

Windsor Hills Camp and Retreat Center

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Procedures for Applying for Counselor/Program Staff Positions at Windsor Hills Camp

Changes in society demand that we carefully screen every person who works with children or youth at our camps. Adhering to the following procedure helps us make sure that our children are as safe as possible. These guidelines help you get the full perspective on applying for a counselor's position at WHC.

To Apply:

1. Schedule your camp physical. A complete, extensive physical is not necessary . . . a camp physical is. Call your doctor early and get this matter settled.
2. Take the required health form with you to your doctor's office. **Send the form to the CAMP.**
3. By April 1st, download the Criminal Background Form. Fill out the form completely. If you are a first time counselor at WHC, include the \$16 CBC fee. **Send the paperwork to camp. Send email to sandysmith@whcamp.org to confirm.**
4. Fill out the application for Counselors. Be sure to fill out the form completely. Mail the form to the camp. **WHC will copy the individual camp director with your application.**

Expectations:

In the State of New Hampshire, camp counselors have some very specific obligations. It will be your responsibility to know where your campers are 24 hours a day. That does not mean you are with your campers every moment, but you must know where they are. Should a family emergency occur in the life of one of the campers, we will come to you to locate that individual. ***You must be 23 to work at Senior High Camp, 18 or a high school graduate to work at the rest.***

You will sleep in the same quarters as your campers, therefore, you will only have responsibility over campers who are the same gender as you.

Counselors are expected to follow the same guidelines and disciplinary codes as the campers.

Do not bring items for the purpose of pulling pranks. That is not the role of counselors. Your responsibility is to enforce the disciplinary code of the directors.

You should expect to lead cabin devotions at night. Some camps will provide resources, others will direct you to consider specific questions each night. What ever the directions, the spiritual climate of the camp is in your hands.

Counselor Training is a part of the program. Make sure you know when and where your training period will start so that you can be present.

Don't forget: To apply you need to:

1. Send a copy of the application to Windsor Hills.
2. Send completed medical form to Windsor Hills.
3. Send completed Criminal Background Check Forms to Windsor Hills. Make check payable to Windsor Hills. (Background checks cost \$16 each for all new WHC counselors.)