



An Outdoor Ministry of the
Presbytery of East Iowa

Thank you for your interest in joining the Camp Wyoming staff this summer! Summer camp is a challenging, rewarding, and exciting experience. While this is a job, and you will do normal job-related things like developing schedules, cleaning, and providing customer service, it is also a ministry. As a part of the ministry at Camp Wyoming, you will care for children, lead activities, songs, and Bible studies, and interact with a community of people that shares, builds up, and strengthens one another. We are looking for individuals who want to join this ministry, share our vision, and serve others. Please take a few minutes to review this packet to educate yourself about Camp Wyoming. You can also find all of these materials online at www.campwyoming.net.

The application packet contains:

- Frequently Asked Questions Sheet
- Position Descriptions and Salary Schedule
- Staff Application
- Background Check Release Form

Please read the following instructions:

1. Complete the enclosed application form, short answer questions, and background check release and email or mail them to Camp Wyoming as soon as possible.
2. Arrange to have three reference forms (separate from this packet) completed and sent to us. *Please note that the forms may **not** be filled out by relatives or peer friends.* Write your name at the top of the reference form before giving the form to your references, and note that their responses need to be emailed or mailed directly to Camp Wyoming.
3. Once we have received your application materials, you will be contacted for an interview.

If you have any further questions, please do not hesitate to contact me at the camp office at (563) 488-3893 or by email at stacie@campwyoming.net. Thank you again for your interest.

Sincerely,

Stacie Hoppman
Director of Programs and Marketing



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Email: office@campwyoming.net Web: www.campwyoming.net



CAMP

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Sacred Space. Growing Faith.

Frequently Asked Questions

What staff positions are available and how much do they pay?

We are looking for qualified individuals to serve as Unit Directors (2), Leaders-in-Training Counselors (2), Cabin Counselors (16), Marketing Intern (1), Kitchen Assistants (2), Arts & Crafts Instructor (1), and Program Assistant (1). See the next page for brief position descriptions and salary schedule.

Where is Camp Wyoming located and what is it like?

Located in the Mississippi River Valley of East Central Iowa, Camp Wyoming sits on 400 acres within a larger hardwood forest area. Bear Creek meanders through the site; Frog Pond is a watering hole for deer, turkeys, raccoons, and other wildlife and is used for water activities such as kayaking and canoeing. The Swinging Bridge, steep bluffs, and caves add excitement to this special place. Facilities include cabins, lodges, tree houses, platform tents, a campground, and a large central dining hall where meals are served family-style. Camp Wyoming also has lots of hiking trails and a swimming pool. Camp is located just four miles outside of Wyoming, Iowa in Jones County, Iowa.

What are the dates of employment?

Contract dates for staff members are from May 22nd through August 6th with additional options for employment after the end of the summer season in August. Staff receive extended time off in the middle of the summer from July 2nd to July 9th at 12:00pm.

What is the summer program like?

Camp Wyoming is committed to a Christ-centered summer program that is organized, safe, educational, and fun. The summer includes twelve days of staff training (May 22-June 2), eight weeks of programming, and one week of break/time off. Campers range in age from 5 to 17 years of age, including a specialty camp: TTT (pronounced Tri-T) which is a non-religious camp for underprivileged girls in 4th grade. Counselors work in a variety of large group and small group settings with different age groups. Bible studies, evening discussions, and group building activities are conducted in small groups for all regular camps. Large group activities include campfires, worship, group games, swimming, and evening programs.

Why should I work for Camp Wyoming this summer?

Camp Wyoming works hard to offer an environment that supports the emotional, mental, and spiritual growth of each and every staff member. You will gain experience working with children and youth in a variety of settings, and each week offers you the chance to work with a different age group and co-counselor. Our counselors also serve as activity instructors, meaning you will develop a variety of skill sets and instructional techniques. Staff gain confidence speaking in front of and leading groups. Your own spiritual growth is important to us, and we will encourage you to grow and learn within a supportive community, even as you encourage campers to do the same.

Can I have extended time off during the summer?

It is Camp Wyoming's policy to have the staff work the entire summer with no extended personal leave. Of course, we do recognize that certain circumstances may arise such as family emergencies, college orientation, and weddings. We will work with each staff member on an individual basis when and if the situations occur. Every staff member will have extended time off from July 2nd to July 9th at 12:00pm.



Position Descriptions & Salary Schedule

Unit Directors

We hire two Unit Directors each summer who are responsible for supervising staff in their unit each week, creating food orders and organizing cookouts, running evening programs, evaluating and coaching staff throughout the summer, assisting with homesick and difficult campers, and serving as part of the Leadership Team.

Leadership Development Coordinators (LDC)

We hire two LDCs each summer who are responsible for planning and implementing the Leaders-in-Training curriculum, running our Traveling Day Camp program, providing specialized activity leadership, supporting and training volunteers, and serving as part of the Leadership Team.

Cabin Counselors

We hire sixteen Cabin Counselors who supervise a cabin group of 5-12 campers with a co-counselor. Cabin Counselors are responsible for planning the daily schedule, leading most activities and Bible studies, and participating in evening programs and worships.

Marketing Coordinator

We hire one Marketing Coordinator who is responsible for camp photography and videography, maintaining the daily summer camp blog, updating social media accounts, designing weekly summary videos and newsletters, and assisting with the creation of promotional materials.

Kitchen Assistants

We hire two Kitchen Assistants who are responsible for washing dishes, providing basic food preparation assistance to the cooks, cleaning the kitchen and dining hall, and providing program support in the evenings and during spare time.

Arts & Crafts Instructor

We hire one Arts & Crafts Instructor who is responsible for planning and leading all arts & crafts sessions, maintaining art supply inventory, assisting with photography of all activities, and providing program support in the evenings and during spare time.

Program Assistant

We hire one Program Assistant who is responsible for weekly inventories of all program supplies and equipment, providing administrative and programmatic support, and providing basic cleaning of retreat facilities after group use.

Salary Schedule

Base Salaries (Grade Completed)

Junior in High School	\$1,650
Senior in High School.....	\$1,750
Freshman in College	\$2,050
Sophomore or Junior in College.....	\$2,150
Senior in College	\$2,250
LIT Counselor.....	\$2,450
Unit Directors	\$2,750

Potential Salary Additions

Prior Camp Work Experience	\$100/summer
Lifeguard Certification	\$150
Eligible Driver.....	\$50



Staff Application

Name _____ Gender _____ Date _____

Home Address _____

School Address (if in college) _____

Email _____ Cell Phone _____

Date of Birth (optional) _____ T-Shirt Size S M L XL 2XL 3XL

For which position(s) are you interested in applying?

- Unit Director
 Marketing Coordinator
 Program Assistant
 Leadership Development Coordinator
 Arts & Crafts Instructor
 Kitchen Assistant
 Cabin Counselor

Employment History *Please list your three most recent places of employment*

Position Held	Employer	Dates Employed	Supervisor Name	Employer Location/Phone

Camp History

Dates	Camp Name	Director/Supervisor	Location	Camper or Staff?

Education

	Name of School	Major/Degree	Dates	Graduated?
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Still Enrolled
Community College				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Still Enrolled
College or University				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Still Enrolled
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Still Enrolled

Please describe any specialized training or experience you have gained related to a camp setting.

Please list any training or experience you have gained related to working with children or youth.

Program Skills *Please rate your comfort level in each skill area. Be as honest as possible given your current level of experience.*

	Beginner	Intermediate	Advanced
Canoeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kayaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arts & Crafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swim Lessons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Archery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Living Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list any additional skills you possess that you feel would be beneficial to the camp community.

Certifications

	Certified	Not Certified	Expiration Date	Willing to gain certification?	
Lifeguarding	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Water Safety Instructor (WSI)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
First Aid	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
CPR	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Archery	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please complete the following short answer questions on a double-spaced Word document and submit it with your application materials.

➔ *After looking at our website (www.campwyoming.net), what excites you about working at Camp Wyoming?*

➔ *Briefly describe your personal faith journey and how you wish to grow in Christ this summer.*

➔ *What questions do you have about Camp Wyoming concerning the upcoming summer?*

Do you have any limitations that would prevent you from fulfilling the essential functions - including regular strenuous outdoor activity - of the position for which you are applying?

Yes No If yes, please explain: _____

Camp Wyoming is a dry campus, meaning that no alcohol, tobacco-related products of any kind, or illegal drugs are allowed on the property. Do you feel you can abide by this policy if hired?

Yes No

Do you have any anticipated obligations this summer - such as a wedding, college orientation, family gathering, etc. - that you will require time off in order to attend?

Yes No If yes, please explain: _____

If you are 21 years or older, would you be willing to be a driver? If yes, please list any restrictions that would prevent you from being a responsible driver for camp in the space provided.

Yes No If yes, list any restrictions: _____

I'm younger than 21 _____

Have you ever been convicted of a crime other than a minor traffic offense?

Yes No If yes, please explain: _____

I affirm that all information given herein on this application is true and correct to the best of my knowledge. Furthermore, I authorize Camp Wyoming or its agents to investigate all statements on this application including checks of criminal records, references, and employment, and I do hereby release Camp Wyoming or its agents from liability in connection with the same.

Signature _____ Date _____

Camp Wyoming considers applicants for all positions without regard to race, sex, or the presence of a non-job related handicap. Camp Wyoming does reserve the right to base employment on religious beliefs.



Background Check Release Form

In connection with my service to Camp Wyoming as an employee or volunteer, I understand that investigative criminal background inquiries are to be made on my personal history. This information will, in whole or part, be obtained from CampBackgroundchecks.com, 1200 South Outer Road, Blue Springs, MO 64015, (816) 875-3699. I also understand that you will be requesting information from various federal, state, and other agencies which maintain public and non-public records concerning my past activities.

I authorize, without reservation, any party or agency contacted to furnish the above mentioned information:

_____ / _____ / _____ - _____ - _____
*Applicant Name (Please Print) *Date of Birth Social Security Number*

Driver's License Number State

**Date of birth is being requested in order to obtain accurate retrieval of records.*

Please complete the following information on your residential history over the past five years:

1. _____
 Address *City* *State* *Zip*
 County _____ Dates _____

2. _____
 Address *City* *State* *Zip*
 County _____ Dates _____

3. _____
 Address *City* *State* *Zip*
 County _____ Dates _____

4. _____
 Address *City* *State* *Zip*
 County _____ Dates _____

5. _____
 Address *City* *State* *Zip*
 County _____ Dates _____

Applicant Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

(If applicant is under the age of 18)