp this summer?*

Our Counselors tell us that they grow in their own faith journey as they have a direct and dramatic affect on the lives of young Christians. If you seek the experience of a lifetime, apply here. Our staff is challenged all summer to grow physically, emotionally, intellectually, and spiritually in ways they never thought possible. It will be a summer you will never forget. You'll make life-long friends. You will be rewarded with the thanks and the love of others, and the flow of God's grace.

*How much will I be paid?*

Staff will earn weekly stipends based on camping leadership experience, special skills, certifications, and job responsibility. Please remember that all stipends are in addition to housing, meals, and the experience of a lifetime! Staff will be paid for their time during the staff training periods based on experience and responsibilities.

*What qualifications must I have?*

- 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.
- You must pass the necessary background check and complete a Safecamps certification.

*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 parents of campers, campers, or the management staff of Briarwood will not be permitted while on duty.

*Why do I have to have a background check?*

This is a requirement both of the State of Texas and the American Camping Association. We use this as a tool to offer the safest of environments for the children and adults who come to Briarwood.

*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 12<sup>th</sup> thru 15<sup>th</sup>. 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.:** \_\_\_\_\_

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## 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 (Feel free to use a separate sheet if necessary.)**

- A. Why do you want to work at Briarwood this summer?
  
- B. What activities that Briarwood offers really appeal to you? Which don't?
  
- C. Share two examples of leadership experiences that you have had. What did you learn from these situations?
  
- D. Which age group/(s) do you want to work with while on camp staff? Why?
  
- E. Please describe your spiritual life and your involvement in the life of your congregation.
  
- F. Please share one experience that has had an effect on the growth of your relationship with God?

**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. Give each reference a copy of the Reference Form included with this packet and ask them to mail it directly to us at the Argyle address.**

Pastor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Teacher/Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Teacher/Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent or Friend: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

*(You may include a photograph of yourself, this is optional but helps us put a face with a name; Thanks!)*

# Briarwood Pastor or Youth Leader Certification Form

\_\_\_\_\_ is applying for the position of summer camp staff member at Briarwood Retreat Center, a Christian youth summer camp program. We are looking for mature, responsible people to work with both young people and adults. Our staff needs to live closely with others and be willing to grow spiritually, physically, and emotionally. Thank you for your time and consideration in completing this form. Please make additional comments on the backside of this form.

Applicant's Name: \_\_\_\_\_ is an \_\_active \_\_inactive \_\_ associate member of

Congregation Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_

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

**Please rate the following:**

	Poor	Fair	Good	Excellent	Superior
A. Reliability	1	2	3	4	5
B. Honesty	1	2	3	4	5
C. Hard Worker	1	2	3	4	5
D. "Team" Player	1	2	3	4	5
E. Flexibility	1	2	3	4	5
F. Emotional Stability	1	2	3	4	5

**Please complete the following:**

- A. How well and in what capacity do you know the applicant?
  
- B. Please comment on the applicant's ability to work well with others.
  
- C. Please comment on the applicant's self-initiative and creativity.
  
- D. Please comment on the applicant's level of maturity and responsibility.
  
- E. Please comment on the applicant as a person of Christian faith.
  
- F. Are there any areas of concern you might have for this person as they work with young people this summer?

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

Title/Position: \_\_\_\_\_

**Please return this form promptly to:**  
 Briarwood Retreat Center, 670 Copper Canyon Road, Argyle, TX 76226  
 Phone: (800) 441-0016 FAX: (940) 455-2157

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Your Name: \_\_\_\_\_

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

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

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