



**girl scouts**  
of texas oklahoma plains  
**CAMP STAFF INFORMATION**

Girl Scouts of Texas Oklahoma Plains, Inc. is dedicated to creating a healthy, wholesome environment and a positive example for our campers. In order to fulfill this objective, we need staff who are willing to dedicate themselves to this goal. Our camp staff is chosen with great care!

Salaries are based on position and include room and board. A physical examination is required.

**GENERAL INSTRUCTIONS FOR APPLYING FOR  
A RESIDENT OR DAY CAMP POSITION**

1. Complete the attached form. Please type or print clearly in black or blue ink. Return the completed form to the regional office for the camp you are applying for.

**Stevens Ranch**

Girl Scouts of Texas Oklahoma Plains, Inc.  
4901 Briarhaven Road  
Fort Worth, Texas 76109

**Camp Timberlake**

Girl Scouts of Texas Oklahoma Plains, Inc.  
4901 Briarhaven Road  
Fort Worth, Texas 76109

**Girl Scout Camp Kiwanis**

Girl Scouts of Texas Oklahoma Plains, Inc.  
6011 W. 45th Avenue  
Amarillo, TX 79109

2. Provide three references from persons who have definite knowledge of your qualifications for the position for which you are applying. Please do not use relatives.

When you have selected your references, provide a reference form to each of them, along with a stamped envelope addressed to the camp's regional office address. **PLEASE NOTE:** You should put your name, the position you desire and the name of the Girl Scout camp you are applying with on each reference form.

3. You will be notified as soon as possible of your acceptance or rejection as a camp staff member. The application process will begin when the application and all three (3) reference forms are received at the camps' regional office.

4. If you have any questions about your application, please contact the regional office for the camp that you are applying for:

**Stevens Ranch/Camp Timberlake** – 817-735-5337, Toll-Free 800-582-7272, Fax 817-732-1261

**Girl Scout Camp Kiwanis** – 806-356-0096, Toll-Free 800-687-4475, Fax 806-356-0099

## CAMP STAFF POSITIONS AVAILABLE AT:

**CAMP KIWANIS** – Amarillo, Texas – A beautiful, small, semi-rustic camp located just northwest of Amarillo. Campers and staff enjoy living in stone and wooden cabins with 8 to 32 campers in a unit group. Specialized programs include archery, swimming, ropes/challenge course, and horseback riding. Pre-camp staff training begins June 3, camp closes August 4.

**STEVENS RANCH RESIDENT CAMP** - Glen Rose, Texas – A wooded camp for girls entering 4<sup>th</sup> through 12<sup>th</sup> grades. Campers and staff live separately in units of 12-32 campers. Specialized program includes horseback riding, archery, and photography. Pre-camp training begins June 3; camp closes August 5. Those requiring specialization training will have different report dates.

**CAMP TIMBERLAKE RESIDENT CAMP** - Azle, Texas – A lakefront environment for girls entering 2<sup>nd</sup> through 12<sup>th</sup> grades. Campers and staff live separately in units of 16-24 campers. Facilities include an archery range, boathouse, and swimming pool. Specialized programs include nature, canoeing and challenge course. Pre-camp training begins June 3; camp closes August 5.

### POSITIONS AVAILABLE AND MINIMUM AGE REQUIREMENTS

*Positions vary at different camps. Please refer to Position Listings for more information.*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Unit Leader (18)       | <input type="checkbox"/> Assistant Camp Director (21) | <input type="checkbox"/> Program Specialist (18)            |
| <input type="checkbox"/> Camp Director (21)     | <input type="checkbox"/> Program Director (19)        | <input type="checkbox"/> Health Supervisor (Nurse/EMT) (21) |
| <input type="checkbox"/> Aquatics Director (21) | <input type="checkbox"/> Business Manager (25)        | <input type="checkbox"/> Riding Director (21)               |
| <input type="checkbox"/> Counselor (18)         | <input type="checkbox"/> Kitchen Aide (16)            | <input type="checkbox"/> Assistant Riding Director (18)     |
| <input type="checkbox"/> Barn Staff (18)        | <input type="checkbox"/> Lifeguard (18)               | <input type="checkbox"/> Wrangler (16)                      |
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Girl Scouts of Texas Oklahoma Plains, Inc.

### CAMP STAFF APPLICATION

*Girl Scouts Texas Oklahoma Plains, Inc. is an equal opportunity employer. All applications for employment will be considered without regard to race, religion, color, sex, age, national origin, citizenship, disability or marital status.*

Please print or type and return to:

**Stevens Ranch**

Girl Scouts of Texas Oklahoma Plains, Inc.  
4901 Briarhaven Road  
Fort Worth, Texas 76109

**Camp Timberlake**

Girl Scouts of Texas Oklahoma Plains, Inc.  
4901 Briarhaven Road  
Fort Worth, Texas 76109

**Girl Scout Camp Kiwanis**

Girl Scouts of Texas Oklahoma Plains, Inc..  
6011 W. 45th  
Amarillo, TX 79109

Preferred:  Stevens Ranch (Residential)     Camp Timberlake (Residential)     G.S. Camp Kiwanis (Residential)

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Present Address: \_\_\_\_\_ (street) \_\_\_\_\_ (city) (state) (zip) \_\_\_\_\_ (phone)

Permanent Address: \_\_\_\_\_ (street) \_\_\_\_\_ (city) (state) (zip) \_\_\_\_\_ (phone)

Email: \_\_\_\_\_ Present Occupation or Year in School \_\_\_\_\_

Are you a current member of Girl Scouts of the USA?     yes     no

Do you read \_\_\_\_ speak \_\_\_\_ any language other than English? Which ones? \_\_\_\_\_

DATES AVAILABLE FOR CAMP EMPLOYMENT: FROM \_\_\_\_\_ TO \_\_\_\_\_

How did you learn about our camp staff positions?     referred by a friend     Advertisement

college placement service/camp staff recruitment fair     other \_\_\_\_\_

**POSITION APPLYING FOR:**

1<sup>ST</sup> Choice: \_\_\_\_\_    2<sup>nd</sup> Choice: \_\_\_\_\_    3<sup>rd</sup> Choice: \_\_\_\_\_

## EDUCATION

Name of schools (High School, College, Graduate School)	Year graduated or current grade	Major	Degree/Credits

List major study and specific courses related to position desired: \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

List most recent experience first; include all camp staff experience.

<b>Employer's Name and Address</b>	Position/Major Responsibilities	Dates Employed From                  To	<input type="checkbox"/> Check if we may contact for a reference
	Reason for Leaving	Supervisor's Name	Phone/Email
<b>Employer's Name and Address</b>	Position/Major Responsibilities	Dates Employed From                  To	<input type="checkbox"/> Check if we may contact for a reference
	Reason for Leaving	Supervisor's Name	Phone/Email
<b>Employer's Name and Address</b>	Position/Major Responsibilities	Dates Employed From                  To	<input type="checkbox"/> Check if we may contact for a reference
	Reason for Leaving	Supervisor's Name	Phone/Email
<b>Employer's Name and Address</b>	Position/Major Responsibilities	Dates Employed From                  To	<input type="checkbox"/> Check if we may contact for a reference
	Reason for Leaving	Supervisor's Name	Phone/Email

**AREAS OF INTEREST**

Check areas in which you have: 1. An interest but little experience 2. Experience and can assist in teaching  
3. Training/knowledge and can teach

**Camping Skills**

- Camp Craft 1 2 3
- Primitive Camping 1 2 3
- Outdoor Cooking 1 2 3
- Backpacking 1 2 3
- Firebuilding 1 2 3
- Orienteering 1 2 3

**Nature & Ecology**

- Astronomy 1 2 3
- Geology 1 2 3
- Botany 1 2 3
- Birds 1 2 3
- Insects 1 2 3
- Weather 1 2 3
- Trails 1 2 3
- Environmental Ed. 1 2 3
- O.B.I.S. 1 2 3

**Sports**

- Softball 1 2 3
- Volleyball 1 2 3
- Group Games 1 2 3
- Bicycling 1 2 3
- Fishing 1 2 3
- Horseback 1 2 3
- Archery 1 2 3
- Soccer 1 2 3
- Water Polo 1 2 3

**Dramatics**

- Acting 1 2 3
- Script Writing 1 2 3
- Skits and Stunts 1 2 3

**Other (list)**

\_\_\_\_\_ 1 2 3

**Aquatics**

- Swimming 1 2 3
- Sailing 1 2 3
- Canoeing 1 2 3
- Water Games 1 2 3
- Synch. Swim 1 2 3
- Diving 1 2 3
- Scuba/Snorkel 1 2 3

**Dancing**

- Folk 1 2 3
- Interpretive 1 2 3
- Modern 1 2 3
- Square 1 2 3

**Other (list)**

\_\_\_\_\_ 1 2 3

**Creative Arts**

- Painting 1 2 3
- Leatherwork 1 2 3
- Weaving 1 2 3
- Woodworking 1 2 3
- Photography 1 2 3
- Journalism 1 2 3
- Scrapbooking 1 2 3
- Ceramics 1 2 3
- Collages 1 2 3

**Music**

- Play instrument 1 2 3
- (list)\_\_\_\_\_
- Song Leading 1 2 3

**Other (list)**

\_\_\_\_\_ 1 2 3

**TRAINING AND SKILLS**

Courses taken in Leadership or Skill Development	Agency	Place	Date

**CERTIFICATIONS \***

- Ropes Course \_\_\_\_\_
- ARC Lifeguard Training \_\_\_\_\_
- ARC Waterfront Lifeguarding Module \_\_\_\_\_
- ARC Water Safety Instructor \_\_\_\_\_
- ARC Canoe Instructor \_\_\_\_\_
- ARC Sailing Instructor \_\_\_\_\_
- ARC Basic Canoeing \_\_\_\_\_
- ARC Basic Sailing \_\_\_\_\_
- ARC Basic Kayaking \_\_\_\_\_
- NAA Archery Instructor \_\_\_\_\_
- ACA Outdoor Living Skills \_\_\_\_\_
- CHA Horseback Riding Instructor \_\_\_\_\_

**CERTIFICATIONS \***

- Other \_\_\_\_\_
- ARC First Aider \_\_\_\_\_
- Standard or Multi Media \_\_\_\_\_
- Advanced \_\_\_\_\_
- CPR Level \_\_\_\_\_
- Agency \_\_\_\_\_
- EMT (state) \_\_\_\_\_
- Registered Nurse (state) \_\_\_\_\_
- Licensed Driver \_\_\_\_\_
- DL # \_\_\_\_\_ State \_\_\_\_\_
- Other \_\_\_\_\_

\* Please include copies of your cards.

Have you ever been convicted of a felony or misdemeanor crime -- other than a minor traffic violation? \_\_\_ yes \_\_\_ no  
Have you ever been convicted of a felony or misdemeanor where a child was the victim? \_\_\_yes \_\_\_ no

If yes, please state offense, date and location: (A conviction record will not necessarily be cause for disqualification.) The council will conduct a criminal and sex offender background check on every employee. \_\_\_\_\_

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## ACTIVITIES

Briefly describe community, school or other experiences that will enable you to carry out the responsibilities of the job you are seeking. Also, describe experience in working with children.

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## EXPERIENCE AS A CAMPER/STAFF

Briefly describe any camping experience (group, family, etc.)

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**PERSONAL PHILOSOPHY** . . . if you need additional space, please attach an additional piece of paper.

What specific qualities about yourself do you feel will make you a positive addition to our staff? \_\_\_\_\_

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What personal qualities do you have that make you a positive role model for girls and young women? \_\_\_\_\_

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What are your strengths? \_\_\_\_\_

Where do feel you need improvement? \_\_\_\_\_

What do you feel parents expect of you, in caring for their children? \_\_\_\_\_

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Camp is a community where the people live, play and eat together. As a staff member, you must be willing to totally immerse yourself in this close-knit environment. The demands will be both physical and emotional. In what ways are you prepared for this challenge?

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How do you feel about snakes, bugs, the dark and the heat? \_\_\_\_\_

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The tone you set is important. What are some things that are inappropriate at camp? (i.e. language, attitude, etc.) \_\_\_\_\_

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How can you make sure that each camper under your care feels that she is important? \_\_\_\_\_

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How can you avoid playing favorites? \_\_\_\_\_

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How can you help your campers grow in personality and character so they have high self-esteem? \_\_\_\_\_

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Are there specific age groups you prefer to work with?     6-8             9-11             12-14             15-17

Please give your reasons: \_\_\_\_\_

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Describe some experiences you have had working with children.

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Please use this space for additional comments you would like to make. \_\_\_\_\_

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**REFERENCES**

List the names of three persons (such as former employers, teachers, or religious leaders) **not related to you** to whom you have furnished reference forms. If you have previous experience as a camp staff member, at least one reference should be from a camp director or administrator.

Name	Address / City / State/ Zip	Phone	Position
1.			
2.			
3.			

Do you know of any reason why you would not be able to perform the essential functions of the job position for which you are applying with or without reasonable accommodation?  yes  no  
 If yes, what accommodations might be necessary? \_\_\_\_\_

I understand that this employment application and any other Girl Scout documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment upon proper notice and 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 also understand that I am submitting this application to become a seasonal employee of Girl Scouts of Texas Oklahoma Plains, Inc.

**I certify that my answers to the preceding questions are true and complete and that I have not knowingly withheld any information which 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, a criminal/sexual abuse background check, a physical examination and drug testing. I understand that drug testing is paid for by the council and could be conducted on a periodic basis during the time of employment.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature if applicant is under age of 18

\_\_\_\_\_  
Date