

Dear Applicant,

If you are ready for a summer job that combines kids, the outdoors and amazing learning opportunities, Copper Cannon could be the perfect fit for you. We are one of the few camps in the country that provides a summer camp program for low-income youth free of charge.



Copper Cannon hires 18 full-time staff for the summer. All staff work directly with the youth as cabin counselors, activity leaders, cooks or administrative staff. Helping campers to develop strong values, make great memories and of course, to have fun, is the job of everyone.

All staff have a thorough orientation to camp and their responsibilities. It includes getting acquainted with people from across the United States and around the world, team building, job training, and sharing expectations. This helps set the tone for fun and a supportive community atmosphere.

We pride ourselves on careful and thorough screening of applicants. A decision to hire you will be made after interviews and background checks are made and we weigh your qualifications against other applicants.

A camp job is hard work, but it is worth your effort. Staff gain many valuable skills and form friendships that last throughout their lives. There is an indescribable richness, which comes from working hard to give campers the best summer of their lives. Long after their names have vanished from your mind, they will remember you! If this working environment is for you, please apply. For more information, please thoroughly check out our website at www.coppercannon.org!

Sincerely,

Peter Christnacht
Executive Director

"I, like so many others who work there, owe camp a debt that can never be repaid and we work there trying in some way to preserve that which we were given for another generation." - a summer staff member

General Information for All Applicants

2019 Copper Cannon Calendar

Be prepared for the greatest summer of your life!

Summer Calendar:

TBA --- Elks Work Weekend
TBA Administrative Staff Training
June 13 International Staff Arrive
June 14 --- Staff Training begins
6/23-6/29 --- Camp Session 1
6/30-7/6 --- Camp Session 2
7/7-7/13 --- Camp Session 3
7/14-7/19 --- Camp Session 4
7/21 - 7/27 --- Camp Session 5
7/28-8/3 --- Camp Session 6
8/4-8/10 --- Camp Session 7
8/13-8/17 --- Ranger Week
(13-15 year olds)
8/19-8/24 – Foster Children/ Day
Camp Week



Qualifications for all staff members All staff must be currently certified in First Aid and CPR upon arrival at camp; believe in the values of camping and be willing to uphold Copper Cannon’s goals, policies and standards. Employment is subject to criminal history check, favorable reference, background information and verification of eligibility to work in the United States.

Program Activity Competence Counselors are generalists with moderate skill in some activity areas: archery, arts & crafts, ropes course, games, sports, swimming, hiking, etc. Program specialists must have a high level of competency in the activity they lead. Spring workshops may be available to gain certification or skills. Copper Cannon helps pay for them in some cases.

Salaries listed are based on an 10-week summer. Staff training begins June 14. Administrative staff training will begin a few days earlier. If you need to arrive earlier or stay later, we can accommodate you.

Benefits include room and board in addition to salary, workers’ compensation insurance and breaks between sessions. The beautiful setting in the White Mountains is part of what attracts staff to Copper Cannon.

Internships, college credit and work-study: Camp jobs may qualify for college credit, internships, or work-study. Talk to your college advisor about whether the position(s) for which you are applying will qualify. We are glad to provide any information, reports, or evaluations of your work required for you to obtain college credit for your summer work. We can also custom design an internship that includes spring semester planning and preparation for the summer.

Equal Opportunity: Copper Cannon is an equal opportunity employer. In its programs and employment Copper Cannon programs are available to all people without regard to race, gender, creed, national origin marital status, economic status.

Name and Salary	Responsibilities	Minimum Qualifications
<p>All Positions</p> <p>Room and board is provided in addition to listed salary</p>	<ul style="list-style-type: none"> • Be positive role models for campers, parents and staff during on and off time • Be a supportive, constructive member of a camp community • Be devoted to ensuring the safety and growth of campers • Be dedicated to bringing out the best in yourself and others 	<p>Maturity, understanding, patience, enthusiasm and a desire to have the best summer of your life!</p> <p>Current first aid and CPR certifications</p>
<p>Junior Counselor</p> <p>\$125/week</p>	<p>Work closely with senior staff to provide constructive, responsible leadership and guidance for a cabin group of 6-7 children in grades 4-7. Be a positive role model living with campers in a cabin.</p>	<p>Age 17 and the completion of a Leadership in Training (LIT) or Counselor in Training (CIT) program.</p>
<p>Counselors</p> <p>(10 positions)</p> <p>\$210/week</p>	<p>Work closely with other staff to provide constructive, responsible leadership and guidance for a cabin group of 6-7 children in grades 4-7. Be a positive role model living with campers in a cabin. Develop camper character and positive values, foster cabin community, encourage group leadership and develop stewardship; give instruction in camp program areas based on interest and skills.</p>	<p>Age 18+; experience with child leadership and or related activities required. Completion of a Counselor in Training (CIT) program preferred One year of college helpful.</p> <p>Knowledge of: cabin leadership, camper psychology, child behavior</p> <p>Ability to: positively motivate campers; perform duties as assigned; relate well to parents, campers and other staff, perform duties as specified in job description and by supervisor.</p>
<p>Hill Directors (2 positions)</p> <p>\$250/week</p>	<p>Work with camp director to organize and implement overall camp programs. This will include all aspects from scheduling, programming, health and safety, to evaluating staff. Take active leadership role in pre-camp training.</p>	<p>Age 20+; previous camp experience or equivalent.</p> <p>Knowledge of/practical experience in: cabin leadership, camper psychology, peer leadership and supervision; staff management and motivation.</p> <p>Ability to: train, motivate, support, share insights and ideas with, and supervise counselors, organize, facilitate, and evaluate camp unit and other events, support and connect with campers, perform duties as specified in job description and by supervisor.</p>
<p>Food Service Staff</p> <p>(2 positions)</p> <p>\$300-\$350/week</p>	<p>Provide food service for approximately 60 people per meal. This includes, but not limited to, menu planning, ordering, meal prep and clean-up. FSS monitors budgets, inventory and food quality. Prepare records and reports concerning the Summer Food Service Program as needed.</p>	<p>Age 20+</p> <p>Knowledge of/practical experience in food service and or catering and be detail oriented.</p> <p>Ability to: be able to work independently with little or no supervision, perform duties as assigned; relate well to parents, campers and other staff, perform duties as specified in job description and by supervisor.</p>

<p>Program Specialist (2 positions) \$240/week</p> <p>Nature Director and Craft Director</p>	<p>Actively supervise and maintain safe, enjoyable, age-appropriate programs and events. Support and assist cabin staff in providing high-quality progressive instruction in program area.</p> <p>Assist Directors in planning, organizing, facilitating and documenting classes. Primary instructor in program area. Take leadership role during staff orientation and summer camp season, and be active in camp programs and activities. Monitor program area equipment and supplies, organize and refill as necessary.</p>	<p>Knowledge of/practical experience in: typical summer camp programming, peer leadership and supervision; staff management and motivation.</p> <p>Ability to: train, support, share insights and ideas with staff; organize, facilitate, and evaluate program area and other camp events; positively support and connect with campers; provide progressive instruction in skills classes; perform duties as specified in job description and by supervisor.</p>
<p>Camp Nurse \$700/week</p>	<p>The nurse is responsible for the overall health and safety of the camp population. This includes providing basic first aid, make certain medications are safeguarded and administered, and keeps accurate records. The nurse will coordinate doctor's visits as needed and communicate with camper parents concerning medical issues.</p>	<p>A registered nurse or physician assistant (P.A.) licensed in the state of New Hampshire.</p>



Super heroes come in all shapes and sizes!

Copper Cannon Camp

PO Box 124, Gale River Road
 Franconia, NH 03580
 (603) 823-8107 phone
 (603) 823-9959 fax
 info@coppercannon.org
www.coppercannon.org



A non-profit center and free summer camp for New Hampshire youth

				DATE
NAME: LAST	FIRST	MIDDLE	SOCIAL SECURITY #	
PRESENT ADDRESS	CITY	STATE	ZIP CODE	PHONE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE	E-MAIL
IF HIRED, CAN YOU SUBMIT PROOF THAT YOU ARE AT LEAST 18? YES NO				
<i>(You are subject to proof of minimum age under state law.)</i>				
IS ADDITIONAL INFORMATION REGARDING CHANGE IN NAME REQUIRED TO CHECK YOUR WORK, EDUCATION OR OTHER BACKGROUND? YES NO <input type="checkbox"/> IF YES, WHAT NAME? _____				
ARE YOU LEGALLY ENTITLED TO WORK IN THE U.S.? YES - NO -				
<i>(COPPER CANNON requires all applicants to present documentation of identity and eligibility for employment in the United States.)</i>				
HAVE YOU EVER BEEN CONVICTED OF A FELONY, OR FOR CHILD ABUSE OR SEX-RELATED CRIMES?				
<i>Note: A conviction will not necessarily disqualify you.</i> YES <input type="checkbox"/> NO -				
IF YES, PLEASE EXPLAIN: _____				

POSITION(S) APPLIED FOR:	DATE AVAILABLE	SALARY DESIRED
PART-TIME FULL-TIME REGULAR TEMPORARY <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>	REFERRAL SOURCE:	
	JOB LINE	
	ADVERTISEMENT <input type="checkbox"/> (Which publication?)	
If part-time, specify days and hours:	FRIEND/RELATIVE <input type="checkbox"/> WALK-IN <input type="checkbox"/>	
	EMPLOYEE OTHER <input type="checkbox"/> : _____	
HAVE YOU PREVIOUSLY APPLIED FOR EMPLOYMENT HERE? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, WHEN? _____		
HAVE YOU PREVIOUSLY BEEN EMPLOYED BY COPPER CANNON? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, WHEN? _____		
NAMES OF RELATIVES EMPLOYED BY COPPER CANNON AND THEIR RELATIONSHIP TO YOU: _____		

EDUCATION

NAME AND LOCATION OF INSTITUTION	COURSE TAKEN OR MAJOR	DEGREE
HIGH SCHOOL:		
COLLEGE/UNIVERSITY:		
COLLEGE/UNIVERSITY:		

MILITARY RECORD

WERE YOU IN THE U.S. ARMED FORCES? YES NO IF YES, WHAT BRANCH? _____

DATES OF DUTY: _____ TO _____ RANK AT DISCHARGE: _____

Month Day Year
Month Day Year

SPECIAL SKILLS

Check those you expect to have in effect. List expiration dates as applicable.

_____ A.R.C. First Aid	_____ Emergency Medical Technician
_____ A.R.C. First Aid Instructor	_____ Outward Bound or N.O.L.S.
_____ A.R.C. CPR	
_____ A.R.C. Lifeguard Training	_____ Other _____

Would you be willing to attend certification and/or training clinics in some of these areas?

EMPLOYMENT RECORD

PLEASE COMPLETE IN DETAIL, STARTING WITH PRESENT EMPLOYER. ATTACH LISTING OF ADDITIONAL POSITIONS IF NECESSARY.

EMPLOYER	EMPLOYED From/To	BRIEFLY DESCRIBE YOUR DUTIES:
ADDRESS	BASE SALARY	
POSITION	Starting	
SUPERVISOR	Last	
REASON FOR LEAVING	OTHER COMPENSATION	
May we contact this employer?	Employer Telephone No.	
EMPLOYER	EMPLOYED From/To	BRIEFLY DESCRIBE YOUR DUTIES:
ADDRESS	BASE SALARY	
POSITION	Starting	
SUPERVISOR	Last	

REASON FOR LEAVING		OTHER COMPENSATION	
May we contact this employer?	Employer Telephone No.		
EMPLOYER		EMPLOYED From/To	BRIEFLY DESCRIBE YOUR DUTIES:
ADDRESS			
POSITION		BASE SALARY	
SUPERVISOR		Starting	
REASON FOR LEAVING		Last	
		OTHER COMPENSATION	

ACTIVITY CHECKLIST

Place the appropriate number by all activities that are listed below.

- 1. Considerable leadership/teaching
- 2. Assisted in teaching
- 3. Some experience

	Arts and Crafts	Athletics
	Nature Crafts _____	Baseball _____
	Painting/Sketch _____	Basketball _____
	Woodcraft _____	Softball _____
	Clay _____	Volleyball _____
	Weaving _____	Group games _____
	Junk art _____	Soccer _____
		Football _____
Photography _____	Theater _____	
	Target Sports	
Team Building	Archery _____	Camp Craft
High Ropes _____	Riflery _____	Backpacking _____
Low Ropes _____	Other _____	Climbing _____
Initiatives _____		Orienteering _____
Other _____	Science	Fire building _____
	Astronomy _____	Survival _____
	Nature Study _____	Trip Planning _____
		Swimming
		Lifeguard _____
		Instruction _____

CAMP STAFF POSITIONS

Please number in order of preference (1,2 or 3) the position(s) for which you would feel qualified and would like to apply.

_____ Junior Counselor	_____ Nature/OLS Director
_____ Senior Counselor (Age 18 and up)	_____ Crafts Director
_____ Food Service Staff	_____ Other _____

As of June 1, 2018 your age is: _____ Under 18 years old _____ Over 18 years old _____ Over 21 years old

GOALS/INTERESTS QUESTIONS (please write on separate sheet of paper)

1. Write a brief biographical sketch including camping experiences, responsibilities, experiences and training in other fields that might have a bearing on this application.

2. What contributions do you think you can make as a Copper Cannon staff member?

3. What are your strengths that will help you to be a top-notch camp leader?

4. What do you hope to gain by being a Copper Cannon staff member (we know it is not money!)?

5. What contribution do you think a well-run camp can make to children?

REFERENCES

<i>REFERENCES: LIST SUPERVISORS AND OTHERS FAMILIAR WITH YOUR WORK OR SCHOOL ACHIEVEMENTS</i>			
<i>NAME</i>	1	2	3
<i>POSITION</i>			
RELATIONSHIP (to you)			
COMPANY/SCHOOL			
ADDRESS			
TELEPHONE NO.			

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that answers given herein are true and complete to the best of my knowledge. I understand that final consideration of my application is contingent upon satisfactory verification of my education, skills and previous employment. I voluntarily give the Copper Cannon the right to make a thorough investigation of my background, and I release from liability any persons, companies and institutions that supply such information. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal even if discovered at a later date without advance notice.

I understand that completion of this form does not guarantee me status as an applicant or any consideration for employment unless I meet all stated minimum qualifications required of the position for which I am asking to be considered.

I understand that, if hired, my employment can be terminated with or without notice at any time, for any reason. I also understand that no management official is authorized to make oral assurance or promise of continued employment, and that any such pledge or agreement must be in writing and signed by the director of Copper Cannon. I also understand that my employment is conditional until results of my

driving record, my criminal history record, reference checks, and other documents required by law are completed, and until information given by me has been verified.

CONVICTIONS: A conviction does not automatically disqualify you from being considered as a candidate for employment. What you were convicted of, the circumstances surrounding the conviction and how long ago the conviction occurred are important considerations in determining your eligibility. Give all the facts so that a fair decision can be made.

If I am hired, I will comply with all rules and regulations as set forth in Copper Cannon's policy manual or other communications distributed to employees.

Copper Cannon is a drug free workplace. Pre-employment drug testing may be required for certain positions and all employees are subject to random testing. **Failing a drug test results in immediate termination.**

I have read the above statement and accept the same as a condition of my employment with Copper Cannon.

Signature of applicant _____

*****Please attach a current resume as well*****

Copper Cannon Camp

PO Box 124
Franconia, NH 03580
603-823-8107
603-823-9959 (fax)
www.coppercannon.org



Applicants,

Please have your references send this form directly to the camp offices. You may gather the forms and send them with your application, but we prefer to get them directly. Tell the people filling out this form for you a little about the position(s) for which you are applying.

_____ has applied for the position of _____ in the resident camp program at Copper Cannon Camp. Will you please give us your candid opinion of this person's qualifications? Your insight is an important part of the selection process and we very much appreciate your prompt, thorough and honest response. **THANK YOU** for helping us select the best possible people to work with our organization.

Peter Christnacht
Executive Director

This reference may be shared with the applicant upon his/her request. ___ Yes ___ No

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

If employer, would you re-employ? _____ If not, please explain:

2. In your judgment, how competent is the applicant in accomplishing what he or she sets out to do, as demonstrated in work at school, on a job, or in a position of responsibility?

- ___ **Outstanding** Extremely competent
- ___ **Good** Quite competent, follows up
- ___ **Adequate Performance**
- ___ **Below Average** Doubtful performance, sometimes does not follow through or abandons projects
- ___ **Poor** Incompetent; shows little initiative or follow-up

Comment briefly on your rating, considering such qualities as dependability, initiative, motivation and interest, type of supervision needed, self-confidence, etc.

3. Camp staff work long hours, sometimes with inconveniences. They must adapt to different living conditions, camp food and traditions. Counselors are responsible for children 24 hours a day. How would you rate the applicant's adaptability and flexibility?

- ___ **Outstanding** Exceptionally mature and emotionally stable, highly effective even in periods of stress
- ___ **Good** Mature and stable
- ___ **Average**
- ___ **Below Average** There is reason to believe the applicant may not stand up well under stress and high expectations
- ___ **Poor** Applicant is unstable and unable to perform a camp staff position

Please comment briefly, considering such qualities as the ability to work alone or under pressure, flexibility, and good judgment.

4. Camp staff are in a position of living and working closely with other staff and children of various races, religions, and backgrounds and facilitating inclusiveness and acceptance. How would you rate the applicant on relationships with other people?

- Outstanding** Unusually effective, works well alone or in groups, can lead or follow as the occasion demands.
Exceptionally respectful of others
- Good** Works very well with others, highly respectful
- Average** Usually effective; sometimes accepting, occasionally not
- Below Average** There is reason to believe she/he will have difficulties working with others
- Poor** Cannot work effectively with others

Please comment on applicant's understanding of others' viewpoints, ability to communicate, sense of humor, etc.

5. Please comment on applicant's style of dealing with youth. What level of patience has he or she exhibited?

6. Please comment on applicant's ability to motivate and discipline children. Does he or she show a real concern for individuals?

7. Camp staff (especially counselors) work directly with children and are responsible for planning and carrying out each week's program entirely with the campers. How would you rate the applicant's ability to plan with and guide a group of 6-10 youth?

- Outstanding** Works extremely well with children, encourages creativity and involvement with each child, plans with them rather than for them
- Good** Works very well with children, they enjoy being with him/her
- Average** Enjoys children, sets a good example
- Poor** Cannot work effectively with children
- Do Not Know** Have not seen applicant interact with children
- Not Applicable** Not applying for a job working directly with children

8. Please describe any reservations you have or potential weaknesses you see in the applicant as a camp staff member. (We do not expect our staff to be absolutely perfect!)

9. Are you aware of any inappropriate relationships the applicant has had with youth?

10. OVERALL RECOMMENDATION

- I recommend the applicant without reservation as an excellent prospect for camp staff.
- On the whole, I would recommend the applicant as a good prospect for camp staff.
- I have reservations, but feel there is a reasonable chance of success as camp staff.
- I have substantial doubts about the applicant.
- I feel the applicant is unsuited for camp staff.
- I feel the applicant is unsuited for the position listed on the front of this sheet but *would* recommend him/her for:

11. ___ Other Comments:

Signature _____ Date _____

Relationship to Applicant _____

Name (Please Print) _____ Position _____

Address _____ Home Phone _____

_____ Work Phone _____

May we call you for further information? ___ Yes ___ No E-mail _____

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