



Outdoor Education Staff Application

4300 Camp Chestnut Ridge Road, Efland, NC 27243

www.campchestnutridge.org • (919) 338-2820 • fax (866) 372-5801



Chestnut Ridge Camp & Retreat Center offers outdoor education programs for students in kindergarten through high school as part of our mission to care for creation and create community for people. Environmental education programs are carefully developed and integrated to meet the goals for science set forth by the NC Department of Public Instruction.

**An experience at Chestnut Ridge is a creative way to meet
NC Standard Course of Study Requirements.**

Chestnut Ridge activities make use of experiential learning -- proven to be the most effective method of education. Activities include those developed uniquely for our site, as well as others from Project WILD, Project WET, Project Learning Tree, NC Catch, and other nationally known environmental education curricula. In addition, Chestnut Ridge offers teambuilding experiences both on and off our low and high ropes courses taught by experienced and gifted facilitators.



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We are glad that you are considering serving on staff at Chestnut Ridge. Our outdoor education staff serve in either environmental education or teambuilding programs and sometimes in both. We look forward to the opportunity to get to know you better through this application. Please complete each section thoroughly.

Date of Application _____

Name _____

Social Security Number (optional): ____ - ____ - ____ Date of Birth: _____

Current Address _____

City _____ State _____ Zip _____

Phone () _____ Email _____

Permanent Address (if different) _____

City _____ State _____ Zip _____

Phone () _____ Email _____

Dates available: From _____ To _____

High School and year of graduation: _____

College and expected or actual year of graduation: _____

Major: _____

T-shirt size for staff t-shirt (check one): Small Medium Large X-Large XX-Large

Camp or Environmental Experience (attach additional page if necessary)

Dates	Center and Director	Job Responsibilities	Camper or Staff?

Other Work Experience (attach additional page if necessary)

Dates	Employer/Supervisor	Address/Phone	Nature of Work

Skills and Interests

I am applying for the position of (check one or both):

Environmental Education Instructor: Our environmental education instructors lead programs that help connect students K-12 with their environment through hands-on activities and programs. Areas of instruction may include, but are not limited to: herpetology, botany, aquatic life, animal habitat, Leave No Trace, herpetology, tree/plant identification, orienteering, geology, bird watching, astronomy, and nature hikes. Excellent opportunity for a biology major, environmental studies major, or anyone with a passion for outdoor education. Training provided. Opportunities for employment are currently part-time.

Challenge Course Facilitator: Challenge course facilitators lead camp-based high adventure activities including the low and high challenge course activities, initiative games, and zipline. Challenge course facilitators should have excellent communication skills, a lot of energy, a strong focus on safety, and aptitude for group dynamics and teambuilding facilitation. Experience in belay systems is a plus. Training will be provided in leading all challenge course activities. Opportunities for employment are currently part-time.

Qualifications for and interest in position:

Certifications

Copies of certifications must be turned in or mailed to the office before you begin work.

CPR, Expires _____ First Aid, Expires _____ Archery Certification
 WFR, Expires _____ WFA, Expires _____ Canoeing Certification
 Lifeguard, Expires _____ WSI, Expires _____ Other _____

Background and References

References: Please provide three references not related to you who have knowledge of your character, experiences, and ability to work with children. Provide them with a reference form and ask them to complete and mail it as soon as possible.

Name	Relationship	Full Address	Phone	Email

Harassment Chestnut Ridge's policy prohibits all forms of harassment by our employees. This includes sexual, racial, religious, and other forms of harassment. Have you ever been accused of harassment of any person including, but not limited to, workplace harassment?

Yes No If yes, please explain:

Criminal Record Have you ever been convicted of a crime, other than a minor traffic offense?

Yes No If yes, please explain:

Employment at Chestnut Ridge assumes your honesty and integrity in the interviewing and hiring process as well as during the period of employment. We desire to ensure the safety and well being of each camper. Therefore, we will check references and run a criminal background check on each applicant. Your signature authorizes investigation of all statements herein, including any checks of criminal records, and releases Camp Chestnut Ridge and all others from liability in connection with same. If employed, you will be an at-will employee. Furthermore, untrue, misleading, or omitted information herein or in any other document completed may result in dismissal, regardless of the time of discovery by the camp.

Signature _____ Date _____



Chestnut Ridge Reference Form

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Camp and Retreat Center

I _____ (applicant name) have applied to work at Chestnut Ridge Camp & Retreat Center in the outdoor education department. My signature below authorizes you to provide Chestnut Ridge Camp & Retreat Center with information about me. I release you, your organization and Chestnut Ridge Camp & Retreat Center from all liability and or damage whatsoever arising there from. All information is held in the strictest confidence. I DO/ DO NOT (circle one) voluntarily waive my right to view this form as long as it is used for its stated purpose.

Applicant Signature: _____ Date: _____

Below this box to be completed by the reference.

How long have you known the applicant and in what capacity? _____

<u>Evaluation</u>	Excellent	Very Good	Good	Fair	N/A
Attitude	—	—	—	—	—
Integrity	—	—	—	—	—
Maturity	—	—	—	—	—
Patience	—	—	—	—	—
Responsibility	—	—	—	—	—
Creativity	—	—	—	—	—
Leadership Ability	—	—	—	—	—
Work Ethic/Habits	—	—	—	—	—
Team Player	—	—	—	—	—
Adaptability	—	—	—	—	—
Relates well to children	—	—	—	—	—
Accepts direction well	—	—	—	—	—

Would you be willing to have your child (or any child you care for) under the direction and guidance of the applicant?

What about the applicant most qualifies him/her for a job as an outdoor educator? _____

Do you know of anything in the applicant's background or character that would keep him/her from working well with youth?

Do you have any knowledge that the applicant would pose a threat to children? _____

Is there anything else you would like to add? _____

Thank you for taking the time to complete this form.

Reference completed by: _____

Signature: _____ Date: _____

Phone: (____) _____ Best time to call: _____

Please mail or fax this form to:

Chestnut Ridge Camp & Retreat Center, 4300 Camp Chestnut Ridge Rd., Efland, NC 27243
 If you have any questions, please contact Rhonda Parker at (919) 338-2820 or at rhonda@campchestnutridge.org.



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