



girl scouts
of texas oklahoma plains
CONFIDENTIAL REFERENCE

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

_____ is applying for the position of _____ at one of our camps.
(name of applicant) (state position)

Please check which camp you are applying for:

- Stevens Ranch Camp Timberlake Girl Scout Camp Kiwanis

To the Person Completing the Reference:

The success of our camping program is dependent upon the selection of a qualified, mature staff. It is important that camp staff enjoy and understand children, work well with other adults and have a real love of outdoor living. Therefore, it is vital that as much information as possible is available to consider applicants. Please consider each question carefully before responding.

To help you complete this form, we look for the following in our staff members:

(Note: Some positions vary at different camps)

Overall All staff members live in an outdoor setting for approximately nine weeks working with girls between the ages of 6 and 17.

Program Staff Equestrian Staff, Aquatics Staff, Unit Counselors, Program Specialists, Junior Counselors, CIT's and WIT's have the direct care and guidance of campers on a 24-hour basis. These staff members need to have an understanding of the campers' needs and interests, the ability to work with children, mature judgment, and emotional maturity.

Supervisory Staff The Health Supervisor, Unit Leaders, Program Director, Aquatics Director, Asst. Camp Director, Camp Director and Business Manager are responsible for the supervision of other staff members, the smooth operation of daily camp activities, and the health and welfare of campers and staff. These individuals must have administrative skills, work with and supervise people effectively, use sound judgment, and be emotionally mature. They also need to have an understanding of campers' needs and interests and the ability to work with children.

Since all references must be received before an applicant can be considered, your immediate attention would be appreciated. We ask you not to return the reference to the applicant, but rather return it directly to the appropriate camp regional office. Please return the completed form to the address above. All references are confidential.

1. In what capacity and how long have you known the applicant?

2. Would you employ this applicant for a position of leadership and responsibility? Yes No
Why or why not?

3. The applicant will be working with girls ages 6 to 17 on a 24 hour-a-day-basis. Describe briefly why you believe the applicant could or could not handle this situation:

4. The camping situation calls for continued close association with other adults -- including co-workers and supervisors. 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?

5. Describe briefly how you feel the applicant would react in an emergency or unusual circumstance:

6. 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?

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

8. Would you entrust the care of your children to the applicant on a 24 hour-a-day basis?

9. If the applicant was employed by you, please complete the following:

Position occupied by applicant _____

Dates employed _____ Reason for termination _____

10. The assessment of the following work-related characteristics & skills is very 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	Expectations				Comments
	Exceeds	Meets	Below	Unknown	
Cooperativeness / Teamwork					
Flexibility					
Sense of Humor					
Health, Energy, Endurance					
Appearance, Speech, Manner, Communication Skills					
Personal Integrity					
Emotional Maturity and Stability					
Sense of Responsibility					
Initiative					
Dependability and Promptness					
Responsible Decision Making					
Leadership Ability					
Willingness to Learn and Adapt					
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 Accept Supervision					
Acceptance of Constructive Criticism					
Positive Attitudes toward persons of other races, nationalities, religions and socio-economic backgrounds					
Resourcefulness					
Self Confidence					

Name (please print) _____

Position: _____

Phone (h) _____ (w) _____

Email: _____

Signature _____

Date: _____