

# Oswegatchie FFA Summer Camp

## 2019 Employment Application

[www.oswegatchie.org](http://www.oswegatchie.org)

In order to safeguard the well-being of youth served, the Oswegatchie Educational Center will investigate the accuracy of data provided in the application process for all applicants before appointment to the camp staff can be made. This investigation may include, but is not limited to, reference checks with past employers, the military, educational institutions, volunteer organizations, civic groups, and law enforcement agencies. All employees will be checked with the NYS Dept. of Social Services Sexual Offender Registry.

**In addition to this application, we require a resume, a list of references w/emails, and your current certifications.**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Best Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Other Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Other Phones: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**How did you learn of this work opportunity?** \_\_\_\_\_

### **Part I- Position and Related Experience**

Check all Positions You Are Applying For:

- \_\_\_ Female Counselor
- \_\_\_ Male Counselor
- \_\_\_ Lifeguard Certified
- \_\_\_ FFA Leadership Training Coordinator
- \_\_\_ Environmental Educator
- \_\_\_ Food Service Director (must have experience)
- \_\_\_ Food Service Assistant
- \_\_\_ Maintenance Assistant
- \_\_\_ Forestry & Firewood Worker
- \_\_\_ Office Assistant / Store Manager
- \_\_\_ Equine Director (21 or older preferred)
- \_\_\_ Ropes Course Staff (must have experience)
- \_\_\_ Water Safety Instructor (21 or older mandatory)
- \_\_\_ Health Director (MD, RN, LPN, EMT, Paramedic)
- \_\_\_ Dishwasher

Do you possess any **Certifications** useful for Summer Camp?

Photocopy any Certification Cards and add them to this application. This should include driver's license. List the certifications here. Staff will want to get a First Aid & CPR cert before employment begins. This affects what you can do at camp.

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<http://www.oswegatchiecamp.com/employment.html>

What makes you want to spend a summer at Oswegatchie? \_\_\_\_\_

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Besides the ability to work with teenagers, what skills do you have that would make you an asset to have at Oswegatchie?

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Physical work is a major part of the Oswegatchie work experience. What do you do throughout the year that maintains or improves your physical health? (sports, hobbies, & work?) \_\_\_\_\_

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Do you have any physical condition that may limit your ability to perform work or duties? If Yes, Explain?

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For what events or programs, have you been at Oswegatchie for in the past? \_\_\_\_\_

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**Counselor Specific Questions** Oswegatchie offers different programs to its campers. Check the areas in which you have experience and are interested in instructing: 4= Skilled, 2= somewhat skilled, 0= No skill

- \_\_\_ Leadership Training
- \_\_\_ Environmental Education
- \_\_\_ Low Ropes / Teambuilding
- \_\_\_ High Ropes / Belaying
- \_\_\_ Flat water Canoe / Kayak
- \_\_\_ Mountain Biking
- \_\_\_ Arts and Crafts
- \_\_\_ Athletics /Competitive Sports
- \_\_\_ Camping
- \_\_\_ Horsemanship
- \_\_\_ Hiking
- \_\_\_ Archery
- \_\_\_ Fishing
- \_\_\_ Skit Planning
- \_\_\_ Stand Up Paddleboards

**Additional Counselor Specific Questions**

Can you ride a mountain bike and guide biking trips? \_\_\_\_\_

Do you swim well? \_\_\_\_\_ Do you hike well? \_\_\_\_\_

Will you be able to help in the water if there was need for instruction while boating or for emergencies? \_\_\_\_\_

Do you have the confidence to manage a group of youth safely through any needed activities? \_\_\_\_\_

What do you think are the 3 most important character traits that you need to be a valuable member of Oswegatchie's Summer Staff, and why?

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Tell us about a time when you volunteered for a project where it took much more time and effort than you expected? What was it? What came of it? What did you learn?

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What does personal responsibility mean to you? \_\_\_\_\_

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How do you define leadership? \_\_\_\_\_

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Do you think leadership is different than management? Why? \_\_\_\_\_

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Have you ever been charged or convicted of a criminal act, including sexual offense? If yes, explain.

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**I affirm that the information provided on this application is true. I understand that the Oswegatchie Educational Center will be checking my references and previous employers, plus my name and information will be checked with the NYS Dept. of Social Services Sex Offender Registry.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

1. **Double check** the application to make sure you have filled it out completely and honestly.
2. Name any computer files being sent via email with your name, year, and what it is. (Ex. 2019 John Doe Lifeguard Cert)
3. Is your resume completed and attached to this application.
4. Did you add a list of references? Include their email when possible.
5. Did you photocopy your drivers license and certifications useful for a summer camp?

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**Please return this application with a copy of your resume postmarked by Monday, February 11<sup>th</sup>, 2019.**

**Oswegatchie Educational Center  
9340 Long Pond Road  
Croghan, NY 13327  
[wwaite@oswegatchie.org](mailto:wwaite@oswegatchie.org)**

## Oswegatchie Staff Applicant Information Sheet

**(DO NOT return this section with your application!)**

The following information has been put together to answer any questions staff may have about summer employment at Oswegatchie. If you have any additional questions, please email [vwaite@oswegatchie.org](mailto:vwaite@oswegatchie.org) or call (315) 346-1222.

- Most counselors will be contracted for a minimum of 7 weeks, with an additional 2 weeks possible. The extra weeks of employment are groups that hire us to run a summer camp or events on their behalf.
- Staff training covers 10 days in the beginning of summer. This timeframe may also include 2 conferences and possibly other groups. The other groups are crucial for covering staff training expenses. We pay for staff training.
- Our clientele is mostly youth in-between the ages of 11 – 18. This age bracket is broken down into smaller brackets for most activities throughout the day. Campsites are also broken down into smaller age brackets and genders.
- A typical week of camp starts on Sundays at 9 AM, and ends Friday at 12 Noon. You will have roughly 45 hours off for a weekend. Other work opportunities are available on weekends in order to make more money.
- Staff training varies for different staff positions. Food service will spend their time organizing and preparing food for whoever is at camp. Maintenance staff will work on the property. Counselors will be learning a wide variety of skills including bikes, boats, ropes, protocol, and leadership.
- Support Staff live in main camp cabins. This is where they will keep their stuff. Most staff will share buildings with another staffer. These buildings are small and rustic. Counseling staff also reside in main camp, but during camping weeks, they stay at campsites. Their main camp cabins are best described as a base of operations or where they keep their stuff.
- Counseling staff are very busy everyday. They stay at campsites at night, and lead activities and workshops during the day. Counselors all get a 1.5 to 2 hour block off each day.
- Support staff only takes evening off after the campers and counselors go back to campsites at night. They are not scheduled time off during the day.
- Food Service staff is only scheduled for food service tasks, unless they are receiving additional pay for tasks like life guarding. They start early in the mornings, but get time throughout the day. Food staff may need to work into evenings in order to prep food for upcoming meals.
- Staff should bring a wide variety of clothing for a summer. A wide variety of clothing is important for warm and cold weather, outdoor chores, athletics, and rain. You can bring other personal effects to camp such as bikes, books, movies, and electronics. Oswegatchie takes no responsibility for personal electronic equipment.
- No matter what your summer position would be at camp, we are a community that often needs help in a variety of areas to make camp run smoothly. Be prepared to pitch in on tasks as the need arises. This could be supervising a campsite for a sick counselor, doing dishes, mopping floors, or hauling wood.
- The camp program repeats itself over the summer, this often leads to fatigue. Help yourself by getting rest when needed and bring excitement to each activity that you do. It may be your 100<sup>th</sup> time kayaking, but it may be the campers 1<sup>st</sup>.
- Summer camp is a marathon and not a sprint. You need to be just as good on the last day as you were the first.
- In 2019 and 2020, Oswegatchie is undergoing a major renovation to the main camp footprint. Growth and changes are expected and are being planned for now. Management hopes all details will be thought out, but problems may arise. Be prepared for the unexpected.