

# MAKEMIE WOODS

## summer camp

*"Camp? One of the most exciting times of your life. You will cry, you will laugh, you will wonder why in the world the good Lord ever sent you here, and then thank Him that He did. God will sneak up on you and handle things in your life that you didn't even know needed fixing. Be prepared to learn from your peers, your peers from other countries, and children half your age; it can give you a new idea about how to live."*

~ former staff member

Thank you for your interest in Summer 2010 at Makemie Woods! We are very excited for the upcoming summer and can't wait to see who God will send us to serve on staff! Exciting activities are being planned for this summer, from traditional camps to rafting and rock climbing. We are so excited for the opportunity to serve even more campers through our ever-growing ministry, and we are excited about the possibility of working with you!

I hope you will visit our website, [www.makwoods.org](http://www.makwoods.org) – it will give you a good idea of who we are and what we do. Makemie Woods (MW) is a camp & conference center owned and operated by the Presbyterian Church, located outside Williamsburg, Virginia. Each summer, we are home to over 400 campers and over 30 college-aged (or older) staff. Summer is our favorite time of the year, and I hope you'll consider joining us in 2010!

So, you've heard about us, seen the website, maybe even talked to us, and now you are ready to apply (or at least check out the application, right?). This letter is accompanied by that very application. Please note, there are some short-answer questions. Please don't feel as though you need to write pages and pages. Write whatever you feel is the right amount to answer the question. Usually a paragraph per question will do just fine. You may mail, fax or email us your completed application. Addresses, both postal and email, and fax number can be found on the application.

Then it's on to the references (which also accompany this letter). You'll need to print three forms and give them out to three different people (read the application for specifics on who and who should not be references). Reference forms must be returned by the individual who filled them out.

We will interview each candidate—in person if possible, and over the phone for those living a significant distance from the camp. If you will be interviewed by phone, please send us a picture of yourself via email or along with your application—it helps us to know the person to whom we are speaking! All interviews will be scheduled once all parts of your application, *including references*, have arrived in the camp office. If you need an earlier interview date than we originally schedule (due to school concerns, having to choose between summer jobs, etc), please let us know as soon as possible so we may accommodate you. Decisions about hiring you are usually made within one week of your interview. If you are offered a job, we appreciate a decision within 48 hours.

Camp is a ton of fun, and also a wonderful opportunity to minister in God's name. The work you do here with kids will be truly life-changing – both for you, and for the campers. Please *prayerfully* consider whether God would have you pursue a summer job at Makemie Woods! Feel free to contact me with any questions. I'm available via email at [sherri@makwoods.org](mailto:sherri@makwoods.org) or at 800.566.1496. I look forward to hearing from you!

Sherri Egerton  
Program Director

## Makemie Woods 2010 Summer Staff Application

Date of Application:	Social Security Number:	Are you at least:	16?    18?    21?
Name:	Drivers License (state and number if applicable):		
Permanent Address:			
			Phone number:
			Email (home):
School Presently Attending:	Major:		
School Mailing Address:			
			Phone number:
			Email (school):
Position(s) for which you are applying:			
Church Membership (Name of Church, denomination, and location):			
How are you active in your church?			

### Previous Camping Experience (continue on separate sheet if needed):

Camper or Staff?	Name of Camp	Location	Number of summers

### Camp Skills:

Rate yourself in **each area**, using the following scale: 4 = certification or extensive training; 3 = able to teach or lead; 2 = comfortable assisting; 1 = little to no experience, but would like to learn; 0 = no experience and no interest

<input type="checkbox"/> outdoor worship <input type="checkbox"/> Bible study <input type="checkbox"/> devotions <input type="checkbox"/> song leading <input type="checkbox"/> supervising youth <input type="checkbox"/> nature crafts <input type="checkbox"/> other crafts	<input type="checkbox"/> game leadership <input type="checkbox"/> acting <input type="checkbox"/> skit night <input type="checkbox"/> stars <input type="checkbox"/> storytelling <input type="checkbox"/> sign language <input type="checkbox"/> orienteering	<input type="checkbox"/> soccer <input type="checkbox"/> volleyball <input type="checkbox"/> basketball <input type="checkbox"/> ropes course <input type="checkbox"/> knot tying <input type="checkbox"/> insects <input type="checkbox"/> reptiles	<input type="checkbox"/> swimming* <input type="checkbox"/> swim lessons <input type="checkbox"/> rowboating <input type="checkbox"/> canoeing <input type="checkbox"/> whitewater rafting <input type="checkbox"/> sailing <input type="checkbox"/> lifeguarding	<input type="checkbox"/> fire starting <input type="checkbox"/> outdoor cooking <input type="checkbox"/> tent camping <input type="checkbox"/> backpacking <input type="checkbox"/> plants <input type="checkbox"/> animals <input type="checkbox"/> other: _____
--	--	--	---	---

\*If you are a strong swimmer, do you have an interest in becoming lifeguard certified? \_\_\_\_

Please comment on any skills listed as "3" or "4" (on first page). Include any certifications that will be current for the entire summer, especially lifeguarding.

**Employment History (continue on separate sheet if needed):**

Employed by:	Position:	Supervisor:	Phone number:	Dates employed:	Left because:

**References:**

List three adults, other than relatives, fellow students, or past/present members of the Makemie Woods staff, who have worked closely with you and have knowledge of your character, experience, and your ability to work with children and/or peers. **One must be a pastor.** If you do not have a current pastor, another adult who can attest to your faith will be acceptable. *It is your responsibility to provide these references with our reference form. Your application is not complete, and will not be considered, without all three references.* \*Applicants who worked at MW in 2009 need only to fill out the following info, but do not need to have reference forms sent in.

1. Name:	Phone number:
Address:	Relationship to you:
2. Name:	Phone number:
Address:	Relationship to you:
3. Name:	Phone number:
Address:	Relationship to you:

**Please answer the following questions on a separate piece of paper. Your answers need not be very long, but should cover the scope of the question.**

**Tough Questions:**

- 1. The Purpose:** One phrase that you will hear over and over again is that "Camp is for the Camper." What does this phrase mean to you? Why do you want to work at Makemie Woods? It is also known that time spent working at Makemie Woods will have an impact on the staff as well. What do you hope to gain by working at Makemie Woods?
- 2. The Kids:\*** It's always easier working with kids when you start a job and everything is fresh; you're full of energy and excited, and the kids respond wonderfully to this. Over time, the job gets tough ... and even though you get new kids each week, the basic camp program is the same and there is danger of falling into a rut. How do you keep yourself motivated and excited? How do you lead great activities and truly invest in the kids week after week?
- 3. The Community:\*** Working here means working very closely with about 30 other people, day after day. A strong community makes it easier for staff members to do a great job and for the kids to have a great summer. We want a staff where everyone feels welcome, accepted, and included by both returning and new staff alike. We also hope people will do their best to address problems and hold each other accountable, instead of resorting to gossip or exclusion. We do our best to empower staff and encourage them to create and maintain this sort of community. How will you handle this responsibility? How will you hold your peers accountable? How can we help you with this responsibility?
- 4. Professionalism:\*** What can help us stand out from other camps is the level of professionalism we demand from our staff. We insist that you have an attitude and approach to your job that is characterized by intelligence, integrity, maturity, and thoughtfulness. We are, however, a camp, where we encourage you to be goofy and silly and have ridiculous amounts of fun. What side do you lean more towards? How will you walk this fine line, making certain to balance both professionalism and fun?
- 5. Solutions:\*** Though we may aspire towards it, MW does not run flawlessly and has problems that need improving.. Every year staff point this out; we in turn continue with our theme of empowerment and encourage them, with our help and support, to find solutions. After all, anyone can complain, but few people can fix. How comfortable will you be in an environment where you may have to work to find solutions that make camp a better place for everyone? Do you have the initiative and the follow through to see a problem and then fix it?

**6. Diversity:** Makemie Woods seeks to minister to a diverse camper population. We also seek and appreciate a diverse staff – a staff that often comes from different colleges, parts of the country, and various Christian perspectives. How will you respond to others (campers and staff) who may have different viewpoints regarding your faith or theirs, as well as those whose opinion of certain issues differ greatly from yours?

**7. Faith Journey:** We expect all of our staff to lead nightly devotions for campers. We do not ask you to lead Bible study, but you should be comfortable in your walk with Christ to share it with others, both through words and through actions. How will you share your faith with your campers? *How would you explain to a 10 year old why it is important and what it means to believe in Jesus?* What do you think makes a Christian camp different from other camps?

*\* Questions marked with an asterisk are borrowed from Camp High Trails “Tough Questions” Application Questionnaire*

**Basic Questions:**

1. How do you like to spend your free time?
2. Please list 5 of your strengths and 5 of your weaknesses.
3. If you could be any animal, which would you chose? Why?
4. *New applicants:* Makemie Woods is a rustic camping facility. Most of our camp sessions sleep in longhouses in the woods which have no electricity or plumbing, but have access to a bath house. (We suggest checking out the website to get more of a picture of what MW looks like.) How do you feel about sleeping and spending most of your time in the outdoors in a facility such as ours?
5. *Returning staff or former campers:* Please tell us your favorite MW memory.

Have you been convicted or are you currently charged with a felony or misdemeanor? If yes, please explain.*
Have you been convicted or are you currently charged with child or spouse abuse, or sexual molestation? If yes, please explain.*
Are you able to perform the essential functions of the position for which you have applied with or without accommodations (refer to position description for a list of essential functions)?
Do you have any health condition (physical or emotional) which might limit your full participation in this demanding job? If yes, please explain.*

\*An answer of “yes” does not automatically disqualify you from consideration. Please explain your situation and circumstances.

The information that I have given is correct to the best of my knowledge. I also understand that the application process will include a thorough check with the references I have given, a background check, and may also include checking with my former employers. I waive my right to review the information disclosed by the references on this form. By applying, I indicate my desire to work at Makemie Woods. Should I accept a position I have been offered, I intend to follow through with my commitment to work at the camp. I understand that any employment or offer of employment can be terminated or withdrawn at any time (with reason). Makemie Woods is an equal opportunity employer.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

PLEASE SEND THIS COMPLETED APPLICATION TO:

Sherri Egerton, Program Director  
PO Box 39  
Barhamsville VA 23011

FAX: 757-566-8803  
E-MAIL: [makwstaff@gmail.com](mailto:makwstaff@gmail.com)  
Phone: 800-566-1496 or 566-1496 (Peninsula region)

# Makemie Woods

## Summer Staff Reference Form

Please return to: Makemie Woods Attn: Sherri Egerton  
P.O. Box 39 Barhamsville, VA 23011  
800.566.1496 Fax: 757.566.8803 [www.makewoods.org](http://www.makewoods.org)  
sherri@makewoods.org

Name of Applicant: \_\_\_\_\_ Applying for position of: \_\_\_\_\_

This person has applied for a summer staff position at Makemie Woods and has selected you as a reference. Makemie Woods is a Presbyterian camp operated by the Presbytery of Eastern Virginia as a means of ministry to campers in all stages of faith development, helping them to grow and develop as Christians and as people. Visiting our website at [www.makewoods.org](http://www.makewoods.org) may give you a better understanding of who we are and may assist you in helping us to decide if this person will be a good fit for our ministry. The applicant has waived the right to see your response, and we appreciate your honest evaluation. Feel free to include a personal note of recommendation if you wish. Please indicate NA for any questions you feel unqualified to answer. Please mail this form to the above address at your earliest convenience. Thank you.

1. How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

2. Would you consider this person for employment? \_\_\_\_\_ If no, why? \_\_\_\_\_

3. Are you recommending the applicant because of what he/she can contribute to our program? \_\_\_\_\_ or because of what we can do for him/her? \_\_\_\_\_ or both? \_\_\_\_\_

4. Please check the box that describes the applicant in the following areas:

Leadership Ability:                       prefers to follow                       makes some effort to lead  
    good ability                                       exceptional ability

Emotional Temperament:                       over-responds emotionally    fairly moody  
    relatively stable                                       balanced and controlled  
    very well balanced in just about any situation

5. How well have you witnessed the applicant working with others for the good of the group?  
 cooperates grudgingly; makes trouble                       limited cooperation; own interest first priority  
 cooperates willingly and actively                                       exceptionally successful in working with others

6. How well does the applicant respond to suggestions or criticism?  
 takes criticism as a personal insult                       listens to suggestions, does not change behavior  
 follows suggestions willingly                                       asks for suggestions to better his/her performance

7. How responsible is the applicant?  
 irresponsible even under supervision                       with constant supervision will do satisfactory job  
 needs detailed instructions, check behind                       carries out activities on own responsibility

8. What are some of the applicant's strong points?

9. What are some of the applicant's weak points?

10. Have you witnessed the applicant in situations in which he/she must make decisions and carry out plans in the absence of authority? Would you be confident the applicant would make sound decisions?

11. In what ways does the applicant need to be nurtured and encouraged to grow?

13. Are there any tendencies or traits which you feel might reduce the effectiveness of the applicant in the position(s) sought? Do you recommend the applicant for the position(s)? Why?

14. Summer camp staff are often in charge of campers away from the direct supervision of the directors. Would you want your own child or teenager placed under the direct charge, influence, and care of the applicant? If not, please explain.

15. Some of our finest staff members possess the following characteristics, while some of our less successful staff members have sorely lacked these characteristics. Please rate the applicant using a scale of 1 to 5 (5 being the highest). Please reserve the "5" rank for no more than 5 characteristics, and only for those you feel truly stand out among others when you think of this individual. If you feel a significant absence of one or more characteristics, please note this as well.

___ maturity	___ moral behavior	___ sensitivity to others
___ good example	___ works well with others	___ able to take & use criticism
___ cooperates with peers	___ respected by peers	___ able to give criticism
___ outgoing	___ optimistic	___ cheerful
___ consistent positive moods	___ conscientious	___ use of good judgment

16. Please provide any additional comments, including noteworthy accomplishments or qualities not yet mentioned that you feel would help us in considering the applicant.

Please check here if you prefer to discuss personally any of the above.

Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Date: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Church (if applicable): \_\_\_\_\_

**Thank you very much for your time and effort—we genuinely appreciate it!**