

CAMP HORIZON
CONFIDENTIAL STAFF RECOMMENDATION 2008

_____ has applied for a position on the summer staff of Camp Horizon
(Please Print Applicant's Name) working with children as temporary residential staff.

Using the guidelines listed on the attached page, please indicate your overall recommendation level next to the position(s) the applicant has indicated. Please initial your level of recommendation.

[_____]1=Highly Recommend without reservation; [_____]2=Recommend (to the best of my knowledge);
[_____]3=Recommend with reservation (explain); [_____]0=Do not recommend

Applicant's **attendance** to meetings in the last **one year** to the best of your knowledge

Indicate how many weeks per month they attend each meeting (0,1,2,3,4): [] The Lord's Supper [] Youth Meeting
[] Sunday Morning [] Sunday Evening [] Mid-Week Bible Study/ Prayer Meeting [] Special Meetings

Applicant's **participation** in the local fellowship in the last **one year** (mark all that apply)

What role(s) did they take in their local fellowship? [] Sunday School Teacher [] Youth Leader [] Helper _____
[] Service (Cleanup, Building/Grounds Maintenance) [] Publicly Participate in Worship [] Visitation/Tract Distribution
[] Lead Singing / Play Instrument [] Public Prayer [] Lead Bible Study [] Speak at Youth Meetings [] NONE

Comments:

I understand that the candidate will be working with children in a residential camp. I certify that to my knowledge that the candidate is of good moral character and has not been convicted or under investigation or prosecution for a crime or event involving - domestic violence, child abuse, sexual abuse, or controlled substances and is fit to work with children.

Elder's or Leader's Signature & Date

Name

Address

City State Zip

Telephone Number

Email Address

Length of time you have known the applicant

Elder's or Leader's Signature & Date

Name

Address

City State Zip

Telephone Number

Email Address

Length of time you have known the applicant

Two signatures are required from persons in leadership of the local church where the applicant is in regular attendance. You hereby certify that you know the applicant personally. If both leaders do not agree on a level of recommendation, please copy this form and provide separate recommendations. One of those signing must be designated as the staff member's accountability representative.

NOTICE: This information is for the use of the staff selection committee and is also required by law for individuals working with children. This document is one part of the applicants background check. If you have any reservations at all - please indicate them in writing. The information you provide is **confidential to the limit of law.**

Camp Horizon Staff Recommendation Form

This is required for **First Time Staff** only – unless we request it.

Please mark all that apply. This is to the best of your knowledge. If you cannot answer, just leave it blank.

1. Conscientiousness

- Usually just fulfills the minimum requirements.
- Leaves tasks unfinished
- Does an average job
- Always finishes what is expected
- Goes beyond expectations

2. Social Skills

- Bad terms with most people
- Avoided by most people
- Peaceful terms with most people
- Good terms with most people
- Company is sought out by most people

3. Emotional Maturity

- Frequently childish in behavior
- Anxious and worried often
- Depressed and sad frequently
- Likes to be in control in most situations
- Balanced behavior

4. Anger

- Frequent displays of uncontrollable wrath
- Quick to get angry
- Loses temper from time to time
- Slow to anger
- Never seems to lose self-control

5. Leadership

- Seeks leadership but lacks ability
- Shuns leadership opportunity but has ability
- Has leadership ability (no opportunity)
- Great ability to lead (demonstrated)
- Does not have leadership ability (or interest)

6. Teamwork

- Disruptive influence on others
- Seeks to work alone
- Only able to work with others of a like mind
- Able to work effectively among folks of different opinions
- Effective team player, places team agenda above their own

7. Self Image

- Inferiority complex
- Low self-esteem
- Arrogant. Consistently over-estimates their abilities
- Self-confident
- Truly estimates their own abilities (weaknesses)

8. Sensitivity

- Callous towards the feelings of others
- Slow to sense the feelings of others
- Considerate and thoughtful of the feelings of others
- Usually sensitive to the feelings of others

9. Teachability

- Loves to argue
- Stubborn and highly opinionated
- Open and fair-minded
- Willing to learn
- Eager to learn

10. Commitment

- Quits at the first sign of trouble
- Needs encouragement to continue
- Finishes the task in most cases
- Almost always completes assignments
- Completes projects even in difficult situations

Circle the personality characteristics below that you feel describe the staff applicant.

loving

self-controlled

easily offended

undisciplined

impatient

humble

persistent

cynical

prideful

rude

hot-tempered

discouraging

dissatisfied

highly critical of others

depressed

self-centered

brash

prejudiced

joyful

edgy

easily discouraged

shy

unhealthy dependence on others

peaceful / calm

tactless

unteachable

well-mannered

kind / gentle

frequently stressed out

unhappy

aloof / impersonal

quick to listen to others

slow to wrath / anger

lazy

argumentative

encouraging / supportive

CAMP HORIZON STAFF GUIDELINES

A staff member is anyone who works in any capacity at Camp Horizon: counselor, nurse, cook, maintenance, all-summer staff, director, etc.....

Therefore, a staff member must:

1. be a born again Christian with a clear witness of their salvation.
2. be at least 16 years of age prior to the start of camp or 15 and entering the 11th grade in the fall of that same year (Note: there will be a limited number of non-counselor positions available for those 15 years of age prior to the start of camp or 14 and entering the 10th grade in the fall of that same year).
3. attend a local assembly (church) on a regular basis (not usually just Sunday morning only).
4. be involved in ministries of the local assembly.
5. be recommended by two or more elders or leaders in their assembly (church) to the work at Camp Horizon.
6. apply in writing and receive approval from the Camp Horizon Staff Committee.
7. be showing evidence of the Christian walk (I Timothy 4:12).
8. be committed to serving Christ and sharing Him with others (Romans 1:16).

FOR ALL-SUMMER STAFF AND COLLEGIAN APPLICANTS:

9. be willing to commit to Camp for the entire summer camping season (Training Camp through Junior Two).

Specific guidelines for positions are as follows:

Counselor - This is the spiritual leader in the cabin. This person should be a mature believer able to lead daily devotions, lead a soul to Christ, manage cabin behavior, and have a love for children.

Weekly Program Director - This is the spiritual leader of the camp. This person must be responsible, dependable, and able to handle confrontation and discipline. This person will be responsible for running the week's program.

Nurse / Medic - This person is an R.N., L.P.N. ParaMedic (or possibly an EMT with RN supervision). This person will often be in one-on-one talks with campers. He/she should have a love for children and an ability to give good scriptural counsel.

Cook/Asst. Cook - This person will assist in preparing meals and keeping the kitchen area clean. Most of the time he/she has minimal contact with the campers but they do interact with others working in the kitchen. This person must be prepared for long hours in the kitchen.

Maintenance - This is the camp's fix-it person. This person is depended upon to do some preventative maintenance and some crisis maintenance. Interaction with campers and staff is minimal. This person must be prepared for long days.

Boat Driver - This person is depended on to do much of the boat driving chores. Patience is a must and a love for children is necessary. This person will often be in one-on-one talks with campers and staff. He/she should have an ability to give good scriptural counsel.

Collegians & All-Summer Staff - The backbone of the summer program. This person is used to fill in as a counselor, program staff, kitchen helper, maintenance helper, asst. cook, and sometimes boat driver. He or she should meet your recommendation for each of the jobs previously listed which he or she may find have to fill.

Junior Staff - We train a few young people (15, or 14 and entering the 10th grade this fall) in the kitchen for up to two weeks. These young people should show some potential of being hard working and dependable. This position requires discipline and endurance. Maturity is desired. He/she will serve under a young adult as kitchen helpers. They will not serve in the cabin as a counselor.

IMPORTANT NOTE / SAVE-YOUR-ENVELOPE MAILING INSTRUCTIONS:

The personality survey page is a tool to help us get to know first-time staff. Otherwise, it is optional unless we specifically ask for it. Use the comments section to limit or expand your recommendation (i.e. - "Kitchen Only" or "No cabin counseling" or "will be a great counselor", etc). Please complete the entire recommendation form and mail it to Camp Horizon. This document is designed to be folded and mailed without an envelope. Standard postage is required. Place small pieces of tape on each open edge.

DO NOT STAPLE

Additional Remarks: