



2009

933 Friendly Pines Road, Prescott, Arizona 86303

(928) 445-2128 or 1-888-281-CAMP (2267)

E-mail - info@friendlypines.com Web Site - www.friendlypines.com

IMPORTANT: Applicants must read and be in compliance with all information and requirements expressed herein, PRIOR to completing the Application for Employment and Applicant Background Input Form. Total: five pages.

HELLO! WE'RE GLAD TO KNOW OF YOUR INTEREST IN A POSITION ON THE FRIENDLY PINES CAMP 2009 SUMMER STAFF! AS YOU MIGHT SUSPECT, WE RECEIVE A GREAT MANY APPLICATIONS; THEREFORE, WE USE THIS MEANS TO PROVIDE YOU THE DESIRED INFORMATION IN THE QUICKEST FASHION:

WHAT IS FRIENDLY PINES CAMP?

Friendly Pines is a summer camp for boys and girls, ages 6 through 13, of all races, creeds, and nationalities, in the Prescott National Forest, 6 miles southeast of Prescott, Arizona. Elevation 6,300'. Owned and operated by the same family since the 1940's, Friendly Pines is now into its third generation of Browns and Mays.

WHAT ARE THE CAMP DATES?

Counseling staff, unless advised otherwise, arrive at camp on Saturday, May 23rd, any time before 4:00 p.m. The full 2009 season of employment is *Saturday, May 23rd through Thursday, July 30th*. Though staff are paid through July 31st, 2009, most staff will depart no sooner than 5:00 PM on July 30th, with July 31st being the day off for that last week. Detailed 2009 season information:

- (1) A 6-1/2-day training session for "Challenge" staff only--ropes course and climbing (5/17 to 5/23). Challenge staff must arrive before 9:00 a.m. on Sunday, May 17th, and those people will be notified.
- (2) A 5-1/2-day training session for "Riding" staff only--work with Horse Program (5/18 to 5/23). Riding staff must arrive before 9:00 a.m. on Monday, May 18th, and they, too, will be well notified.
- (3) A 6 day training session for all **NEW** summer staff (5/23 to 5/29).
A 5-1/2-day training session for all **RETURNING** summer staff (5/24 to 5/29)
- (4) A special week for children with asthma (All medical staff is provided) - Camp Not-A-Wheeze (5/30 to 6/5).
- (5) A special week for children with diabetes (Again, all medical staff is provided) - Camp AZDA (6/6 to 6/13).
- (6) Two 2-week regular FPC sessions (6/14 to 7/11) and one 2-week, 4-day regular FPC session (7/12 to 7/29). These sessions are for "mainstream" children, ages 6 through 13.
- (7) Closing duties are on Thursday, July 30th. Most staff may plan to depart no sooner than 5:00 PM on July 30th.
- (8) Some staff, in specific fields, may be asked to remain one or more weeks longer for some other special camps (at additional salary). Please discuss this if you are interested.

WHAT ARE THE REQUIREMENTS FOR A COUNSELOR?

Though an immensely rewarding job, being a camp counselor is a physically and psychologically demanding job. Counselors must be physically and mentally fit to adapt to the long days, lack of privacy, and constant needs from campers. Because camping is an important part of the Friendly Pines program, the staff need to periodically cook over an open fire, sleep on the ground, and sacrifice all the conveniences of home or what some may refer to as "civilization" - all done with cheer and a positive, "can-do" approach. Not only must counselors be able to work under these conditions, but they also must retain the essential counselor qualities of patience, kindness, honesty, integrity, emotional stability, maturity of judgment and a desire to work hard. Previous experience with school age children is helpful and desirable, but Friendly Pines believes that it is more important for counselors to have a sincere and unselfish desire to learn about the children entrusted to their care. Though we can't lay claim to the description, it's apt to characterize the prospects of being a camp counselor as **the hardest job you'll ever love**.

Friendly Pines maintains a policy which ensures that campers are supervised 24 hours a day for the duration of their stay. **THE WELL-BEING OF EVERY CAMPER IS PARAMOUNT!** Cabin counselors live with 4 to 8 children, grouped in cabins according to age and grade. These counselors will live and sleep in the cabin, spend "siesta" time with the campers, supervise camper living habits, and guide the campers in their selection of activities. At meal times, two staff members will sit at each table with 10 children. Counselors are involved in those activities where their teaching skills can be best utilized. On occasion, though, counselors may be asked to "assist" in activities in which they are not

particularly experienced. (However, they are not expected to be the Head, but rather they assist and help with supervision.) Counselors also take part in “special days.” outcamping, evening games and activities, square dances, weekly cook-out meals, and so on. We have great confidence in our staff to carry out all duties and responsibilities; however discussion and/or questions are encouraged should special situations arise.

Below are specific job qualifications. Staff members must:

- Be at least 18 years of age.
- Have some college education, preferably one year minimum.
- Be able to provide proof of permission to work in United States.
- Have NO dependents or pets at camp.
- Be free of outside commitments during camp dates.
- Be a non-smoker during dates of employment.*(don't “try to quit” just prior to camp; must be a non-smoker for 6 months).
- Be a non-user of alcohol during dates of employment.*
- Be Drug Free.*
- Be able to walk one mile in twenty minutes over uneven, hilly ground.
- Be able to work length of average camp day, approx. 7 a.m. to 9 p.m. minimum(until 11 p.m. if on night duty).
- Be willing to submit to a professional background check.
- Be willing to submit to a pre-employment drug test and random drug tests.
- Provide a complete and signed Health History Form/Physical, on a timely basis, performed after April 1, 2008.
- Attend weekly, non-denominational inspirational services.
- Attend a weekly, traditional Native-American-themed ceremony to honor and recognize all campers.
- Be able/willing to adapt to a menu that is designed to satisfy the greatest number of tastes and needs.
- Be able to perform the essential functions of the job without unreasonable accommodation.

IMPORTANT:

*** FRIENDLY PINES CAMP IS COMMITTED TO BE A DRUG/ALCOHOL/ SMOKE/TOBACCO-FREE ENVIRONMENT.**

ANY VIOLATIONS OF THIS POLICY WILL NOT BE TOLERATED. DRUG TESTING WILL BE A CONDITION OF EMPLOYMENT.

*** BE AWARE THAT WE MAY VISIT AN APPLICANT’S PERSONAL (AND PUBLIC) SOCIAL NETWORKING SITES AS PART OF OUR HIRING PROCESS.**

GROOMING AND DRESS STANDARDS

It is extremely important that all counselors present themselves in a fashion that assures the campers, their parents, and the public that the Friendly Pines staff is more than competent in the field of caring for children. **Our grooming/dress code requirements for ALL staff include:**

1. Neatly groomed, non-extreme hair styles for all; must be kept out of the face and may not be shaved to the skin. For males: trimmed above the collar, out of the eyes, and no ponytails.
2. No visible tattoos or body piercings. Earrings for females only: small stud-type earrings (maximum two pair) in the lobe only, and not extending below the ear lobe.
3. Simple, but appropriate, clothing. No visible undergarments; no sleeveless, low neckline, bare-shoulder or sheer shirts; no bare tummies; no immodest or drooping shorts/pants. Shorts must be of fingertip length. Modest, one-piece swimsuits, please. Bandanas are not acceptable head-wear for male staff members.

Finger-printing may also be requested as a condition of employment. If you feel you would have any difficulty at all in complying with the above policies and requirements, **please do not apply.**

WHAT ARE THE BENEFITS?

The camp provides all meals, lodging, and a seasonal salary starting at \$2,300.00. Salary increments depend on experience, age, skills, duties and qualifications. For some of the out-of-state students and/or non-Arizona residents, we include a travel allowance in varying amounts starting at \$75.00. Cars aren't required, though staff provide their own transportation to and from camp. For staff who fly into Phoenix Sky Harbor Int'l Airport, we can help arrange transportation from the airport to camp (approx. 95 miles to the north). For days off, camp will gladly arrange a ride to and/or from Prescott for those without cars. Please do not borrow or lend personal vehicles. Staff have one day off per week, and we make an effort to provide counselors with a couple of hours of in-camp free time daily. Accidents occurring at camp, while on assigned duty, are submitted to Workers' Compensation carriers. **ANY OTHER ACCIDENTS OR ILLNESS**

EXPENSES ARE THE RESPONSIBILITY OF THE EMPLOYEE. Staff usually can save nearly their entire salary, with laundry and taxes being the only necessary expenses.

HOW DO I APPLY?

COMPLETE CAREFULLY the enclosed application on ALL 5 pages, sign and date the back, and return it promptly to us, unless advised otherwise. Interviews are not arranged without our having a completed application, so be very certain to give full details of phone and address on references, ***who will be contacted***. If any information is missing or inaccurate, it could delay your being considered. We will arrange an interview, if a suitable position for you may exist.

IMPORTANT - PLEASE NOTE: The background of **ALL** applicants being considered for employment will be extensively checked. This will include, but is not limited to: personal history; past and current employment; driving record; fingerprinting; drug screening and/or other relevant data. The offer of employment at Friendly Pines Camp and continuation of it throughout the agreed period of time is contingent upon receiving and maintaining an unblemished record in every respect.

IN CLOSING...

CAMP COUNSELING IS NOT FOR EVERYONE . . . but for the right type of dedicated young man or woman, it is a rewarding and exhilarating experience. It means long hours while maintaining a cheerful attitude; concern for others above self; hard work; 100% integrity --- and it is sometimes more demanding than we all might wish it to be!! It often asks us to perform on a standard far beyond our own self-expectations . . . and perhaps **that** is its greatest joy, because it brings out our very finest selves if done in the right spirit. Camp counseling is also an adventure in enjoyable group living, a chance to commit oneself to the highest possible standards, and an opportunity to know and love some great little kids and colleagues. If you find the challenge appealing, **THEN FRIENDLY PINES CAMP WOULD LOVE TO HEAR FROM YOU!**

JACK & BEBE BROWN MAY
OWNERS AND SR.DIRECTORS

KEVIN NISSEN
DIRECTOR

STEVIE NISSEN
PROGRAM DIRECTOR



Return to:

FRIENDLY PINES CAMP

933 Friendly Pines Road Prescott, AZ 86303
(928)445-2128 or 1-888-281-CAMP (2267) Fax : (602) 255-0774
E-mail: info@friendlypines.com Web Site: www.friendlypines.com

STAFF APPLICATION FORM

Please answer ALL questions legibly and completely, and SIGN on last page.

AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL BACKGROUND INFORMATION

Position applied for _____ Date _____ Male _____ Female _____ S.S. # _____

Name _____
Last First Middle

Prefer to be called " _____ ." Any other names you have used or been known by: _____

E-mail address _____ Cell Phone(_____
Area

Permanent Address _____ Phone(_____)
Street City State Zip Area

Temporary Address(school) _____ Phone(_____)
Street # City State Zip Area

Until (date) _____ Date/s you'd be available for an interview _____ In AZ? Y/N or _____

Dates available for work: from _____ to _____ Are you entirely unencumbered for this time? Y/N If "NO", explain. _____
With what age campers would you prefer to work? _____

Date of birth: Month _____ Day _____ Year _____ (Required of potential counselors and drivers of vehicles.) Place of birth _____

Are you eligible to work in the U.S.? Y/N If no, please explain. _____ Brothers (ages) _____ Sisters (ages) _____

Marital Status: _____ Ages of children & sex _____

Parent or Next of Kin (Name) _____ Relationship _____

Address _____ Phone(_____)
Street # City State Zip Area

How did you learn of Friendly Pines? _____ If Internet, from which web site? _____

List any friends or relatives employed by Friendly Pines: _____

Primary reasons for seeking a camp position: _____

Having carefully read the job description in the cover letter included with this application, are you able to perform all the essential functions of the job for which you are applying without accommodation? Y/N If NO, use separate sheet to describe the accommodations you would need.

Specific dietary requirements (e.g. allergies, no red meat, vegetarian) _____

Do you use tobacco products in any form? _____

Re: Illegal Substances: See enclosed APPLICANT DRUG TESTING CONSENT AGREEMENT

EDUCATIONAL BACKGROUND

High school attended _____ Location _____ Class of _____ GPA _____

School presently attending _____ Location _____ Class of _____ GPA _____

Credits earned _____ Status as of next fall: (Circle one) Freshman Soph. Jr. Sr. Masters Degree(s) attained _____

Major(s) _____ Minor(s) _____ What is your vocational goal? _____

EMPLOYMENT AND MILITARY EXPERIENCE

List below, present and ALL past employment and volunteer work, beginning with your most recent. Please type or print legibly.
(Please attach separate sheet if needed.)

Name of Company _____ Address _____ City _____ State _____ Zip _____ (____) _____ Phone _____
From ____/____/____ to ____/____/____ Position Held _____ Salary _____ Name of Supervisor _____ Reason for Leaving _____
Duties Performed _____

.....

Name of Company _____ Address _____ City _____ State _____ Zip _____ (____) _____ Phone _____
From ____/____/____ to ____/____/____ Position Held _____ Salary _____ Name of Supervisor _____ Reason for Leaving _____
Duties Performed _____

.....

Name of Company _____ Address _____ City _____ State _____ Zip _____ (____) _____ Phone _____
From ____/____/____ to ____/____/____ Position Held _____ Salary _____ Name of Supervisor _____ Reason for Leaving _____
Duties Performed _____

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Are you presently employed? YES or NO Do we have permission to contact your employer for a reference? YES or NO
If "NO", please explain. _____

Have you ever been arrested, arraigned, or questioned in court? YES or NO If "YES", please explain. _____

Have you ever been questioned, charged, or accused in a situation involving child abuse, molestation, or exploitation? YES or NO
If "YES", please explain. _____

Have you ever been charged, accused, or arrested for DUI or DWI? YES or NO If "YES", explain giving date, details, & outcome. _____

Have you been bonded? YES or NO If "YES", on what jobs? _____

Were you in the U.S. Armed Forces? YES or NO If "YES", what Branch? _____ Dates of duty: From ____/____/____ to ____/____/____

Rank at discharge: _____ Type of discharge: _____ Date of discharge: _____

List duties, including special training: _____

REFERENCES

A minimum of three references is required. Please list three persons who can give a valid indication of your personal standards and moral integrity. All references must be over 21 years of age. Please DO NOT list relatives or peers. PLEASE TYPE OR PRINT LEGIBLY, and complete ALL blanks.

Ms/Mr/Dr. _____ (____) _____ / _____
Name Title or Position & Name of Firm/Inst. Business Phone Number & Ext. Best time to call?
Business Address: Street Number _____ City _____ State _____ Zip _____ (____) _____ / _____
Home Phone Number Best time to call?

.....

Ms/Mr/Dr. _____ (____) _____ / _____
Name Title or Position & Name of Firm/Inst. Business Phone Number & Ext. Best time to call?
Business Address: Street Number _____ City _____ State _____ Zip _____ (____) _____ / _____
Home Phone Number Best time to call?

.....

Ms/Mr/Dr. _____ (____) _____ / _____
Name Title or Position & Name of Firm/Inst. Business Phone Number & Ext. Best time to call?
Business Address: Street Number _____ City _____ State _____ Zip _____ (____) _____ / _____
Home Phone Number Best time to call?

ACTIVITY INFORMATION

In the first of the two columns, rate yourself on a scale of 1 to 3 (one being very experienced, 3 being some experience) those activities listed below, try to be as accurate as possible with your assessment. In the second column, indicate with a check (✓) those activities in which you would most like to teach or assist (usually those which you have the most experience in).

HORSEBACK ACTIVITIES

- _____ Western Riding
- _____ English Riding
- _____ Bareback Riding
- _____ Pony Driving
- _____ Mule Packing
- _____ Vaulting
- _____ (Gymnastics on Horseback)

WATERFRONT ACTIVITIES

- (see additional information below)
- _____ Fishing
 - _____ Canoeing/kayaking
 - _____ Swimming (instructional)
 - _____ Water Skiing

PERFORMING ARTS

- _____ Dance
- _____ Dramatics
- _____ Dramatic Production
- _____ Guitar
- _____ Square or Folk Dancing
- _____ Singing

MISCELLANEOUS SKILLS

- _____ Journalism
 - _____ Newspaper layout/ design
 - _____ Photography
 - _____ Photoshop/ photography software
- What software? _____
- _____ Sign Language
 - _____ Web Site - Building or Maint.
- Prof. experience Y N Personal experience Y N

COOKING/BAKING

- _____ Cooking technique
 - _____ Knowledge and understanding of cooking appliances/electrics
 - _____ Baking
 - _____ Nutritional knowledge(balanced diet etc)
- Years spent cooking? _____

SPORTS AND GAMES

- _____ Rocketry/ Models (building)
 - _____ Basketball
 - _____ Frisbee Golf
 - _____ Group Games
 - _____ Gymnastics/Tumbling
 - _____ Martial Arts
- What type? _____
- Level of proficiency? _____
- _____ Soccer
 - _____ Softball
 - _____ Tennis
 - _____ Track & Field
 - _____ Volleyball

TARGET SPORTS

- _____ Riflery
- _____ NRA or Military Training? Y/N
- _____ Archery
- _____ BB Guns

OUT CAMPING

- _____ Camping Skills
- _____ Hiking/Backpacking
- _____ Outdoor Cooking
- _____ Survival Skills

ROPES COURSE/CLIMBING

- _____ Rock/Mountain Climbing
 - _____ Low ropes/teambuilding act.
 - _____ Initiative/Ropes Course
- Outward Bound/NOLS experience? Yes _____ No _____

NATURE STUDY

- _____ Animal Care
- _____ Animal Life
- _____ Birds
- _____ Conservation/Ecology
- _____ Gardening
- _____ Plants

ARTS AND CRAFTS

- _____ *** CERAMICS***
 - _____ Ceramics
 - _____ Kiln Operations
 - _____ Pottery Wheel
- GENERAL CRAFTS/ CRAFT DEVELOPMENT**
- _____ Drawing
 - _____ Painting
 - _____ Misc. Simple Crafts
 - _____ Nature Crafts
 - _____ Paper Mache
 - _____ Tie-Dye
- *JEWELRY/ METAL/ LEATHER WORK***
- What method are you familiar with?
- _____ Jewelry
 - _____ Leather Work
 - _____ Metal Work
 - _____ Beading
 - _____ Hemp
- *SEWING/ MACHINE/ HAND***
- _____ Sewing with machines
 - _____ Years exp? _____
 - _____ Sewing by hand
 - _____ Stitchery
- Other Crafts _____

If you have other skills, interests, hobbies, or abilities not listed above, but that could be a useful or valuable addition to a camp's program, please indicate.

ADDITIONAL INFORMATION

Have you attended camp(s) as a camper? Y/N Name _____ Location _____ Have you worked as paid or volunteer staff in a camp? Y/N Name _____

Type of camp _____ Location _____ Supervisor's name _____

Driver's License _____ CDL? Y/N If "YES": _____

License #	State	Date of Expiration	License #	State	Date of Expiration

Have you ever had your driver's license revoked or suspended? Y/N Date & Details _____

Safety/First Aid Certification

Basic First Aid? Y/N If "YES": _____ Date of Expiration _____

Advanced 1st Aid? Y/N If "YES": _____ Date of Expiration _____

CPR? Y/N If "YES": _____ Date of Expiration _____

Lifeguard? Y/N If "YES": _____ Date of Expiration _____

W.S.I.? Y/N If "YES": _____ Date of Expiration _____

Wilderness First Aid? Y/N If "YES": _____ Date of Expiration _____

E.M.T. or E.M.S. Training? Y/N If "YES": _____ Date of Expiration _____

Do you have expired certification in any of the above areas? Y/N If "YES", describe: _____

Experience driving wagon teams? Y/N • Boats? Y/N • 12/15-pass. vans? Y/N • Pickup Trucks? Y/N • Trailer? Y/N

Do maintenance work? Y/N • Carpentry? Y/N • Plumbing? Y/N • Electrical? Y/N • Welding? Y/N • Perform auto repairs? Y/N

Can you entertain? Y/N • Sing? Y/N • Act? Y/N • Lead songs? Y/N • Tell stories? Y/N • Organize skits, plays, etc.? Y/N

Can you play the piano? Y/N • Other instruments? Y/N Instrument(s): _____

Manage a swimming pool? Y/N • Speak a foreign language? Y/N Language(s): _____

Additional experiences, skills, and talents _____

Hobbies and special interests _____

A "GOOD COUNSELOR"? IS THAT YOU?

In the space provided below please describe what you believe is a textbook " good counselor". What character traits would they have? How would they interact with the kids? And why do you think you would be a "good counselor"?

****After completing above section, please read and sign below.****

APPLICANT'S STATEMENT

- (A) If employment is offered I agree to produce upon arrival at Camp: identification such as a valid U.S. passport, a driver's license or photographic identification card issued by the state, and a birth certificate, social security card, certificate of U.S. citizenship or verification of my legal right to work in this country. (For U.S. Gov't. I-9 legal requirements.)
- (B) I authorize a thorough investigation of my personal history, all employment records, driving record, personal (public) social networking sites, and any other activities. I agree to cooperate in all such investigations which may also include drug testing and/or fingerprinting. I understand that receiving and maintaining employment is contingent upon my having and maintaining an acceptable record. I release from all liability or responsibility all persons, institutions, corporations, and/or other entities requesting or supplying information. I further authorize any physician, hospital, or other source of medical information to release any information which may be necessary to determine my ability to perform the job for which I am being considered or any future job in the event I am hired.
- (C) The facts set forth in my application for employment are true and complete. I understand that if employed, false statements or omissions on this application shall be considered sufficient cause for dismissal.

Date _____

X _____

Signature of Applicant