

## Beaver Creek Youth Conservation Camp

### Counselor Position Description

#### Qualifications:

- Loves kids
- Demonstrated experience working with children (if applying as senior counselor)
- Ability to teach and lead various recreational activities
- Excellent character, integrity and adaptability
- Ability to communicate and work with a variety of age and skill levels
- The desire and ability to work in a cooperative, team-oriented atmosphere
- Enthusiasm, sense of humor, patience and self-control
- Need to be available for training which will be announced.
- Available onsite 7am-10pm, Tuesday-Thursday June 20-22, 2017

#### Counselor Responsibilities

- Take primary responsibility for the health, well-being and happiness of campers
- Get to know all the campers in your group (likes, dislikes, behavior)
- Recognize and respond to opportunities for group problem solving
- Provide opportunities for the group so that each individual enjoys camp
- Encourage respect for personal property, camp equipment, facilities, and each other
- Set a good example for campers in all areas, including cleanliness, punctuality, clean-up chores, rules, and sportsmanship
- Guide campers in participating successfully in all aspects of camp activities
- Supervise, assist instructors and actively participate in all aspects of the campers' day.
- Observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques
- Prepare for and actively participate in pre-camp training and meetings
- Meet/communicate regularly with Director regarding concerns, updates, challenges
- Submit all required paperwork on time

#### AND THE MOST IMPORTANT QUALITIES YOU MUST POSSESS...

- ✓ Tons of energy
- ✓ Care for and respect for the natural environment

- ✓ A willingness to learn about yourself and others in the outdoor environment
- ✓ A desire to have fun!

**Beaver Creek Youth Conservation Camp**

**Counselor Application 2017**

**Return to:**    **Bethany Howell, Director**  
P.O. Box 1257 Center, CO 81125  
rgwcei@gmail.com

*(Please type or print)*

Date of Application \_\_\_\_\_

Name \_\_\_\_\_

Age \_\_\_\_\_ *(Must be 14 years old by camp date)*

Permanent Address \_\_\_\_\_  
*Street City State Zip Code*

Phone (Area Code + Number) \_\_\_\_\_ Email \_\_\_\_\_

School Most Recently Attended \_\_\_\_\_

Grade Completed as of School Year 2016-2017 \_\_\_\_\_

Position Applying For:

☐

Senior Counselor

☐

Junior Counselor

*Must have previously worked  
as a Beaver Creek Youth Camp  
Counselor or attended camp a minimum of 3 years*

Can you perform the essential functions of the job with or without reasonable accommodation?

☐

Yes

☐

No

**Past Work History** (if applicable)

Provide a full record of all employment – paid and volunteer. Use a separate sheet if necessary.

Dates	Employer/Supervisor	Address/Phone #	Nature of Work	Reason for Leaving

### References

Give the names and best contact information of 3 persons (not relatives) who have knowledge of your character, experience, work habits, and ability.

Name	Job Position	Phone Number/Email

### Camp Experience

Please note your experiences as either a camper or staff person.

Dates	Camp Director	Location	Camper or Staff?

Write a brief biographical sketch, including experience at camps as either a staff or a camper, and experience or training in other fields which might have a bearing on the position(s) for which you are applying. Attach a separate sheet if necessary.

What contributions do you think you can make at camp?

What impact do you think a well-run camp can have on children?

**Harassment**

The camp's policy is to prohibit all forms of harassment by our employees. This includes sexual, racial, religious, and other forms of harassment. Have you ever been accused of harassment of any person including, but not limited to, workplace harassment? (Note: a prior accusation is not an automatic bar to employment. The type of accusation and when it occurred will be evaluated by the camp before any decision is made.)

☐ Yes ☐ No

Explain:

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**Criminal Record**

Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe. (Note: a prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by the camp before any decision is made.)

☐ Yes ☐ No

Explain:

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All statements become part of any future employee personnel files. I authorize investigation of all statements herein, including any checks of criminal records, and release the camp and all others from liability in connection with same. I understand that, if employed, I will be an at-will employee unless there is an agreement or law which alters that status. Furthermore, I understand that any agreement must be in writing and signed by the designated camp official. I also understand that misrepresentations or falsifications herein or in other documents completed or submitted by the applicant will result in dismissal, regardless of the date of discovery by the camp.

Signature

Date: \_\_\_\_\_