

CONFIDENTIAL REFERENCE

Girl Scouts of Northeast Texas • 6001 Summerside, Dallas, TX 75252
972-349-2400 • 1-800-442-2260 • FAX 972-349-2498

_____ is applying for the position of _____ at one of our camps
(name of applicant) (state position)

Bette Perot / Rocky Point / Gambill (please circle appropriate camp) this summer.

To the Person Completing the Reference:

The success of our camping program is dependent upon the selection of a qualified, mature staff. Therefore, it is vital that as much information as possible is available to consider applicants. Please consider each question carefully before responding.

To help you complete this form, we look for the following in our staff members:

Overall – All staff members live in an outdoor setting for approximately nine weeks working with girls between the ages of 6 and 17.

Program Staff – Equestrian Staff, Adventure Staff, Unit Counselors, Asst. Waterfront Director, Boating Specialist, Program Specialists, and Junior Counselors, have the direct care and guidance of campers on a 24-hour basis. These staff members need to have an understanding of the camper's needs and interests, the ability to work with children, sound judgment, and emotional maturity.

Supervisory Staff – The Health Supervisor, Unit Leaders, Waterfront Director, Asst. Camp Director, Camp Director and Business Manager are responsible for the supervision of other staff members, the smooth operation of daily camp activities, and the health and welfare of campers and staff. These individuals must have administrative skills, work with and supervise people effectively, use sound judgment, and be emotionally mature. They also need to have an understanding of camper's needs and interests and the ability to work with children.

Since all references must be received before an applicant can be considered, your immediate attention would be appreciated. Please return the completed form to the address above. All references are confidential.

1. In what capacity and how long have you known the applicant?
2. Would you employ this applicant for a position of leadership and responsibility? ____ Yes ____ No
Why or why not?
3. The applicant will be working with girls/campers ages 6 to 17 on a 24 hour-a-day-basis. Describe briefly why you believe the applicant could or could not handle this situation:
4. The camping situation calls for continued close association with other adults -- including co-workers and supervisors. It is important that the applicant be able to work well with peers and other adults and respond to supervision. In what ways will the applicant contribute to the group?
5. Describe briefly how you feel the applicant would react in an emergency or unusual circumstance:
6. The applicant will be required to assume responsibility and carry out assignments with a minimum of supervision. Based on your knowledge of the applicant, how will he/she accomplish this?
7. What problems might the applicant have as a camp member?
8. Would you entrust the care of your children to the applicant on a 24 hour-a-day basis.

9. How would you rate the applicant as a potential camp staff member?

___ Below Average ___ Average ___ Above Average ___ Exceptionally Strong

OVER

10. If the applicant was employed by you, please complete the following:

Position occupied by applicant _____

Dates employed _____

Reason for termination/ or eligibility for re-hire? _____

11. The assessment of the following work-related characteristics & skills is very helpful as we consider the applicant. If you do not have first-hand knowledge of the applicant's abilities in any of these areas please indicate in the appropriate box.

GENERAL CHARACTERISTICS/ SKILLS

	Exceeds	Meets	Below	Unknown	Comments
Cooperativeness / Teamwork					
Flexibility					
Sense of Humor					
Health, Energy, Endurance					
Appearance, Speech, Manner, Communication Skills					
Personal Integrity					
Emotional Maturity and Stability					
Sense of Responsibility					
Initiative					
Dependability and Promptness					
Responsible Decision Making					
Sound Judgment					
Leadership Abilities					
Willingness to Learn and Adapt					
Awareness of Children's Needs and Interests					
Ability to Work with Groups of Children					
Ability to Work with Children on an Individual Basis					
Ability to Work with Adults					
Ability to Accept Supervision					
Acceptance of Constructive Criticism					
Positive Attitudes toward persons of other races, nationalities, religions and socio-economic backgrounds					

Resourcefulness					
Self Confidence					

Name (please print) _____ Position _____

Phone (h) (_____) _____ (w) (_____) _____ Email: _____

Signature _____ Date _____

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