



## CAMPING ASSOCIATION OF THE PRESBYTERIES OF NORTHWESTERN PENNSYLVANIA

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Dear Summer Staff / Intern Applicant,

You will get MORE than just another summer job or internship when you serve with CAPNWP at Camp Lambec and Westminster Highlands. This packet could lead to your invitation for a phenomenal summer job experience!

Thank you for your interest in a summer position with CAPNWP. Enclosed please find:

- ▶ Important Dates
- ▶ Brief Description of Positions
- ▶ Application Form
- ▶ Three (3) Reference Forms
- ▶ Summer Brochure



Now, here's what you should do and can expect regarding the Application process:

- 1] Review the Important Dates, Brief Description of Positions and the Summer Brochure to see if you are available for the dates needed and to find the position(s) that suit you best.
- 2] Please complete, sign and *mail*<sup>1</sup> the Application Form to me at the CAPNWP Main Office (address above) as soon as possible. It is to your advantage to apply quickly – even if you are unsure of your summer plans – because positions are filled with the best possible candidates and the process has already begun.<sup>2</sup>
- 3] Then complete the blank lines in each of the three Reference Forms, give them to three separate references and have them mail them to me at CAPNWP<sup>1</sup> as soon as possible.
- 4] Once your completed Application has been received and reviewed, you will be contacted for an interview. Although you can be interviewed with only your returned Application, you can not be hired without receipt of all three References and all documentation of your skills. You may be asked for a second interview with your immediate supervisor.
- 5] You are eligible for selection once all your paperwork has been received. If selected, you will first be contacted by phone or email, and then with a written Letter of Employment Offer which must be signed and returned.

During the spring you will also receive additional information about the summer, such as:

- Staff Orientation Weekend and other specialized training opportunities in the spring
- How to Prepare and What to Bring
- **Breakthrough**, the summer program resource
- Staff Training

Thanks again for your interest! I really am looking forward to receiving your Application in the near future.

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In Christ's Service,

*Glenn Oswald*

Glenn Oswald, CCD  
Executive Director

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and Reference forms, these must be **mailed** to CAPNWP.

Although you may email your completed Application to CAPNWP as a pdf or MSWord document (XP or older operating system – not VISTA), your original signature will be added at the interview.

- <sup>2</sup> Even if you are a returning staff member, new, complete Application and Reference forms are necessary because they have been revised and new record-keeping standards apply.

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<sup>1</sup> Because original signatures are necessary on the Application