Blue Lake Fine Arts Camp

summer camp international exchange program public radio

300 East Crystal Lake Road, Twin Lake, Michigan, 49457 USA
Phone 231-894-1966 Fax 231-893-5120 www.bluelake.org

Dear Health Staff Applicant:

Thank you for your interest in working on the Health Staff here at Blue Lake Fine Arts Camp! Enclosed, please find application materials and information on Blue Lake's summer programs.

Within this packet, you will find information specific to Blue Lake's health positions. The majority of this application packet is general in nature and focuses on counseling positions, and I hope you will find it helpful in understanding Blue Lake Fine Arts Camp as a whole.

Working on Blue Lake's health staff provides rewarding and invaluable resume-building experiences for those seeking professional work in health care. EMTs, paramedics, certified First Responders, nursing and pre-med students, and individuals in other health related studies are encouraged to apply. The salary for health lodge staff is based on position and experience and ranges from $1,650 to $2,350. Room and board is included with all positions. The dates for employment are June 15 through August 19.

To apply, prospective applicants should complete the enclosed staff application and three general recommendation forms, and submit them with a copy of any valid health certifications (if available), to:

Adrian Cook, Asst. Camp Director
Blue Lake Fine Arts Camp
300 East Crystal Lake Road
Twin Lake, MI 49457
800-221-3796 ext. 288

Please feel free to call 1-800-221-3796 ext. 239 or email acook@bluelake.org if you have any questions. We look forward to receiving your application.

Sincerely,

Adrian Cook

Adrian Cook
Asst. Camp Director

Staff Health Care Positions

Overview of Staff Health Care Positions

Blue Lake's Health Staff consists of a team of 15, including a health director, an assistant health lodge director, a health consultant, a camp nurse, and 11 certified health assistants. The Health Staff work together with other staff to provide medical care to a diversified camp population of over 6,000 youth, college-aged staff, and university/secondary teachers and their families.

The Health Staff are specifically responsible for maintaining and operating all aspects of the Health Lodge. Shift duties rotate equally through the health staff to supply consistent 24-hour care. In addition to giving basic first aid, supporting special needs campers, transporting campers for off-camp medical care, and assisting campers with the management of their medication, the staff will share cleaning, laundry, inventory, and other duties as assigned. Health Staff can expect a demanding but rewarding work opportunity that will provide invaluable experience for those continuing their education in medical fields.

For those who are interested, Health Staff members also have the opportunity to broaden their artistic appreciation by participating in one staff musical ensemble, requesting private lesson instruction from faculty, and attending Blue Lake evening concerts. (Please see enclosed or inquire for more information).

Health Positions Available

Room and board is included with all positions. Salary is based upon the position and applicant experience. Please inquire directly with the Personnel Department at 800-221-3796 for more details on these positions or the application procedure. Camp health care providers must have a minimum certification of American Red Cross First Aid and Safety (incl. CPR), and attend additional camp specific medical training prior to the general staff orientation period. (Blue Lake offers basic certification for candidates who otherwise qualify). Health Staff will also receive more extensive detailed training on providing health care, documentation, camp communication, addressing emergency situations, team building, and developing creative thinking and problem solving skills.

Asst. Health Lodge Director *(1 Position Available):* Work together with Health Director to train and supervise health lodge staff, maintain work schedule, communicate with camper parents, monitor medical supplies, support special need campers, serve on the summer camp leadership team, and be a Camp Health Officer. Extensive experience at Blue Lake and minimum certification of American Red Cross Responding to Emergencies with CPR-Professional Rescuer required. Previous experience in the Health Lodge preferred.

Health Lodge Staff *(11 Positions Available):* Work with the Camp Health Directors and Camp Nurse to provide a variety of health care services including basic first aid, medication management/distribution, transportation of campers off camp for evaluation when necessary, and emergency medical care. Team members receive practical hands-on experience with short-term patient care, documentation, triage, and basic diagnostics. Minimum Certification required: American Red Cross Community First Aid and Safety (includes CPR), and valid U.S. driver's license. Preferred Certifications: Responding to Emergencies, First Responder, EMT, or Paramedic. **Blue Lake will provide basic certification for candidates. All Health Lodge Staff attend additional camp-specific medical training prior to the general orientation period.*

Camp Nurse *(5 2-Week Positions Available):* Work with the Camp Health Directors to provide a variety of health care services including basic first aid, medication management/ distribution, and evaluation and referral of camper's for off-camp medical care. Nurses are expected to remain in residence for one camp session, serve office hours daily, and remain on-call (w/ pager) for emergencies. Minimum Certification: Valid Michigan Registered Nurse License w/ Current CPR. **Blue Lake can provide contact information for Michigan Licensing to out of state applicants*.

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Phone 231-894-1966 Fax 231-893-5120 www.bluelake.org

Dear Blue Lake Staff Applicant:

In response to your request for information about a summer counseling position at Blue Lake Fine Arts Camp, please find enclosed:

- General Information for Staff
- Job Descriptions & Musical Openings
- Audition Requirements
- Application
- 3 General Recommendation Forms
- 1 Music Recommendation Form

Please complete the application form and return it to the address below. Then have three (3) recommendation forms sent directly from your Evaluators to Blue Lake. If you are applying for musical performance/teaching responsibilities, complete 2 general recommendations and 1 music recommendation. If you are not applying for any musical openings, complete 3 general recommendations.

If you are applying for a Counselor position with performing responsibilities within our various staff and faculty ensembles or teaching duties, please submit a recorded audition with your application materials. Recordings may be mailed in separately if necessary, but are required as a part of the placement process.

Prospective staff members will be considered for openings once all application materials have been received at Blue Lake. If your application matches our staffing needs, we will contact you for an initial telephone interview. In the meantime, if you have any questions, please feel free to contact our office at 800-221-3796.

Thank you for your interest in Blue Lake Fine Arts Camp!

Sincerely,

Heidi Stansell, Camp Director
Blue Lake Fine Arts Camp

Mail Materials to: Staff Director
Blue Lake Fine Arts Camp
300 East Crystal Lake Road
Twin Lake, MI 49457

General Information

Blue Lake Fine Arts Camp...

Founded in 1966, Blue Lake Fine Arts Camp is a summer community of the fine arts serving more than 5,300 elementary, junior high, and high school students each season through its varied programs. Blue Lake annually employs more than 700 faculty and staff, who work together to provide a diverse and enriching learning experience for campers. Although Blue Lake is a fine arts training center, it strives to maintain a "camp" atmosphere in as many ways as possible through the natural environment, rustic facilities, and camper activities.

Location

Blue Lake Fine Arts Camp is situated on Little Blue Lake in West Michigan's Manistee National Forest. The camp consists of 275 rustic cabins, structures, and shelters spread throughout 1,300 acres of wilderness. Located 12 miles north of Muskegon and an hour northwest of Grand Rapids, Blue Lake is within minutes of Lake Michigan beaches and parks.

Camp Philosophy

Blue Lake's primary goal is to motivate campers with two weeks of intensive instruction, sending them home with an incentive to pursue their art with new enthusiasm. A well balanced set of values -- maturity, citizenship, and appreciation of formal study -- are encouraged by all faculty and staff. Members of the Blue Lake staff strive to make the campers' stay meaningful by teaching them how to become good artists and citizens. Enthusiasm is contagious at Blue Lake as campers discover, learn, experience, progress, and succeed.

Musical & Other Artistic Opportunities

Staff members are encouraged to audition for positions in Blue Lake's Festival Band, Festival Orchestra, Staff Symphonic Band, Staff Choir & Vocal Ensemble, and Jazz Ensembles. These groups rehearse daily and perform regularly scheduled concerts in Blue Lake's Summer Arts Festival. With a recorded audition, staff members can also participate in faculty-coached ensembles, such as string quartets, brass quintets, woodwind quintets, euphonium-tuba ensemble, and other chamber groups. Those who qualify may also teach sectionals and technique classes with Blue Lake's junior campers. Blue Lake also offers a solo competition to staff during the summer.

Those with backgrounds in art, drama, and dance have opportunities to assist faculty and students in those areas, as well as explore their own artistic growth through individual studio time and/or participation in staff groups (such as theater improv, etc). Those who qualify may also teach minor classes in art, drama, jazz studies, history of music, nature studies, or beginning instruments with Blue Lake's junior or central camp students.

Camp Policies

In an effort to provide our campers with a safe, pleasant, and nurturing environment, Blue Lake Fine Arts Camp has developed extensive regulations regarding proper and professional conduct. Counseling Staff members are considered influential role models for our campers and are expected to support these Blue Lake standards and follow Blue Lake policies. Applicants must sign a Staff Pledge of Conduct upon receipt of their contract. Those who are unable to support camp policies need not apply.

Camp Uniform and Appearance

Staff members are required to wear the camp uniform at all times except when within the housing area. (The official uniform shirt and fleece are available at a discounted price for employees at the camp store. The remainder of the uniform is supplied by the camp employee). Staff members are also expected to maintain a professional, neat, and clean appearance. Extreme hair styles or piercings that are considered distracting, or not in the interest of serving as a role model, will not be permitted.

(continued on reverse)

Qualifications, Salary, and Work Dates

Counselors & Unit Directors

Applicants for counseling positions must meet the following criteria: 1) at least 18 years of age, 2) at least one year of college after completing high school, 3) interest and aptitude in working with young people. Prospective Unit Directors must have previous camp counseling experience.

2012 Work Dates:
Applicants must be available for the full work season listed below. Extended work dates for some positions are available to cover pre- and post-camp duties. Please inquire on application.

Counselors: June 18 - August 19. This includes one week of paid orientation.

Unit Directors: May 18 - 20 and June 11 - August 19. This includes 11 days of paid orientation.

Salary for Blue Lake Counseling Staff:
$1,450 - $2,350 plus room and board. Salary is based on years of college study and/or degree(s) earned.

Non-Counseling Positions

For work dates and salaries offered to health staff, camp nurses, production staff, international staff, administrative personnel, and other non-counseling positions, please see enclosed or call the Blue Lake Personnel Department at 800-221-3796.

Proof of Certification

Those applying for jobs which require proof of certification (Recreation Director, Camp Nurse, etc.) must have a photocopy of the certificate on file with the personnel department before an applicant will be considered for the position. The date of expiration must be visible.

Employee Health History

All employees of Blue Lake Fine Arts Camp are required to have a health history form on file with the camp Health Director before arriving on camp. All information is required and kept confidential.

Employee Background Checks

All employees of Blue Lake Fine Arts Camp are required to complete two background checks during the employment process: a criminal records clearance (through their home state), and a central registry clearance (through the state of Michigan). Any fees associated with clearances are the responsibility of the applicant. More information will be presented during the interview.

Application Procedure

1. Complete the enclosed application and return it to the Staff Director.
2. Request that all recommendation forms be mailed directly to Blue Lake Fine Arts Camp as soon as possible. Include a self-addressed, stamped envelope for their convenience!
3. Include with your application a photocopy of necessary certification, if applicable.
4. Include with your application a recorded audition, if applicable.
5. Only applicants with all required information on file will be considered for an interview.
6. Applicants with completed files will be contacted by the Staff Director or assistant for an initial telephone interview.

For questions on the application procedure,
Please call 800-221-3796

Counseling Staff Job Descriptions

Cabin Counselors (154 full-summer positions available, room & board included)

Central Camp Counselors serve as role models for campers by demonstrating respect and discipline, and by living by the established camp policies. Duties include: live with 10 - 11 campers, eat with your assigned cabin, supervise clean-up details, plan recreational and social activities, launder the campers' uniform clothes every other day, work 15 - 20 hours a week at a specific work assignment (including performing and artistic assignments), and consistently evaluate and act on all campers' special needs, problems, and concerns. Camp Counselors are role models, leaders, supervisors, problem solvers, motivators, friends, and guardians for Blue Lake campers.

Central Camp Counselors/Lifeguards have the same responsibilities as central camp counselors, except that their work assignment is that of a Lifeguard. These counselors also have opportunities to perform with various camp music ensembles or complete other job assignments. Blue Lake will certify candidates with Red Cross certifications prior to staff orientation. Candidates for Lifeguard positions must be physically fit, competent swimmers, and available to arrive at camp by JUNE 8 for American Red Cross Life Guard training.

Junior Camp (Camp Bernstein) Counselors have the same responsibilities as Central Camp staff. Work assignments may include teaching sectional and/or technique classes for the Camp Bernstein students. For those interested in these limited sectional/technique teaching positions, a recorded audition is required and teaching experience is preferred. Some counselors may also teach elective classes of art, choir, theater, jazz studies, or history of music, or nature studies. For those interested in these limited elective teaching positions, a resume is required and teaching experience is preferred.

Unit Counselors have the same responsibilities as central camp cabin counselors, except that they are not assigned a specific group of campers. Instead, unit counselors work with a team of other staff members to provide support and supervision to the larger camper group and living area, as well as fill in for cabin counselors who are ill or are called away from camp on emergencies.

Unit Directors (18 full-summer positions available, room & board included)

Each unit of six cabins is supervised by one **Unit Director**. Duties include: supervising the counselors of your designated unit, organizing all required paperwork, planning unit activities, delivering important announcements and information to campers and counselors, assisting campers that need special attention, communicating with camper parents, and any other duties designated by the staff director. Previous camp leadership experience and good communication skills are a must.

Assistantships

(positions open only to Counseling Staff: Counselors and Unit Directors)

All counseling staff members will be assigned two or more of the following duties as a portion of their job at Blue Lake. Please rank in order of preference (1 - 6) on application.

Art: Assist art faculty by guiding students with projects and aiding teachers with class materials. Focus areas include drawing, painting, print making, ceramics, sculpture, metals, and fiber arts. Background in studio art preferred.

Band or Orchestra: Assist conductor of assigned ensemble with attendance, set-up, tear-down, music folders, rehearsal discipline, and other tasks. Experience in instrumental ensembles preferred.

Piano: Assist piano teachers with music, class materials, attendance, practice schedules, and monitoring practice rooms. Background in piano required.

Choir: Assist choral conductor with attendance, set-up & tear-down, music distribution, rehearsal discipline, and other tasks. Perform in ensemble if desired.

Dance: Assist dance faculty with attendance, preparation for classes, class discipline, and maintaining studio. Experience in ballet preferred. Performance opportunities may be available to those with significant dance training.

Jazz: Assist Jazz Band conductors with rehearsal needs, including music, set-up, equipment, attendance. Jazz experience and improvisational skills preferred.

Theater: Assist theater faculty with class preparation and materials, set and prop needs, attendance, and class discipline. Theatrical experience preferred.

Harp: Assist harp faculty with class preparation, including teaching materials, music, attendance, harp tuning, and maintenance. Harp experience preferred but not required. Advanced harpists who qualify may have chamber music and large ensemble performing opportunities based upon repertoire and other needs. Please inquire during interview.

Music Composition: Assist composition faculty with class preparation, including teaching materials, music, attendance, and monitoring student progress. Music Composition coursework and/or experience preferred.

Junior Camp (Camp Bernstein) Sectional Teacher: Teach daily sectionals and/or technique classes to Junior Camp students. Emphasis is on basic techniques, repertoire, and motivation. Previous teaching experience and/or degree in music preferred. **Recorded audition required.** Specific positions available for String, Brass, Woodwind, or Percussion. Please list specific interest on your application.

Junior Camp (Camp Bernstein) Minor Teacher: Teach daily enrichment classes to Junior Camp students. Emphasis is on creativity, building self-esteem, and learning basic techniques. Previous teaching experience and/or degree preferred. Specific positions for Nature Studies, Art, Choir, Jazz Studies, Music History, and Theater. Please list specific interest on your application.

Junior Camp (Camp Bernstein) Minor Assistant: Assist Bernstein Minor teachers with daily enrichment classes for Junior Campers, including Nature Studies, Art, Choir, Jazz, Music History, and Theater. Please list specific interest on your application.

Central Camp Minor Teacher: Please list specific interest on your application.

> **Campfire Guitar:** Teach daily enrichment class in a casual setting, providing students a forum for learning and sharing traditional campfire songs.
> **Try a New Instrument:** Assist faculty with instructing instrumental students in learning instruments from different groups. Assignment includes Woodwind, Brass, or String.
> **Take a Hike:** Teach a daily class in Nature Studies by using the camp's trails and curriculum based upon natural features inventory completed by local Nature Conservancy.
> **Health & Fitness:** Teach a daily class in personal maintenance for young artists, focusing on techniques such as pilates, yoga, aerobics, stretching and conditioning, time and stress management, and healthly lifestyle. Experience in fitness or phys. ed. preferred.
> **Camp Crafts:** Work with other staff and Art faculty to lead campers in constructing traditional summer camp crafts.

Central Camp Minor Assistant: Please list specific interest on your application.

> **Conducting:** Assist faculty in introducing students to the basic elements of instrumental conducting through observation, score analysis, and practice.
> **Music Theory:** Assist faculty in guiding and tutoring students in basic music theory. Background in theory preferred.
> **Fiddling:** Assist faculty in introducing students to the fun of various styles of fiddling. All string instrumentalists welcome.
> **World Music:** Assist faculty in introducing students to a wide range of ethnic, cultural, and folk music genres through listening, analysis, and discussion.
> **Radio Broadcasting:** Assist radio personnel in introductory class in broadcasting taught at Blue Lake's public radio station. Background in broadcast coursework or experience preferred.

Recreation Assistant: Coach students in organized team sports, such as soccer, basketball, volleyball, football, ultimate frisbee, water polo, water volleyball, and other non-traditional team building games. Supervise campers in a wide range of daily recreational activities. Experience preferred but not required.

Brass, Woodwind, String, or Percussion Performer: Rehearse daily with Festival ensemble, receive professional coaching by faculty, and perform regularly in a staff chamber ensemble. **Recorded audition required.**

Vocal Performer: Rehearse regularly with staff ensembles, receive regular coaching by faculty, and perform throughout the summer season in recitals, master classes, and larger performances. **Recorded audition required.**

Central Park Monitors: Work with a team of staff members to help supervise Blue Lake's central park area, including maintaining a pleasant atmosphere for campers, meeting students, addressing any concerns and promoting environmental awareness.

Life Guard: Guard at pools during camper and faculty swimming hours and assist Waterfront Director with pool maintenance. **Must be physically fit and a competent swimmer.** Blue Lake will certify candidates.

Administrative Assistant: Assist Program Coordinator with camper attendance, clerical tasks, and other daily operation in the Administration Building. Clerical experience preferred.

Non-Counseling Positions Available

Please inquire directly with the Blue Lake Personnel Department (800) 221-3796 or employment@bluelake.org for more details on these positions, including availability, salary, room & board, and application procedure. Please note that these positions require residency on the campus of Blue Lake.

Health Lodge Staff: Work with the camp health directors and registered nurse to provide a variety of health care services, including basic first aid, medication management and distribution, emergency medical care, and other duties as assigned. Health staff members are also eligible to audition for Blue Lake's staff ensembles (placement is limited). Minimum certification required: American Red Cross Community First Aid & Safety (incl. CPR), and valid U.S. Driver's license. Preferred certifications: Responding to Emergencies, First Responder, EMT, Paramedic. * *Blue Lake can provide minimum certification for candidates.*

International Program Assistants: Inform campers about opportunities through the Exchange Program, recruit campers for auditions, and assist with visiting European groups. Previous experience with Blue Lake's International Program required.

Assistant Site & Production Manager: Assist the Site & Production Manager with maintaining production schedules and technical demands for Blue Lake's main performance and rehearsal locations. Supervise a small staff to oversee maintenance, scheduling, equipment usage, tech support, performer needs, and security.

Recreation Director: Supervise, coordinate, and promote all camper recreation offerings. Maintain and supervise use of all camp pools. Train and supervise staff of 15 - 20 life guards and eight recreation assistants. Supervisory and training experience preferred. Minimum certification required: American Red Cross Life Guard Instructor and Management; CPR-PR and Standard First Aid.

Associate Staff Director: Work directly with Staff Director to assist counseling staff with needs and concerns, and assist with administrative duties as requested by staff director. Supervise all session breaks, stay-over and early-arrival campers, and camper transportation. Extensive experience with Blue Lake counseling and administration required.

Camp Bernstein Director: Work directly with the staff director and program director to plan the Junior Camp's schedule and activities and maintain its ideals. Supervise a staff of 18 counselors in a variety of duties. Extensive experience with Blue Lake counseling and administration required.

Asst. Health Lodge Director: Work together with Health Director to supervise health lodge staff, maintain work schedule, communicate with camper parents, and complete other duties as assigned. Previous experience at Blue Lake required, experience at Health Lodge preferred. Minimum certification: American Red Cross Responding to Emergencies with CPR-PR.

Staff Performance
& Teaching Positions Available

For Blue Lake staff candidates who wish to audition to perform in the following ensembles or teach at the Junior Camp, a recorded audition is required. Please see reverse page for audition instructions. For more detailed info on musical opportunities for staff members at Blue Lake, please contact the Staff Director at 800-221-3796:

- **Festival Band or Orchestra** - comprised of professional musicians, music educators, and select staff, these ensembles perform regularly throughout the Summer Arts Festival and rehearse on a daily basis during performance weeks.

- **Staff Symphonic Band** - comprised of graduate and undergraduate music majors, minors, and other staff members who qualify, this ensemble performs four times during the summer season and rehearses six times per two-week session.

- **Faculty Jazz Ensemble** - comprised primarily of professional jazz musicians and educators, this ensemble performs several times throughout Blue Lake's Jazz Festival. Staff positions are based on instrumentation needs and are extremely limited.

- **Staff Jazz Ensemble** - comprised of graduate and undergraduate music majors, minors, and other staff who qualify, this ensemble will rehearse regularly throughout the summer and will perform as a part of Blue Lake's jazz festival, as well as other performances.

- **Staff Choir** - comprised of music majors, minors, and other staff with interest, this ensemble will rehearse regularly throughout the summer and will perform regularly in chapel services and staff recitals.

- **Staff Chamber Ensembles** (vocal ensemble, brass quintet, string quartet, woodwind quintet, etc.) - comprised of staff members who qualify, these groups receive regular coaching from faculty. They rehearse daily throughout the summer and may audition to perform on the Staff Recital. Select ensembles may also be requested to perform for junior campers, throughout Blue Lake's Summer Arts Festival, and during chapel services.

- **Staff Solo Competition** - Instrumentalists and vocalists are given the opportunity to audition for Blue Lake's staff solo competition during the beginning of the summer. Finalists compete for the opportunity to perform with Blue Lake's Festival Orchestra as a part of the Season Finale, which is broadcast live on Blue Lake Public Radio.

- **Sectional and Technique Teacher at Junior Camp** (Camp Bernstein) - Teach daily sectional/technique classes to Junior Camp students, working with conducting staff to emphasize basic techniques, repertoire, and motivation. Candidates for these limited positions are typically instrumental music education majors in their later, more advanced years of study. Teaching or student teaching experience, and/or music degree preferred.

  Camp Bernstein Cabin Counselors are involved with students' instruction as well as recreation and basic camp supervision in order to advocate a close relationship of student to teacher. Counselors and conductors both help to promote a friendly and fun atmosphere for learning about music and the other fine arts.

(For audition preparation requirements, please see reverse side)

Recorded Audition Preparation

1. As an applicant, it is in your interest to submit your recorded audition along with your completed staff application. However, recordings may be mailed in separately if necessary. We strongly recommend that it arrive in our office as soon as possible. While it is possible to speak on general terms regarding employment and performance/teaching opportunities without your audition, please remember that applicants cannot be considered for specific positions until materials are complete, including the recorded audition and three recommendations.

2. Only compact discs are accepted. DO NOT use any form of editing, reverberation, or acoustic altering effects in your recording. *Cassettes, mini discs, mini cassettes, videotapes, dvds, and emailed files are not acceptable*. *MP3 and .wav files are not acceptable*. CDs must be audio files that play on a standard CD player. Please check your recording before submitting. CDs should be recorded in the last 6 months.

3. **Label** your compact disc and case with your name and instrument. List selections on its case. Mail to: Staff Director, Blue Lake Fine Arts Camp, 300 E. Crystal Lake Rd., Twin Lake, MI 49457. If you are submitting auditions on more than 1 area (ex: vocal and instrumental, submit 2 separate CDs).

4. Instrumentalists: Include each of the following in your audition:
   A. Three scales (full range of instrument), using a variety of articulations or bowings
   B. Chromatic Scale (full range of instrument, strings are exempt)
   C. Etude **or** Two Standard Orchestral Excerpts *
   D. Solo (one movement, accompanied or unaccompanied)*

   *** Please make sure you are demonstrating your most advanced technique, lyrical style, phrasing, and musicality**

5. Percussionists: Include a demonstration of proficiency and technique on timpani, mallets, and snare through exercises, orchestral excerpts, and solo. If you play jazz set, you may submit a recording of a jazz group of which you are a member.

6. Vocalists: Include a demonstration of proficiency, technique, and range through vocalise and a selected solo or combination of solos. Please be sure to demonstrate contrasting styles.

7. Jazz Prospects: In addition to the items listed in #4, include a demonstration of improvisational skills (for example, select a tune from the Real Book and improvise over its changes).

8. Pianists: If you are interested in accompanying or participating in ensembles (chamber or jazz), please include a recording demonstrating proficiency and technique through scales, exercises, and solo or ensemble work. For your scales, please demonstrate both hands, two octaves, parallel and contrary motion.

9. Music Majors who have recently completed a solo recital may submit portions of that recording in place of the above criteria C & D, provided it demonstrates contrasting styles, demonstrates full range of technical ability, and is a good quality recording. Scales (A & B above) are still required to complete the recording. *Ensemble works **are not acceptable** and should not be included on your recording*.

10. Attention: Flutists, Clarinetists, Oboists, Saxophonists
    If you are proficient on the standard doubles for your instrument, please include a small note with your recording indicating so, and list any performance experience you have had. Be sure to list the specific instruments you play as well as what you are able to bring to camp with you.

Flute…	piccolo, alto flute, bass flute
Clarinet…	A clarinet, Eb clarinet, alto, bass, contra-alto, contra-bass clarinets
Oboe…	English horn
Bassoon…	Contra bassoon
Saxophone…	soprano, alto, tenor, baritone saxes; clarinet, flute

Blue Lake Fine Arts Camp is an equal opportunity employer

STAFF APPLICATION FOR EMPLOYMENT

2012

PERSONAL INFORMATION

Name _____ _____-_____-_____
Last First Middle Social Security #

Birthdate _____/_____/_____ Marital Status: _____ Number of Dependents:_____

Permanent Address: _____
Street City State Zip

Permanent Phone: (_____)_____ Best time to call:_____
please list a land-line

Present Address: _____
Street City State Zip

Present Phone: (_____)_____ Best time to call:_____
please list a land-line

Cell Phone: (_____)_____ How frequently do you check your voicemail? _____

Email Address: _____ How frequently do you check it? _____

Present Occupation and Organization: _____

Dates available for employment: ____/____/____ to ____/____/____ Position applying for: _____

Are you a U.S. Citizen? ☐ yes ☐ no If no, please include proof of paid employability within the United States.

Do you have any prior convictions other than minor traffic violations? ☐ yes ☐ no If yes, please explain:

_____

Have you ever applied for employment at Blue Lake before? ☐ yes ☐ no

Have you ever worked at Blue Lake before? ☐ yes ☐ no If yes, please list what year(s) and in what capacity:

_____

Have you ever attended Blue Lake as a camper? ☐ yes ☐ no If yes, please list what year(s) and your major:

_____

EDUCATION

High School Graduate? ☐ yes ☐ no Name of High School attended: _____

List all college education:

Name of Institution	Major	Yrs. Attended	Degree – Complete or In Progress?

Minors and extracurricular activities: _____

Number of years of Undergraduate Study: _____ Number of years of Graduate Study: _____

EMPLOYMENT

Position	Employer	Full or Part-time? From-to	Phone

REFERENCES

Please list the three (3) professional references who will be completing your recommendation forms. (no relatives)

Name	Title	Phone	Relationship

FINE ARTS BACKGROUND (attach resume, if desired)
Please list dance, art, drama, or music experience; membership in arts or musical groups; number of years of study, etc.:

_____

_____

_____

Honors, awards, or special recognition: _____

_____

Musicians:
Major instrument:_____ Years of study:_____
(if Voice, please specify part)
Minor instrument:_____ Years of study:_____
(if Voice, please specify part)
List all musical groups of which you are currently a member and your chair placements: _____

_____

Current private music instructor(s):
_____(_____)_____
Name Instrument/Voice Phone
_____(_____)_____
Name Instrument/Voice Phone

COUNSELING EXPERIENCE
Have you had any previous counseling experience? ☐ yes ☐ no If yes, please describe (name of institution, age of students, job title, duties and responsibilities, dates, etc.)

_____

_____
Have you had any medical training, such as first aid or cpr? ☐ yes ☐ no If yes, please describe and list any certifications:

_____

ASSISTANTSHIPS
Open to those applying for a counseling position. See "Staff Job Descriptions" for details on each assistantship. Please rank in order of preference (1 through 6):

List specific choice ↓

___ Art
___ Band
___ Choir
___ Dance
___ Jazz
___ Piano
___ Orchestra
___ Theater
___ Harp
___ Composition
___ Central Park Monitor
___ Admin. Assistant
___ Recreation Assistant
___ Brass Performer *****
___ Woodwind Performer *****
___ String Performer *****
___ Percussion Performer *****
___ Vocal Performer *
___ Pianist / Accompanist *****
___ Life Guard ******
___ Jr Camp Sectional Teacher *****: _____
___ Jr Camp Minor Teacher: _____
___ Jr Camp Minor Assistant: _____
___ Central Camp Minor Teacher: _____
___ Central Camp Minor Assistant: _____

****Recorded audition required***
***** Blue Lake certifies candidates during orientation***

Government Agencies require periodic reports from non-profit organizations such at Blue Lake on gender, ethnicity, race, and handicapped status of applicants. This data is for analysis only and submission of this information is completely voluntary. Please check all that apply.

☐ Male ☐ Female ☐ Veteran ☐ Disabled Veteran ☐ Handicapped
☐ American Indian ☐ African American ☐ Caucasian ☐ Asian ☐ Hispanic

Because Blue Lake is a children's camp, smoking is permitted in designated areas only. In order to accommodate smokers, Blue Lake can make an attempt to house those staff members in close proximity to the designated areas. Please check appropriate lines below.

☐ Smoker
☐ Non-smoker

☐ Please house me near a designated smoking area.
☐ Please house me away from designated smoking areas.
☐ I have no preference in regard to my housing.

SIGNATURE: I have completed this application truthfully and to the best of my ability.

_____ Date _____/_____/_____

2012

BLUE LAKE FINE ARTS CAMP

Staff General Recommendation

Application cannot be processed without this form. Please return promptly to:

Staff Director
Blue Lake Fine Arts Camp
300 East Crystal Lake Rd.
Twin Lake, MI 49457
(231) 894-1966

To be completed by applicant:

Please send my recommendation to Blue Lake Fine Arts Camp by: _____/_____/_____ Thank you!

Name:_____
(last) (first) (m.i.)

Address:_____
(street) (city) (state, zip)

College Major: _____ Instrument/Voice: _____

Current Phone: (_____)_____ Email Address: _____

Waiver: "I hereby waive my right to view the following recommendation."

_____ date_____/_____/_____
signature of applicant

To be completed by evaluator:

*Note - Evaluators must hold one of the following positions and know the applicant for at least six months. One evaluation from each of the following persons must be submitted: 1) Guidance/career counselor, or instructor in your major field of study 2) Instructor in your major field of study 3) Manager or supervisor from current or previous employment.

Name:_____

Organization/Position/Title: _____

Address:_____ Office phone: (_____)_____

How long have you known the applicant? _____ In what capacity? _____

Blue Lake Fine Arts Camp is dedicated to providing quality arts education to our young people. The above named person has applied for a counseling position at Blue Lake. As a counselor, he/she will be responsible for living with and supervising 40 to 50 elementary, junior high, and high school campers over the course of the summer. Because our counseling staff members supervise all aspects of our campers' experience, we select our staff on the basis of character as well as resume, experience, and qualifications. With this in mind, please complete the small checklist below and write a brief recommendation for the applicant addressing their personal, social, and artistic qualities. Your evaluation will be held in strict confidence. Thank you.

	Excellent	Good	Average	Needs work	Poor	Do Not Know
Punctuality	☐	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐	☐
Enthusiasm	☐	☐	☐	☐	☐	☐
Manners & Behavior	☐	☐	☐	☐	☐	☐
Maturity	☐	☐	☐	☐	☐	☐
Attitude	☐	☐	☐	☐	☐	☐
Cooperativeness	☐	☐	☐	☐	☐	☐

(continued on reverse)

	Excellent	Good	Average	Needs work	Poor	Do Not Know
Self Confidence	☐	☐	☐	☐	☐	☐
Flexibility	☐	☐	☐	☐	☐	☐
Emotional Stability	☐	☐	☐	☐	☐	☐
Social Adaptability	☐	☐	☐	☐	☐	☐
Personal Appearance	☐	☐	☐	☐	☐	☐
Creativity	☐	☐	☐	☐	☐	☐
Energy Level	☐	☐	☐	☐	☐	☐
Patience	☐	☐	☐	☐	☐	☐
Leadership Skills	☐	☐	☐	☐	☐	☐
Professionalism	☐	☐	☐	☐	☐	☐
Responsibility	☐	☐	☐	☐	☐	☐
Communication Skills	☐	☐	☐	☐	☐	☐
Critical Judgment	☐	☐	☐	☐	☐	☐

Do you recommend hiring this person to live and work with children ages 10 - 18?	☐ yes	☐ no
Does this person learn tasks easily and readily?	☐ yes	☐ no
Does he/she work independently (without regular reminders required)?	☐ yes	☐ no
Does he/she work cooperatively with peers in a group situation?	☐ yes	☐ no
Would he/she adapt readily to a sudden change in schedule?	☐ yes	☐ no
Does he/she function appropriately in pressure situations?	☐ yes	☐ no

Applicant's most notable strengths: _____

_____

Applicant's weaknesses: _____

_____

Write Recommendation Here:
Please type or print clearly and provide any additional information that would assist us in making a hiring decision.

_____ date ___/____/____
signature of evaluator

2012

BLUE LAKE FINE ARTS CAMP

Staff General Recommendation

Application cannot be processed without this form. Please return promptly to:

Staff Director
Blue Lake Fine Arts Camp
300 East Crystal Lake Rd.
Twin Lake, MI 49457
(231) 894-1966

To be completed by applicant:

Please send my recommendation to Blue Lake Fine Arts Camp by: _____/_____/_____ Thank you!

Name:_____
(last) (first) (m.i.)

Address:_____
(street) (city) (state, zip)

College Major: _____ Instrument/Voice: _____

Current Phone: (_____)_____ Email Address: _____

Waiver: "I hereby waive my right to view the following recommendation."

_____ date_____/_____/_____
signature of applicant

To be completed by evaluator:

*Note - Evaluators must hold one of the following positions and know the applicant for at least six months. One evaluation from each of the following persons must be submitted: 1) Guidance/career counselor, or instructor in your major field of study 2) Instructor in your major field of study 3) Manager or supervisor from current or previous employment.

Name:_____

Organization/Position/Title: _____

Address:_____ Office phone: (_____)_____

How long have you known the applicant? _____ In what capacity? _____

Blue Lake Fine Arts Camp is dedicated to providing quality arts education to our young people. The above named person has applied for a counseling position at Blue Lake. As a counselor, he/she will be responsible for living with and supervising 40 to 50 elementary, junior high, and high school campers over the course of the summer. Because our counseling staff members supervise all aspects of our campers' experience, we select our staff on the basis of character as well as resume, experience, and qualifications. With this in mind, please complete the small checklist below and write a brief recommendation for the applicant addressing their personal, social, and artistic qualities. Your evaluation will be held in strict confidence. Thank you.

	Excellent	Good	Average	Needs work	Poor	Do Not Know
Punctuality	☐	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐	☐
Enthusiasm	☐	☐	☐	☐	☐	☐
Manners & Behavior	☐	☐	☐	☐	☐	☐
Maturity	☐	☐	☐	☐	☐	☐
Attitude	☐	☐	☐	☐	☐	☐
Cooperativeness	☐	☐	☐	☐	☐	☐

(continued on reverse)

	Excellent	Good	Average	Needs work	Poor	Do Not Know
Self Confidence	☐	☐	☐	☐	☐	☐
Flexibility	☐	☐	☐	☐	☐	☐
Emotional Stability	☐	☐	☐	☐	☐	☐
Social Adaptability	☐	☐	☐	☐	☐	☐
Personal Appearance	☐	☐	☐	☐	☐	☐
Creativity	☐	☐	☐	☐	☐	☐
Energy Level	☐	☐	☐	☐	☐	☐
Patience	☐	☐	☐	☐	☐	☐
Leadership Skills	☐	☐	☐	☐	☐	☐
Professionalism	☐	☐	☐	☐	☐	☐
Responsibility	☐	☐	☐	☐	☐	☐
Communication Skills	☐	☐	☐	☐	☐	☐
Critical Judgment	☐	☐	☐	☐	☐	☐

Do you recommend hiring this person to live and work with children ages 10 - 18?	☐ yes	☐ no
Does this person learn tasks easily and readily?	☐ yes	☐ no
Does he/she work independently (without regular reminders required)?	☐ yes	☐ no
Does he/she work cooperatively with peers in a group situation?	☐ yes	☐ no
Would he/she adapt readily to a sudden change in schedule?	☐ yes	☐ no
Does he/she function appropriately in pressure situations?	☐ yes	☐ no

Applicant's most notable strengths: _____

_____

Applicant's weaknesses: _____

_____

Write Recommendation Here:
Please type or print clearly and provide any additional information that would assist us in making a hiring decision.

_____ date ___/____/____
signature of evaluator

2012

BLUE LAKE FINE ARTS CAMP

Staff General Recommendation

Application cannot be processed without this form. Please return promptly to:

Staff Director
Blue Lake Fine Arts Camp
300 East Crystal Lake Rd.
Twin Lake, MI 49457
(231) 894-1966

To be completed by applicant:

Please send my recommendation to Blue Lake Fine Arts Camp by: _____/_____/_____ Thank you!

Name:_____
(last) (first) (m.i.)

Address:_____
(street) (city) (state, zip)

College Major: _____ Instrument/Voice: _____

Current Phone: (_____)_____ Email Address: _____

Waiver: "I hereby waive my right to view the following recommendation."

_____ date_____/_____/_____
signature of applicant

To be completed by evaluator:

*Note - Evaluators must hold one of the following positions and know the applicant for at least six months. One evaluation from each of the following persons must be submitted: 1) Guidance/career counselor, or instructor in your major field of study 2) Instructor in your major field of study 3) Manager or supervisor from current or previous employment.

Name:_____

Organization/Position/Title: _____

Address:_____ Office phone: (_____)_____

How long have you known the applicant? _____ In what capacity? _____

Blue Lake Fine Arts Camp is dedicated to providing quality arts education to our young people. The above named person has applied for a counseling position at Blue Lake. As a counselor, he/she will be responsible for living with and supervising 40 to 50 elementary, junior high, and high school campers over the course of the summer. Because our counseling staff members supervise all aspects of our campers' experience, we select our staff on the basis of character as well as resume, experience, and qualifications. With this in mind, please complete the small checklist below and write a brief recommendation for the applicant addressing their personal, social, and artistic qualities. Your evaluation will be held in strict confidence. Thank you.

	Excellent	Good	Average	Needs work	Poor	Do Not Know
Punctuality	☐	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐	☐
Enthusiasm	☐	☐	☐	☐	☐	☐
Manners & Behavior	☐	☐	☐	☐	☐	☐
Maturity	☐	☐	☐	☐	☐	☐
Attitude	☐	☐	☐	☐	☐	☐
Cooperativeness	☐	☐	☐	☐	☐	☐

(continued on reverse)

	Excellent	Good	Average	Needs work	Poor	Do Not Know
Self Confidence	☐	☐	☐	☐	☐	☐
Flexibility	☐	☐	☐	☐	☐	☐
Emotional Stability	☐	☐	☐	☐	☐	☐
Social Adaptability	☐	☐	☐	☐	☐	☐
Personal Appearance	☐	☐	☐	☐	☐	☐
Creativity	☐	☐	☐	☐	☐	☐
Energy Level	☐	☐	☐	☐	☐	☐
Patience	☐	☐	☐	☐	☐	☐
Leadership Skills	☐	☐	☐	☐	☐	☐
Professionalism	☐	☐	☐	☐	☐	☐
Responsibility	☐	☐	☐	☐	☐	☐
Communication Skills	☐	☐	☐	☐	☐	☐
Critical Judgment	☐	☐	☐	☐	☐	☐

Do you recommend hiring this person to live and work with children ages 10 - 18?	☐ yes	☐ no
Does this person learn tasks easily and readily?	☐ yes	☐ no
Does he/she work independently (without regular reminders required)?	☐ yes	☐ no
Does he/she work cooperatively with peers in a group situation?	☐ yes	☐ no
Would he/she adapt readily to a sudden change in schedule?	☐ yes	☐ no
Does he/she function appropriately in pressure situations?	☐ yes	☐ no

Applicant's most notable strengths: _____

_____

Applicant's weaknesses: _____

_____

Write Recommendation Here:
Please type or print clearly and provide any additional information that would assist us in making a hiring decision.

_____ date ___/____/____
signature of evaluator

2012

BLUE LAKE FINE ARTS CAMP

Staff Music Recommendation

Application cannot be processed without this form. Please return promptly to:

Staff Director
Blue Lake Fine Arts Camp
300 East Crystal Lake Rd.
Twin Lake, MI 49457
(231) 894-1966

To be completed by applicant:

Please send my recommendation to Blue Lake Fine Arts Camp by: _____/_____/_____ Thank you!

Name:_____
(last) (first) (m.i.)

Address:_____
(street) (city) (state, zip)

College Major: _____ Instrument/Voice: _____

Current Phone: (_____)_____ Email Address: _____

Waiver: "I hereby waive my right to view the following recommendation."

_____ date_____/_____/_____
signature of applicant

To be completed by evaluator:

*Note - Evaluators must hold one of the following positions and know the applicant for at least six months. One evaluation from either of the following persons must be submitted: 1) Private Lessons Instructor or 2) Music Ensemble Instructor.

Name:_____

Organization/Position/Title: _____

Address: _____ Office Phone: (_____)_____

How long have you known the applicant? _____ In what capacity? _____

Blue Lake Fine Arts Camp is dedicated to providing quality arts education to our young people. The above named person has applied for a counseling position at Blue Lake. As a counselor, he/she will be responsible for living with and supervising 40 to 50 elementary, junior high, and high school campers over the course of the summer. Because our counseling staff members supervise all aspects of our campers' experience, we select our staff on the basis of character as well as resume, experience, and qualifications. With this in mind, please complete the small checklist below and write a brief recommendation for the applicant addressing their personal, social, and artistic qualities. Your evaluation will be held in strict confidence. Thank you.

	Excellent	Good	Average	Needs work	Poor	Do Not Know
Initiative	☐	☐	☐	☐	☐	☐
Maturity	☐	☐	☐	☐	☐	☐
Attitude	☐	☐	☐	☐	☐	☐
Cooperativeness	☐	☐	☐	☐	☐	☐
Self Confidence	☐	☐	☐	☐	☐	☐
Energy Level	☐	☐	☐	☐	☐	☐
Responsibility	☐	☐	☐	☐	☐	☐
Communication Skills	☐	☐	☐	☐	☐	☐
Critical Judgment	☐	☐	☐	☐	☐	☐

(continued on reverse)

Does this person learn tasks easily and readily?	☐ yes	☐ no
Do you recommend hiring this person to live and work with children ages 10 - 18?	☐ yes	☐ no
Does he/she work cooperatively with peers in a group situation?	☐ yes	☐ no

Applicant's most notable strengths: _____

_____

Applicant's weaknesses: _____

_____

Counselors who have sufficient ability are invited to perform with Blue Lake's Festival Band, Festival Orchestra, or Jazz Band. These ensembles are made up of a combination of professional musicians, music educators, and qualified staff. Counselors also have the opportunity to perform in the Staff Symphonic Band, Staff Jazz Ensemble, Staff Vocal Ensembles, and a variety of faculty-coached chamber groups. Counselors with sufficient experience, qualifications, and educational background may be given the opportunity to teach elementary sectional/technique classes.

Proficiency Level:	Excellent	Good	Average	Needs Work	Poor	N/A
Musicianship	☐	☐	☐	☐	☐	☐
Technique	☐	☐	☐	☐	☐	☐
Scales	☐	☐	☐	☐	☐	☐
Articulation/Bowing	☐	☐	☐	☐	☐	☐
Intonation	☐	☐	☐	☐	☐	☐
Rhythm	☐	☐	☐	☐	☐	☐
Tone Quality	☐	☐	☐	☐	☐	☐
Takes Criticism	☐	☐	☐	☐	☐	☐

Applicant's capabilities:						
Faculty-Staff Orchestra	_____	_____	_____	_____	_____	_____
Faculty-Staff Band	_____	_____	_____	_____	_____	_____
Staff Symphonic Band	_____	_____	_____	_____	_____	_____
Staff Jazz Ensemble	_____	_____	_____	_____	_____	_____
Staff Vocal Ensembles	_____	_____	_____	_____	_____	_____
Chamber Groups	_____	_____	_____	_____	_____	_____
Elem. technique teacher	_____	_____	_____	_____	_____	_____

What ensemble(s) does the applicant participate in at their learning institution? _____

What chair position/part does this applicant currently occupy in his/her major performing ensemble? _____

<u>Write Recommendation Here</u>: Please type or print clearly and provide any additional information that would assist us in making a hiring decision**.**

_____ date ___/____/____

signature of evaluator