



CONFIDENTIAL – STAFF REFERENCE

YMCA CAMP OCOEE

Telephone #: 423-338-5588

_____ applied for a staff position at YMCA Camp Ocoee and has given your name as a reference. The applicant is being considered for a staff position within our camp. We would appreciate it if you would give us a frank and honest appraisal of the applicant's qualifications to the best of your ability. We have a great responsibility in selecting the persons who are to be counselors and role models for our campers during the camp season. Therefore, we would hope that your comments and rating will be candid withholding nothing favorable or unfavorable. Please be assured that your opinion will be treated as confidential and will be one of the important factors in our decision.

YMCA Camp Ocoee has several key aspects of our program which identify our unique camp culture, tradition and identity. Understanding and adhering to these principles is VITAL for our goal of positively strengthening the lives of camp participants, young and old.

The most important aspects that define the YMCA Camp Ocoee culture and identity include:

- 1 **Christian Values & Emphasis:** we strive to put God first, others second and ourselves third in all we do. "I'm Third" signs are posted throughout camp as a continual reminder of this way of life. We use Bible scripture as part of daily devotions to develop the spiritual foundation of positive growth
- 2 **YMCA Affiliation:** our overall program follows the Y's mission of strengthening the spirit, mind and body for complete wellness
- 3 **Outdoor Adventure & Wilderness Setting:** our camp is in the middle of the Cherokee National Forest and on a large lake, 20 minutes away from the nearest "large town." We utilize this setting to engage our participants in wilderness based adventure activities and reflection
- 4 **Skill Development:** we teach program areas as ways to enhance their proficiency in that particular program area (archery, waterskiing, climbing, swimming et.). We also use these skills to tie into life lessons.
- 5 **Fun:** camp is also about fun, laughter, singing songs, playing games and stepping out of comfort zones

How well do you know the applicant? (check one)

- Very Well Rather Well Casually

In what capacity have you known the applicant? (check one)

- Teacher Friend Employer Supervisor Co-Worker
 Other: _____

Please check those qualities which best describe the applicant.

- | | | | |
|---------------------------------------|-------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Assertive | <input type="checkbox"/> Cheerful | <input type="checkbox"/> Creative | <input type="checkbox"/> Dependable |
| <input type="checkbox"/> Determined | <input type="checkbox"/> Easy Going | <input type="checkbox"/> Empathetic | <input type="checkbox"/> Follower |
| <input type="checkbox"/> Leader | <input type="checkbox"/> Loyal | <input type="checkbox"/> Moody | <input type="checkbox"/> Outgoing |
| <input type="checkbox"/> Patient | <input type="checkbox"/> Permissive | <input type="checkbox"/> Private | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Self Starter | <input type="checkbox"/> Serious | <input type="checkbox"/> Shy | <input type="checkbox"/> Other: _____ |

Please continue on reverse side

Basing your judgment on young people you know, how do you feel the applicant would rate according to the following qualifications (Denote with an "X"):

Personal Qualities	Outstanding	Excellent	Good	Satisfactory	Unsatisfactory	Not Observed
1. Appearance & hygiene						
2. Health, energy & endurance						
3. Emotional maturity & stability						
4. Judgment						
5. Patience						
6. Sense of responsibility						
7. Self confidence						
8. Ability to accept constructive criticism						
9. Punctuality						
10. Respect for facilities & equipment						
11. Positive attitude						
12. Strong religious or moral principles/values						
13. Written communication						
14. Safety mindedness						
15. Housekeeping						
16. Attention to details						

To the best of your knowledge:

Has this person ever been discharged from a job: _____

Does this person abuse alcohol or use illegal drugs: _____

Has this person ever been convicted of a crime: _____

If your answer was "yes" to any of the above questions, please comment below:

Other General Remarks/Comments:

Overall Recommendation:

- I recommend hiring this applicant without reservations
- I recommend hiring this applicant with *some* reservations (please list below)
- I do *not* recommend that this applicant be hired (please explain below)

Date: _____

Signature: _____

Print Name: _____

Email: _____

Tel. #: _____

Please remit to: **Camp Director, YMCA Camp Ocoee**
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