



Dear Potential Summer Staff Member,

Thank you for your interest in working at Pathfinder Ranch. Pathfinder Ranch is looking for dedicated and enthusiastic individuals who want to carry on the success our program has offered to many children from Southern California and Nevada. We are looking forward to putting together a strong team for the 2010 summer season.

Pathfinder Ranch is a nonprofit organization affiliated with the Boys and Girls Club of Palm Springs and is governed by a Board of Directors. Pathfinder Ranch is nestled in the foothills of the San Jacinto Mountains at an altitude of 4,500 feet. We are about an hour away from Palm Springs, 2 hours from San Diego, and 2 ½ hours from Los Angeles. The camp itself is situated on 72 acres of Jeffrey Pine forests and Chaparral, with a surrounding area offering thousands of additional acres for hiking and exploration.

Pathfinder Ranch serves children from Boys and Girls Clubs throughout Southern California and Nevada, with ages ranging from 7 – 14 years old. The program is run with an Administrative Staff, Program Specialists, and Cabin Counselors – who all assist in running the overall program as well as their individual area or cabin. Campers and staff participate in classes, meals, evening programs, and all-camp activities.

Working at Pathfinder Ranch can be a truly valuable and memorable experience. You will have the opportunity to affect the lives of children, while providing a safe environment for them to learn, grow, and have fun. You will also gain leadership skills and make new friends from many different places! However, this is *not* your typical 9 to 5 job. Long hours and hard work can make it very challenging and demanding, and it is not for everyone. For those who are willing to give it their all, working at Pathfinder Ranch offers a world of rewards!

If you are responsible, dedicated, enjoy the outdoors, and love working with children from a wide variety of backgrounds, neighborhoods and home lives, then please **fill out and return the enclosed application. If you have a current resume, please feel free to attach. You will need to choose three references whom you authorize to share their knowledge of your work and relevant experiences.** If your qualifications and experiences meet our needs, you will be contacted regarding an interview. If you have any questions, feel free to contact us. We look forward to hearing from you!

Sincerely,

The Summer Camp Team  
(951) 659-2455 x.17  
Email: [summerdirector@pathfinderranch.com](mailto:summerdirector@pathfinderranch.com)  
Website: [www.pathfinderranch.com](http://www.pathfinderranch.com)

**"Nothing you do for children is ever wasted. They seem not to notice us, hovering, averting our eyes, and they seldom offer thanks, but what we do for them is never wasted." -- Garrison Keillor\_**

# So, You Want to Make a Difference in a Child's Life?

We are looking for Summer Camp staff who:



- Establish meaningful relationships with a diverse group of campers
- Participate with enthusiasm throughout long, busy, fun-filled days
- Plan and lead activities in their cabin or at their specialty area
- Cooperate with other staff members and maintain flexibility
- Model camp values of friendship, respect, and trust, and safety

Spending a summer at Pathfinder Ranch will provide you with valuable leadership experience as you collaborate with other staff, teach campers life skills, create new programs, mentor teen leaders, motivate others, and find opportunity for growth in every new challenge.

Join us for the experience of a lifetime, as we change campers' lives!

## Cabin Counselors

*Create relationships with 10 cabin campers by:*

- \*Ensuring campers' safety, health, and happiness during their stay
- \*Connecting with all individuals 1:1 within their first day at camp
- \*Creating a safe and respectful atmosphere among the cabin group
- \*Supervising campers during meals, evening programs, and cabin times
- \*Leading evening Embers discussions

***Within the camp community:***

- \*Assist in two or more activities daily
- \*Assist in overall camp program
- \*Participate in all staff events
- \*Support all members of the staff team

JOB OPPORTUNITIES  
WAITING FOR YOU...

## Program Specialists

*Create relationships with campers at their activity by:*

- \*Ensuring campers' safety, health and happiness
- \*Connecting to all individuals within their first day of activity
- \*Creating a safe and respectful atmosphere among the group
- \*Creating lesson plans and teaching activities within their specialty area

***Within the camp community:***

- \*Assist with cabin coverage
- \*Assist in overall camp program
- \*Participate in all staff events
- \*Support all members of the staff team

## Ad Staff Team

### Counselor Supervisor

- \*Develops individual relationships with all staff members, especially Cabin Counselors
- \*Visits cabin groups weekly and develops individual relationships with campers
- \*Ensures campers safety, health, and happiness during their stay through work with cabin staff

### Specialist Supervisor

- \*Develops individual relationships with all staff members, especially Program Specialists
- \*Visits all activity areas weekly and develops individual relationships with campers
- \*Ensures campers safety, health, and happiness during their stay through work in program areas

### C.I.L.T. Supervisor

- \*Develops individual relationships with all members of Counselors in Leadership Training program
- \*Plans and leads classes for CILT's to learn leadership skills
- \*Manages the camp Trading Post with the assistance of CILT's
- \*Ensures campers safety, health and happiness during their stay

# Summer Camp

## Cabin Counselor & Activity Specialist



### **I understand that as a Summer Camp Staff Member, I need to:**

- Ensure campers' safety, health, and happiness during their stay
- Establish meaningful relationships with a diverse group of campers
- Participate with enthusiasm throughout long, busy, fun-filled days
- Plan and lead activities in my cabin
- Cooperate with other staff members and maintain flexibility
- Model camp values of friendship, respect, and trust, and safety
- Assist in overall camp program
- Participate in all staff events
- Support all members of the staff team
- Enforce camp rules, policies, and behavior management techniques as explained during Staff Training
- Ask for help when needed and help others without being asked
- Accept guidance from Ad Staff and Summer Camp Director
- Get adequate rest and take care of myself so that I am able to maintain high energy levels
- Be in decent physical shape (able to carry 20 pounds, able to hike uneven terrain over a mile)

### **I understand that as a Cabin Counselor, I am responsible for:**

- Connecting with all individuals 1:1 within their first day at camp
- Creating a safe and respectful atmosphere among the cabin group by developing a cabin contract and helping cabin members abide by it
- Helping campers when homesickness, bed-wetting, disagreements, and other issues arise
- Supervising campers during meals, evening programs, and cabin times
- Sleeping in camper cabins up to 5 nights a week
- Leading evening Embers discussions
- Assisting in program activities daily as assigned
- Helping with Evening programs and other all-camp duties as assigned

### **I understand that as a Program Specialist, I am responsible for:**

- Connecting with all individuals 1:1 within their first day at my activity
- Creating a safe and respectful atmosphere among the campers at my activity
- Creating a lesson plan and instructing campers in techniques and safety for my activity
- Maintaining safe areas and equipment and supervising proper use of equipment
- Checking, setting up and taking down equipment daily
- Helping campers when issues arise or they need extra assistance
- Effectively communicating with other staff assigned to my activity and using them as resources
- Supervising campers during meals, evening programs, and cabin times as assigned
- Sleep in camper cabins at least one night per week as assigned by summer camp director
- Helping with Evening programs and other all-camp duties as assigned

### **I also understand that to be employed:**

- I need to be at least 18 years of age
- I need to provide proof of legal ability to work in the U.S.
- I need to have current CPR and First Aid certification (by start of staff training)

**I am available to work from Monday, June 6, 2011 - Saturday, August 13, 2011**

This is not an offer of employment

# Employment Qualifications and Benefits



## All Employees are:

- Are at least 18 years of age
- Are able to provide proof of legal ability to work in the U.S.
- Have current CPR and First Aid certification (by start of staff training)
- **Available to work Monday, June 6, 2011 - Saturday, August 13, 2011**

## Cabin Counselors & Program Specialists: \$1900 for summer camp season \*

- Have documented experience working with children
- Have additional certifications and experience as listed below

### Waterfront Specialist (21 or over)

- Current Lifeguard Certification
- Documented experience in lake/ pool management
- Ability to supervise two lifeguards

### Lifeguards (2 positions)

- Current Lifeguard Certification
- Experience in instructional canoeing

### Lead Rock Climbing Specialist

- Current Wilderness First Aid (or higher)
- Documented training/experience in instructional rock climbing
- Ability to supervise one assistant

### Assistant Rock Climbing Specialist

- Documented training/experience in instructional rock climbing

### Assistant Horseback Riding Specialist

- Training/experience in instructional, western riding

### Archery Specialist

- Documented training/experience in instructional archery

### Explorer's Club Specialist

- Current Wilderness First Aid (or higher)
- Training/experience in extensive hiking and outdoor living skills

### Arts and Crafts Specialist

- Experience in preparing and teaching a wide variety of creative arts and crafts for a camp program

### Team Challenge Specialist

- Documented training/experience in facilitating initiatives and low ropes courses
- Able to lead facilitate our high course (training provided)

## Ad Staff Members: \$2500 for summer camp season \*

- Need to be at least 21 years of age
- Have a valid driver's license and safe driving record
- Have documented experience working with children
- Have documented experience in planning and leading programs and supervising staff
- **Are available to work Wednesday, June 1, 2011- Sunday, August 14, 2011**

## Additional Benefits Include:

All staff members receive (in addition to their salary): room, board, worker's compensation insurance, access to Pathfinder Ranch facilities, time off (a few hours each day, approximately 48 hours each weekend, and the week of July 14<sup>th</sup> off), wonderful co-workers and great kids to work with, and the most memorable summer of your life!

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For more information about Pathfinder Ranch, to request an application packet, or to set up an initial interview, please contact our Summer Camp Director or go to our website:

Telephone: 951-659-2455 x 17  
Email: [summerdirector@pathfinderranch.com](mailto:summerdirector@pathfinderranch.com)  
Website: [www.pathfinderranch.com](http://www.pathfinderranch.com)

FOR OFFICE USE ONLY
Received: _____
Ref Check: _____
Interview: _____
Hold: _____
Contract: _____

# PATHFINDER RANCH SUMMER CAMP



**Pathfinder Ranch**  
35510 Pathfinder Rd. #104  
Mountain Center, CA 92561  
Phone: (951) 659-2455  
Fax: (951) 659-0351

Email: [summercamp@pathfinderranch.com](mailto:summercamp@pathfinderranch.com)

## EMPLOYEE APPLICATION

### PERSONAL INFORMATION

Name:	Position(s) Applied For:	Today's Date:
Social Security #:	Dates Available:	Email:
Current Address:	City/State/Zip	Home Phone:
Permanent Address:	City/State/Zip	Cell Phone:

### EDUCATION

	Name of School	City, State	Major/Minor	Degree
High School				
College				
Graduate School				

### EMPLOYMENT HISTORY

EMPLOYER NAME AND ADDRESS	PHONE	SUPERVISOR	POSITION/TITLE	DUTIES/RESPONSIBILITIES	DATES EMPLOYED	REASON FOR LEAVING

If hired, can you submit verification of your legal right to work in the U.S.?  Yes  No  
 Have you ever been convicted of a crime other than a traffic violation?  Yes  No If YES, please state offense, date and location. (A conviction will not necessarily be cause for disqualification) \_\_\_\_\_

Are you a licensed driver?  Yes  No DL#: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Do you have any physical limitations/health conditions which could restrict your job performance?  Yes  No  
 If YES, please explain. (A yes answer will not necessarily be cause for disqualification) \_\_\_\_\_

As of JUNE 1 will you be:  18 or older  21 or older?

**REFERENCES**

Please list three references that have knowledge of your character, experience, and abilities. Please do NOT use relatives as references. Examples of acceptable references: employers, teachers, youth leaders, etc. The attached reference form should be used in the case of any references difficult to reach via phone.

NAME	ADDRESS	PHONE	POSITION

**CERTIFICATIONS** Please list all current certifications and attach copies (Lifeguard, First Aid, CPR, etc.)

NAME OF CERTIFICATION	CERTIFYING BODY (ex. American Red Cross)	EXPIRATION DATE

**SKILLS INVENTORY**

Please rate your level of experience in the following areas using the following scale:

**1 – No Experience    2 – Some Knowledge    3 – Intermediate Experience    4 – Advanced/Teaching Experience**

PEOPLE	ACTIVITIES		PROGRAM
Counseling	Arts and Crafts	Drama	Camp Administration
Campus Leadership	Leather Work	Swimming	Staff Training
Indoor Recreation	Ceramics	Canoeing	Supervising
Experience working w/children	Native American Lore	Lifeguarding	Evaluating
Story Telling	Archery	Horseback Riding	Camp Programming
Conflict Resolution	Team Sports	Backpacking/Hiking	Evening Programs
Large group activities	Teambuilding Games	Orienteering	Special Events Planning
Campfire Songs/Skits	Low Ropes	OLS/ Survival Skills	Campfire Programs
Dance	High Ropes	Environmental Education	
Music (if so, what?)	Rock Climbing	Nature Center Upkeep	
		Animal Ecology	

**Which areas of the above list are you most interested in?**

**Is there a particular job you are interested in (i.e. Cabin Counselor, Program Specialist, Ad Staff member)?**

**Tell us about yourself:**

**Do you have any previous camp experience?**

**As a Camper?**

**Staff Member?**

**How did you learn about Pathfinder Ranch?**

**Please describe any awards or special recognition you have received at work, school, or as a volunteer:**

**What special skills, interests, or hobbies do you have that would prove beneficial as a summer staff member?**

**Please describe something you've done at work, school, volunteering, or otherwise that you are especially proud of:**

**What is your definition of camp?**

*I certify that all information on this application is true and complete. I understand that falsification or significant omissions of any information may be justification for dismissal if discovered at a later date. I understand that a successful completion of a physical examination and background screening is a condition of employment.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Thank you for your interest in working at Pathfinder Ranch. Please send completed application to:

Pathfinder Ranch  
Attn: Summer Camp Director  
35510 Pathfinder Rd. #104  
Mountain Center, CA 92561

Phone: (951) 659-2455

Fax: (951) 659-0351

Email: [summercamp@pathfinderranch.com](mailto:summercamp@pathfinderranch.com)



# SUMMER CAMP EMPLOYEE RECOMMENDATION FORM

**TO BE COMPLETED BY APPLICANT:**

I, \_\_\_\_\_, authorize \_\_\_\_\_ to release  
(Name of Applicant) (Name of Reference)  
 information relevant to my potential employment at Pathfinder Ranch.

This is a reference request for \_\_\_\_\_ who has applied for employment as a summer camp  
(Name of Applicant)  
 counselor/program specialist for Pathfinder Ranch Summer Camp.

Pathfinder Ranch Summer Camp is a non-profit organization that serves primarily Boys and Girls Club children from a wide variety of backgrounds. Many of our campers are from low-income, inner city neighborhoods, foster care, and/or group homes. Our program is focused towards giving these children a safe, fun environment where they can interact with many others their age in a violence-free atmosphere. Many challenging situations will arise with these children each week, and we need staff members who have the dedication, patience, and motivation to work with these individuals while being a strong role model, teacher, listener, disciplinarian, and friend. A positive attitude, leadership skills, an open mind, a strong work ethic, and a genuine desire to work with these children are vital to success.

This is not a "9 to 5" job. These positions carry long hours and are very challenging, yet more rewarding than one can explain in words. Therefore, selecting successful members of this staff team is a critical job. Your genuine and frank evaluation of this applicant's qualifications are very important to us. Please complete the following form and return it to us at your earliest convenience. We appreciate your time and input. Feel free to contact us if you have any questions or concerns (951) 659-2455. Thank you!

Name of Reference	Job Title	Date
How long have you known the applicant?		
In what capacity?		
If the applicant is a former employee:		
Length of employment: _____		
Reason for termination: _____		
Would you re-employ? _____		
Briefly list some of the applicant's main responsibilities with your organization: _____		
_____		
Would you employ the applicant for a position of responsibility with children? Why or why not?		



PLEASE EVALUATE THE APPLICANT IN THE FOLLOWING AREAS, PLACING AN "X" IN THE APPROPRIATE COLUMN. ALL ADDITIONAL COMMENTS ARE HELPFUL.

	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	UNSATISFACTORY	NOT APPLICABLE	COMMENTS
Responsibility							
Reliability							
Judgment							
Punctuality							
Flexibility							
Initiative							
Honesty							
Maturity							
Respectful of Others							
Acceptance of Supervision							
Acceptance of Critique							
Leadership Skills							
Communication Skills							
Listening Skills							
Teaching Skills							
Enthusiasm							
Patience							
Stress Management							
Organization							
Work Relationships							
Open to Opinions							
Open to diversity							
Positive Attitude							

ADDITIONAL COMMENTS:

Reference Signature: _____	Date: _____
May we contact you for further information? _____	Telephone Number(s): _____ _____
Best time(s) to call (time and days of the week): _____	

*This applicant will not be considered until all recommendation forms have been received. Please return to the address below at your earliest convenience. Thank you again for your cooperation.*

**Pathfinder Ranch**  
 Summer Camp Applicants  
 35510 Pathfinder Rd. #104  
 Mountain Center, CA 92561  
 Phone: (951) 659-2455  
 Fax: (951) 659-0351