

CAMP COUNSELOR POSITIONS AVAILABLE AT:

CAMP CASA MARE/Seabrook, Texas – Located on the shores of Galveston Bay, Casa Mare offers a wide variety of programs for girls entering fourth through twelfth grades (Juniors – Ambassadors). Campers and counselors live in dormitories or cabins of 32 - 40 campers. Pre-camp training begins **Saturday, June 11, 2011** camp closes **August 6, 2011**. Specialized programs include sailing, scuba, skin-diving, fencing, wake-boarding, water skiing, swimming, cheer and dance, sports, archery, and trips off-site.

CAMP AGNES ARNOLD/Conroe, Texas - A wooded, semi-primitive camp environment for girls entering first through twelfth grades. Campers and counselors live in cabin units, elevated tree houses, or floored platform tents in units of 24 - 32 campers. Pre-camp training begins **Saturday, June 11, 2011** camp closes **August 6, 2011**. Specialized programs include photography, swimming, canoeing, bicycling, drama, self - defense, archery, backpacking, high adventure / challenge course, trip and travel.

CAMP MISTY MEADOWS/Conroe, Texas - A wooded, camp environment for girls entering first through twelfth grades. Some Brownie sessions are available. Campers and counselors live in cabins or dorms, in units of 24 - 36 campers. Pre-camp training begins **Saturday, June 11, 2011** camp closes **August 6, 2011**. Specialized programs include Western horseback riding, tennis, swimming, drama, arts & crafts, archery, high adventure / challenge course and trip and travel. Certain specialized positions may be offered during an additional week of employment.

Mandatory training – Pre-camp training is required. The training will acquaint you with the job, co-workers, and the campsite. One day of post camp is also required. In addition to pre-camp, we will host an optional certification week June 5-10, 2011 which will give our Riding, Pool, Canoeing, Sailing, Riflery and Archery employees a chance to be certified for the position they will be working in.. Employees may attend this no-cost certification week or obtain certification on their own at their own cost.

All camps are American Camping Association accredited. Girl Scouts of San Jacinto Council, Inc. is an Equal Opportunity Employer.

Girl Scouts is a membership organization and all counselors are highly encouraged to join. Yearly membership dues of \$12.00 should be paid at Pre-camp training or may be payroll deducted. In addition to salary, counselors receive room and board and are covered by Worker's Compensation while employed with the council.

Please Note: A physical examination and TB Tine test within one year of your hire date are **required**. Please bring these to camp already completed.

Mail this application to: ADMINISTAFF
ATTN: LAURA LEEDIKER
4101 INTERWOOD NORTH PARKWAY, SUITE 100
HOUSTON, TEXAS 77032
OR FAX TO: 1-866-308-9871

You must provide three references from persons who have definite knowledge of your qualifications for the position for which you are applying. Do not use relatives. **Your application cannot be processed until references are received.**

When you have selected your references, mail a reference form to each of them, enclosing a stamped envelope addressed to Administaff. References can also be faxed to 1-866-308-9871.

PLEASE NOTE: put your name, address and the position for which you are applying on the top of each reference form. Also, include the camp for which you are applying.

You will be notified as soon as possible of your acceptance or rejection as a camp staff member. We can process your application only when all material is in.

<u>Positions Open</u>	<u>Weekly Salary*</u>	<u>Qualifications</u>
Assistant Unit Leader / Activity Specialist	\$260 up	<u>18 or older</u> , experience working with youth, plus ability to teach specialized activities.
Sailing Assistant / Assistant unit Leader	\$260 up	<u>18 or older</u> , current Red Cross Basic Sailing or equivalent; Red Cross Lifeguard; skills to teach sailing. <u>Certification must be submitted with application.</u>
Riding Assistant / Assistant unit Leader	\$260 up	<u>18 or older</u> , skills to teach Western horseback riding. Current C.H.A. Instructor preferred.
Waterfront Assistant / Assistant unit Leader	\$260 up	<u>18 or older</u> , current Red Cross Lifeguard, current Red Cross Canoe Instructor preferred; current Red Cross Fundamentals of Canoeing certification acceptable; skills to teach canoeing. <u>Certification must be submitted with application.</u>
Unit Leader / Activity Specialist	\$275 up	<u>21 or older</u> , with supervisory skills, education or experience in outdoor program and working with youth. Two to three years of college preferred
Sailing Director	\$290 up	<u>21 or older</u> , current Red Cross Sailing Instructor with Lifeguard certification; experience in supervision of sailing program. Two to three years of college preferred. <u>Certification must be submitted with application.</u>
Assistant Sailing Director	\$260 up	<u>18 or older</u> , assists the Sailing Director. Current Red Cross Sailing Instructor with Lifeguard certification; experience in supervision of sailing program. <u>Certification must be submitted with application.</u>
Canoeing Director	\$290 up	<u>21 or older</u> , current Red Cross Fundamentals of Canoeing Instructor with Lifeguard certification; experience in supervision of canoeing program. <u>Certification must be submitted with application.</u>
Assistant Canoeing Director	\$260 up	<u>18 or older</u> , assists the Canoe Director. Fundamentals of Canoeing Instructor with Lifeguard certification; experience in supervision of canoeing program. <u>Certification must be submitted with application.</u>
Pool Director	\$290 up	<u>21 or older</u> , current Red Cross Lifeguard (Lifeguard Instructor preferred), and Water Safety Instructor; experience in supervision of swimming program. Two to three years of college preferred. <u>Certification must be submitted with application.</u>
Waterfront Director	\$290 up	<u>21 or older</u> , current Red Cross Lifeguard (Lifeguard Instructor preferred); and Water Safety Instructor or Red Cross Sailing Instructor or Red Cross Fundamentals of Canoeing Instructor; experience in supervision of swimming and boating programs. Two to three years of college preferred. <u>Certification must be submitted with application.</u>
Assistant Riding Director	\$260 up	<u>18 or older</u> , assists the Riding Director. Current C.H.A. Instructor preferred. <u>Certification must be submitted with application.</u>
Program Director	\$290 up	<u>21 or older</u> , education or experience in program development, teaching, scheduling and working with youth. Girl Scout experience preferred. Two to three years of college preferred.
Assistant Program Director	\$260 up	<u>18 or older</u> , education or experience in program development, teaching, scheduling and working with youth. Girl Scout experience preferred.
Business Manager	\$290 up	<u>21 or older</u> , experience in handling money, purchasing and bookkeeping. <u>Must</u> have current United States driver's license, proof of insurance and car. Mileage paid. Two to three years of college preferred.
Camp Nurse	\$530 up	<u>21 or older</u> Registered Nurse. <u>Certification must be submitted with application.</u>
Advanced First Aider	\$260 up	<u>21 or older</u> , current Red Cross Emergency Response certification (40 hours) preferred. Two to three years of college preferred.
Assistant Camp Director	\$350 up	<u>23 or older</u> , education or experience in management of outdoor education; strong supervisory and leadership skills. College degree preferred.

* Hiring salary will be based on experience, certification and education.

Training is available prior to Precamp for some positions. If you are interested in additional training, please discuss this during the interview.

17 year old applicants who have completed GSSJC or other recognized Counselor In Training programs may be considered for a position.

APPLICATION FOR EMPLOYMENT IN GIRL SCOUTING

Check one

- New Applicant Reemployment Applicant
 Transfer Applicant Camp Applicant

Note: Applicants for transfer or reemployment also complete Supplement to Application for Employment in Girl Scouting

The Girl Scouts of the U.S.A. is an equal opportunity employer. All applications for employment will be considered without regard to race religion, color, sex, age, national origin, citizenship, disability or marital status.

Personal Data

Last Name	First Name	Middle Name or Initial	S.S.#	Date of Application
Present Address (Number and Street)		City	State	Zip Code Area Code & Tel No. ()
Permanent Address (if different from above)		City	State	Zip Code Area Code & Tel. No. ()
Drivers License #	State	Expiration Date	Polo Shirt Size (circle) S M L XL XXL XXXL	

Email Address: _____

Position/Type of Work Desired _____	Preferred Camp: <input type="checkbox"/> Agnes Arnold <input type="checkbox"/> Casa Mare <input type="checkbox"/> Misty Meadows Please mark 1st, 2nd, 3rd choice in each box
Please check any certifications that you currently hold:	
Waterfront staff trainings: American Red Cross Water Safety Instructor _____ American Red Cross Life Guard _____ American Red Cross Canoeing Instructor _____ American Red Cross Sailing Instructor _____ American Red Cross Basic Sailing _____ Other _____	
Program staff trainings: National Archery Association Level 1 Instructor _____ Red Cross Babysitting Instructor _____ First Aid/CPR/AED _____	
Riding staff trainings: Certified Horsemanship Association (CHA) _____	
How did you find out about our Camps?	
Agency (name) _____	Friend _____
Publication (name) _____	Own Initiative _____
School/Organization _____	Employee (name) _____
	Other _____

Were you ever employed by GSSJC? <input type="checkbox"/> Yes <input type="checkbox"/> No When? Where?	Have you previously applied to GSSJC? <input type="checkbox"/> Yes <input type="checkbox"/> No When? Where?	Do you have relatives employed by GSSJC? <input type="checkbox"/> Yes Name: _____ <input type="checkbox"/> No
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Employment History

Present or Last Employer

Name of Employer	
Address	Area Code & Tel. No. ()
Employment Dates (Mo. and Year) From: To:	Other Compensation
Name and Title of Immediate Supervisor	
Description of Duties:	

Previous Employer

Name of Employer		
Address		Area Code & Tel. No. ()
Employment Dates (Mo. and Year) From: To:		Other Compensation
Name and Title of Immediate Supervisor		
Description of Duties:		

Girl Scouting Experience

Girl Member _____	# of years _____
Adult Member _____	# of years _____
Positions Served:	
_____	_____
_____	_____
_____	_____

Education

	Name, Address, and Zip Code	Graduate?		Degree or Credits
		Yes	No	
High School				
College				
College				
Graduate School				
Business/Technical				

Academic Honors:

REFERENCES: Please list teachers, coaches, mentors, work supervisors & people who have seen you work with children. **Do NOT choose relatives, or people whose only relationship to you is as a friend.** Please send reference forms to your referees & have them return the form to: ADMINISTAFF ATTN: LAURA LEEDIKER 4101 INTERWOOD NORTH PARKWAY, HOUSTON TEXAS 77032. Fax: 713-292-0330.

Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
City,State,Zip: _____	City,State,Zip: _____	City,State,Zip: _____
Phone Number: _____	Phone Number: _____	Phone Number: _____
Relationship to you: _____	Relationship to you: _____	Relationship to you: _____

Skill Assessment:

Camp Staff Profile: Please use additional pages if needed

Please mark your ability level in the following activities. This is not a complete list of activities offered at camp. 1=an interest in; 2=can assist, 3=can teach / lead.

1. How do you think children might benefit from a camp experience?

- ___ ARCHERY
- ___ AQUA - AEROBICS
- ___ ASTRONOMY
- ___ BACKPACKING
- ___ BASKETBALL
- ___ BIKING
- ___ CANOEING
- ___ CAMPING
- ___ CRAFTS
- ___ DANCE / CHEER
- ___ DANCE / LINE (COUNTRY)
- ___ DRAMA
- ___ ECOLOGY
- ___ FISHING
- ___ FIRE BUILDING
- ___ GYMNASTICS
- ___ HORSEBACK RIDING
- ___ LEATHERWORK
- ___ KARATE / KICKBOXING
- ___ MUSIC(instrument: _____)
- ___ ORIENTEERING
- ___ PHOTOGRAHY
- ___ ROLLERBLADING
- ___ ROPES/CHALLENGE
- ___ SAILING
- ___ SCUBA DIVING
- ___ SIGN LANGUAGE
- ___ SKIN DIVING
- ___ SOCCER
- ___ SOFTBALL
- ___ SWIM INSTRUCTION
- ___ TAE BO
- ___ VOLLEYBALL
- ___ WILDERNESS SKILLS
- ___ WOODWORKING
- ___ YOGA
- ___ OTHER: _____

2. What are your personal goals for the summer?

3. Describe any experiences you have had working with children.

4. Why would you make a good summer camp employee? Please be specific & honest!

5. Describe qualities of a good mentor you have known personally and why these are important.

6. Give details of any leadership roles - both paid and unpaid.

Certifications:

Please fill in the expiration date of any certifications you hold:

_____ ARC FIRST AID / CPR / AED

_____ ARC FIRST AID / CPR / AED INSTRUCTOR

_____ ARC FUND OF CANOEING

_____ ARC FUND OF CANOEING INSTRUCTOR

_____ ARC WATER SAFETY INSTRUCTOR

_____ NAA LEVEL 1 (ARCHERY) INSTRUCTOR

_____ ARC BASIC SAILING

_____ ARC BASIC SAILING INSTRUCTOR

_____ CHA RIDING INSTRUCTOR

_____ OTHER

_____ OTHER

_____ OTHER

7. Please write a brief autobiography. You can describe your family background, interests, aims, education, and anything else you feel is relevant to working at a summer camp for children.

Have you ever been convicted of a misdemeanor or felony? Yes No

If yes, please state offense, date, and location (a conviction record will not necessarily be cause for disqualification)

I understand that this employment application and any other Girl Scout documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by Girl Scouts of San Jacinto Council at any time. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

I certify that my answers to the preceding questions are true and complete and that I have not knowingly withheld any information which might, if disclosed, affect my application unfavorably. I understand that any misrepresentation or omission of facts on this application will be cause for rejection of this application or dismissal after employment and that employment is subject to verification of references, physical examination, and satisfactory completion of a probationary period. I understand that a criminal background check may be conducted.

Signature _____ **Date** _____

An Equal Opportunity Employer

**GIRL SCOUTS OF SAN JACINTO COUNCIL
FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT**

In connection with your employment application, the Girl Scouts of San Jacinto Council (the “Council”) may ask a “consumer reporting agency” to provide the Council with a “consumer report” about you. These terms are defined in the Fair Credit Reporting Act, a federal law that applies to you as an applicant for employment or as an employee of the Council. The information contained in a consumer report may be used by the Council for employment purposes, such as hiring you. If you are hired by the Council, the information in a consumer report may be used for other employment purposes, such as promotion, retention, and termination.

A “consumer report” is a communication of any information by a “consumer reporting agency” that bears on your credit worthiness, character, general reputation, personal characteristics, or mode of living, that is compiled in order to be used for employment purposes. Preparation of a consumer report might include, but is not limited to, a search of your criminal background, your prior employment, your educational background, reference checks, driving record checks, and verification of your identification and Social Security number.

A “consumer reporting agency” is a person or business that engages in the practice of assembling or evaluating consumer credit information or other types of information for the purpose of furnishing “consumer reports” to organizations like the Council. For example, the Council may ask Volunteer Houston, Inc., a consumer-reporting agency that works with non-profit organizations, to search your criminal background and provide that information to the Council.

If the Council obtains a consumer report about you from a consumer reporting agency, and if the Council considers any information in the consumer report when making an employment decision that directly and adversely affects you, you will be provided with a copy of the consumer report before the decision is finalized. You may also contact the Federal Trade Commission about your rights under the Fair Credit Reporting Act.

AUTHORIZATION TO OBTAIN CONSUMER REPORTS

I, _____ authorize the Girl Scouts of San Jacinto Council (the “Council”) to obtain consumer reports about me from a consumer reporting agency. I understand that these consumer reports might include, but are not limited to, a search of my criminal background, my prior employment, my educational background, reference checks, driving record checks, and verification of my identification and Social Security number.

I understand that the Council may use consumer reports for employment purposes, including, but not limited to, hiring, promotion, retention, and termination. I also understand that I have rights under the Fair Credit Reporting Act, including those rights discussed above in the Council’s Fair Credit Reporting Act Disclosure Statement.

Signature

Date

Date of Birth

Social Security Number

Driver License Number and State

Applicant Name _____

Applicant Phone No. _____

Camp _____

REQUEST FOR REFERENCE

Please return this reference by mail, fax or email to: ADMINISTAFF ATTN: LAURA LEEDIKER 4101 INTERWOOD NORTH PARKWAY, HOUSTON TEXAS 77032 Fax to: 1-866-308-9871 Email: GirlScouts@administaff.com

The Girl Scouts of the U.S.A. is an equal opportunity employer. All applications for employment will be considered without regard to race, religion, color, sex, age, national origin, citizenship, disability or marital status.

_____ is applying for the position of _____ at one of our camps this summer.

Staff members are the essential ingredients in providing a good experience for campers. It is vital that as much information as possible is available in considering applicants. It is important that counselors and others on the camp staff enjoy and understand children, work well with other adults, and have a real love of outdoor living. I would appreciate it if you would consider each question carefully and answer it as fully as you can.

Since all references must be received before an applicant can be considered, your immediate attention would be appreciated. Please return the completed form to the address above.

Thank you for your assistance.

1. In what capacity have you known the applicant? _____
For how long? _____
2. Would you employ this applicant for a position of leadership and responsibility? Yes _____ No _____
If no, please state the reasons.
3. The assessment of the following work-related characteristics and skills is very helpful as we consider this applicant:

GENERAL ATTRIBUTES	Exceeds Normal Expectations	Meets Normal Expectation	Does not Meet Normal Expectations	Have Not Observed
Health, Energy, Endurance				
Emotional Maturity and Stability				
Sense of Responsibility				
Initiative				
Dependability and Promptness				
Sound Judgment/Common Sense				
Leadership Ability				
Willingness to Learn New Things				
Awareness to Children's Needs & Interests				
Ability to Work in Out-of-Doors (humidity, heat)				
Ability to Work with Groups of Children				
Ability to Work with Children on an Individual Basis				
Ability to Work with Adults				
Ability to Work Under Supervision				
Acceptance of Constructive Criticism				
Positive Attitudes toward persons of other races, nationality, and religion				

4. The applicant will be working with girls ages 6 to 17 on a 24-hour-a-day basis. Describe briefly how you believe this applicant would handle this situation.

5. The camping situation calls for continued close association with other adults - including co-workers and supervisor. It is important that he/she be able to work well with peers and other adults and respond to supervision. In what ways will the applicant contribute to the group?

6. Would you entrust the care of your children to the applicant?

7. How would you rate the applicant as a potential camp staff member?

_____Below Average _____Above Average
_____Average _____Exceptionally Strong

Name (please print)_____

Position_____

Address_____

Phone ()_____

City/State/Zip_____

Signature_____

Date_____

* Information provided on references is CONFIDENTIAL.