

# Holiday Lake 4-H Educational Center 2011 Summer Camp Staff



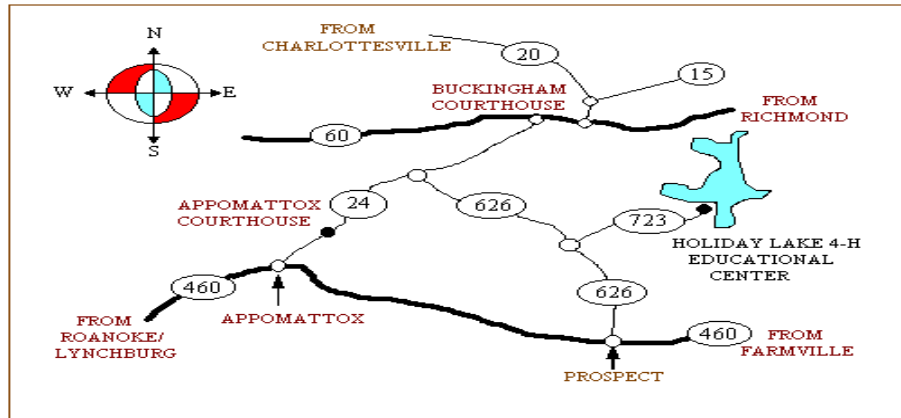
# Application Packet

# HOLIDAY LAKE 4-H EDUCATIONAL CENTER

## Summer Staff Information

### Location

Holiday Lake 4-H Educational Center is located near Appomattox Courthouse in the midst of the beautiful 20,000-acre Appomattox/Buckingham State Forest. The pristine 150-acre lake was built in the late 1930's and is shared by one other facility, Holliday Lake State Park. Appomattox Courthouse Historical Park is 12 miles to the west.



### Programs

Historically, programs at Holiday Lake have centered on outdoor activities. These include outdoor living skills, canoeing, high and low ropes course, forestry, nature and aquatics study, rifle safety, archery, and much more. Campers have been divided up into small groups and an array of themes has been followed throughout the week. Classes have been planned to make maximum use of the resources available at the Center. Youth from 17 counties and two cities in the central Virginia area use the Center. The average camp size is 250 participants per week.

### Summer Staff

There are 12 staff members hired for the summer each year. The primary duties are instruction of a class (except the camp EMT), maintenance, security, inventory and care of equipment, maintenance of instructional area, and being a positive role model for campers and teens. Other duties staff members are expected to perform on a rotational basis are: meal service, assemblies, recreation supervision, plan and conduct special afternoon recreational activities, evening programs, store, and other assigned duties as directed by the Center or Program Director. All staff are to work together to provide leadership and a well-run camp week for each camp group. Training is provided.

### Benefits

Most camp sessions run from Monday – Friday. Staff members have separate accommodations on site. Starting salary is \$215.00-\$240.00 a week, plus room and board. Additional pay for weekend work is available. Housing is available on weekends. **Make a difference in a child's life, COME WORK WITH US!!**

For more information please contact Nate Mahanes, Program Director,  
1267 4-H Camp Road, Appomattox, VA 24522 434-248-5444.

Holiday Lake 4-H center is dedicated to serving all people regardless of race, color, religion, sex, age, national origin, handicap, or political affiliation. An equal opportunity affirmative action employer.

## Positions Available:

STAFF COORDINATOR./STORE KEEPER : RESPONSIBILITIES: assist the Program Director in development of summer staff, advise staff, act as liaison between staff and Camp Director in the absence of the Program Director, coordinate and facilitate programs, serve as a leader and role model for all camp participants including staff and campers, managing the camp store including stocking, inventory, and ordering merchandise. REQUIREMENTS: strong leadership skills, decision-maker, flexibility in working with others, good work ethic, experience in camping and scheduling. \$240/ week + benefits.

WATERFRONT DIRECTOR. RESPONSIBILITIES: supervision and scheduling of waterfront staff in development and conducting of all waterfront activities including swimming classes, community swimming program, recreational swimming, and canoeing classes and trips, maintenance and upkeep of the pool and bathhouse, water quality, and pool sanitation. REQUIREMENTS: W.S.I., Lifeguard Training, scheduling skills. \$240/ week + benefits.

CANOEING INSTRUCTOR. RESPONSIBILITIES: teach camp canoeing classes, assist in planning and facilitation of canoeing trips, lifeguard at the pool when assigned, plan and facilitate other programs with other staff, other camp duties. REQUIREMENTS: Lifeguard Training and/or Canoe certification. \$215/ week + benefits.

RIFLERY INSTRUCTOR. RESPONSIBILITIES: teach shooting safety and basic skills class, care and maintenance of equipment and range, plan and facilitate other programs with other staff, other camp duties. REQUIREMENTS: NRA certification or 4-H Shooting Education Rifle Instructor Certificate or equivalent. \$215/ week + benefits.

ARCHERY INSTRUCTOR. RESPONSIBILITIES: teach shooting safety and basic skills class, care and maintenance of equipment and range, plan and facilitate other programs with other staff, other camp duties. REQUIREMENTS: NAA certification or 4-H Shooting Education Archery Instructor Certificate or equivalent. \$215/ week + benefits.

RESIDENT LIFEGUARD. RESPONSIBILITIES: teach and assist with camp/community aquatic programs, assist with care/maintenance of pool under supervision of Waterfront Director, guard for community swim and other programs, plan and facilitate other programs with other staff, other camp duties. REQUIREMENTS: Lifeguard Training. \$215/ week + benefits.

OUTDOOR LIVING SKILLS INSTRUCTOR. RESPONSIBILITIES: teach outdoor skills class, maintain equipment, organize/conduct on-site away from camp excursions, plan and facilitate other programs with other staff, other camp duties. REQUIREMENTS: background in outdoor adventure activities and excitement in sharing these skills with children. \$215/ week + benefits.

HIGH AND LOW ROPES COURSE INSTRUCTOR. (Two positions available) RESPONSIBILITIES: teach ropes classes, care/ maintenance of equipment and ropes courses, plan and facilitate other programs with other staff, other camp duties. REQUIREMENTS: ropes course experience and training. \$215/ week + benefits.

CAMP NURSE/EMT: RESPONSIBILITIES: managing the health care program including administering medications, completing/filing health records, plan and facilitate other programs with other staff, other camp duties. REQUIREMENTS: at least emergency first aid, EMT training preferred. \$240/ week + benefits.

LEATHER CRAFT INSTRUCTOR: RESPONSIBILITIES: to introduce campers to the fun and exciting art of leather crafting, to teach 4 daily class, to conduct and supervise afternoon "Open Recreation" activities for all campers interested in leather craft, plan and facilitate other programs with other staff, other camp duties. \$215/ week + benefits.

PERFORMING ARTS INSTRUCTOR. RESPONSIBILITIES: teach drama and theatrical arts classes, facilitate any special activities dealing with theatrical or performing arts, plan and facilitate other programs with other staff, other camp duties. REQUIREMENTS: a background in Theatrical and Performing arts and an enthusiasm in sharing and working with children. \$215/ week + benefits.

## **How to Apply:**

Fill out the Holiday Lake 4-H Educational Center Summer Staff application and the standard state application. Send both applications to the above address. Have **three references** fill out the reference forms and mail these to the address on the reference form. (note. Make two additional copies of the enclosed reference from)

## **Interviews:**

Interviews will be held on an individual basis as scheduled by the Program Director. After your application has been received you will be contacted to set up your interview date and time. However, most interviews are typically held in December and January during the winter college break period.

## **For more information please contact:**

Nate Mahanes, Program Director  
Holiday Lake 4-H Educational Center  
1267 4-H Camp Road  
Appomattox, Va. 24522  
434-248-5444  
[nmahanes@vt.edu](mailto:nmahanes@vt.edu)

# HOLIDAY LAKE 4-H EDUCATIONAL CENTER



## SUMMER PROGRAM STAFF APPLICATION



(Please type or print)

Name: \_\_\_\_\_ Position(s) applying for: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Dates available: from \_\_\_\_\_ to \_\_\_\_\_

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

\_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

School or Business Address: \_\_\_\_\_

\_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

### EDUCATION:

College	Major	Years	Degree

### PAST EMPLOYMENT: (List past two summers or years)

Dates	Employer	Address and Phone #	Nature of work

### CAMP EXPERIENCE: (camper or staff)

Camp	Director	Address and Phone #	Dates

**REFERENCES:** Give information on three people (not relatives) who have knowledge of your character, experience, and abilities.

Name	Address	Phone #

What contributions can you make to the camping program?

What are the benefits of a child participating in a well-run summer camp?

Please on a separate page attach a brief paragraph including camp experiences, 4-H involvement, and training(s) that apply to your desired position(s).

In the following list, place 1 for “can lead”, 2 for “can assist”, 3 for “interested but not knowledgeable”, and 4 for “have no interest”.

<b>ARTS AND CRAFTS</b>	*****
Leather Craft	
Nature crafts	
<b>OUTDOOR LIVING</b>	*****
<b>SKILLS &amp; ADVENTURE</b>	*****
Camping	
Orienteering	
Fire building	
Outdoor cooking	
<b>THEATRICAL ARTS</b>	*****
Impromptu	
Directing	
Skits	
Dancing	
<b>WATERFRONT</b>	
Canoeing	
Swimming	

<b>NATURE</b>	*****
Water ecology	
Wildlife	
Astronomy	
Forestry	
Weather	
Entomology	
<b>SPORTS</b>	*****
Softball	
Basketball	
Volleyball	
Fishing	
Tennis	
<b>SHOOTING SPORTS</b>	*****
Rifle	
Archery	

<b>MISCELLANEOUS</b>	*****
Campfire Programs	
Story telling	
Song Leading	
<b>RETAIL</b>	*****
Ordering	
Stocking	
Inventory	
Accounting	
<b>ROPES COURSE</b>	*****
High Ropes	
Low Ropes	
Rappelling	
<b>OTHER SKILLS</b>	*****
<i>PLEASE LIST</i>	

**When would you be available to come to Holiday Lake 4-H Educational Center for an interview?**

\_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return to: Nate Mahanes, Program Director, Holiday Lake 4-H Educational Center, 1267 4-H Camp Road, Appomattox, VA 24522. If you have questions, please call (434) 248-5444, [nmahanes@vt.edu](mailto:nmahanes@vt.edu)

Holiday Lake 4-H center is dedicated to serving all people regardless of race, color, religion, sex, age, national origin, handicap, or political affiliation. An equal opportunity affirmative action employer.

# HOLIDAY LAKE 4-H EDUCATIONAL CENTER



## SUMMER PROGRAM STAFF REFERENCE FORM



TO: \_\_\_\_\_ (Name of Reference)

FROM: Nate Mahanes, Program Director  
SUBJECT: Holiday Lake 4H Center Summer Program Staff

\_\_\_\_\_ (Applicant's name) has applied for a position at Holiday Lake 4-H Educational Center as a summer staff member with the Virginia Cooperative Extension Service and has given your name as a reference. We would appreciate your prompt response to the questions below.

### **Please return this confidential reference directly to:**

Nate Mahanes, Program Director  
Holiday Lake 4-H Center  
1267 4-H Camp Road  
Appomattox, VA 24522

---

### **CONFIDENTIAL EMPLOYMENT INQUIRY**

1. How long (years) have you known the applicant?
2. Has your knowledge of the applicant been obtained as an employer? \_\_\_\_\_ supervisor? \_\_\_\_\_ teacher? co-worker? \_\_\_\_\_ Other? \_\_\_\_\_ Please explain:
3. Does the applicant have good oral/written communication skills? Please explain:
4. What strengths does the applicant have that would make him/her a good potential for employment?
5. Are you aware of any criminal record or other information that might make the candidate unsuitable for work with young children? Yes \_\_\_ No \_\_\_ Comments:

Please check the term, which you think most accurately, describes the applicant:

	<b>POOR</b>	<b>GOOD</b>	<b>VERY GOOD</b>	<b>EXCELLENT</b>
<b>PERSONALITY</b>				
<b>CHARACTER</b>				
<b>APPEARANCE</b>				
<b>RESPONSE TO SUPERVISION</b>				
<b>DEPENDABILITY</b>				
<b>LEADERSHIP</b>				
<b>INDUSTRIOUS</b>				
<b>TECHNICAL ABILITY</b>				
<b>COOPERATION</b>				
<b>ENTHUSIASM</b>				
<b>INITIATIVE</b>				
<b>JUDGMENT</b>				
<b>HONESTY</b>				

If you were in a position to do so, would you employ this applicant? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please make any additional comments which would help us better determine the knowledge, attitude, and skills the applicant possesses:

Please Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number \_\_\_\_\_ Business or Profession \_\_\_\_\_

Holiday Lake 4-H Educational Center, Inc.  
**Disclosure Statement for Employment**

Due to the nature of business that Holiday Lake 4-H Educational Center, Inc. conducts in serving youth and to maintain the safest possible environment for these youth and other guest, as well as to comply with industry standards, a criminal background report will be obtained on each employee. This criminal background report may include information regarding the employee's character, general reputation, personal characteristics, department of motor vehicles, and courts records.

**AUTHORIZATION**

During the application process and at any time during the tenure of my employment with the Company, I hereby authorize ChoicePoint WorkPlace Solutions Inc., on behalf of Holiday Lake 4-H Educational Center, Inc. to procure a criminal background report.

This report may be compiled with information from, courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

\_\_\_\_\_  
Applicant/Employee Signature                      Date

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number \*                      Date of Birth \*

\_\_\_\_\_  
Street Address (PO Box not usable)\*                      City\*                      Zip Code\*  
\* For Identification Purposes Only

This information will be placed in your personnel file in a locked cabinet and may only be accessed by your supervisor or other authorized personnel. You have the right to review this information at any time during normal business hours.

Holiday Lake 4-H Educational Center programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. An equal opportunity/affirmative action employer.