

CAMP GREGORY
P.O. BOX 322
AURORA, NY 13026

REFERENCE FOR THE POSITION OF CAMP DIRECTOR

_____ is requesting a reference from you in an application to be the director of our summer camping program.

Some of the duties that we expect a director to carry out and characteristics that we hope to find in a director are listed below. We would appreciate it if you would look at this list and use the space at the beginning of each item to indicate with one or more (+) marks those areas where you would expect this candidate to be strongest and with a (-) mark those areas where this candidate might have some difficulty. Leave blank or mark NC those areas where you have no basis for making a judgment or where neither mark would apply. Please feel free to amplify or explain on the back of this sheet.

DUTIES

- Recruit, select, and train counseling staff.
- Be a leader & supervisor for a staff of varied ages, from 15-60 years of age, both paid and volunteer.
- Promote and facilitate a feeling of cooperation and support among all staff.
- Develop and implement the camping program for children age 6-14.
- Complete necessary paperwork in connection with camper schedules, activity rosters, & safety procedures.
- Coordinate with the representatives of the Camp Gregory Commission regarding facility maintenance.
- Show respect for campers, other staff members, and self.
- Keep the needs of campers a priority.
- During resident camp, live at camp with a minimum of privacy.

CHARACTERISTICS AND QUALITIES

- | | |
|--|--|
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Problem-solving |
| <input type="checkbox"/> Follow-through on responsibilities | <input type="checkbox"/> Judgement in delegating tasks |
| <input type="checkbox"/> General ability to work with other people | <input type="checkbox"/> Stamina |
| <input type="checkbox"/> Initiative | <input type="checkbox"/> Communication skills |
| <input type="checkbox"/> Integrity and honesty | <input type="checkbox"/> Willingness to use suggestions made by others |
| <input type="checkbox"/> Attention to paperwork | <input type="checkbox"/> Liking for children |

Please tell us how long you have known this candidate and in what capacity.

Use the reverse side for additional information about this candidate that you believe would be helpful.

Name of reference _____ Position _____

May we contact you? Yes No Address: _____

Phone: _____ Email: _____