



2022 NEW COUNSELOR APPLICANT INFORMATION

Version 2022.1 | November 30, 2021

IMPORTANT: Applicants must read and be in compliance with all information and requirements expressed herein, PRIOR to completing the Application for Employment and Applicant Background Disclosure Form. (Total: 9 pages.) Friendly Pines Camp is an Equal Opportunity Employer.

Hello! We're glad to know of your interest in a position on the Friendly Pines Camp 2022 Summer Counselor Staff! As you might suspect, we receive a large amount of applications; therefore, we use this means to provide you the desired information in the quickest fashion:

WHAT IS FRIENDLY PINES CAMP?

Friendly Pines Camp (FPC) is a traditional, non-denominational residential summer camp for boys & girls, ages 6 through 14, of all races, creeds, and nationalities, in the Prescott National Forest, 6 miles south of Prescott, Arizona (Elevation 6,300'.) Owned and operated by the same family since the 1940s, Friendly Pines is now into its fourth generation of Browns and Mays. We offer over 30 activities to our campers. We employ a staff of roughly 50 counselors, and a total summer staff of almost 90. Our average session consists of ~200 campers. A typical cabin is grouped by age, and will have anywhere from 4-8 campers per 1-2 counselors. Counselors live in the cabin with their campers and teach campers activities each day. In the evenings, the camp does large group activities, and at least once a session every cabin goes out on an "overnight" campout on the property where they cook and sleep outside.

WHAT ARE THE CAMP DATES?

Counseling staff, unless advised otherwise, are to arrive at camp on Sunday, May 22nd, 2022 by 8:00 AM. Staff are welcome to arrive the day before, but we will not do anything until 8AM on 5/22. **The full 2022 season of employment is Sunday, May 22nd through Sunday, July 23rd.** *We are only able to consider applicants who can commit to the full nine weeks of employment!* Special consideration is given to

applicants able to stay through our extra camp weeks at the end of the summer, and some activity positions are required to stay through one or both of the weeks. If you are unable to work for the full employment period, we encourage you to refrain from applying. However, you are welcome to email info@friendlypines.com if there is only a minor scheduling conflict to see if there are *possible* options to discuss.

HOW DOES TIME OFF WORK?

Staff have a mix of nights and days off; depending on what session we're in, in a two-week period counselors can expect to have 2 nights off (usually 5PM-11PM) and one 24-hour day off (usually 11AM-11AM). In addition, we make an effort to provide counselors with in-camp free time most, but not all, days.

There is some flexibility with the evening-off assignments, but due to the nature of our schedule and program, our full 24-hour days off are set ahead of time; counselors are not able to request their 24-hour day off to be a day other than the one or two dates a session we've already established. Below are the tentative weekends for this summer's 24-hour days off; if you have a commitment that falls on a day that is not listed below or on a weekend between two of the listed dates, you will at the very least either need to reschedule your conflict, or possibly not apply this year:

- Day Off #1: a 14 hour day off sometime during the week of May 29th; evening off on June 3rd for everyone

(the rest of the Days Off are 24-hour days off)

- Day Off #2: the weekend of June 10th; one evening off during the week prior
- Day Off #3: the weekend of June 24th; one evening off per week during the two-week session prior
- Day Off #4: the weekend of July 2nd; one evening off per week during the two-week session prior
- Day Off #5: After Sunday, July 23rd for those staying for the two additional weeks of camp; all other staff dismissed at noon on 7/23 as their final "day off". All will still get one evening off per week during the two-week session prior

DETAILED 2021 SEASON DATES INFORMATION

Monday, May 16 - Friday, May 20	ROPES & RIDING TRAINING: A 5-day training session for Challenge and Riding staff ONLY . Challenge and Riding staff must arrive by or before 8:00AM on Monday, May 16th, and those people will be notified. Applicants for these activities will not be considered if they cannot attend this training week.
Friday, May 20	WATERFRONT AND TARGET SPORTS TRAINING: A 1-day training session for Waterfront (Swimming & Canoeing) and Target Sports (Archery, BB Guns, Riflery, Tomahawks) staff ONLY .

	<p>Waterfront and Target Sports staff must arrive by or before 8:00AM on Friday, May 20th, and those people will be notified. Applicants will not be considered for these activities if they cannot attend this training weekend.</p> <p><i>*Important for Waterfront applicants*</i>: This training is NOT a lifeguard certification course; if hired for a waterfront activity, you are expected to come to camp already certified. This training will simply consist of verifying your skills based on the camp's facilities.</p>
Saturday, May 21	<p>OPEN HOUSE: Our annual event for new & prospective camper families to come and see the camp facilities and property. Lunch, activities, and raffle prizes will be held. Counselor staff will work for approx. 6 hours that day setting up, running activities, serving lunch, giving tours, and cleaning up after the event.</p>
Sunday, May 22 - Friday, May 27	<p>STAFF DEVELOPMENT WEEK: A 5-day training session for all summer counselor staff. All remaining staff must arrive by or before 8:00AM on Sunday, May 22nd.</p>
Saturday, May 28 - Friday, June 3	<p>ADVENTURE WEEK: An FPC session consisting of two camps running concurrently: Adventure Camp (regular activities, but 5 periods a day instead of 4), and Adventure Trails (a horsemanship camp for experienced riders).</p>
Friday, June 3 - Saturday, June 11	<p>CAMP AZDA: A week of a Special Health Camp for children with diabetes; all medical staff is provided, FPC staff live in the cabins and run the activities.</p>
Sunday, June 12 - Saturday, July 23	<p>FPC: Our main sessions of the summer, they are regular one- and two-week sessions. These sessions are for boys and girls ages 6 through 14. Campers come from all over Arizona, the country, and even the world!</p>
Saturday, July 23 - Sunday, July 24	<p>SUMMER SHUT DOWN: Shutting down camp and final check out. Approximately ½ the staff will be dismissed by noon. <i>COUNSELORS SHOULD NOT MAKE PLANS TO DEPART CAMP BEFORE NOON AT THE VERY EARLIEST THIS DAY!</i></p>
Monday, July 25 - Friday, July 29	<p>NICK & KELLY HEART CAMP: Approximately ½ the staff will stay to work for this Special Health Camp for children with heart disease.</p>
Tuesday, August 2 - Sunday, August 7	<p>FAMILY CAMP: A small group of staff will stay to work for this session. Minimal number of activities, and not required to live in cabins with campers for this week.</p>

WHAT'S THE JOB OF AN FPC COUNSELOR LIKE?

Though an immensely rewarding job, **this is a HARD JOB TO DO!** The job of a camp counselor is physically and psychologically demanding. **Counselors must be physically and mentally fit** to adapt to the long days, lack of privacy, and constant needs from campers. Because camping is an important part of the Friendly Pines program, the staff need to periodically cook over an open fire, sleep on the ground, and sacrifice all the conveniences of home or what some may refer to as "civilization" - all done with cheer and a positive, "can-do" approach. Not only must counselors be able to work under these conditions, but they also must retain the essential counselor qualities of patience, kindness, honesty, integrity, emotional stability, maturity of judgment and a desire to work hard. Previous experience with school age children is helpful and desirable, but Friendly Pines believes that it is more important for counselors to have a sincere and unselfish desire to learn about the children entrusted to their care. Though we can't lay claim to the description, it's apt to characterize the prospects of being a camp counselor as "the hardest job you'll ever love."

Friendly Pines maintains a policy which ensures that campers are supervised 24-hours a day for the duration of their stay. **THE WELL-BEING OF EVERY CAMPER IS PARAMOUNT!** Cabin counselors live with 4 to 8 children, grouped in cabins according to age and grade. These counselors will live and sleep in the cabin, spend "siesta" time with the campers, supervise camper living habits, and guide the campers in their selection of activities. At meal times, two staff members will sit at each table with 10 children. Counselors are involved in those activities where their teaching skills can be best utilized. On occasion, though, counselors may be asked to "assist" in activities in which they are not particularly experienced. (However, they are not expected to be the Head, but rather they assist and help with supervision.) Counselors also take part in "special days", overnight trip camping, evening games and activities, square dances, weekly cookout meals, and so on. We have great confidence in our staff to carry out all duties and responsibilities; however discussion and/or questions are encouraged should special situations arise.

MINIMUM JOB REQUIREMENTS

Staff members must:

- Be at least 18 years of age
- Have some college education or post-high school life experience, preferably one year minimum (i.e., applicants who will graduate high school the same summer that they would like to work are not eligible and must wait a year)
- Be able to provide proof of permission to work in the United States
- Have NO dependents or pets at camp
- Be free of outside commitments during the entirety of the employment dates

- Be a non-smoker during dates of employment* (*Don't "try to quit" just prior to camp; must be a non-smoker for 6 months*)
- Be a non-user of alcohol during dates of employment*
- Be drug-free*
- Be physically able to walk one mile in twenty minutes over uneven, hilly ground
- Be able to work the length of an average camp day, approx. 7AM to 9PM minimum (until 11PM if on night duty)
- Be willing to submit to a professional background check
- Be willing to submit to a pre-employment drug test and random drug tests
- Provide a complete and signed Health History Form/Physical, on a timely basis, performed after January 1, 2022
- Attend weekly, non-denominational inspirational services
- Be able/willing to adapt to meals and a menu that is designed to satisfy the greatest number of tastes and needs
- Be able to perform the essential functions of the job without reasonable accommodation
- **NEW FOR 2022: Be FULLY vaccinated against COVID-19 before arrival at camp; those that can't or won't be vaccinated will unfortunately not be able to work for us this summer.** Candidates who are not vaccinated but can show legitimate proof of previous COVID infection & recovery can reach out to discuss options.

IMPORTANT:

* FRIENDLY PINES CAMP IS COMMITTED TO BE A DRUG/ALCOHOL/SMOKE/TOBACCO/NICOTINE-FREE ENVIRONMENT. ANY VIOLATIONS OF THIS POLICY WILL NOT BE TOLERATED. DRUG TESTING WILL BE A CONDITION OF EMPLOYMENT, BOTH AT THE START OF THE SUMMER AND RANDOM TESTS DURING TERM OF EMPLOYMENT.

* BE AWARE THAT WE MAY VISIT AN APPLICANT'S PERSONAL (AND PUBLIC) SOCIAL NETWORKING SITES AS PART OF OUR HIRING PROCESS.

WHAT ELSE ARE YOU LOOKING FOR IN COUNSELOR CANDIDATES?

In addition to all the specific minimum requirements listed above, we are also looking for candidates that have childcare experience, as well as experience in specific activities they're applying for. While willingness to 'do anything you need me for' is an admirable personality trait that we do appreciate, we are unfortunately limited by time constraints during staff training and don't always have time to teach YOU the activity that we've hired you for. Thus, general experience, or better yet TEACHING experience, in

activities you're applying for will vastly improve your application. Any type of teaching experience is extremely attractive; formal experience, where you were actually paid, or informal experience, like if you taught your younger siblings or cousins a skill but weren't necessarily paid, are both perfectly acceptable types of experience. However, there will be instances where we do hire people for activities where they've only participated, so don't lose all hope. The more you can elaborate on your application, the better!

Beyond this, previous professional work experience is greatly appreciated. Informal work, like babysitting for siblings or neighbors is good, but professional, paid work where you were supervised by someone who can attest to your work ethic is **HIGHLY desirable**. Basically, applicants who are applying and this is *not* their first ever job are preferred to applicants that have never worked before (regardless of the sector, not just summer camp but retail, food industry, etc.). However, we obviously cannot expect to exclusively hire experienced workers, so even if you have never held a "real job" before, you are not disqualified from applying!

DRESS CODE

We at Friendly Pines Camp want you to have the best experience possible during your stay with us. By planning ahead and packing appropriately, you will be contributing to a positive FPC Experience; therefore, our dress code reflects practicality and the values of camp. Usual play clothes - jeans, t-shirts, shorts - are what we wear at camp; Camp is not a runway or a place to show off your fancy clothes. Clothing that you can comfortably move in, participate in activities in, and feel confident and good about yourself are all great things to wear at camp.

There may be some articles of clothing that we may ask you to bring that you maybe aren't used to wearing. This is mostly to do with safety and practicality concerns. For example, we require all campers and staff to wear t-shirts that have sleeves (i.e. no tank tops or spaghetti straps). This is for sun protection, as days in the mountains can be VERY sunny! We ask that swimming costumes are practical for high energy play: a one piece bathing suit or comfortable-length board shorts are better suited for attempting to stand up on the rolling log in the pool than a bikini or super short swim trunks would be. We wouldn't ask you to pack certain items if we didn't have a good reason for it!

What we don't want to happen is for our clothing requirements to reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size and shall be enforced consistently.

- All campers and staff should be able to dress comfortably for camp and engage in the camp environment without fear of or actual unnecessary discipline or body shaming

- All campers and staff should understand that they are responsible for managing their own appearance without regulating another individual's clothing/self-expression.
- All campers and staff should be able to use body-positive language.

At the end of the day, FPC expects all campers, staff, and visitors will dress in a way that is appropriate for camp. Dress choices should respect FPC's intent to sustain a community that is inclusive of a diverse range of identities. We are responsible for seeing that attire does not interfere with the health and wellbeing of any individual at FPC nor contribute to a hostile or intimidating atmosphere for anyone.

WHAT ARE THE BENEFITS?

The camp provides all meals, lodging, and a seasonal salary starting at \$6,274.00 for domestic staff for 9 weeks. Extra training (i.e. ropes/challenge, riding, target sports, etc.) will be paid pro rata. Returning international staff are paid an equivalent amount, minus minor admin/visa placing & government fees. First time international staff are paid according to the rates set by their sponsoring agency. Cars aren't required, though domestic & returning international staff provide their own transportation to and from camp. For days off, camp will gladly arrange a ride to and/or from Prescott for those without cars; once in Prescott, however, transportation is up to the staff member. We strongly recommend staff not lend or borrow personal vehicles. Accidents occurring at camp, while on assigned duty, are submitted to Workers' Compensation carriers. ANY ILLNESS OR OTHER ACCIDENTS & EXPENSES ARE THE RESPONSIBILITY OF THE EMPLOYEE. Staff usually can save nearly their entire salary, with laundry and taxes being the only necessary expenses.

As for non-material benefits, staff members will learn a great deal that will continue to serve them long after they leave camp:

- How to work on a team
- Valuable childcare experience
- Hard skills related to their activities
- Resiliency & adaptation
- Learn about yourself

Lastly, lifelong relationships are a great perk of the job. The people you work with at camp will be lifelong friends. We can guarantee, without a shadow of a doubt, that the summer you spend under the pines at FPC will be an unforgettable one.

(Hey you, you superstar! Thanks for reading everything so far! We appreciate you taking the time to understand every component of the FPC application process and counselor position. Head to the following link to let us know you've read everything :) [Click here to access the form!](https://forms.gle/qHVTtnnt76QrjSEY6) https://forms.gle/qHVTtnnt76QrjSEY6)

HOW DO I APPLY?

COMPLETE CAREFULLY the online application; this includes:

- all the basic information,
- short answer questions,
- section to provide 3 references,
- and the one-way recorded interview questions

You can access the application at the following site:

friendlypines.campbrainstaff.com. Be sure to select the appropriate application for your situation. The basic contact information and short answer questions are found within the online application. Be very certain to give full and accurate details of phone and email address on references, who will be contacted if FPC deems your application worthy to continue with. If any information is missing or inaccurate, it could delay or disqualify your application being considered.

Applicants will also complete a one-way recorded interview as a part of their initial application; the link can be found in the application as well as your application submission confirmation email. We use a service called Spark Hire to record the one-way interview. Instructions for using the service are provided. For the one-way interview, you will be asked a few questions; one of these questions will be for you to 'teach us something'. It's up to you what you want to teach, whether that be something like how to build a fire, a concept you learned in chemistry class, how to properly throw a football, or how to stand up on water skis, it's up to you. We will simply be looking for people that are at least somewhat comfortable instructing others. You'll have a certain time limit for each question, but you'll be able to record the interview on your own time. Come prepared to answer the questions and record your lesson all at once.

After submitting the application and one-way interview, should we wish to continue the hiring process, we will begin contacting the references you provided on your application. It is our preference that these references complete the form we send them *before* FPC schedules any two-way live interviews.

Two-way live interviews with a member of the Friendly Pines Camp admin staff are not arranged without a completed application (The online submission + 3 references + completing the one-way interview). Friendly Pines will contact *you* and arrange a live-interview via email if a suitable position for you may exist.

If at any point in the process we decide not to continue with your application, we will send you an email indicating so.

Once the two-way interview has been completed and references are checked, we will notify you via email on our decision whether to hire you or not.

IMPORTANT - PLEASE NOTE: The background of ALL applicants being considered for employment will be extensively checked. This will include, but is not limited to: personal history; past and current employment; driving record; fingerprinting; drug screening and/or other relevant data. The offer of employment at Friendly Pines Camp and

continuation of it throughout the agreed period of time is contingent upon receiving and maintaining an unblemished record in every respect.

Fingerprinting may also be requested as a condition of employment. If you feel you would have any difficulty at all in complying with the above policies and requirements, please do not apply.

IN CLOSING...

WE WOULD LIKE TO REMIND YOU THAT CAMP COUNSELING IS NOT FOR EVERYONE . . . but for the right type of dedicated person, it is a rewarding and exhilarating experience. It means long hours while maintaining a cheerful attitude; concern for others above self; hard work; 100% integrity --- and it is sometimes more demanding than we all might wish it to be! It often asks us to perform on a standard far beyond our own self-expectations . . . and perhaps that is its greatest joy, because it brings out our very finest selves if done in the right spirit. Camp counseling is also an adventure in enjoyable group living, a chance to commit oneself to the highest possible standards, and an opportunity to know and love some great little kids and colleagues. We were both counselors at FPC and can attest to the tremendous value of this rewarding, though sometimes challenging, job; however, trust us when we say that in the end it's all worth it, and the memories & life skills gained will last a lifetime. If you find the challenge appealing, THEN FRIENDLY PINES CAMP WOULD LOVE TO HEAR FROM YOU!

Yours & s'mores,



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