

# Briarwood Retreat Center

## Argyle, Texas

### ***2008 Summer Staff Application Package***

Dear Applicant,

Thank you for your interest in joining our ministry team for the 2008 Summer Season. We offer a variety of opportunities for those who have completed High School and participated in the LYLE program or preferably for those who have completed one year of College.

The process for becoming a team member on the staff is fairly simple:

- 1) Complete the attached application, then mail it to Briarwood Retreat Center, Attention: Henry Howe, 670 Copper Canyon Rd., Argyle TX 76226 or FAX it to us at 940-455-2157.
- 2) Arrange to have four reference letters on file with us. One of the reference letters must be from a Pastor or Youth Leader from your church or school. Please place your name at the top of each and give the attached forms to your references, along with a stamped envelope. Have the reference forms mailed directly to us.
- 3) After we receive your application and letters of reference, we will call you to arrange an interview.

#### **Answers to Frequently Asked Questions:**

*How much will I be paid?*

Staff are paid weekly stipends based on camping leadership experience and job responsibility. Please remember that all stipends are in addition to housing, meals, and the experience of a lifetime!

- ! College students earn a base stipend of **\$190.00** per week, plus training, room and board. **Our summer camping season is 9 weeks long, plus you will receive \$32/day for each full training day you attend. Training is MANDATORY. If you are unable to attend all 10 days, excused absences must be pre-approved by the Executive Director. Unexcused absences may disqualify you to be a summer camp counselor. We encourage you to be present for the entire training. Anyone not completing 80% of the required training may not be allowed to serve on the camp staff.**
- ! Each year's additional camp staff experience in a similar job (with any camping organization) will add an additional \$5.00 per week to the base pay, up to an additional \$25.00 per week.
- ! Summer Program Leader and others with additional responsibilities or certifications (water safety instructor [WSI], lifeguard, archery instructor, etc.) earn a larger stipend commensurate with their additional responsibilities.

*What staff positions are available?*

The positions that are available this summer include: Summer Camp Leader; Counselor; Arts & Crafts / Store Manager; Life Guard; Maintenance Assistant; Day Camp Coordinator; and Leadership Training Coordinator.

*When can I work at camp?*

The summer camping season for 2008 begins June 8, 2008 and ends on August 8, 2008. Five weeks will be summer camp and 4 weeks will be day camp. **Additionally, all staff members are REQUIRED to attend the MANDATORY staff training from May 28 through June 6, 2008.** *Please plan to be there the entire 10 days. If you must miss any portion of this training, please contact the Summer Camp Leader for pre-approval to miss any portion of your training.* You will sleep, eat and learn while at Briarwood during your training.

*What is camp life like and where can I work?*

The more input campers have in what they do at camp, the happier they are and the more growth they experience. Thus, staff acts as advisors, facilitators, role models, and mentors to the campers, helping

them plan and execute their week of camp within the camp curriculum and working with them to resolve conflicts as they arise. Each group of 5 to 7 campers has its own counselor and forms a Cabin. Each cabin is grouped with another cabin into larger "villages" of about 14 campers. The village is the basic unit of the summer camping experience. Briarwood offers a traditional style summer camp within a Christ centered program.

*Why should I work at camp this summer?*

Our Counselors tell us that they learn more and grow in their own faith journey, as they have a direct and dramatic affect on the lives of young Christians. If you seek the experience of a lifetime, apply here. Our staff is challenged all summer to grow physically, emotionally, intellectually and spiritually in ways they never thought possible. We want people who want to know what it means to let Christ's love shine through them in service to young people. It will be a summer you will never forget. You'll make life-long friends. You will be rewarded with the thanks and the love of others, and the flow of God's grace.

*What qualifications must I have?*

Briarwood provides a Christian growth and spiritual development program based on a Lutheran prospective. All summer staff persons must have a firm Christian faith to demonstrate to the campers. Management positions require an active membership and participation with an ELCA congregation.

*What is day camp all about?*

Day camp is a unique blend of outdoor ministry and congregational ministry. Young people, kindergarten through fourth grade, may experience a Christian summer program at their church and in their community without being away from home at night. Briarwood's trained summer staff will provide a complete program with Bible study, games, and activities. Briarwood provides the supplies and curriculum. The congregation will bring the resources of your community, volunteer helpers, public relations, and involvement in the program as arranged between the Summer Program Leader and the congregation's coordinator. Day Camp is an evangelical ministry designed to serve church and community youth.

*What dress code and grooming standards are expected of summer staff?*

The summer staff provides a role model for the younger campers. As a Christian camp the staff is expected to model the body as the temple of Christ. Dress and appearance that would be found offensive to parents of campers or the management staff of Briarwood will not be permitted while campers are present.

*Why do I have to have a background check?*

This is a requirement both of the State of Texas and the American Camping Association. We use this as a tool to offer the safest of environments for the children and adults who come to Briarwood.

# About Briarwood

Briarwood Retreat Center is located just 20 minutes north of the Dallas/Fort Worth Airport. It offers 70 acres of Summer Camping Excitement with wide-open fields that allow plenty of room for camp-wide games and miles of hiking trails through densely wooded stands of native oak. Briarwood has a 60,000 Gallon Swimming pool, air-conditioned cabins, a large dining hall, a low-ropes challenge adventure course, archery range, a barnyard, campfire circle, pond, and 7 outdoor Chapels and all of the programs and activities of traditional camps. Be a part of the tradition of Christian camping in North Texas at Briarwood Retreat Center.

## Briarwood 2008 Summer Staff Positions

### Senior Counselor (1-3 positions)

Applicants should have camping leadership experience, strong leadership skills, and must be at least 21 years of age. This person reports to the Executive Director, directs the summer camping program and supervises counseling and support staff. This position requires a lot of planning prior to the summer, so apply today! Prior experience in a Lutheran or other Christian Outdoor Ministry program is required.

### Day Camp Coordinator (2-3 positions)

Persons applying for this position will report to the Summer Program Leader and should have some Day Camping experience, and must be at least 21 years of age. The Day Camp Coordinator is responsible for the care and well being of four counselors while on the road, working closely with an adult volunteer coordinator, and teaching arts and crafts. This person will be working with children aged 5 to 12. This position requires most leadership duties during the second half of the summer only. A safe driving record is required and a copy of your driver's record is required for persons selected for this position. Driving experience with a maxi-van is desired but not required.

### Lutheran Youth Leadership Experience Coordinator (2 positions) (LYLE Coordinator)

This staff person will report to the Summer Program Leader and works with older high school students in our Lutheran Youth Leadership Experience (LYLE) programs. This person oversees overnight camping experiences, training, Bible studies, and LYLE participation in camp life. Camping leadership experience **with Briarwood or a Lutheran Outdoor Ministry site** is required, as are strong leadership skills. LYLE coordinators must be at least 21 years of age.

### Counselor (12-16 positions)

Counselors will report to the Summer Program Leader and have the most individual contact with the campers, living in cabins with 6 to 10 campers to help them with all camp activities. Counselors will work closely with other staff to help each camper grow, mature and fully participate in the camp experience. Counselors would preferably be at least 18 years old and have graduated from High School or equivalent. If you play guitar or would like to learn, that is a definite plus!

### Arts & Crafts / Store Manager / Photographer (1 position)

The arts & crafts / store manager will report to the Summer Program Leader and is responsible for teaching arts & crafts, keeping inventory of arts & crafts supplies, and the operation of the camp store including sales, inventory control, marketing, recommending purchases, and store cleanliness, as well as roaming the camp and taking pictures. This position can be as exciting as you would like, and requires some early preparing so apply today!

### Lifeguard (2-3 positions)

The Lifeguards will report to the Summer Program Leader and ensure proper maintenance of the pool. Waterfront personnel must be mature, responsible persons and possess American Red Cross Life Guard and CPR certification or equivalents. This position can be full time or part time depending on what you would like to do. The lifeguard manager must be at least 21 years of age and have had prior life guarding experience.

### Maintenance Assistant (1 position)

The maintenance assistant must be at least 16 years of age and have a valid driver's license. This person will be working directly with the camp manager and the summer program director for the maintenance needs of the camp. The applicant should be enthusiastic, work well with children, and have good work habits.

*Acceptance and participation in our programs are the same for everyone without regard to race, color, age, sex, physical or mental limitations, or national origin.*

# 2008 Briarwood Summer Staff Application Form

Mail or Fax completed application to: Briarwood Retreat Center, 670 Copper Canyon Road, Argyle, TX 76226  
Phone 800-441-0016 ! FAX 940-455-2157

### Personal Information

*(If you would like to include a current photograph of yourself please do so.  
This is optional but will help us put a face with a name; Thanks!)*

Applicant's Name: _____	E-mail address: _____
Name of College attended: _____	Cell Phone: _____
College Address: _____	College Phone: _____
City: _____	State: _____ Zip: _____
Social Security #: _____	DL#: _____ State: _____
Parents' Name(s): _____	Date Of Birth: _____
Home Address: _____	Home Phone: _____
City: _____	State: _____ Zip: _____
How old will you be on June 1, 2008? _____	Check one: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home Church: _____	City: _____
Pastor: _____	Church Phone: _____

**Positions Desired (Please rank in order of preference.)**

1. _____	3. _____
2. _____	4. _____

**Please list any dates you must miss this summer for weddings, graduations, etc.:** \_\_\_\_\_

**Educational Background (Level of education completed after this school year) (Please use separate sheet if needed.):**

<u>School Attended</u>	<u>Dates</u>	<u>Major(s)</u>	<u>Degree(s)</u>
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**Previous Work Experience (Please use separate sheet if needed.)**

<u>Employer</u>	<u>Dates</u>	<u>Position/Responsibilities</u>
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**Skills (What are you good at and interested in?)**

Place a "1" by skills in which you hold Certification.  
Place a "2" by skills that you know well enough to teach others.  
Place a "3" by skills that you could do with a group.  
Place a "4" by skills that you are interested in. Leave the rest blank.

<input type="checkbox"/> Bible study	<input type="checkbox"/> Football	<input type="checkbox"/> Life Guard	<input type="checkbox"/> Soccer	<input type="checkbox"/> Camp Crafts
<input type="checkbox"/> Hiking	<input type="checkbox"/> Basketball	<input type="checkbox"/> Arts and Crafts	<input type="checkbox"/> Camping out	<input type="checkbox"/> Devotions
<input type="checkbox"/> Story Telling	<input type="checkbox"/> Archery	<input type="checkbox"/> Challenge Course	<input type="checkbox"/> Indoor Games	<input type="checkbox"/> Guitar
<input type="checkbox"/> Volleyball	<input type="checkbox"/> Field Games	<input type="checkbox"/> Singing	<input type="checkbox"/> Acting & Drama	
<input type="checkbox"/> Nature Studies	<input type="checkbox"/> Outdoor Cooking	<input type="checkbox"/> Office Work	<input type="checkbox"/> Improvising	<input type="checkbox"/> Having Fun!
<input type="checkbox"/> Musical Instrument(s): _____	Other: _____			

**7. Essay Responses (Feel free to use a separate sheet if necessary.)**

A. Why do you want to work with at Briarwood this summer?

B. How would you describe yourself?

C. What strengths would you bring to camp?

D. What do you see as areas where you need additional growth?

E. Please describe your spiritual life and your involvement in the life of your congregation.

F. In what ways might you share your faith with others? This is your primary function as a camp staff member.

**References:**

**List four references here. One must be your pastor or church youth leader; the others may include teachers and work supervisors. Please do not include relatives or college friends/room mates. Give each reference a copy of the Reference Form included with this packet and ask them to mail it directly to us at the Argyle address.**

Pastor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Teacher/Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Teacher/Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Teacher/Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

# Briarwood Pastor or Youth Leader Certification Form

\_\_\_\_\_ is applying for the position of \_\_\_\_\_ at Briarwood Retreat Center, a Christian youth summer camp program. We are looking for mature, responsible people to work with both young people and adults. Our staff needs to live closely with others and be willing to grow spiritually, physically, and emotionally. Thank you for your time and consideration in completing this form. Please make additional comments on the backside of this form.

Applicant's Name: \_\_\_\_\_ is an \_\_\_active \_\_\_inactive \_ associate member of

Congregation Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_

Phone: \_\_\_\_\_

**Please rate the following:**

	Poor	Fair	Good	Excellent	Superior
A. Reliability	1	2	3	4	5
B. Honesty	1	2	3	4	5
C. Hard Worker	1	2	3	4	5
D. "Team" Player	1	2	3	4	5
E. Flexibility	1	2	3	4	5
F. Emotionally Stability	1	2	3	4	5

**Please complete the following:**

- A. How well and in what capacity do you know the applicant?
  
- B. Please comment on the applicant's ability to work well with others.
  
- C. Please comment on the applicant's self-initiative and creativity.
  
- D. Please comment on the applicant's level of maturity and responsibility.
  
- E. Please comment on the applicant as a person of Christian faith.
  
- F. Are there any areas of concern you might have for this person as they work with young people this summer?

I would recommend this individual for the position being applied for.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

**Please return this form promptly to:**

Briarwood Retreat Center, 670 Copper Canyon Road, Argyle, TX 76226 ! Phone: (800) 441-0016 !  
FAX: (940) 455-2157

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