



An Outdoor Ministry of the  
Presbytery of East Iowa

Thank you for your interest in returning to serve on the the Camp Wyoming staff this summer! As you know, summer camp is a challenging, rewarding, and exciting experience. We are glad that you are willing to join us for another summer to share in our vision and serve others in the name of Christ.

Please review and complete the appropriate forms contained in this packet and return them by mail or email to Camp Wyoming.

- Position Descriptions and Salary Schedule
- Staff Application
- Background Check Release Form

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 & 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)



# 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



# Returning Staff Application

Full 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  Media Intern  
 Leadership Development Coordinator  Arts & Crafts Instructor  
 Cabin Counselor  Program/Kitchen Assistant

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

Position Held	Employer	Dates Employed	Supervisor Name	Employer Address/Phone

## 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 list any training or experience you have gained related to working with children or youth since your last summer on staff.

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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

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

- ➔ *What excites you the most about returning for another summer?*
- ➔ *Since you last worked at Camp Wyoming, what have you done to ensure your spiritual growth and strengthen your relationship with Christ?*
- ➔ *If you could change one thing about your past camp experience, what would it be and why?*
- ➔ *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)*