



225 Woodcrest Drive, Ephrata, PA 17522
Phone: 717.738.2233 Fax: 717.738.3128
www.WoodcrestRetreat.org info@WoodcrestRetreat.org



Dear 15-16 year old,

Thank you for your interest in the Staff-in-Training (SIT) program at Woodcrest Retreat!

What will I do there?

You'll join the team of youth & young adult summer camp staff to assist in leading our summer day camp program. This group is excited about living for the Lord, pointing others to Him, and having a fun time doing it. This program is **fun**, it's **crazy**, and it's **faith-filled!** You'll experience the role of many different camp staff members by being their "apprentice". Possibilities include:

- Day Camp Counselors
- Kitchen Staff
- Maintenance Staff
- Crafts Leader
- Day Camp Director
- Videographer / Photographer
- Nature Instructor
- Office Staff
- Camp Store
- Plus, Group Time, Spiritual Input, Teambuilding Challenge Courses and more!

What will I get out of it?

You'll **take home some seriously fun memories** for starters. Working alongside other staff and staff-in-training participants is always an **adventure**. Plus it's an incredible opportunity to **positively influence kids**. You'll earn a sense of **accomplishment** having done something to benefit others. And perhaps most importantly, you'll **discover** more about God and who He's made you to be.

Will this help me in the future?

Being a part of the Staff-in-Training program will be a valuable beginning work experience. Your performance in the program will be evaluated and you'll be given helpful feedback. Positive evaluations and participation will benefit you as you develop your resume and references. This experience will give you confidence as you pursue future volunteer or employment positions with Woodcrest or elsewhere.

When is it & how much will it cost?

Dates: **(2 - 2 week sessions to choose from)**

Session I June 25 – June 29, July 9 -13

Session II July 23 – 27, July 30 – August 3

Mon. – Fri. 8:30 AM – 4:30 PM - includes lunch & snack

\$130/session Apply early - maximum 12 youth per week



What should I do next?

1. Complete the **Staff-in-Training Application**
2. Ask **2** people (not relatives) to complete **references** for you
3. Send no money now, wait until your application & 2 references have been accepted
4. Send to: Woodcrest Retreat, 225 Woodcrest Drive, Ephrata, Pa 17522

After your application and 2 references are received, you will be contacted. If your application has been accepted, that letter will request full payment for your Staff-in-Training session.

If you have any questions feel free to contact me at ben@woodcrestretreat.org or 717.738.2233

Have a great day in the Lord,

Ben Martin
Program Director





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2012



Application

Fill out the form below and mail to the address above. We encourage you to pray about this possibility. If you have questions please email ben@woodcrestretreat.org or call our camp office (contact info at top of page).

First Name _____ Address _____
 Last Name _____ City _____ State _____ Zip _____
 Phone 1 (best # to reach you) _____ Gender (*circle one*) Male Female T-Shirt size - XS S M L XL XXL
 Phone 2 _____ Date of birth (mm/dd/yyyy) ____/____/____ Grade Completed _____
 Email _____ Age (at first week of Staff-in-Training program) ____ Are you on Facebook? Yes No
 Parents' Names _____ Parent Phone _____
 Parent Email _____ Parent Cell Phone _____ Parent Work Phone _____
 Church _____ Church Address _____
 Church's Phone _____ City _____ State _____ Zip _____
 Pastor's Name _____

List any experience working with children or younger youth _____

List any involvements in church, school, or community _____

What are your interests, gifts, talents, hobbies, etc.? _____

What else would be helpful for the directors of this program to know about you? _____

List any significant health concerns or allergies that we should be aware of _____

Personality Survey (please check all that apply to you)

- Steady, consistent not given to mood swings
- Analytical, reflective, contemplative
- Confident, self assured
- Life of the party, known by all, knows everybody
- Loyal, devoted, friendly
- Tentative, self-conscious
- Withdrawn, a loner
- Expressive, animated
- Brash and arrogant
- Blunt and upfront
- Entertaining
- Timid, shy

How would you describe yourself to someone who has never met You? _____

Check the 2 week session you would like to apply for. (May attend one session only) **M-F 8:30 AM - 4:30 PM**

<input type="checkbox"/> June 25 - June 29	<input type="checkbox"/> July 23 - 27
July 9 - July 13	July 30 - Aug 3

By signing below, I affirm that all application information is true and accurate. I hereby authorize Woodcrest Retreat, and any persons or organizations they deem necessary, to share information about my personal and / or employment history.

Staff-in-Training Participant _____ Date: _____

If the person applying is under 18 years of age, either a parent or guardian must sign below. Your signature indicates that this application is made with full approval on your part.

Parent\Guardian signature _____ Date: _____

Thank you for taking the time to apply for our Staff-in-Training program! If you haven't done so already, each participant needs references from 2 people (not relatives) submitted to us. Print paper copies to give to references, or request paper forms by contacting us. You will be notified after the application and 2 references are received.



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Confidential Reference Form – for Staff-in-Training Applicants

Reference cannot be filled out by a relative. This information will not be shared with the applicant. Mail completed form to address above

Name of Applicant _____

Please answer the following questions to the best of your knowledge of the applicant. Thank you.

1. How long have you known this person? _____

In what capacity? _____

2. Do you know this person on a 1) One-On-One, 2) Small Group (1-29), 3) Medium Group (30-99), 4) Large Group (100+) basis? (circle one)

Reference Evaluation (Please circle the appropriate number.)

	Poor			Average			Good			Superior	
Teachable	1	2	3	4	5	6	7	8	9	10	
Promptness	1	2	3	4	5	6	7	8	9	10	
Follows instructions	1	2	3	4	5	6	7	8	9	10	
Outgoing / Energetic	1	2	3	4	5	6	7	8	9	10	
Emotional balance	1	2	3	4	5	6	7	8	9	10	
Capacity to work with children	1	2	3	4	5	6	7	8	9	10	
Capacity to work with youth	1	2	3	4	5	6	7	8	9	10	
Capacity to work with peers	1	2	3	4	5	6	7	8	9	10	
Capacity to work with in a group	1	2	3	4	5	6	7	8	9	10	
Communication	1	2	3	4	5	6	7	8	9	10	
Fulfills obligations	1	2	3	4	5	6	7	8	9	10	
Sense of humor	1	2	3	4	5	6	7	8	9	10	
Temper control	1	2	3	4	5	6	7	8	9	10	
Follow-through ability	1	2	3	4	5	6	7	8	9	10	
Social skills	1	2	3	4	5	6	7	8	9	10	
Trustworthy	1	2	3	4	5	6	7	8	9	10	
Gets along with others	1	2	3	4	5	6	7	8	9	10	
Tact (discretion with words)	1	2	3	4	5	6	7	8	9	10	
Leadership ability	1	2	3	4	5	6	7	8	9	10	
Friendly	1	2	3	4	5	6	7	8	9	10	
Moral reputation on campus	1	2	3	4	5	6	7	8	9	10	
Character	1	2	3	4	5	6	7	8	9	10	

Personality (please mark all that apply)

- Steady, consistent not given to mood swings
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- Expressive, animated
- Blunt and upfront
- Gregarious, life of the party, known by all, knows everybody
- Entertaining
- Entertaining
- loyal, devoted, friendly
- Timid, shy
- Tentative, self-conscious
- Confident, self assured
- Hard to Read
- Withdrawn, a loner

Please comment on the applicant's spiritual life _____

5. Would you completely trust this individual to guide and care for your child in a one-on-one or group setting? Yes No Possibly

Explain if hesitant: _____

6. To your best knowledge, has this applicant ever been expelled or suspended from school or employment or charged with, arrested for, or convicted of any offense or violation of any statute or law? Yes No

7. I would strongly recommend recommend recommend w/ some reservations not recommend hiring the applicant.

What specific reason(s) would you give for hiring or not hiring the applicant? _____

8. I expect the applicant's work to be: Poor Average Good Superior

Name of Reference (print) _____ Signature of Reference _____

Phone _____ email _____ Date _____

Address _____ City _____ State _____ Zip _____

Mail completed form to address at top of page. *References may be contacted for verification.*