



Staff Applicant Packet

CHELEY COLORADO CAMPS



CHELEY COLORADO CAMPS

2020 SUMMER STAFF
APPLICATION INFORMATION

www.cheley.com – staff@cheley.com

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Dates for 2020

MAY

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

-  Pre-Camp Crew & Transportation Crew
-  Horseback & Barn Crew Training
-  Director & Asst. Director Training Begins
-  Staff Training Begins
-  First Term Begins
-  Mid-Term

-  Term Ends
-  Family Camp, Quarter B-4, & Teen Summit Begin
-  Post-Camp Crew
-  Second Term Begins
-  Contract End Date* & Burn Camp Begins
-  Discovery Crew

*Limited positions available with end date 8/9

ONE

Who We Are
where we are
what we do



WHO WE ARE

We are youth development professionals focused on having a positive lasting impact.

Cheley is a Colorado summer adventure camp started in 1921 by Frank H. Cheley.

This is our 100th summer!

WHERE WE ARE

Cheley is located in Estes Park, Colorado located near Rocky Mountain National Park as well as the Roosevelt and Arapaho Forests.

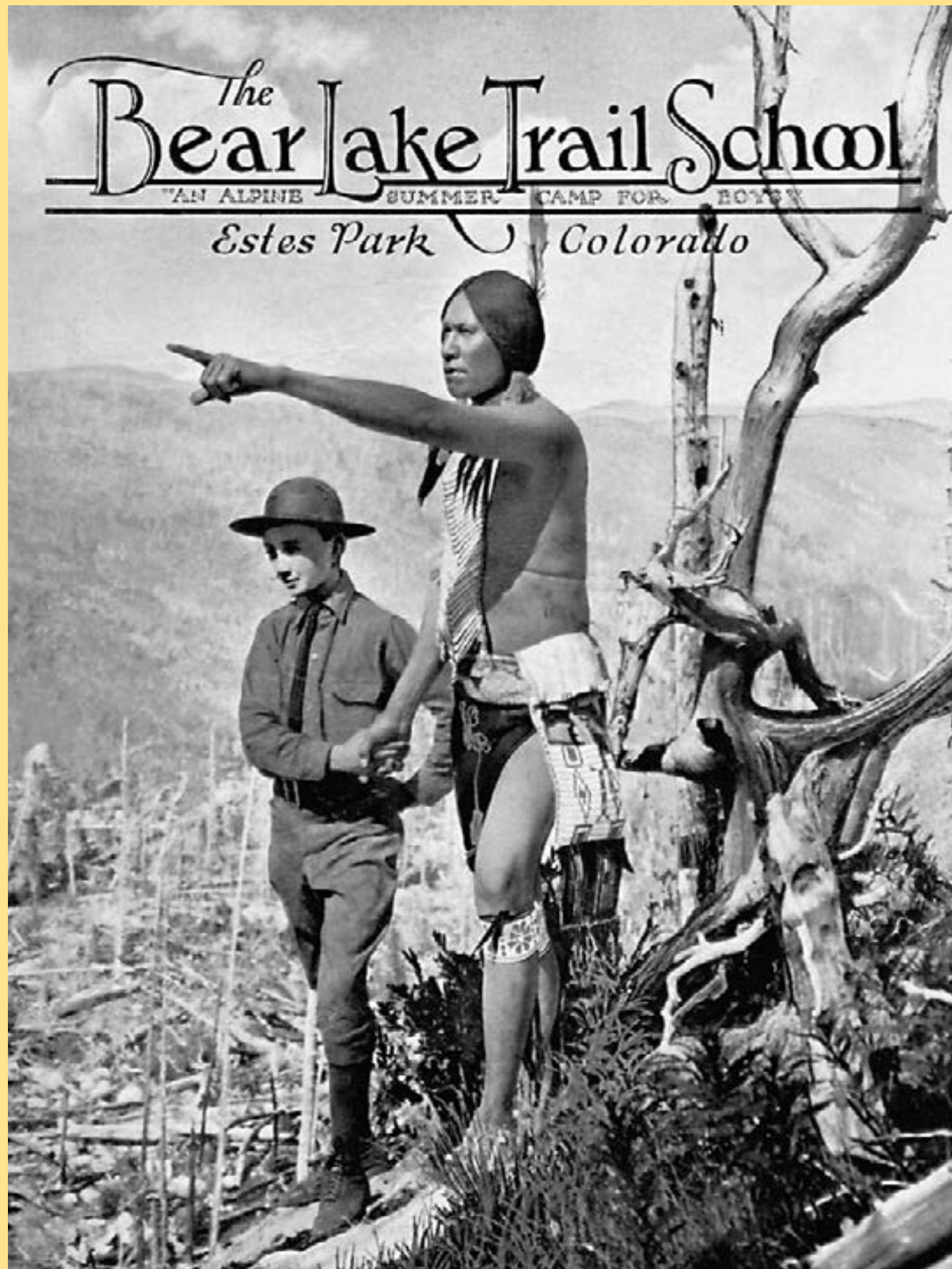
On property, our buildings are rich in tradition and well maintained. It is a fantastic place to take in the fresh air with cool crisp mornings and incredible sunsets away from the hustle and bustle of cities. Yet, if you start to miss the noise, several cities are accessible on your time off. Only a ten-minute drive into town, Estes Park has shops, restaurants, outdoor activities, a lake, and more. We are also about an hour from Boulder/Fort Collins and an hour and forty minutes from Denver.

WHAT WE DO

Our Mission Statement:

We build the lasting character and resiliency of young people, creating unique life experiences in a challenging and nurturing natural environment.





The
Bear Lake Trail School
"AN ALPINE SUMMER CAMP FOR BOYS"
Estes Park Colorado

TWO

Camp Life
our units
our positions
our lingo

Our Units

We have two 4-week terms with about 500 campers per term. Each of our eight units has a director, assistant director(s), and counselors that work with the campers in that unit. A unit has around 60 campers and 15 staff members.

Units are in three locations – six units at Land O’Peaks Ranch (LOP) in Estes Park, and Girls’ and Boys’ Trail’s End Ranches (GTE and BTE) are about 15 miles away in Glen Haven. Campers and counselors share cabins at LOP while campers at the Trail’s End Ranches live in covered wagons and counselors live in cabins nearby. About once a week, there is a co-ed or all-camp activity.

“Being on staff at Cheley was one of the most meaningful experiences I’ve had. I got to meet and interact with so many unique people who became some of my closest friends. It also allowed me to interact with and have an impact on campers on a daily basis.”

Jeb Kendrick. Staff 2018-2019

LOP Units

	<u>Ages 9-11</u>	<u>Ages 12-13</u>	<u>Ages 14-17</u>
Boys	Lower Ski Hi (“Lower Sky High”)	Ski Hi (“Sky High”)	Haiyaha (“Hi-yah-ha”)
Girls	Lower Chipeta	Chipeta	Senior Chipeta

TE Units

	<u>Ages 12-17</u>
Boys	Boys’ Trail’s End (BTE)
Girls	Girls’ Trail’s End (GTE)



Counselors

All staff at Cheley are part of the camp community. At different times throughout the summer, you may be asked to help the community in some way outside of your job description.

Counseling staff members are assigned to a specific job in one camp unit. Every counselor is first a counselor involved in the person-to-person relationships of guiding campers, helping them to make the most of their camp opportunity.

Counselors live with and are responsible for a group of campers. They must be at least 19 years old. They write weekly reports to parents, have meal supervision, maintain discipline, and set a good example. Counselors also help campers with laundry sorting, making beds, homesickness, and personal hygiene.

Being a counselor is a very important position, and the choices they make affect the campers' entire camp experience. The goal of the counselor is to give each camper a safe, fun, and memorable summer where they learn about themselves and learn to "act spontaneously in the right."

Counselors

Positions include:

- Unit Directors
- Assistant Director(s)
 - Backpacking
 - Hiking
 - Horseback Riding ("Wrangler")
 - Sports
 - Mountain Biking/Sports (older units only)
 - Outcamping
- HBO (Hiking/Backpacking/Out of Camp Activities)
 - Crafts
 - Riflery
 - Campfire

Support Staff

Support staff live together in designated cabins on camp property and must be at least 18 years old. They play an integral part in role modeling. All support staff need to have the ability to communicate and work effectively with peers, have the visual and auditory ability to identify and respond to environmental and other hazards at camp, and have the physical strength and endurance necessary to complete assigned tasks. A positive attitude and sense of humor are essential.



Support Staff

Positions include:

- Barn Crew
 - Childcare
 - Stores
 - Laundry
- Medical Team: Nurse, Nurse Aide, WEMT, Doctor
 - Transportation Crew
 - Office Assistant, Travel Coordinator
- Media Team: Photographer, Videographer, Online Editor, Graphic Designer
 - Food Service: Head Cook, Cook, Kitchen Assistant, Storeroom Manager (Fude Dude), Munch Inn
- Program Coordinators: Ropes, Climbing Wall, Outcamping, Rockstock, Woodshop, Riflery, Crafts, Ceramics, Ranch Education

Lingo

All Camp Campfire: every unit (including the TEs) gets together for this Fun Plus® night of songs, dancing, and skits

Blue Kerchief: “BK,” it is worn on special occasions and signifies that campers and staff are living up to the Code of Living

Boathouse: the unit bathroom with flush toilets and individual showers

BTE: Boys’ Trail’s End (a unit for 12-17 year-old boys)

Bulk: lunch for out-of-camp programs only (tortillas/bagels/flatbreads, salsa, peanut butter, jelly, cheese, and pepperoni/salami, fruit, granola bars, cookies)

Burn Camp: a ten-day post-camp for pediatric burn survivors in partnership with Children’s Hospital of Colorado

Campfire: nightly evening program that brings the unit together

Chapel: a non-religious service held on Sundays at LOP and at each TE

CILT: Camper in Leadership Training

Code of Living: a written set of standards and values created as a unit for everyone to strive to live up to

Family Camp: a five-day post-camp for families at BTE

Fun Plus®: to have fun while learning how to live life fully and to know/ understand ourselves more completely

Go-Tos: Counselors are assigned 4-6 campers whose well-being they are responsible for and write their weekly reports

GTE: Girls’ Trail’s End (a unit for 12-17 year-old girls)

In-Camp Program: occurs at LOP or at the TEs (i.e., riflery, archery, sports, crafts, climbing wall, fishing, horseback riding in the ring)

Leadership Team: Unit Directors and Asst. Directors

LOP: Land O’Peaks / “main camp”

Outcamping: a program where groups are transported to campsites for two and three-day stays on Cheley property

Out-of-Camp Program: occurs off-camp property (i.e., hiking, backpacking, technical climbing, mountain biking, horseback riding on the trail, outcamping, overnights)

Lingo

Play Day: a brother-sister unit event with team colors, cheers, and games to rally camp spirit and encourage team building

Pre-Camp: A work crew who helps get camp ready for the summer – limited to 30 staff members

Post-Camp: Happens after Second Term ends (Burn Camp, Family Camp, Teen Summit, and Quarter B-4)

Post-Camp Crew: A work crew who helps close camp – limited to 12 staff members

Quarter B-4 (QB4): a five-day post-camp program for 7-10 year-olds

Rest Hour: for in-camp programs, after lunch and before afternoon program (typically from 1 to 2pm), this time is for silent relaxation

TEs: the Trail’s Ends (both BTE and GTE)

Teen Summit: a five-day post-camp for students with a parent in the Air Force Reserves or the Air National Guard

(First/Second) Term: Our four-week summer camp sessions

Treats (time): free time before dinner after program ends (typically 4:15 to 5:30pm) when the store is open for “treats” (i.e., candy, snacks, juices, etc.)

WFA: Wilderness First Aid

“Working at Cheley has without a doubt been the most rewarding experience of my youth. I have cherished the opportunity to provide an environment that helps these young men face challenges and grow into the best version of themselves. There were times where I would, for a moment, think about how cool my job really is, leading hikes surrounded by good people and the most beautiful natural environment. However, I’d posit that there is something far more profound in the knowledge that your time there means even more to the kids you’re with than it does to you. Cheley has taught me skills I never thought it would, while leaving me with relationships and memories that I will have for the rest of my life.”

Eric Hahn. Staff 2015-2017 & 2019

THREE

Working at Cheley

staff members are...

policies & customs

time off

certifications

salary & benefits

transportation



Cheley Staff Members Are...

Fun

Community-Oriented

Self-Starters

Team Players

Patient

Passionate about working with youth

Willing to work hard

Excited to work outdoors

Open to learning

"I love working on support staff because I get to be with like-minded people in a beautiful place where we all want to be the best version of ourselves, while working with kids and teaching them to be the best version of themselves. I also love it because it's in a beautiful location where you can step back from reality and whatever is going on in your life and really focus on yourself and the kids."

Nicole Ebel. Staff 2017-2019

Staff Policies and Customs

Cell Phones/Technology

Staff members should never be seen actively on their phone. The use of cell phones must not interfere with staff's performance. Part of the camp experience is disconnecting from technology.

Drug-Free Workplace

Smoking, vaping, tobacco, and alcohol use are not allowed on any Cheley property or while on program with Cheley. Possession or use of any illegal drugs (including marijuana although legal in Colorado) are prohibited during the course of a staff member's contract. We reserve the right to conduct drug or alcohol testing.

Personal Appearance

Staff members' appearance should be consistent with good hygiene, safety, and what Cheley considers appropriate attire. Your personal appearance should not impact your ability to be a strong role model for youth. Staff members may not drastically alter their personal appearance while working at Cheley.

Pets

Pets are not allowed.

Religion/Values

We are not a religious camp. Spiritual values are stressed and many faiths are represented at Cheley. Campers are expected to go home with the religion they came with and not be converted.

Time Off

Counselors have one day off per week (8:00 am to 1:00 am) and one night off per week (5:00 pm to 1:00 am), and are on program activities five days a week. On Sunday, all staff and campers remain in camp. There is a counselor cabin in each unit with a refrigerator for staff only.

Many staff go into town (four miles from LOP and seven miles from TEs) during time off. We offer a daily shuttle to town in the morning that returns in the afternoon. Chain Gate (at LOP only) is locked at 10:00 pm for security. Before that time, staff may drive into camp and park in their designated areas. After that time, staff park their cars at the gate and walk to their cabins. Cars parked at chain gate must be moved before breakfast.

Time off for Support Staff varies by position, but will include one day off and one night off at a minimum.

Certifications

Staff members must obtain required certifications (see below). While we offer courses during staff training, we highly encourage getting it done prior to then. You will be thankful you did.

A Wilderness First Aid course is offered at camp June 4-5 for \$110.

These positions require **Wilderness First Aid** and **CPR**: Hiking, Backpacking, HBO, Outcamping, Horseback Riding, Sports (BTE, GTE, Haiyaha, Senior Chipeta), Rockstock

These positions require **First Aid** and **CPR**: Sports (Lower Chipeta, Lower Ski Hi, Chipeta, Ski Hi), Riflery, Crafts, Campfire, Unit Directors/Asst. Directors, Outcamping Coordinator, High Ropes Facilitators, Climbing Wall, Childcare, Nurse Aide

These positions require **CPR**: Transportation Crew, Nurse, Barn Crew



“Being on staff was an immense learning opportunity, and the best part about it was the family and friends that I collected on the way. Being a part of each other’s journeys while creating them for the campers is indescribably fulfilling”

Meghan Bellamy. Staff 2019

Salary & Benefits

Housing and meals are provided and staff members are expected to live at camp. Salary is paid at the end of Pre-Camp (if applicable), half of the summer salary at Mid-Term in July, and the other half at the end of camp in August.

First year counseling staff salary is \$3225 for 10 weeks. The following positions start at \$12/hour: office, stores, media, laundry, kitchen assistant, and transportation crew. Cooks are paid \$12.25/hour. Barn Crew and Food Dude are paid \$12.75/hour. Head cooks are paid \$13/hour with the possibility of additional overtime. Our goal is to provide around 40 hours of work per week.



Transportation

Staff are responsible for transportation to/from camp and we provide a travel stipend (see map). Travel checks are distributed during staff training, as long as all paperwork is completed within three days of arrival. If paperwork is not complete within three days, the travel check is forfeited.

Note: First year international staff do not receive travel stipends, and we will meet them at the airport. Returning international staff receive a \$220 travel stipend.



FOUR

How to Apply
pre-interview guide
the application process
the interview
for more information



Pre-Interview Guide

Thank you for considering employment with Cheley Colorado Camps! Since 1921, we have been offering outstanding summer camp experiences for young people from all over the world. We have become successful through the efforts of many fine people who have contributed their enthusiasm and talents while on our summer staff. Our goal is to find staff members who are committed to those same high personal standards.

“Working at Cheley has impacted my life in more ways than I could have imagined! As an international staff member, I have never felt more at home than I do here on Fish Creek Road. I have really challenged myself here at camp and grown as a person over the years. One of my favourite parts of camp is working with the other staff members who all come from different backgrounds around the world. Working here has been one of the best experiences of my life.”

Jack Maud, Staff 2016-2019

Professional Development

Your summer will begin with eight to 10 days of staff training. During this time, you will be exposed to professionals in the field of child development, forests and parks, psychology. You will learn about leadership, team building, and how to be effective with children while being motivated by inspiring speakers to make a difference in campers' lives.

You Will Be Surrounded by Amazing People

The Cheley summer staff is made up of approximately 220 people who are hired from all over the United States and several other countries. We work toward a common goal of making the summer a safe, fun, and enriching experience for all of our campers. Cheley seems to attract people with similar objectives and ideals to come together for a summer to make a difference. You will have the opportunity to establish many friendships as you work closely with other members of the staff. Cheley provides an outstanding environment to meet remarkable people.

The Application Process

International Applicants:

Apply directly to a staffing agency. We work with Camp Leaders, Camp Counselors USA, Camp America, & Wildpacks/IENA.

All Applicants:

1. Complete the application at www.cheley.com/staff_application/start. We will review your application and contact you by email or phone.
2. Send this reference link to three people: www.cheley.com/camp_forms/staff-reference.html. They should not be family members. One can be a character reference and two should be professional references. Applications are not complete until all references are received.
3. Interviews are done by Zoom video conference, typically from 8AM – 3PM mountain time.
4. We will be in touch within two weeks after your interview to let you know if we have a position available.

If You're Offered a Position...

1. If you are offered a position, you will be notified by phone. You will then receive time-sensitive paperwork via email. The following items must be completed within two weeks to move forward with employment:
 - (A) A signed copy of the offer letter, noting your position, dates of employment, salary, and other important info.
 - (B) A completed fingerprint card for the background check. If you are in Colorado, you will go to an "Identogo" facility to be fingerprinted. If you are out of Colorado, we mail you the card and you take it to your local police station to be fingerprinted and then mail to them.
The cost is typically around \$10.
 - (C) Completion of the online course on Sexual Abuse Prevention.
 - (D) Staff bio and photo for parents.
2. If you are hired (not applicable for International staff), you will be responsible for the following fees: Driving record (if 21+ years old) available through your state DMV; certifications necessary for your position (Wilderness First Aid, First Aid, CPR); fee for your transcript (if applicable); travel to and from camp (travel stipends are received upon arrival at camp as long as all arrival paperwork is completed within three days).

The Interview

The interview isn't just for us to get to know you better, but it's also for you to decide if camp is a good fit for you. Ultimately, we want all of our staff members to be successful!

Prior to your interview, please read the job descriptions for your top three position choices and prepare any questions.

"Working on staff at Cheley has helped me grow in a professional way that comes from the exciting experiences I had while spending a summer in Colorado. I have learned how to work closely with others and resolve issues in an efficient and effective manner. I can now manage my time better and I know how to get everything done well and on time, while still being able to set aside time for myself. The campers have shown me the excitement and happiness in life that can be forgotten along with growing up and gaining responsibilities. When I go back to school in the fall, I have so many stories and memories that I'll remember years from now, which is what I cherish the most at Cheley. The skills I have learned through being on staff at Cheley will help me throughout my life, not only in a professional sense, but also in my everyday encounters."

Dani Brown. Staff 2018-2019

Interviewing Tips

Be on time.

Dress appropriately.

Be interested & listen.

Be careful not to overstate your abilities.

Don't make disparaging remarks about yourself or anyone else.

Plan ahead.

Think of questions to ask.

Reality Check: make sure you understand exactly what the job involves. Is the position you're offered right for you? Is Cheley right for you?



For More Info...

Be sure to check out our Detailed Position Listings Packet for job descriptions of every position, their responsibilities, and a typical day in each position.



Other Questions?

staff@cheley.com

or

303-377-3616

