

# 2012 HUS SCHOOL ENCAMPMENT STAFF APPLICATION AND STAFF INFORMATION FORM



Thank you for your interest in applying to be a Staff member at one of the many great camping programs offered at the Hus School Encampment in Caldwell, Texas this summer! In order to be considered for a staff position, please read over the Hus School Encampment Staff Understanding and complete the following forms attached to this packet: 1) the Hus School Encampment Application, and 2) the Hus School Encampment Staff Information form. Once all forms are completed, please mail them to the Camp Programmer, Megan Stauffer (contact information listed below), postmarked no later than March 16, 2012. Staff positions will be filled as applications come in, so it is in your best interest to return your forms as soon as they are completed. You will be notified of the acceptance or denial of your application as promptly as possible. We truly appreciate your willingness to volunteer your time and bless the Hus Encampment this summer. Should your application be accepted, you will be expected to attend a mandatory Camp Planning Day on Saturday, March 31, 2012. All Counselors in Training and first time counselors will be expected to attend a Training day on Friday, March 30, 2012 in addition to the Camp Planning Day. More information on when to arrive and what to expect will be provided after staffing decisions have been made. You may use one form to apply for multiple camps, just indicate all camps and positions you wish to serve on the Hus School Encampment Staff Application form. Thank you again for your interest in serving at camp this summer. Without the leadership and support from volunteers like you, these amazing camping programs would not be possible. Thank you and God bless!

In Christ's love,

*Megan Stauffer*

Megan Stauffer  
Camp Programmer

## 2012 Camping Programs:

- Encounter (ages 7 – 8): June 7<sup>th</sup> – June 9<sup>th</sup>
- Alpha (ages 9 -10): June 10<sup>th</sup> – June 14<sup>th</sup>
- Pioneer (ages 11 -12): June 17<sup>th</sup> – June 22<sup>nd</sup>
- Discovery (ages 13 – 15): June 24<sup>th</sup> – June 29<sup>th</sup>
- Hus School (accepted students ages 16+): July 22<sup>nd</sup> – July 27<sup>th</sup>

**2012 CIT/ New Counselor Training Retreat:** Friday, March 30, 2012 through Saturday, March 31, 2012

**2012 Camp Planning Day:** Saturday, March 31, 2012

## RETURN ALL FORMS BY 03/16/12 TO:

Megan Stauffer, Camp Programmer  
2001 S 5<sup>th</sup> Street #904  
Waco, Texas  
76706

## QUESTIONS / COMMENTS TO:

Megan Stauffer, Camp Programmer  
Phone: (979) 255-9713  
Email: Megan\_Stauffer@baylor.edu



## **HUS SCHOOL ENCAMPMENT STAFF UNDERSTANDING**

Thank you for applying to serve at the Unity of the Brethren Hus Encampment's Summer Camping Program. Your application will be reviewed and a background check will be processed. Your placement on staff at one of the camps is contingent on the results of the background check and the completion of the Sexual Abuse and Child Molestation Awareness Training. If your availability changes, please notify the Programming Director as soon as possible, so that other arrangements may be made to fill your position. Each camp depends on a full staff to run smoothly, and with the background checks and training we need ample notice to fill any open positions.

It is expected that every staff member strive to be successful and the Camp Directors, Programming Director, as well as the Facilities Managers and Caretakers pledge their support to help you succeed.

Each staff member is expected to carry out his/her responsibilities. If a problem arises or you do not feel comfortable performing an assigned task, contact the camp director to discuss your concerns.

Staff members should always be supervising the campers in their care. Counselors should know where their campers are at all times, even when they are with other staff members. No camper(s) should ever be without supervision.

Staff members should follow the same expectations of campers regarding presence near other dorms, access to the camp kitchen (other than when on duty), snacking, attire, computer and cell phone use, language, attitude, and participation.

Staff members are responsible for camp equipment, furnishings, and buildings entrusted to their care and usage, as well as monitoring usage by campers.

We will work together, respect and help each other, and build traditions that will reinforce the camp's influence in the lives of our campers. If differences arise between any of us, let all involved meet for positive, constructive discussion. Together we can accomplish almost anything, as long as we communicate and listen with respect.

### **STAFF/CAMPER RELATIONS**

It is understood that your prime purpose is to serve God and the campers to the best of your ability, to utilize facilities and equipment to their utmost, and to provide a climate of friendly assistance.

Campers are at camp to enjoy themselves, within reason and direction. Set a positive example. If there are rules or issues with which you do not agree, do not engage in the restricted behavior and guide campers to follow. Staff should control their language and correct campers who use inappropriate language (foul, shady, suggestive, etc.). Staff should refrain from leading pranks and behaviors that take away from the mission of the camp.

Unless assigned to other duties, staff members will attend all functions.

Staff members will leave their personal vehicles locked in the parking area for the duration of the camp. If a staff member needs to leave for personal reasons, he/she must have the permission of the Camp Directors. If using a personal vehicle on the camp grounds or running an errand for camp, it must be of a voluntary basis and the Hus Encampment will not be responsible for any damages that occur during that time.

Staff members will follow and enforce camp rules and procedures. (This includes attire, snacking, drinking sodas and cell phone use). Staff members should honor the "lights out" time assigned by the Camp Directors. All staff and campers need sufficient sleep.

Staff members will refrain from cell phone use during camp, specifically in the presence of campers. If a staff member feels he/she must use a cell phone, he/she must find a time that does not leave campers unsupervised and remove him/herself to the staff office, director's cabin, or nurse's cabin. (It would be best to share with all contacts that you are unavailable for the week, and leave the phone off and locked away).

# HUS SCHOOL ENCAMPMENT STAFF APPLICATION



All information provided on this application (pg. 3-4) is strictly confidential and will not be shared.

APPLICANT INFORMATION			
Last Name	First	M.I.	Male or Female
Permanent Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail		
School or Alternate Address		Apartment/Unit #	
City	State	ZIP	
Social Security No.	Driver's License No.	DOB	
Which camp(s) are you interested in serving?			
What position(s) are you interested in at camp?			
Do you meet any age requirements for that position? (Minimum Age Requirement – Counselor Must Be Age 19 or over; Counselor in Training Must Be Age 16)			YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you use tobacco on a regular basis? YES <input type="checkbox"/> NO <input type="checkbox"/>			

CAMP EXPERIENCE			
Year Served	Name of Camp	Position Held	Name of Supervisor

REFERENCES	
<i>Please list three references (excluding relatives) having knowledge of your character, experience, work habits, and ability.</i>	
1. Full Name	Phone (     )
Address	
2. Full Name	Phone (     )
Address	
3. Full Name	Phone (     )
Address	

**HARASSMENT**

The Camp’s policy is to prohibit all forms of harassment by staff personnel. This includes sexual, racial, religious, and other forms of harassment. Have you ever been indicted for, or formally accused of, harassment of any person?

YES  NO

If YES, Explain:

**CRIMINAL RECORD**

Have you ever been convicted of a felony?

YES  NO

If YES, Explain:

**TESTIMONY OF FAITH**

The ultimate goal of the Hus Encampment is to help campers develop a strong Christian faith and grow in their personal walks with Jesus Christ. As such, it is crucial that all staff also have a strong Christian faith. Do you declare that you are a Christian and have a personal relationship with Jesus Christ?

YES  NO

**DISCLAIMER AND SIGNATURE**

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 this application. I understand that, if selected to serve, I will serve as 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 untrue, misleading or omitted information herein or in other documents completed by the applicant may result in dismissal, regardless of the time of discovery by the camp.

Signature

Date

**DISCLAIMER AND SIGNATURE**

By signing below I acknowledge that I have read and accept the policies and guidelines regarding staff as outlined in the Staff Understanding & Youth/Camper Protection Policies, and I agree to uphold those expectations while I am associated with the Hus Encampment’s camping program.

Signature

Date

# HUS SCHOOL ENCAMPMENT STAFF INFORMATION



Should you be selected to serve, information on this information form (pg. 5-6) will be shared with your camp's directors, so that they can know your interests in serving and have a way to contact you for camp planning needs. Please do not include any information on this page that you do not feel comfortable sharing.

STAFF INFORMATION			
Last Name	First	M.I.	Male or Female
Permanent Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail		
School or Alternate Address		Apartment/Unit #	
City	State	ZIP	

## CAMP PROGRAM SKILLS

In the following list **please circle** those activities in which you can organize, teach or serve as an assistant. Add other skills you are willing to share.

Adventure/Challenge	Dance	Sports/Fitness	Miscellaneous
Challenge/Ropes Course	Type (list): _____ _____	Aerobics/Exercise Archery Softball Basketball Bicycling Fishing Miniature Golf Informal Games Soccer Tennis Volleyball Other: _____	Leadership/CIT Radio/TV/Video Storytelling Team Building Worship/Religious Studies Camp Newspaper Computer Skills
<b>Arts/Crafts</b>	<b>Drama</b>		
Ceramic/Pottery Drawing/Painting Leathercraft Metal Work Photography Woodwork Other:	Clowning Theater Other: _____  <b>Music</b> Singing Instrument (list): _____ _____		<b>Nature</b> Animal/Animal Care Astronomy Bird Watching Environmental Studies Flowers/Horticulture Forestry Entomology Geology/Rocks Weather Other: _____ _____
<b>Camp craft/Pioneering</b>			
Camp craft Outdoor Cooking Indoor Cooking/Baking Outdoor Living Skills Other: _____ _____			

**INTERESTS AND HOBBIES**

Please use this space to tell your Directors a little more about yourself. (For example: What is your background? What is your personality? What are your interests and hobbies? What do you enjoy doing?).

**YOUR CAMP EXPERIENCE**

Please use this space to tell your Directors what you would like to see happen at camp this year. Are there things you enjoyed about camp in past years? Are there certain aspects you would like to see changed or added this year?

**ADDITIONAL COMMENTS AND QUESTIONS**

You may use this space to tell your Directors any other comments or questions you have concerning camp this year. If you feel called to lead a certain aspect of camp or work with a specific group of campers, please include that information here.

You have now completed the 2012 Hus School Encampment Staff Application and Staff Information forms. Please seal all forms in an envelope and mail them to the Camp Programmer, Megan Stauffer (information listed below). Thank you for your interest in serving at the Hus Encampment. We appreciate your support and will contact you soon concerning your application's acceptance or denial. Thank you and God bless!

In Christ's love,

*Megan Stauffer*

Megan Stauffer  
Camp Programmer

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