



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](http://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 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](mailto:stacie@campwyoming.net). Thank you again for your interest.

Sincerely,

Stacie Hoppman  
Director of Programs and Marketing



9106 42<sup>nd</sup> Avenue, Wyoming, Iowa 52362-7647  
Office: 563-488-3893 Fax: 563-488-3895  
Email: [office@campwyoming.net](mailto:office@campwyoming.net) Web: [www.campwyoming.net](http://www.campwyoming.net)



**CAMP**

**WYOMING**

*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), Leadership Development Coordinators(2), Cabin Counselors (18), Media Intern (1), Arts & Crafts Instructor (1), and Program/Kitchen Assistants (3). 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 20<sup>th</sup> through August 4<sup>th</sup> 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 June 30<sup>th</sup> to July 6<sup>th</sup>.

## **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 20-31), eight weeks of programming, and one week of break/time off. Campers range in age from 5 to 17 years of age, including two weeks of a specialty camp: TTT (pronounced Tri-T) which is a non-religious camp for underprivileged girls in 4<sup>th</sup> 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?**

We are looking for people who want to make a difference this summer. We aren't going to lie, being a camp counselor is incredibly hard work. You are responsible for the care of each of the kids entrusted to you, and that means making sure they eat and shower and brush their teeth and wear socks with their shoes. It means sitting up with them at night when they're scared of the dark. It also means teaching them how to paddle a kayak, catching them when they fall off the trust fall, and answering their questions about Jesus in Bible study. It means making slumgullion over the fire (you're going to love it), dancing to grooveship worship, and singing by candlelight beneath the stars. Being a camp counselor is exhausting and messy and difficult and wonderful and the most rewarding thing you could possibly do with your summer.

## **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 if and when the situations occur. Every staff member will have extended time off from June 30<sup>th</sup> to July 6<sup>th</sup>.



# 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, serving as the LIT counselors, providing specialized activity leadership, supporting and training volunteers, overseeing Activity Hour assignments and sign up, and serving as part of the Leadership Team.

## Cabin Counselors

We hire eighteen 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.

## Media Intern

We hire one Media Intern who is responsible for camp photography and videography, maintaining the daily summer camp blog, updating social media accounts, and designing weekly summary videos and newsletters. This job can be used to fulfill college internship credit and is a paid internship.

## 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/Kitchen Assistants

We hire three Program/Kitchen Assistants who rotate responsibilities. They alternate serving in the kitchen (washing dishes, helping with basic food preparation, and cleaning the dining hall) with serving throughout the program (conducting weekly inventories of supplies, providing administrative support, and cleaning retreat facilities and storage areas).

## Salary Schedule

### Base Salaries (Grade Completed)

Senior in High School.....	\$1,750
Freshman in College .....	\$2,050
Sophomore or Junior in College.....	\$2,150
Senior in College .....	\$2,250
Leadership Development Coordinator.....	\$2,450
Media Intern .....	\$2,500
Unit Directors .....	\$2,750

### Potential Salary Additions

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



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

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

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**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"/>
Bible Study	<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.

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## 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](http://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: \_\_\_\_\_

Do you have any dietary restrictions or food allergies that our kitchen should be aware of?

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:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
*First Name Middle Last \*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)*



# Reference Form

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

The above individual has applied for a seasonal staff or volunteer position at Camp Wyoming, a year summer camp and retreat center located in Jones County, Iowa. The aforementioned individual has supplied your name as a reference and this form will serve as such. We would greatly appreciate your honest and candid feedback of this individual as they will be directly responsible for the day-to-day care of children and youth. The information in this form will remain completely confidential. The candidate cannot continue in the hiring process until this reference form is received, and due to the nature of the work, relatives and peers are disqualified from serving as references.

Please answer each of the questions below to the best of your ability. Feel free to use additional sheets of paper should the need arise. If you have any questions, please do not hesitate to call the camp office at (563) 488-3893 or email [stacie@campwyoming.net](mailto:stacie@campwyoming.net). Thank you for taking the time to complete this reference and in doing so, supporting the success of Camp Wyoming.

Your Name \_\_\_\_\_ Phone \_\_\_\_\_

Job Title/Company \_\_\_\_\_ Email \_\_\_\_\_

Please describe the capacity in which you have known the applicant and for how long.

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If the applicant has worked for you in the past, would you rehire him/her?  Yes  No  N/A

Why or why not? \_\_\_\_\_

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What are the applicant's greatest strengths?

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What are the applicant's greatest growing edges?

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Please describe the applicant's caretaking abilities. Note any personal experiences or observations.

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Would you describe the applicant as a “glass half empty” or “glass half full” kind of person? Why?

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What evidence have you seen of the applicant’s faith in their daily life?

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Has any information ever come to your attention from any source suggesting that the applicant might have ever physically, sexually, or emotionally abused any child or youth?

*If yes, please provide a detailed description on a separate sheet of paper.*

Yes  No

Please rate the applicant in each of the following categories:

<b>Enthusiasm</b>
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor

<b>Personal Motivation</b>
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor

<b>Teamwork</b>
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor

<b>Ability to receive critical feedback</b>
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor

<b>Conflict Management</b>
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor

<b>Responsibility</b>
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor

<b>Moral Standards</b>
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor

<b>Social Skills</b>
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor

I attest that I have answered the above questions as accurately as possible based upon my personal experience with the applicant. Furthermore, I attest that I am not related to the applicant in any way and have no personal stake in whether the applicant is accepted or not.

- I recommend this individual to you in good faith
- I recommend this individual to you with some reservation
- I cannot in good faith recommend this individual to you

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this completed form to:**  
**Camp Wyoming**  
**ATTN: Stacie Hoppman**  
**9106 42<sup>nd</sup> Ave.**  
**Wyoming, IA 52362**  
**You may also email the form to [stacie@campwyoming.net](mailto:stacie@campwyoming.net)**



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