

# 2012 BRUIN WOODS SUMMER STAFF APPLICATION

Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
 School Address \_\_\_\_\_  
 Home Address \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_ Cell Phone # (\_\_\_\_) \_\_\_\_\_

**EDUCATION AND ACTIVITIES:**

UCLA Class Year \_\_\_\_\_ Major/Minor \_\_\_\_\_ Year/Quarter Expected to Graduate \_\_\_\_\_  
 Other University/College Attended (Place and date) \_\_\_\_\_

UCLA Clubs & Activities \_\_\_\_\_  
 \_\_\_\_\_

High School Clubs, Activities and Awards \_\_\_\_\_  
 \_\_\_\_\_  
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## SKILLS, CERTIFICATES & QUALIFICATIONS

**CAMP SKILLS:** On a scale of 00 (no knowledge) to 30 (very high knowledge or skill level), please rate yourself. Please write a 0T next to areas you could teach.

<u><b>Waterfront</b></u>	<u><b>Outdoor Adventure</b></u>	<u><b>Sports</b></u>	<u><b>Music Leadership</b></u>	<u><b>Arts &amp; Crafts</b></u>
<input type="checkbox"/> Waterskiing	<input type="checkbox"/> Archery	<input type="checkbox"/> Soccer	<input type="checkbox"/> Guitar	<input type="checkbox"/> Ceramics
<input type="checkbox"/> Boat Driving	<input type="checkbox"/> .22 Riflery	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Campfire Singing	<input type="checkbox"/> Pottery
<input type="checkbox"/> Fishing	<input type="checkbox"/> Hiking	<input type="checkbox"/> Basketball	<input type="checkbox"/> Vocal Performance	<input type="checkbox"/> Woodcarving
<input type="checkbox"/> Swimming	<input type="checkbox"/> Overnight Camping	<input type="checkbox"/> Softball	<input type="checkbox"/> Piano Accompaniment	<input type="checkbox"/> Fine Arts
<u><b>Exercise / Fitness</b></u>	<input type="checkbox"/> Horseback Riding	<input type="checkbox"/> Tennis	<u><b>Children's Activities</b></u>	<input type="checkbox"/> Calligraphy
<input type="checkbox"/> Running	<input type="checkbox"/> Outdoor Cooking	<input type="checkbox"/> Triathlon	<input type="checkbox"/> Crafts	<input type="checkbox"/> Jewelry Making
<input type="checkbox"/> Yoga	<input type="checkbox"/> Ropes Course	<u><b>Nature</b></u>	<input type="checkbox"/> Story Telling	<input type="checkbox"/> Poster Making
<input type="checkbox"/> Pilates	<input type="checkbox"/> Rock Climbing	<input type="checkbox"/> Astronomy	<input type="checkbox"/> Outdoor Games	<input type="checkbox"/> Photography
<input type="checkbox"/> Martial Arts	<input type="checkbox"/> Wilderness Safety	<input type="checkbox"/> Animal Life	<input type="checkbox"/> Music & Movement	<input type="checkbox"/> Other
<input type="checkbox"/> Other Group Fitness	<input type="checkbox"/> Mountain Biking	<input type="checkbox"/> Forestry/ Ecology	<input type="checkbox"/> Child Care	

For areas you marked 03 or 0T, please list specific experience. (Use additional paper if needed) \_\_\_\_\_  
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**PERFORMANCE SKILLS and EXPERIENCE** 0 Rank 0-3 your competency in each. List experience.

Choreography \_\_\_\_\_  
 Singing(  Solo  Small Group) \_\_\_\_\_  
 Dance \_\_\_\_\_  
 Musical Instrument(s) \_\_\_\_\_  
 Theater- Acting \_\_\_\_\_  
 Theater- Lighting & Sound \_\_\_\_\_  
 Other Performing Arts Experience \_\_\_\_\_

**CERTIFICATIONS** (List expiration dates and certifying organizations)

Lifeguard	Boating Certification	NRA Riflery Instructor	Archery Instructor	CPR	First Aid
Other _____					
CA Drivers License	Yes	No	Van Driving Experience	_____	
Good Driving Record	Yes	No	If no, explain	_____	

**JOB PREFERENCE:** Based on the Student Staff Job Descriptions provided at the back of this application, list your top three positions in order of preference. Explain your reasons and qualifications.

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Sometimes applications are so competitive that we are unable to give candidates their desired jobs. What is the relative importance of your job preference against your desire for the total BRUIN WOODS experience? \_\_\_\_\_  
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Do you have any health conditions, which would restrict you from working in a rigorous outdoor work environment? \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:**

Name	Years known/what capacity	Address	Phone
1. _____	_____ _____	_____ _____	_____ _____
2. _____	_____ _____	_____ _____	_____ _____

**EMPLOYMENT EXPERIENCE:** (Use additional paper if needed)

Employer \_\_\_\_\_ Position Held \_\_\_\_\_ Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Work Duties \_\_\_\_\_

Employer \_\_\_\_\_ Position Held \_\_\_\_\_ Dates Employed: from \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Work Duties \_\_\_\_\_

**PHILOSOPHIES & PERSONALITY**

**PERSONAL PERSPECTIVES**

The young people who attend BRUIN WOODS view staff members as role models. Describe the character traits integral to good role models and explain why you are a good role model. \_\_\_\_\_

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As a staff member, you will be looked upon as a representative of the UCLA Alumni Association. What would you see as your responsibility in this regard? \_\_\_\_\_

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\_\_\_\_\_

How did you hear about BRUIN WOODS? \_\_\_\_\_

Former BRUIN WOODS staffers you know **well**: \_\_\_\_\_

Lastly, please tell us why you would be a valuable BRUIN WOODS staff member. Your personal philosophies, feelings, character and personality can have as much bearing on your performance as skills, talents and experience, and often make the difference between an adequate staff member and a superior staff member.

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**If needed, please continue on the back of this sheet**

I understand that if I am selected as a Bruin Woods staff member, my employment will be contingent upon my ability to attend the All-Staff Meeting held in April, as well as training weekend May 11<sup>th</sup>-13<sup>th</sup>, 2012.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

If you are hired to work at Bruin Woods, you will be asked to agree to work for the complete summer, from June 17th to September 5th. Please sign below indicating your agreement with this condition. I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any false information may be considered cause for termination. I authorize UCLA Bruin Woods to verify the information I provided on my application and supplement forms.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

## Applications are DUE no later than February 14<sup>th</sup>, 2012

Mail application to: BRUIN WOODS STAFF  
P.O. Box 160  
Lake Arrowhead, CA 92352  
Phone: 909-337-2478 Fax: 909-337-1030

**\*\*You may also turn applications into the James West Alumni Center\*\***

### Contact On-Campus Representatives:

Tom Mertel      Kirstie Ruppert      Dodge McIntosh      Ally Cappiello  
[tmertel@ucla.edu](mailto:tmertel@ucla.edu)    [kruppert@ucla.edu](mailto:kruppert@ucla.edu)    [dodgemcintosh@gmail.com](mailto:dodgemcintosh@gmail.com)    [allycappiello@gmail.com](mailto:allycappiello@gmail.com)

Matt Flesock      Sarah Sullivan      Tim Krause  
[mflesock@gmail.com](mailto:mflesock@gmail.com)    [s.sullivan@ucla.edu](mailto:s.sullivan@ucla.edu)    [tjkrause@ucla.edu](mailto:tjkrause@ucla.edu)

# Bruin Woods Job Descriptions

## PROGRAM DIRECTOR (1)

**DUTIES:** The Program Director ensures the success of all programs around camp and emcees our student staff shows. Creates programmatic games and activities with assistance of Bruin Woods Manager. Handles program supplies including organizing supplies, taking inventory and reordering. The Program Director also takes photos throughout the week and makes a slide show at its conclusion. This position usually goes to a returning staff member.

**QUALIFICATIONS:** Demonstrated ability to lead peers, good understanding of program and its goals, willingness to devote time needed to accomplish tasks, knowledge of the performing arts and appropriate rehearsal methods, creativity, good physical health, wide knowledge of general recreation, self-confidence, and experience in working in a recreation setting of this size. Ability to supervise others. Must have exceptional public speaking skills. Must possess a valid driver's license. (Requires one weekend of training in May/June at Lake Arrowhead.)

## ATHLETIC DIRECTOR (1)

**DUTIES:** Organize tournaments, post results and make awards, promote participation in sports, games and activities, take charge of the tournament softball games, teach sports to program groups on regularly scheduled basis, coordinate and supervise morning fitness and tennis classes, referee volleyball tournaments, run athletic contests for kids, and perform other duties as assigned. Track condition, make repairs, and recommend replacement of athletic equipment, and inspect athletic facilities.

**QUALIFICATIONS:** Must possess exceptional social skills to interact with adult guests. Knowledge of sports rules of play, respectable skill level and play experience in popular recreational sports, ability to facilitate games without taking over, knowledge of sports equipment, knowledge of tournament organizing, demonstrated ability to teach sports. Must enjoy competition but have compassion and understanding for less skilled or competitive participants, and must be willing to devote time needed to accomplish tasks. Must be in good physical health. (Requires one weekend of training in May/June at Lake Arrowhead.)

## POOL STAFF (5)

**DUTIES:** Organize activities at our beautiful outdoor swimming pool. Enforce safety rules, insure safety at the pool, handle emergency situations, help plan and carry out the weekly camp wide events, teach aqua fitness, and teach swimming lessons to young children. Clean and oversee the pool house and arrange poolside furniture. Take care of the Jacuzzi room in cleaning, setting chemicals, and monitoring use of the Jacuzzi. One of these people will become Pool Supervisor.

**QUALIFICATIONS:** American Red Cross Lifeguard Certification (Bruin Woods will certify you if you are not already). Knowledge of commercial pools and pool chemical maintenance or aptitude for learning this is helpful. Strong sense of responsibility for lives of others and for condition of facility, and a desire to promote maximum use of the pool. (Requires one weekend of training in May/June at Lake Arrowhead.)

## BOATING STAFF (4)

**DUTIES:** Operate the ski boat, teach guests to water ski and wakeboard, drive skiers around the lake, practicing and enforcing boating safety rules. Drive the pontoon boat, taking guests to the village, narrate evening cruises around the lake and take all kids groups on boat rides. Clean boats, keep docks and dock area clean and in good repair, keep boats moored safely and in good repair, note problems, and take boats in for servicing. Keep accurate boat use records, maintain cognizance of location and use of boats at all times, and keep boats filled with gasoline and ready for operation. One of these staffers will become Boating Supervisor.

**QUALIFICATIONS:** Prior experience in motor boat operation, experience in water safety, dedicated commitment to following rules and procedures, patience, and ability to coach are desired. Must love to show folks the lake and help them enjoy every minute on the water. Must be able to get up early. Arrowhead Lake Association License must be acquired during pre-camp training. (Requires one weekend of training in May/June at Lake Arrowhead.)

## FISHING GUIDE (5)

**DUTIES:** Take guests and staff on 3 hour fishing trips, rig-fishing lines and care for equipment, drive pontoon boat, and handle fishing sign-ups. Record fish caught by weight and length, and clean fish for cooking. Purchase fishing equipment when needed. Help keep boats clean and in good condition (see Boating Staff.) Dedicated commitment to following rules and procedures. Safe operation of boats at all times.

**QUALIFICATIONS:** Must have sincere love of helping others fish for hours and hours each day, knowledge of fishing equipment, ability to relate to adults and children, and demonstrated experience in fishing. Must get up really early. Arrowhead Lake Association boating license must be acquired during pre-camp training. (Requires one weekend of training in May/June at Lake Arrowhead.)

## TEEN COUNSELOR (2)

**DUTIES:** Carry out activities for 10th, 11th, and 12th graders. Mold teens into a bonded group and get maximum number involved. Take teens on an overnight campout experience; organize teen athletic tournaments and weekly Teen Dance, and other duties as assigned.

**QUALIFICATIONS:** Ability to guide peer pressure, genuine enjoyment of teenagers, ability to develop teens into a group, some camping and backpacking experience, knowledge of general outdoor nature skills, knowledge of sports and waterfront activities. Must be willing to state and enforce by persuasion camp rules relating to teenagers. Mature judgment, a desire to be a positive role model, enthusiasm, endurance, and a genuine love for kids a must. Energy that won't quit. Requires leading evening activities. Should be 21 years old. (Requires one weekend of training in May/June at Lake Arrowhead.)

## GRIZZLY COUNSELOR (2)

**DUTIES:** Plan and implement activities for 8th and 9th graders. Take Grizzlies on an overnight campout experience, organize group athletic tournaments, plan and lead activities, take group on evening cruises, participate in the organization of the weekly dance, and other duties as assigned.

**QUALIFICATIONS:** Demonstrated ability to work with teens, basic knowledge of sports and games, waterfront activities, and general outdoor nature skills. Must be willing to state and enforce by persuasion camp rules relating to teenagers. Mature judgment, a desire to be a positive role model, enthusiasm, endurance, and a genuine love for kids a must. Requires leading evening activities. (Requires one weekend of training in May/June at Lake Arrowhead.)

### **POLAR BEAR COUNSELOR (3)**

**DUTIES:** Plan and implement activities for 6th and 7th graders. Take Polar Bears on an overnight campout experience, organize group athletic tournaments, plan and lead activities, take group on evening cruises, organize the weekly dance, and other duties as assigned.

**QUALIFICATIONS:** Demonstrated ability to work with junior high age kids, basic knowledge of sports and games, waterfront activities, and general outdoor nature skills. Must be willing to state and enforce by persuasion camp rules for teenagers. Mature judgment, desire to be a positive role model, enthusiasm, high physical energy, and a genuine love for kids a must. Requires leading evening activities. (Requires one weekend of training in May/June at Lake Arrowhead.)

### **KODIAK COUNSELOR (3)**

**DUTIES:** Plan and implement activities for children in 4th and 5th grades, guiding the group with consistency, fairness, energy, cheerfulness, and enthusiasm. Participate with and supervise children during activities in Arts & Crafts, waterfront, Frontier Village, and archery. Take group on an overnight campout.

**QUALIFICATIONS:** Ability to work with pre-teens, basic knowledge of games and activities commonly enjoyed by this age group, and basic knowledge of hiking and First Aid. Indefatigable, infinite patience, good what-to-do ideas, empathy, and a desire to be a positive role model. (Requires one weekend of training in May/June at Lake Arrowhead.)

### **BRUIN COUNSELOR (3)**

**DUTIES:** Plan and implement activities for children in 2nd and 3rd grades, guiding the group with consistency, fairness, energy, cheerfulness, and enthusiasm. Participate with and supervise children during activities in Arts & Crafts, waterfront, Frontier Village, and archery, and other duties as assigned.

**QUALIFICATIONS:** Ability to work with youngsters, basic knowledge of games and activities commonly enjoyed by this age group, and basic knowledge of hiking and First Aid. Physical stamina, infinite patience, good activity ideas, empathy, ability to relate to little girls and boys, and a desire to be a positive role model. (Requires one weekend of training in May/June at Lake Arrowhead.)

### **CUB COUNSELOR (3)**

**DUTIES:** Provide a program of activities for children in kindergarten and first grade, which is rich in creativity, music, games, nature lore, physical exercise, drama, storytelling, and sports. Take participants to and assist with their participation in swimming lessons, Arts & Crafts, and Frontier Village and perform other duties as assigned.

**QUALIFICATIONS:** Ability to work with youngsters, broad knowledge of the program areas listed above, some experience in the out-of-doors, and a genuine love for small children. Ability to be "on stage" all day long and ability to cope with large doses of "hero worship." (Requires one weekend of training in May/June at Lake Arrowhead.)

### **TEDDY BEAR COUNSELOR (2)**

**DUTIES:** Provide a program of activities for 3-4 year olds, which is rich in creativity, music, games, nature lore, physical exercise, drama, storytelling, and sports. Take participants to and assist with their activities in swimming lessons, Arts & Crafts, and Frontier Village and perform other duties as assigned.

**QUALIFICATIONS:** Ability to work with pre-schoolers, broad knowledge of the program skills listed above, patience, compassion and tolerance, some experience in the out-of-doors, a strong love for small children and a healthy dose of tact for dealing with their parents. (Requires one weekend of training in May/June at Lake Arrowhead.)

### **CUB/TEDDY BEAR ROVER (1)**

**DUTIES:** This person works alternate days with both Cub and Teddy Bears filling in for counselor days off. (See above duties.)

**QUALIFICATIONS:** Ability to take charge in unfamiliar situations, ability to see what needs to be done, big heart to relate to lots of 3-6 year olds, experience with separation anxiety, and self-confidence to proceed with limited direction. (See above qualifications. (Requires one weekend of training in May/June at Lake Arrowhead.)

### **ROVING COUNSELOR (1)**

**DUTIES:** These people work with different age groups every week. They often have assignments in several different areas.

**QUALIFICATIONS:** Flexibility and a wide variety of skills. Ability to take charge in unfamiliar situations and work with all people. Knowledge of many "filler " games for waiting times between activities. (Requires one weekend of training in May/June at Lake Arrowhead.)

### **ARTS & CRAFTS STAFF (4)**

**DUTIES:** These people implement the camp wide arts & crafts program. They learn how to teach ceramics, leather, and other general mediums to the 150 adult guests who visit the Craft House and Arts & Crafts Yurt. Also work with children's program groups in teaching children's crafts. Balance monetary accounts, give individual assistance during each day as asked, keep the Craft House clean and inventory supplies. Responsibility extends beyond "open" hours to firing pottery, receiving orders, etc..

**QUALIFICATIONS:** General familiarity with arts and crafts listed above and/or willingness to learn about and excel in those less familiar, ability to give clear directions, patience and willingness to answer hundreds of questions a day, tolerance of lots of people noise and an ability to appreciate and inspire the creative efforts of others. (Requires one weekend of training in May/June at Lake Arrowhead.)

### **OUTDOOR ADVENTURE DIRECTOR (1)**

**DUTIES:** Organize and monitor all outdoor adventure activities including overnight camping trips, hikes, and nature games and activities; care for and account for camping equipment. Pack food supplies for all off-site outdoor adventures and cookouts including overnights, field trips, etc., and restock unused supplies after each event. Take inventory of food and equipment as

requested and perform other duties as assigned. Organize and lead field trips including hikes, mountain biking, etc., become the resident expert on available field trips or places to go, drive program groups to scheduled off-site destinations, keep camp vehicles clean and ready for use, deliver guests with limited mobility to camp wide events, and other duties as assigned.

**QUALIFICATIONS:** Sincere love for the outdoors. Desire to camp out and hike 2-3 times per week. Pleasant disposition, outgoing personality, physical stamina, and knowledge of outdoor safety practices are essential. Must have the confidence of experience. This job is for a person with an organized, detailed mind who likes to do the behind-the-scenes work required to make trips a success. This person must be an assertive self-starter who can work well with others. Some food experience helpful. Must have good driving record. (Requires one weekend of training in May/June at Lake Arrowhead.)

#### **BEAR & GRILL STAFF (5)**

**DUTIES:** The Bear & Grill is a snack bar and kiosk where guests check out games and sports equipment. While following a few simple business principles, this staff will develop songs, dances, chants, theme days with costumes as well as other ways to make this area a place of fun for passers-by as well as guests buying food or borrowing games. This staff will prepare food items, take inventories, operate the cash register, and keep food areas clean. In the Games Handout area, check out games and sports equipment to guests of all ages, keep games looking nice and in good condition. Work with Athletic Director in keeping sports equipment in good condition. Be a resource to guests on the rules and scoring of all games.

**QUALIFICATIONS:** Energetic personalities are needed in this job. Also helpful is prior food service experience, ability to follow cash control procedures, patience, and a personality, which enjoys being helpful and tolerates repetition. Willingness to support the Bear & Grill service goal of high quality food and drinks at the fastest possible speed. Knowledge of games and sports, and huge creativity and style essential. (Requires one weekend of training in May/June at Lake Arrowhead. One of these people will become Bear & Grill Supervisor.)

#### **FRONTIER VILLAGE (2)**

**DUTIES:** Frontier Village staff help develop the atmosphere at the Frontier Village by decorating the village and teaching outdoor skills and telling stories to all ages. This person needs to be a self-starter with creativity.

**QUALIFICATIONS:** Knowledge of outdoor skills, good organizational skills, and ability to teach both children and adults. Must enjoy being outside. Poise and self-confidence is vital. This is a great job for people who have lots of outdoor camping experience. (Requires one weekend of training in May/June at Lake Arrowhead.)

#### **RIFLERY (1)**

**DUTIES:** Take small groups target shooting at the nearby Boy Scout Rifle Range. Teach adults & young people the safety, use, and care of .22 rifles. Clean rifles, purchase supplies, and drive a van on riflery trips.

**QUALIFICATIONS:** Excellent safety record, driver's license, experience in target shooting, and poise and confidence to speak in front of a group. Extreme dependability and maturity with a friendly disposition. Must earn NRA Instructor Certification prior to camp. Should be 21 years old. (Requires one weekend of training in May/June at Lake Arrowhead.)

#### **ARCHERY/FRONT DESK (2)**

**DUTIES:** Take charge of the archery range and teach archery to camp participants of all ages, devise games to add programmatic interest, and maintain archery equipment and range in good condition. Fill in at the Front Desk fulfilling guest requests, answering questions, and preparing for the next week of guests, for about ¼ of the job.

**QUALIFICATIONS:** Must attend a pre-camp training weekend to certify as an Archery Instructor. Must be self-starting, reliable, and be good with adults and children alike. Computer/typing skills, poise and maturity, equanimity in the face of many questions, and a quick smile are essential. (Requires one weekend of training in May/June at Lake Arrowhead.)

#### **ROPES COURSE STAFF (1)**

**DUTIES:** A ropes course is a series of physical events that challenge people working individually and as teams to extend themselves beyond their perceived capabilities. This person works side-by-side with a Ropes Course professional, teaching and assuring the safety of the course, helping participants rig up for the high events, belaying for each participant, and leading group debriefing sessions after each event.

**QUALIFICATIONS:** Poise and maturity, the ability to thoughtfully lead debriefing sessions, desire to be outdoors, ability to learn and teach safety procedures with precision, willingness to work the hours needed to complete each days course, and good rapport with adults and teenagers. (Requires one weekend of training in May/June at Lake Arrowhead.)