

# Camp Outlook Returning Summer Staff Application 2012



Name: \_\_\_\_\_ Age: \_\_\_\_\_

Gender:      Female      Male

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone:      home: \_\_\_\_\_

work: \_\_\_\_\_

school: \_\_\_\_\_

Previous years with Outlook: \_\_\_\_\_

**FULL-TIME STAFF APPLICATIONS ARE DUE WEDNESDAY, 29<sup>th</sup> FEBRUARY at NOON.  
PART-TIME STAFF APPLICATIONS ARE DUE SUNDAY, 1<sup>st</sup> APRIL at NOON.**

Please email [summer@campoutlook.ca](mailto:summer@campoutlook.ca) as attached documents: (1) a completed application form and (2) a copy of your resume including previous work and volunteer experience and two reference contacts. If you are unable to send these by email, please mail them to Camp Outlook, P.O. Box 811, Kingston ON, K7L 4X6 or fax them to (613)-544-3186. We will contact you to confirm we have received your application and inform you of a possible interview time. Interviews will take place in Kingston, Hamilton and Toronto, though alternative arrangements can be made if you are from out of town (or country).

Having volunteered for the Camp Outlook summer program before, there are two main ways that you might offer to contribute this upcoming summer. The first option is to apply for a full-time returning staff position, in which you will again commit to being a fully engaged member of the Outlook team from June to August. If you are unable to commit your whole summer to Outlook, but still want to help out, you can apply for a part-time staff position in which you will be able to offer your time in a more limited way.

If you have any questions or concerns don't hesitate to email Tim and Zoë at [summer@campoutlook.ca](mailto:summer@campoutlook.ca) or leave a message at (613)-544-6444. Once an Outlooker always an Outlooker, thank you for considering volunteering again!

Zoë Godfrey-Davies and Tim Richardson  
Summer Outlook Directors 2012

If you are applying for a full-time staff position, refer to the first set of questions below. If you are interested in a part-time staff position, please see the second set of questions.

### **Questions for Full-Time Returning Staff Position**

Please answer the following questions to the best of your ability using as much or as little space as you need! Feel free to include any additional information that you feel is relevant.

1. What first-aid, swimming, canoeing, camping, driving, and/or other certifications do you have? Please indicate if they are current or expired.

2. Why do you want to return to Camp Outlook?

3. How do you expect your role as returning staff will differ from your previous year(s)?

4. Being a returning staff can present new opportunities for leadership. In what areas would you be interested in taking a position of increased leadership? (Some examples include leading training sessions, sharing past experiences, demonstrations on staff trip, teaching and innovation within committees, etc...)

5. Do you have any allergies, sensitivities, dietary restrictions, or medical conditions?

6. Do you have a valid drivers licence in Canada? If so, how many years of driving?

7. Do we have permission to contact individuals within the Outlook organization as a reference? Please be aware this will be most likely be directors from your year(s).

Signature (you may type to sign): \_\_\_\_\_

Date: \_\_\_\_\_

## Questions for Part-Time Returning Staff Position

Please answer the following questions to the best of your ability using as much or as little space as you need! Feel free to include any additional information that you feel is relevant.

1. What first-aid, swimming, canoeing, camping, driving, and/or other certifications do you have? Please indicate if they are current or expired.

2. How would you like to contribute to Camp Outlook this summer?

a. Driving the bus?    Yes    No

b. Staff training (leading a session, sharing experiences, songs/games, ...)?    Yes    No

c. Swim tests?    Yes    No

d. Fundraising (events in Kingston, grants, ...)?    Yes    No

e. Office administration (camper recruitment, etc...)?    Yes    No

f. Equipment maintenance?    Yes    No

g. Other? Please elaborate:

3. Are you interested in leading a trip? Those applying for a part-time staff position as a trip leader should be aware that full-time staff will be given priority when determining the tripping schedule.

4. What is your expected availability and location during the summer?

Signature (you may type to sign): \_\_\_\_\_

Date: \_\_\_\_\_