

# BURNAMWOOD

## CAMP AND CONFERENCE CENTER

### SUMMER CAMP COUNSELOR | POSITION DESCRIPTION

#### TERM

Summer camp season as outlined in offer letter.

#### JOB DESCRIPTION

Looking to make an impact? The Summer Camp Counselor assists in providing a joyful and educational experience for campers that will elevate their spiritual growth in relation to the Christian community and enhance their knowledge and stewardship of the natural environment. The Summer Camp Counselor is an incredibly awesome person who can provide a safe environment so campers of variety of ages and personalities have the best week of their summer.

#### QUALIFICATIONS

The Summer Camp Counselor must have:

- Outdoor skills and ability to reach all physical areas of camp facilities and grounds.
- CPR and First Aid Certified (will be trained upon offer, if one does not already possess certification)
- Ability and willingness to take lifeguard certification test (will be trained upon offer, if one does not already possess certification)
- Works well with children and youth
- Self-starter and energetic
- Facilitate small group, worship, and recreation activities
- High School Diploma/GED

#### SUPERVISED BY

Executive Director of Burnamwood, Burnamwood Committee, Mission Co-Directors, Summer Camp Director.

## TASKS

The Burnamwood Summer Camp Counselor will:

- Supervise campers (ages 5-18) in small groups, cabins, and camp recreation and report (per Presbytery of Transylvania Personnel Guidelines) any violation of camp policies, procedures or rules that may affect the safety, health or well being of any camper or staff member.
- Personally adhere to all policies, procedures, rules or covenants of Burnamwood and Presbytery.
- Serve as leaders and mentors to all campers and build positive relationships
- Promote a safe and engaging Christian camp experience
- Assist with the cleanliness of facilities and grounds of Burnamwood Camp and Conference Center in order to ensure safe and clean environment.
- Facilitate summer programming (hikes, worships, games, meals, small groups, and other activities similar in nature)
- Able to reach all parts of Burnamwood.

# APPLICATION FOR EMPLOYMENT

Summer Camp Counselor

BURNAMWOOD CAMP AND CONFERENCE CENTER  
C/O TRANSYLVANIA PRESBYTERY  
PO Box 23580  
Lexington, Kentucky 40523  
(859) 264-8867

Transylvania Presbytery is an equal opportunity employer. Burnamwood Camp and Conference Center is an equal opportunity employer.

## PERSONAL INFORMATION

Name (Last, First, Middle):

Date:

Social Security Number:

Home Address:

City:

State:

Zip:

Home Phone:

Business Phone:

Can you prove your U.S. Citizenship? Circle one:

Yes

No

If not a U.S. Citizen, give Visa No. and Expiration Date:

Position You Are Applying For

Title:

Salary Requirement:

Referred by:

Date You Can Start:

## EDUCATION RECORD

High School (Name, City, State):

Graduation Date:

Business or Technical School (Name, City, State):

Dates Attended:

Degree Earned:

Undergraduate College (Name, City, State):

Dates Attended:

Degree, Major:

Graduate School (Name, City, State):

Dates Attended:

Degree, Subject:

**WORK HISTORY**

**(GIVE INFORMATION ABOUT YOUR LAST 3 JOBS, STARTING WITH THE MOST RECENT)**

1-Employer

Dates Employed:

Address:

City:

State:

Zip:

Phone:

Ending Salary:

Title/Duties:

Manager's Name and Title:

Reason for Leaving:

2-Employer

Dates Employed:

Address:

City:

State:

Zip:

Phone:

Ending Salary:

Title/Duties:

Manager's Name and Title:

Reason for Leaving:

3-Employer

Dates Employed:

Address:

City:

State:

Zip:

Phone:

Ending Salary:

Title/Duties:

Manager's Name and Title:

Reason for Leaving:

**REFERENCES**

1-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

Relationship to You:

2-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

Relationship to You:

3-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

Relationship to You:

**PLEASE READ AND SIGN**

Completion of this application indicates permission to review background with previous employers and references provided on this application or in writing elsewhere. It is understood that a criminal record check will be completed by the Employer.

Signature also indicates that the following statement is true: I have not been convicted of a felony.

Signature:

Date:

## SUMMER STAFF QUESTIONNAIRE

Name:

Sex:

M/F

Email Address:

Please briefly describe your leadership experience (whether volunteer or paid) working with children and youth.

Elementary

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Middle School

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High School

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BURNAMWOOD CAMP AND CONFERENCE CENTER

Briefly describe your experience in camps and/or retreat settings:

Please provide a brief statement of your personal faith:

Identify three of your strengths in leadership:

