



Resident Camp Employment

Girl Scouts Louisiana East is seeking qualified experienced individuals to work as program and general staff for the upcoming camp season. All staff must be energetic, positive role models, exhibiting good judgment, demonstrating solid leadership skills. The staff must also subscribe to the Girl Scout Promise and Law. Camp staff must be flexible to reassignment throughout the summer. All staff will go through a personal interview, reference verification and background screening. Prior to campers arriving, the staff will participate in a training week. Girl Scouts Louisiana East will accept both female AND male applicants.

Our camps are designed to provide a unique atmosphere where girls are respected, nurtured, challenged and empowered. Under the guidance of our staff, campers participate in activities that build self-esteem, develop skills, increase knowledge, enhance teamwork & cooperative behaviors, and of course HAVE FUN! Our camps are accredited by the American Camp Association, which is a national organization that sets high standards for the health and safety of campers and staff and the delivery of quality programs.

Administration

Camp Director (Min. age 25 yrs.) Responsible for recruiting qualified staff, planning and presenting pre-camp training and in-service training that meets the needs and interests of staff members and is consistent with the goals and objectives of the camp program. Oversee development and implementation of camp programs. Responsible for management of camp operations. Supervise and evaluate designated staff members and areas. Submit a Camp Director report at the end of the season. Knowledge of Girl Scout program and ACA standards, desired. Supervisory, administrative and organized camp experience required. Valid driver's license and clean DMV record required.

Assistant Camp Director (Min. age 23 yrs.) Develop camp programs and oversee their implementation by camp staff; not limited to challenge/ropes courses, archery, horseback riding, swimming, and boating. Assist the Camp Director with management of camp operations. Serve as Camp Director in her absence. Knowledge of Girl Scout program desired. Supervisory, administrative and organized camp experience required. Experience in most, if not all, programs previously listed required. Valid driver's license and clean DMV record required.

Health Services

Health Supervisor (Min. age 21 yrs.) Oversee wellness and safety of campers and staff. Manage all health center operations. Collaborate with an on-site daily RN or MD. Advanced organizational skills required; ability to write and submit reports and communicate with campers, parents, and staff. Medical experience required (first responder, nursing student, LPN, etc.). Valid driver's license and clean DMV record required.

Registered Nurse or Medical Doctor (Min. age 21 yrs.) Reports to camp facility each day for approximately 2 hours/day to check medical records kept by the Health Supervisor and touch base with camper and staff wellness.

Unit Staff

Unit Leader (Min. age 21 yrs.) Manage the operations of a camp unit and oversee the health and well-being of campers. Implement a unit program within established guidelines. Supervise Unit Counselors and submit paperwork and reports weekly. Group leadership, youth work experience, supervisory, program development skills needed.

Unit Counselor (Min. age 18 yrs.) Assist with managing the operations of a camp unit and with implementing the unit program. Supervise the health and well-being of campers. Caring, nurturing, fun personality required. Camp, leadership and youth work experience desired.

Program Staff

Program Manager (Min. age 21 yrs.) Oversee management of program specialty areas, staff, and inventory. Assist with camp and program operations and all camp events. Camp program development experience preferred; must obtain/possess at least 2 of the certifications listed under "Program Facilitator" and have experience in most other areas. Basic knowledge of Word and Excel, supervisory and organizational skills, and ability to multitask and manage time well are required. Valid driver's license and clean DMV record required.

Program Facilitator (Min. age 18 yrs.) Implement program goals and objectives at each program area. Responsible for maintaining safety, delivering lessons to campers, mentoring counselors while at each area. Previous counseling experience is a plus. Must be willing to obtain most certifications in Small Water Craft, Lifeguarding, High Ropes Course, and Archery. All certifications offered by GSLE.

Head Lifeguard (Min. age 18 yrs.) Responsible for the development and implementation of the waterfront program. Experienced in teaching and working with children. Experience working with a boating program is desired. Supervises co-lifeguards. Current or previous Lifeguard certification or willingness to certify.

Lifeguard (Min. age 18 yrs.) Assist with waterfront operations and aquatic programs. Willingness to obtain Red Cross Lifeguard Training and CPR for the Professional Rescuer required. Previous lifeguard experience preferred.

Riding Director (Min. age 21 yrs.) Implement a comprehensive equestrian program that includes Western riding. Oversee care of horses and equipment. Supervise equestrian staff. Experience teaching Western riding needed. Previous management or supervisory experience at a horseback riding facility required. First Aid and CPR training or willingness to obtain.

Riding Instructor (Min. age 18 yrs.) Assist in implementing a riding program, including teaching Western riding and horse care. Extensive horseback riding experience and teaching skills needed. First Aid & CPR training or willingness to obtain.

Food Service

Head Cook (Min. age 21 yrs.) Manage food service operations and meal preparation. Responsible for inventory, kitchen and dining hall cleaning, as well as submitting weekly paperwork. Knowledge and documented experience in quantity cooking required. Supervisory skills required.

Cook (Min. age 18 yrs.) Assist in managing food service operations and meal preparation. The desire to learn skills required for quantity cooking.

Forms Section starting on page 3.

1. **Application:** Please print and fill out the *Camp Staff Application* and email to cmdirector@gsle.org. If you are a returning applicant, please fill out the *Returning Camp Staff Application*.
2. **Request for References:** Print the *Request for Camp References* to fill out. For more information on how to join our team for the upcoming summer camp season, please contact Resident Camp Director at cmdirector@gsle.org.
3. **ALL Camp Staff members** will be required to get a physician to fill out their portion of the *Camp Staff Health History* record.

CAMP STAFF APPLICATION



Summer Camp
Girl Scouts Louisiana East
545 Colonial Dr., Baton Rouge, LA 70806
Phone: 225-927-8946
Scan & Email: cmdirector@gsle.org

girl scouts
louisiana east

Staff members are expected to work at both camps, Marydale and Whispering Pines.

Girl Scouts Louisiana East is an equal opportunity employer. All applications for employment will be considered without regard to race, religion, color, age, sex, national origin, citizenship, disability, or marital status. Applicants will not be considered if incomplete application is submitted.

(Please type or print.) Date of Application: _____ Date of Birth: _____
Name: _____ Social Security number: _____
Address: _____ Phone: (____) _____
City, State, Zip code: _____
Email: _____ Present Occupation: _____

Staff members must be available for the majority of staff training. Staff training for most staff begins May 18, 2016.

DATES AVAILABLE FOR CAMP EMPLOYMENT: FROM _____ TO _____

* Are there any dates you will need to miss? Must be submitted 2 weeks prior for consideration.

POSITION(S) DESIRED:

- | | | |
|---|---|--|
| <input type="checkbox"/> Director | <input type="checkbox"/> Health Supervisor | <input type="checkbox"/> Lifeguard |
| <input type="checkbox"/> Assistant Director | <input type="checkbox"/> Riding Instructor | <input type="checkbox"/> Waterfront Director |
| <input type="checkbox"/> Counselor | <input type="checkbox"/> Riding Director | <input type="checkbox"/> Unit Leader |
| <input type="checkbox"/> Programs Director | <input type="checkbox"/> Program Facilitator <i>(must be willing to obtain small craft, archery, and lifeguard certification)</i> | |

Do you meet or exceed any minimum age requirements for that position? Yes No Don't know minimum age requirements

(A list of positions and minimum age requirements is available on the last page of this application.)

Can you perform the essential functions of the job for which you have applied, with or without accommodation? Yes No

How did you learn about our camp staff positions?

- | | | |
|---|---|--|
| <input type="checkbox"/> Friend (specify) _____ | <input type="checkbox"/> Job Fair (specify) _____ | <input type="checkbox"/> Newspaper (specify) _____ |
| <input type="checkbox"/> I am a former camper | <input type="checkbox"/> I am a former staff member | <input type="checkbox"/> Recruiting Poster |
| <input type="checkbox"/> College Job Center (specify) _____ | <input type="checkbox"/> Other (specify) _____ | |

Have you ever been convicted of a felony or misdemeanor crime (other than a minor traffic violation)? Yes No

If yes, please answer the following.

Type of Offense: _____

Date of Offense: _____

City/State: _____

AREAS OF INTEREST (X) out areas in which you have: 1= Interest 2 = Experience/Training 3 = Ability to Lead/Teach)

CAMPING SKILLS

- 1 2 3 Outdoor cooking
- 1 2 3 Hiking
- 1 2 3 Fire building
- 1 2 3 Orienteering
- 1 2 3 Primitive Camping

NATURE AND ECOLOGY

- 1 2 3 Astronomy
- 1 2 3 Birds
- 1 2 3 Geology
- 1 2 3 Environmental Ed.

SPORTS

- 1 2 3 Softball
- 1 2 3 Volleyball
- 1 2 3 Soccer
- 1 2 3 Archery
- 1 2 3 Group Games
- 1 2 3 Challenge Course
- 1 2 3 Teambuilding
- 1 2 3 Horseback Riding
- 1 2 3 Cheerleading/Dance

AQUATICS

- 1 2 3 Swimming
 - 1 2 3 Canoeing
 - 1 2 3 Water Games
- #### DRAMA/MUSIC
- 1 2 3 Singing/Song leading
 - 1 2 3 Drama/Acting
 - 1 2 3 Script Writing
 - 1 2 3 Skits
 - 1 2 3 Play Instrument

CREATIVE ARTS

- 1 2 3 Painting
- 1 2 3 Leatherwork
- 1 2 3 Weaving
- 1 2 3 Creative Writing
- 1 2 3 Drawing

OTHER

- 1 2 3 _____
- 1 2 3 _____

CERTIFICATIONS (Please indicate training and experience, include copies of current certification)

- Basic Water Safety _____
 CPR _____
 RN—State _____
 Lifeguard Training _____
 Professional CPR _____
 High Ropes Course _____
 Water Safety Instr. _____
 First Aid _____
 Other _____
 Small Craft Safety _____
 EMT—State _____
 Other _____

* Are you willing to obtain additional certifications offered by GSLE? Lifeguard _____ High Ropes _____

EDUCATION

School Names	Highest Grade Complete				Degrees or Credits earned
	9	10	11	12	
High School					
Undergraduate	1	2	3	4	
Graduate	1	2	3	4	

EMPLOYMENT EXPERIENCE (List most recent experience first)

Employer's Name and Address	Position/Major responsibilities	Dates Employed FROM _____ TO _____
	Reason for leaving	Supervisor's Name & Phone number
Employer's Name and Address	Position/Major responsibilities	Dates Employed FROM _____ TO _____
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	Reason for leaving	Supervisor's Name & Phone number

EXPERIENCE AS CAMPER OR CAMP STAFF

Camp Name and Location	Position and Year	Sponsoring Organization
	Reason for leaving	Supervisor's Name & Phone number
Camp Name and Location	Position and Year	Sponsoring Organization
	Reason for leaving	Supervisor's Name & Phone number
Camp Name and Location	Position and Year	Sponsoring Organization
	Reason for leaving	Supervisor's Name & Phone number

Explain briefly why you want to work at camp and what you consider your main qualifications for the job.

What contributions do you think you can make at camp?

What contributions do you think a well-run camp can make to children?

References (List three people, *not related to you*, who can assess your qualifications, experience and background.)

NAME	RELATIONSHIP	COMPLETE ADDRESS (including zip code)	PHONE NUMBER
			()
			()
			()

Do you have a valid driver's license? Yes No State _____

Do you have a current chauffeur's type license or commercial driver's license? Yes No

I hereby authorize Girl Scouts Louisiana East to check my educational, personal, and employment references as indicated above. I further authorize these references to release to Girl Scouts Louisiana East all information that they have about me.

I certify that I meet the minimum age requirement specified under the Essential Functions on the job description of the position(s) for which I hereby apply. I understand that successful completion of a physical examination is a condition of employment.

I understand that this employment application and any other Girl Scout documents are not a contract of employment, and that any individual who is hired may voluntarily leave employment upon proper notice or may be terminated by the 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 that 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.

Signature: _____ Date: _____

Minimum Age Requirements Upon Commencement of Employment

Assistant Camp Director—23	Lifeguard—18	Riding Instructor—18
Camp Director - 25	Programs Director —21	Unit Leader—21
Counselor—18	Riding Director—21	Waterfront Director—21
Health Supervisor—21	Program Facilitator—18	

RETURNING

CAMP STAFF APPLICATION



Summer Camp
Girl Scouts Louisiana East
545 Colonial Dr., Baton Rouge, LA 70806
Phone: 225-927-8946
Scan & Email: cmdirector@gsle.org

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(Please type or print.) Date of Application: _____ Date of Birth: _____
Name: _____ Social Security number: _____
Address: _____ Phone: (____) _____
City, State, Zip code: _____
Email: _____ Present Occupation: _____

Staff members must be available for the majority of staff training. Staff training for most staff begins May 18, 2016.

DATES AVAILABLE FOR CAMP EMPLOYMENT: FROM _____ TO _____

* Are there any dates you will need to miss? Must be submitted 2 weeks prior for consideration.

POSITION(S) DESIRED:

- Director
- Assistant Director
- Counselor
- Programs Director
- Health Supervisor
- Riding Instructor
- Riding Director
- Program Facilitator *(must be willing to obtain small craft, archery, and lifeguard certification)*
- Lifeguard
- Waterfront Director
- Unit Leader

Do you meet or exceed any minimum age requirements for that position? Yes No Don't know minimum age requirements
(A list of positions and minimum age requirements is available on the last page of this application.)

Can you perform the essential functions of the job for which you have applied, with or without accommodation? Yes No

Have you ever been convicted of a felony or misdemeanor crime (other than a minor traffic violation)? Yes No

If yes, please answer the following.

Type of Offense: _____

Date of Offense: _____

City/State: _____

CERTIFICATIONS (Please indicate training and experience, include copies of current certification)

- Basic Water Safety _____
 CPR _____
 RN—State _____
 Lifeguard Training _____
 Professional CPR _____
 High Ropes Course _____
 Water Safety Instr. _____
 First Aid _____
 Other _____
 Small Craft Safety _____
 EMT—State _____
 Other _____

* Are you willing to obtain additional certifications offered by GSLE? Lifeguard _____ High Ropes _____

EDUCATION

School Names	Highest Grade Complete				Degrees or Credits earned
High School	9	10	11	12	
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Graduate	1	2	3	4	

EXPERIENCE AS CAMPER OR CAMP STAFF

Camp Name and Location	Position and Year	Sponsoring Organization
	Reason for leaving	Supervisor's Name & Phone number
Camp Name and Location	Position and Year	Sponsoring Organization
	Reason for leaving	Supervisor's Name & Phone number
Camp Name and Location	Position and Year	Sponsoring Organization
	Reason for leaving	Supervisor's Name & Phone number

Explain briefly why you want to work at camp again. If you are applying for a different position, what are your main qualifications for the job? If you are applying for the same position, how have you grown individually to better serve GSLE?

What contributions do you think you can make at camp?

What is one thing you want to self improve when looking back from last summer? What was your least favorite thing about last summer? Most favorite?

Do you have a valid driver's license? Yes No State _____

Do you have a current chauffeur's type license or commercial driver's license? Yes No

I hereby authorize Girl Scouts Louisiana East to check my educational, personal, and employment references as indicated above. I further authorize these references to release to Girl Scouts Louisiana East all information that they have about me.

I certify that I meet the minimum age requirement specified under the Essential Functions on the job description of the position(s) for which I hereby apply. I understand that successful completion of a physical examination is a condition of employment.

I understand that this employment application and any other Girl Scout documents are not a contract of employment, and that any individual who is hired may voluntarily leave employment upon proper notice or may be terminated by the 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 that 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.

Signature: _____ Date: _____

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Health Supervisor—21	Program Facilitator—18	



Girl Scouts Louisiana East • Attn: Summer Camp • 545 Colonial Dr., Baton Rouge, LA 70806
225-927-8946 • cmdirector@gsle.org

Applicant:

Thank you for considering spending your summer employed with Girl Scouts Louisiana East!

Once you have completed your application, mail or email the following “Request for Reference” document to **two** professional references (not related to you) that can vouch for your competence in areas ranging from personal integrity to leadership ability. Remember, when asking your references to complete this form, please kindly remind them that it is their responsibility to return the “Request for Reference” document directly to the Program, Resident Camp, & Equestrian Manager. There are two ways to return the document—email, or mail—email is the most efficient.

When both of your “Request for Reference” documents have been received directly from your two references, the employment process shall continue.

Thank you for your cooperation and I look forward to speaking with you soon.

Camp Director
cmdirector@gsle.org
(225) 927-8946

REQUEST FOR REFERENCE

Girl Scouts Louisiana East • Attn: Summer Camp • 545 Colonial Dr., Baton Rouge, LA 70806
225-927-8946 • cmdirector@gsle.org

_____ is applying for the position of _____
at Girl Scouts Louisiana East Resident Camp this summer.

An energetic, positive staff member that demonstrates good judgment and exhibits solid leadership skills is an essential ingredient in providing a good experience for campers. In considering applicants it is vital in the screening process to have as much information as possible. It is important that counselors and others on the camp staff enjoys and understand children, work well with other adults, and has a real love of outdoors living. Please consider each question carefully and answer it honestly and completely. All information is confidential.

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

Thank you for your assistance.

1. In what capacity do you know 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 work-related characteristics and skills, below, is helpful as we consider the applicant. If you do not have first-hand knowledge of the applicant's abilities in any of these areas, please indicate in the appropriate box.

GENERAL ATTRIBUTES	Exceeds Normal Expectations	Meets Normal Expectations	Does Not Meet Normal Expectations	Have Not Seen In Applicant
Health, Energy, Endurance				
Appearance, Speech, Manner				
Personal Integrity				
Emotional Maturity and Stability				
Sense of Responsibility				
Initiative				
Dependability and Promptness				
Sound Judgment / Common Sense				
Leadership Ability				
Willingness to Learn and Try New Things				
Awareness of Children's Needs and Interests				
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 diversity				

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

5. The camping environment calls for continued close living and working with other adults. It is important that the applicant 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. Describe briefly how you feel the applicant would react in an emergency or unusual circumstance:

7. The applicant will be required to assume responsibility and carry out assignments with a minimum of supervision. Based on your knowledge of the applicant, how will he/she accomplish this?

8. What problems might the applicant have as a camp member?

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

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

_____ Below Average _____ Average _____ Above Average _____ Exceptionally Strong

Name (please print) _____ Position _____

Address _____

City _____ State _____ Zip _____

Phone (H) (_____) _____ (W) (_____) _____ (C) (_____) _____

Email: _____

Signature _____ Date _____