



Employment Reference for Summer Resident Camp

Please fill out the following reference form and send to:

Girl Scouts of Greater Mississippi
Attn: Camp Director
1471 West County Line Road
Jackson, MS 39213

Fax: 601.326.7646
Email: careers@gsgms.org

All responses are kept confidential.

Date _____

Reference Given for _____

Reference Given by _____

May we have your contact information if we need clarification on your answers?

Address _____

Phone _____

Email _____

Certain highlighted knowledge, skills, and abilities are important for the successful performance summer camp staff. For example, staff must enjoy working with girls and have a real love for the outdoors and outdoor living.

Please mark the appropriate rating based on your first-hand observations for the highlighted knowledge, skills, and abilities (KSA) and rate the candidate accordingly. Please see the KSA Chart for more information about each category. For any additional comments, please add them on a separate sheet of paper or in the space provided on the next page.

<u>Knowledge, Skill, Ability</u>	Exceptional	Above Average	Average	Below Average	Have not observed this KSA
Adaptability					
Budget Administration					
Child Development					
Communication: Oral & Written					
Conflict Management					
Fostering Diversity					
Interaction with Children/Youth					
Interpersonal Relations					
Judgment and Decision-Making					
Leadership					
Organization and Follow-Through					
Personal Integrity and Professional Conduct					

Please respond to the following questions:

What is your relationship to the applicant? _____

If previously employed by you, would you re-hire them? Yes No Why or Why not? _____

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Would you want this applicant to be responsible for your daughter in a camp setting? Yes No Please Explain: _____

The applicant will be working with girls ages 7-18 (unless position specifies a certain age group). Briefly indicate how the applicant has fared in similar situations in the past. _____

Please describe how the applicant has assumed responsibility and carried out assignments with a minimum supervision. _____

Please indicate what you consider to be the applicant's strengths. _____

Please indicate what areas you believe the applicant needs personal growth. _____

Please indicate any circumstances involving the applicant that would adversely affect their relationship with the girls, other camp staff, or the Girl Scout's image in the community. _____

Please add any other comments you may have in the space below:

Signature _____ Date _____

Seasonal Staff Knowledge, Skills, and Abilities Chart

Adaptability	Adjusts, modifies own behavior, and remains flexible in response to changing situations and environments, new or rapidly changing information, and unexpected obstacles; maintains high performance, emotional composure, objectivity, and balanced perspective.
Budget Administration	Understands and applies budgeting principles to accurately prepare, manage, and report on project budgets.
Child Development	Incorporates knowledge of child growth and development into the design of age-appropriate, child-centered activities/curricula; adapts existing programs to girls of different ability levels.
Communication: Oral and Written	Expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying; understands written documents.
Conflict Management	Anticipates and prevents unnecessary conflict among staff and/or campers. Assists campers in resolving differences appropriately by helping campers to articulate their goals, stay focused on positive outcomes, and formulate creative and integrative solutions.
Fostering Diversity	Encourages, values, develops, and fosters the unique contributions and varied talents of diverse groups and individuals; removes barriers to participation; strives to ensure a friendly and harmonious environment for girls, adult volunteers, and staff; challenges the biased behavior of others.
Interaction with Children/Youth	Responds positively to the range of youth and young adult temperaments, emotions, and needs; helps all campers feel welcomed; demonstrates appropriate boundaries with campers; guides and mentors campers to act appropriately and make good decisions; encourages and supports campers to solve their problems appropriately.
Interpersonal Relations	Establishes rapport with and respects others; considers and responds to the needs, feelings, and capabilities of others; establishes and maintains an open dialogue with others.
Judgment and Decision-Making	Recognizes when immediate action is required; recognizes when sufficient information has been obtained to make a decision; makes decisions where appropriate without undue delay or refers decisions to the appropriate organizational level.
Leadership	Models high levels of motivation, performance, dedication, and commitment; inspires, encourages, guides, and/or gains others' support toward accomplishing individual and team goals; adapts leadership style to a variety of situations.
Organization and Follow-Through	Initiates, structures, coordinates, and carries out steps to complete projects and tasks and achieve targeted results.
Personal Integrity and Professional Conduct	Demonstrates accountability, dependability, honesty, integrity, trustworthiness, and credibility; models appropriate professional behavior; accepts responsibility for own actions; maintains confidentiality; upholds ethical standards even in the face of opposition.