



Texas Lions Camp

POST OFFICE BOX 290247 • KERRVILLE, TX • 78029-0247 • OFFICE: (830) 896-8500 • FAX: (830) 896-3666
<http://www.lionscamp.com> • E-MAIL: jhawkins@lionscamp.com

Serving Since 1949

Dear Applicant,

Thank you for your interest in becoming part of the Texas Lions Camp staff! This is your chance to be a part of something bigger and earn some money for school at the same time. Summer camp is just around the corner and we are currently hiring Summer Staff and Volunteers to help us provide a summer experience that over 1500 campers will not soon forget.

Please do not be discouraged by the length of the application process; many items are required to ensure that only those best suited for employment at Texas Lions Camp are chosen. You will need to complete each of the following to be considered for employment or to volunteer (all items are included in your packet):

APPLICATION FOR EMPLOYMENT – Complete and return to camp.

REFERENCE REQUEST CARDS (3) – You will need to print and sign your name on the top of each card prior to having them completed by someone who has known you for at least 2 years. You can mail all three cards back to Camp or you can have the references mail them. Family members may not be used as references and we ask that you choose personal references that are NOT listed as a work reference on your application.

BACKGROUND CHECK AUTHORIZATION FORM – Complete and return to camp.

APPLICATION FOR COPY OF DRIVER RECORD (*Applicants who will be at least 21 by May 31, 2009*)

Texas Residents: Please visit www.txdps.state.tx.us and complete the Driver Record Request for Form 3. When you receive the report, please send it to Camp.

Non-Texas Residents: Please contact your local Department of Public Safety or Bureau of Motor Vehicles to obtain a Driver Record. When you receive the record, mail the results to Camp. If you need assistance, contact the Camp office and we can help you get the correct form.

Once we have received your application, we will contact you by phone or email to set up an interview time.

We are excited that you are interested in working with us for Summer 2009. If you have any questions about the application process, please contact Jamie Hawkins at jhawkins@lionscamp.com or (830) 896-8500, 8:00am – 4:15pm M-F.

Sincerely,

A handwritten signature in black ink that reads "STEVEN C. KING".

Steven C. King
Client Services Director

Enclosures

Summer Staff Application for Employment

Texas Lions Camp • P.O. Box 290247 Kerrville, Texas 78029-0247
 830/896.8500 V/TTY • 830/896.3666 Fax • www.lionscamp.com



Personal

Date of Application _____

Last Name		First Name		Middle	Current Phone
Current Mailing Address		City	State	Zip	Cell Phone
Date Through Which Current Address/Phone are Valid / /					Email Address
Parent/Permanent Address		City	State	Zip	Permanent Phone
Social Security #	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Have you ever previously applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date of Birth	Dates Available		If Yes, list year(s):		
Emergency Contact(s) 1. 2.	Relationship 1. 2.		Emergency Phone(s) 1. 2.		

Education:

Name & Location of School	Years Attended	Course of Study	Degree Granted/Date

Previous Camp Experience (use extra paper as

<input type="checkbox"/> Camper	<input type="checkbox"/> Staff	Where?	# Years:
How did you find out about Texas Lions Camp?			
Please describe your experience with individuals who have disabilities:			

Personal References RELATIVES MAY NOT BE USED AS PERSONAL REFERENCES

List three people who will be completing a reference for you. Personal references should not include those listed on the next page. These three persons should have knowledge of your character, experience, work habits, & abilities. We reserve the right to contact references for further information.

Name	Address City, State Zip	Phone	Relation

Advisory Note: I am advised that an investigative report will be requested for applicable information concerning my character, work habits and abilities, general reputation, and personal characteristics. Such report will be sought through prior employers, personal references, and/or appropriate law enforcement agencies. I release, and agree to hold harmless, cooperating organizations or persons, and Texas Lions League for Children, Inc., from any legal liability arising from such reports.

Please Initial _____

Work History/Experience

List your current and current past work history, paid or volunteer. Attach a separate sheet if necessary.

1	Company Name	Phone ()
	Address	Supervisor
	Job Title	May we contact this employer?
	Employment Dates: From / / To / /	<input type="checkbox"/> Yes <input type="checkbox"/> No (Please Initial)
2	Company Name	Phone ()
	Address	Supervisor
	Job Title	May we contact this employer?
	Employment Dates: From / / To / /	<input type="checkbox"/> Yes <input type="checkbox"/> No (Please Initial)
3	Company Name	Phone ()
	Address	Supervisor
	Job Title	May we contact this employer?
	Employment Dates: From / / To / /	<input type="checkbox"/> Yes <input type="checkbox"/> No (Please Initial)

Child/Youth-Related Experience

If not listed above, please list **ALL** current & past experience, paid or volunteer, that involved children/youth.

Attach a separate sheet if necessary. We reserve the right to contact those listed below for further information.

For example: T-Ball Coach, Scouts, Children's Hospital Volunteer, Babysitting, Church, YMCA, YWCA, School Mentor

1	Organization Name	Phone ()
	Address	Supervisor
	Title/Position	May we contact this reference?
	Dates of Experience: From / / To / /	<input type="checkbox"/> Yes <input type="checkbox"/> No (Please Initial)
2	Organization Name	Phone ()
	Address	Supervisor
	Title/Position	May we contact this reference?
	Dates of Experience: From / / To / /	<input type="checkbox"/> Yes <input type="checkbox"/> No (Please Initial)
3	Organization Name	Phone ()
	Address	Supervisor
	Title/Position	May we contact this reference?
	Dates of Experience: From / / To / /	<input type="checkbox"/> Yes <input type="checkbox"/> No (Please Initial)

Positions Available

We have two types of positions to fill: Bunkhouse Staff and Activity Staff. Please note: the availability of the position depends on the date you submit your application. Please check positions that interest you in the chart below.

BUNKHOUSE POSITIONS		
<input type="checkbox"/> Team Leader – This person is responsible for the staff and campers in their bunkhouse, making sure that everything runs smoothly, and stays organized and motivated.		
<input type="checkbox"/> Rover – This person serves the role of “assistant Team Leader,” floating with the bunkhouse wing where the Team Leader is not.		
<input type="checkbox"/> Wing Leader – This person is responsible for one wing of the bunkhouse, including campers and staff. There is some paperwork involved such as completing evaluations for campers and staff.		
<input type="checkbox"/> Wing Staff – This person is responsible for the well-being and fun of the campers in their wing.		
ACTIVITY POSITIONS		
<input type="checkbox"/> ADVENTURE PROGRAMMING	<input type="checkbox"/> ARCHERY	<input type="checkbox"/> ARTS & CRAFTS
Our ropes/challenge course (AP) is designed to help campers develop problem solving skills & personal initiative. Through group-oriented activities, this program illustrates the importance of teamwork & the value which each individual holds within a group. The program offers a sports complex, shaded outdoor areas, & a ropes course with low & high elements (the high elements course is approx. 25' high).	The Archery program instructs various target procedures and safety precautions that are used in archery. The program provides a shaded shooting range where campers can learn target skills using recurve bows.	The Arts & Crafts program offers campers a chance to explore their creativity while working with fabric, leather, wood, basketry, clay and ceramics. Campers are free to keep their projects and to take them home at the conclusion of their camping session.
<input type="checkbox"/> BARNYARD & GREENTHUMB	<input type="checkbox"/> CENTER STAGE	<input type="checkbox"/> HORSEMANSHIP
BY/GT encourages an appreciation for the ways in which farm animals affect our lives & a chance to experience a working garden & greenhouse. Campers have the opportunity to see, touch, & feed a variety of farm animals. In the garden and greenhouse, campers get to investigate the many uses of fruits, vegetables, herbs and flowers.	CS encourages an appreciation of fine arts by introducing campers to stage techniques that are used in the performance of music, dance, & drama. Activities are presented in a theater setting, complete with a real stage, curtains, and imaginative costuming. Campers can enjoy performing with their peers in a variety of stage productions, including skits, plays, and fashion shows.	The Horsemanship program allows campers the opportunity to learn about horses. In addition to an orientation about horse care and horse behavior, most campers are given the opportunity to ride horseback in a covered arena or on a natural trail.
<input type="checkbox"/> MUSIC	<input type="checkbox"/> NATURE STUDIES	<input type="checkbox"/> PHOTOGRAPHY
The Music program introduces musical activities that teach team building skills and self-esteem. Campers have the chance to participate with others in a group music setting and to enjoy musical instruments ranging from guitars to Latin-American rhythm instruments.	The NS program helps campers investigate their relationship with the natural environment. The program considers concepts such as weather, conservation, natural resources, and natural habitats. Many aspects to NS include a Nature Lab, Log Cabin Classroom and Nature Trail. Opportunities are available for campers to develop skills in camping and animal care, and many will learn about regional Native American & Pioneer history in an authentic Tepee Village.	The Photography program gives campers a chance to learn how a camera works and the process for developing black and white photos. Campers get the opportunity to take pictures of their favorite activities to take home and share with their family and friends.
<input type="checkbox"/> RADIO STATION	<input type="checkbox"/> RECREATION & ATHLETICS	<input type="checkbox"/> WATERFRONT
This program introduces campers to a working radio station! KTLG 1680AM, The Roar of the Lion, features music, staff and camper interviews, talk shows, bedtime stories and more. Campers will learn the steps in producing a radio show; from interviews and music to commercials and closing comments.	R&A provides opportunities for campers to learn a variety of sports and games that are designed for both individual and group play. Camp's large recreation fields accommodate games such as football, softball, kickball, and soccer. The program also gives campers opportunities to use tennis courts, a miniature golf course, and a Sports Complex with indoor courts and a weight room.	Waterfront utilizes games as a teaching tool to help campers learn how to safely have fun in the water. Water can be very therapeutic for children with disabilities, allowing them the opportunity to exercise in a weightless environment using full body movements. Many campers will also have the opportunity to participate in canoeing &/or paddle boating at our sports lake.

Basic Qualifications & Job Functions

Applicants must be 18 years old or older before June 1 of the application year. Applicants must be able to pass a criminal background check. CPR/First Aid Certification and a valid driver's license are required for some employees.

JOB FUNCTIONS:

1. Able to interact with and supervise children in a rustic environment during a 24 hour, 7 day a week period.
2. Able to provide physical care of campers which may include personal hygiene, dressing, showering, and/or using the restroom.
3. Able to provide a wholesome environment in which campers experience success.
4. Able to maintain a positive example in personal life and daily living situations which demonstrates a loving and positive attitude towards campers and others.
5. Able to carry out duties in the Hill Country climate (generally hot and humid).
6. Possess the stamina to implement the camp program and daily activities over an extended period of time.
7. Able to traverse approximately five miles per day over rough, natural terrain while supervising campers.

Can you perform the essential functions of the job for which you have applied, with or without reasonable accommodation?

Yes No

Criminal History

1. Have you ever been convicted of a crime?

Yes No

2. Have you ever been arrested or investigated for, been charged with, or participated in deferred adjudication of a crime involving a minor?

Yes No

3. Are you currently participating in a deferred adjudication program?

Yes No

If you answered **Yes** to any of the above questions, give details: _____

An answer of **Yes** will not automatically disqualify you from employment. The date and nature of the offense, and the position for which you are applying will be considered.

Mission Statement

The primary purpose of Texas Lions Camp shall be to provide, without charge, a camp for children with physical disabilities and diabetes from the State of Texas, regardless of race, religion, or national origin.

Our goal is to create an atmosphere wherein campers will learn the "can do" philosophy and be allowed to achieve maximum personal growth and self-esteem.

Do you agree with our mission statement? Yes No

Signature

I understand that, if hired by Texas Lions Camp, Inc. (hereinafter also referred to as the Camp), I will be expected to represent a positive role model to program participants, especially children, by demonstrating responsibility and good judgment, decorum, politeness, modesty, respect for individuals and property, while refraining from abusive and profane language. I understand that Texas Lions Camp is an alcohol-free and drug-free facility and that possession or use of such products on Texas Lions Camp property will be cause for immediate dismissal. I understand that the use of tobacco products is prohibited until after 10 pm, and that it is then permitted in designated areas only. In addition, I will have the responsibility to support the mission, goals, and objectives of the Camp.

I am advised that an investigative report will be requested for applicable information concerning my character, work habits and abilities, general reputation, and personal characteristics. Such report will be sought through prior employers, personal references, and/or appropriate law enforcement agencies. I release, and agree to hold harmless, cooperating organizations or persons, and Texas Lions Camp, Inc., from any legal liability arising from such reports.

I consent to the Camp taking pictures, audio tapes and/or video tapes of my participation in all Camp programs and activities and the Camp's use of same in camp publications or publicity that is in the interest of the Camp.

I understand that acceptance of an offer of employment does not create a contractual obligation upon Texas Lions Camp, Inc., to continue to employ me in the future and that all employment with the Texas Lions Camp, is at will which means that Texas Lions Camp can terminate the employment relationship at any time with or without cause.

I certify that all information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I have read, understand, and by my signature agree to the terms of these statements.

Signature

Date

REQUEST FOR REFERENCE

Applicant name: I, _____, authorize the release of information to the Texas Lions Camp for the purpose of employment considerations.

(Applicant's Signature)

QUALITIES	Superior	Good	Average	Fair	Poor
<i>Integrity: To conduct oneself according to a sense of what is right and wrong.</i>					
<i>Initiative: To do something because it needs to be done.</i>					
<i>Flexibility: The ability to alter plans when necessary.</i>					
<i>Perseverance: To continue in spite of difficulties.</i>					
<i>Organization: To plan, arrange, and implement in an orderly way.</i>					
<i>Sense of Humor: To laugh and be playful without hurting others.</i>					
<i>Effort: To try one's hardest through difficulties.</i>					
<i>Common Sense: To use good judgment and be reflective.</i>					
<i>Problem-Solving: To seek solutions in difficult situations.</i>					
<i>Responsibility: To respond when appropriate, to be accountable for one's actions.</i>					
<i>Patience: To wait calmly for someone or something.</i>					
<i>Friendship: To make and keep a friend through mutual trust and caring.</i>					
<i>Curiosity: To desire to learn and know about one's world.</i>					
<i>Cooperation: To work together toward a common goal or purpose.</i>					
<i>Caring: To feel concern for others and oneself.</i>					
<i>Maturity: Emotional stability, a balanced outlook.</i>					

Would you feel comfortable with this person caring for your child? _____

How long have you known the applicant? _____ In what capacity? _____

Recommendation: **HIRE** **QUESTIONABLE** **CANNOT RECOMMEND**

Your Name: _____ Position: _____

Phone: _____ Date: _____

Address: _____ City, State, Zip: _____

An expedient reply is requested as the applicant cannot be considered for employment until this form has been completed and returned to the camp office.

Please use the reverse side for additional comments. We appreciate your time!

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Your Name: _____ Position: _____

Phone: _____ Date: _____

Address: _____ City, State, Zip: _____

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Please use the reverse side for additional comments. We appreciate your time!

Background Check Authorization

I hereby authorize TEXAS LIONS CAMP or authorized representatives of the company bearing this release to obtain and release any information pertaining to my background, including any of the services noted below, for employment or volunteer purposes. I hereby fully release, indemnify and discharge my prospective employer or other source providing information from any and all claims, liabilities and/or damages arising out of or relating to any investigation of my background for said purposes.

Name _____ Alias/Other _____
(First, Middle, Last – Print Clearly)

Date of Birth _____ Social Security # _____

(1) Current Address _____

City/State/Zip _____ County/Parish _____

Dates at this Address: From _____ To _____

(2) Previous Address _____

City/State/Zip _____ County/Parish _____

Dates at this Address: From _____ To _____

(3) Previous Address _____

City/State/Zip _____ County/Parish _____

Dates at this Address: From _____ To _____

Applicant Signature _____ Date _____

Witness Signature _____ Date _____