



Pyoca Camp, Conference, and Retreat Center.

Pyoca exists to provide a place away from the busy world where people can grow in their relationship with Jesus Christ, with others in a Christian community and with themselves.

Dear Applicant,

Thank you for your interest in committing to Pyoca this summer! A bit of information to get you started on this application process.

Who are we? Pyoca is part of both Whitewater Valley and Ohio Valley Presbyteries, and serve youth in grades 2 through 12 from the southern two-thirds of Indiana. Our 65-acres of rolling wooded hills include a private lake for swimming, fishing and boating, three modern cabins, one yurt style cabin, two rustic cabins, a dining hall/lodge, and a retreat center. The camp is located next to the 2000-acre Jackson/Washington state forest, which is available for hikes, teaching experiences, and nature study.

What will I be doing? Pyoca hires counselors, lifeguards, dishwashers and program specialists for the summer. No matter the job you are applying for a summer at Pyoca will challenge you to grow in your relationship with God and others in a Christian community, develop a wide variety of skills, and allow you the opportunity to learn more about yourself.

The work will be challenging. The opportunities to lead campers in their spiritual growth, and to help them develop as a community will create wonderful memories. Working with campers in grades 2-12, you will find an understanding of the needs of youth in a residential camp setting. You will also gain experience in problem solving and conflict resolution as you encounter various situations with campers and staff. Through all the challenges you face at camp, you will find yourself supported by people who care.

What should I do now? Applications for summer positions should be sent as soon as possible. Visit the website (www.pyoca.org) and learn a bit more about Pyoca, give the office a call if you have any questions, then fill in the paper you've got in your hands and send it in. Interviews with applicants will be conducted beginning in January. Most staff positions will be filled by late March.

The Application Process

- Send references forms to three people who know you well. (Preferably not friends or close family members.)
- Read and complete the application and the permission for Pyoca to conduct a background check.
- Return the completed application to Pyoca, 886 E. county road 100 S., Brownstown, IN 47220.
- Interviews will be scheduled for those applicants who meet the requirements in order to determine suitability for employment.
- References will be checked and background checks will be conducted. Additional interviews may be scheduled.

Looking forward to talking with you soon!

In Christ,

Ingrid Swanson
(Program Coordinator)

Pyoca Summer Schedule 2012

May 21st- Staff training begins

June 1- Optional High Ropes Training

June 2-8 Southport

June 10-15 Gemini

June 17-22 Discoverer I, Junior High Challenge, Sr. High Traditional

June 24-29 E.L.F (Earth Loving Friends), Night Owl

June 24-27 Third Grade Explorers

June 27-29 Second Grade Explorers

July 1-6 Jr. High traditional, Jr. High Backpacking Trip, Campo Amistad

July 8-14 MAD (Music art and Drama, Discoverer II, Jr. High Smoky Mountain Adventure

*official schedule pending



Pyoca Summer Staff Opportunities

All applicants will have a face-to-face or telephone interview as part of the selection process before being hired. Questions about conditions of employment, compensation, and other details may be discussed at the time of the interview. The period of employment for staff will be between May 23th, 2009 and August 2nd, 2009 unless other arrangements are made.

Prerequisite for all summer staff positions: Program staff are the most essential part of the staff team in relating to campers, so qualifications are high. In order to be considered for a summer staff position, the applicant must:

- Be a person of Christian faith and commitment.
- Possess the ability to understand campers' needs and help campers enjoy camp and grow positively from their experiences.
- Possess the ability to lead Bible studies and offer spiritual guidance to campers.
- Possess the ability to contribute to a wholesome Christian community at all times.
- Possess the ability to supervise campers by sight and/or sound and make appropriate judgments in responding to various needs or emergencies.
- Meet listed age requirements.
- Fully participate in staff training.

Pyoca Staff Positions (A brief description, full description will be available during the interview)

Adventure coordinator:

This person would be responsible for helping with all aspects of the camping program. This person would be responsible for assisting the Program Director with staff training and administrative tasks. Specifically he/she would be responsible for checking camper e-mail on a daily basis, taking and producing group photos, helping produce slideshows, helping run canteen and keeping track of inventory, coordinating climbing tower when needed, managing camper medication when there is not a volunteer nurse, assisting at waterfront, planning and leading the Sr. High Adventure camp, and helping plan and lead certain aspects of staff training. Must be 21 years old and have current ARC Lifeguard certification (preferred). Minimum compensation for summer includes lodging, meals, accident insurance, and a base salary of **\$230 per week** less appropriate deductions for taxes.



Residential Camp Counselors (5 male, 5 female):

Minimum 19 years old, at least one year of college preferred. Staff will alternate between counselor and support staff throughout the summer. Weeks that the staff members are support staff; waterfront, program support, and light maintenance duties will be assigned. These positions will work with volunteer counselors each week and assist with the supervision of a cabin group and a family group. These positions will also assist with daily Bible study and devotions with cabin groups. Minimum compensation for summer includes lodging, meals, accident insurance, and a base salary of **\$210 per week** less appropriate deductions for taxes.

Lifeguards (2):

Minimum 16 years old. Lifeguards will be responsible for the supervision of the waterfront area. Lifeguards will assist with other aspects of the camp program, such as evening activities, high ropes course, climbing tower, initiatives and light maintenance duties as assigned.

Lifeguards must have current CPR for the Professional Rescuer and First Aid training. Lifeguard certifications must be held prior to the start of staff training. Minimum compensation for summer includes lodging, meals, accident insurance and a base salary of **\$200 per week** less appropriate deductions for taxes.

Dishwashers (2):

Minimum 16 years of age. Dishwashers will work in the kitchen to assist the Food Service Manager and the Assistant Cook with the clean up after each meal. They will be responsible for the operation and cleanliness of the dishwasher and kitchen, responsible for the upkeep and management of the store, cleanliness of the lodge bathrooms, and other light duties as assigned by the Food Service Manager, Program Director, or Executive Director. Minimum compensation for summer includes lodging, meals, accident insurance, and a base salary of **\$200 per week** less appropriate deductions for taxes.





Summer Staff Application

886 East County Rd 100 South, Brownstown, IN 47220
Phone: (812) 358-3413 Fax: (812) 358-5501
program@pyoca.org www.pyoca.org

Pyoca Camp, Conference, and Retreat Center is an equal opportunity employer M/F/V/D
All applicants are considered for all positions without regard to race, sex, handicap, national origin, ancestry, or family status.

DATE _____

FULL NAME _____

PREFER TO BE CALLED _____

For office use only:
__ App. __ Ref 1 __ Ref 2 __ Ref 3 __ Int
__ letter sent __ Contract recd __ bg chk

Position applying for (please check all that you would consider):

- Program Assistant Adventure Coordinator
- Residential Camp Counselor Lifeguard Dishwasher

- How did you hear about us?
- Past Camper Job Fair
 - Job flier Internet Search
 - Referred by (Name: _____) Other

Personal Information

Current Mailing Address (college)

Telephone () _____

Dates you will be at this address: _____ to _____

Permanent Mailing Address (if different)

Telephone () _____

Dates you will be at this address: _____ to _____

Date of Birth: ___/___/___ Sex (circle one): Male Female Shirt Size (for staff shirts): _____

Email address: _____ When are you available to start work: _____

Would you be willing to add Pyoca as an unlimited friend Facebook? Y / N

Church Affiliation

Church name: _____ Pastoral contact: _____

Phone #: _____ City: _____ State: _____

Activities that you are involved in at church or other religious organizations: _____

Education please circle your completed level of education As of June 2012

High School: 9 10 11 12 College: 1 2 3 4 5 6 School Name: _____

Major subject: _____ Minor Subject: _____

Extracurricular Activities: _____

Please answer the following questions on a separate sheet of paper

1. Please describe your faith journey as completely as you wish. In what ways is your faith currently finding expression?
2. Please describe 4 or 5 characteristics that you feel is important for a Christian camp counselor to possess.
3. To you, who is Jesus Christ? How would you explain this to a group of 4th grade campers?
4. Please choose your 3 strongest skills from the list on the next page and describe your experience in each of those skills.

Employment History (list all work experience, begin with present/most recent).

Name of Employer: _____ City/Location : _____
 Phone: _____ Name of Supervisor: _____
 Dates of Employment: _____ Reason for leaving: _____
 Type of work: _____

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Skills and Training

Please place a 1 next those skills/activities that you have **considerable experience** in.
 Place a 2 next to the skills/activities that you have **some experience** in.
 Place an "x" next to the skills/activities that you have no experience in but are willing to learn about.

Bible Study Drama Arts & Crafts Canoeing Large Group Games
 Storytelling Swimming Fishing High Ropes Low Ropes/Initiatives
 Worship Fire building Outdoor Skills Photography Small Group Leadership
 Sports _____ Nature Studies Office Skills Song Leadership Maintenance Skills
 Other _____ Guitar/Instrument _____

References Please list complete contact info for three people who know you well! (please do not use relatives)

Name	Address	Phone	Friend, Co-worker, Supervisor, Neighbor,
		()	
		()	
		()	

Youth Protection

Have you ever been terminated from a paid or volunteer position, due to sexual misconduct or child abuse allegations?
 No Yes (If yes we will seek further information into the specific situation.)

Have you ever been convicted of a criminal offense other than a minor traffic offense?
 No Yes (If yes we will seek further information into the specific situation.)

With my signature at the bottom I authorize Pyoca Camp, Conference, and Retreat Center to use the information in the following box and the information on the front page of this application to conduct a criminal background check.

Social security # _____ - _____ - _____ Drivers License # _____ State of Issue _____
 Any Previous Surname: _____ Alias or Nickname: _____
 If you are not currently an Indiana resident, or moved with in the year, please list previous residency.
 City: _____ State _____

With my signature I verify that the information in this application is true to the best of my knowledge. I also authorize Pyoca Camp, Conference, and Retreat Center to contact my references and past employers.

Signature of applicant: _____ Date: _____

Summer Staff Reference



886 East CR 100 South, Brownstown, IN 47220
Phone: (812) 358-3413
program@pyoca.org
www.pyoca.org

Please fill out this reference for _____ . You have been identified as a source of information and background check regarding this applicant. S/he has applied for a summer staff position at Pyoca, a Presbyterian youth camp located in southern Indiana. Please return this to the above address at your earliest convenience. On behalf of the youth who participated in our summer program, thank you for your honesty and willingness to share information about the applicant. The information in this confidential form will only be used during the hiring process by the full time staff of Pyoca Camp, Conference and Retreat Center. *The applicant will not be considered for employment until all reference forms are turned in.*

How long have you known this individual? _____

In what capacity? _____

Please describe the applicant's experience working with youth.

Please describe the applicant's work characteristics.

Please give a brief description of the applicant.

What are the applicant's personal strengths?

What are some areas in which the applicant may need improvement?

If given the opportunity to hire this person to work with youth, would you? Why/why not?

Can you tell me anything about the applicant's Christian faith and development?

Do you know of any limiting factors that would inhibit the applicant's ability to provide quality supervision and leadership to youth and adult volunteers? Please explain.

Thank you for taking the time to fill out this form. Please return it to the address listed above.

Signed _____

Date _____

(_____) _____

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