

Dear Reference,

The applicant is applying to work this summer as a Resource Staff member at Camp Magruder. Camp Magruder is a United Methodist camping and retreat center that hosts intergenerational camps, youth camps, adult groups, and retreat groups (groups programmed by their own leadership for which Camp Magruder hosts activities, lodging, and meals).

This position requires that the applicant be capable of working in a leadership role and handling the responsibilities associated with facilitating and maintaining the safety guidelines of activities. In this position, the applicant must be capable of working closely with their peers to coordinate and plan activities ranging from field games to evening worships. Applicants should be able to communicate effectively with guests of many different ages, backgrounds, and cultures. Applicants should possess stamina and endurance, as well as a positive outlook.

This evaluation helps us know each applicant better, so you could help a good staff member get hired or warn us of a potentially an applicant ill-prepared for this position. This reference will also help us support and better understand those applicants we do hire, so that we can be thoughtful in supervising the hired Resource Staff members. Consider the applicant's maturity level, character, and endurance accordingly.

To be used as a reference, one must be over 21. One must not be a family member and should know the applicant predominately on a professional level. One must be able to thoroughly and objectively evaluate the applicant's strengths and weaknesses in regards to work with children and youth without any serious conflicts of interest. If you do not feel you can complete the form objectively or there are conflicts of interest, please contact Hope Montgomery at [_hope@campmagruder.org](mailto:hope@campmagruder.org). Reference forms are also to be returned to this same email address.

Thanks,

Troy Taylor, Camp Magruder, Site Director
Hope Montgomery, Camp Magruder Program Director



**Resource Staff
Reference Form**

Applicant's name: _____

Your name: _____

Relationship to applicant: _____

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

Have you seen this person in a leadership role? Yes No

If yes, in what way? _____

Please rate the applicant in the following areas by marking an "X" in a box for each category:

	Poor	Fair	Satisfactory	Good	Excellent	No grounds for observation
Willingness to cooperate						
Ability to handle stress						
Ability to pace self						
Sense of humor						
Enjoyment of the outdoors						
Willingness to learn						
Reactions in a crisis						
Ability to see things in completion						
Caring and patient with children and adults						
Takes initiative						
Leadership potential						
Positive role model for youth						
Ability to follow directions						
Tolerance of others						
Dependability and promptness						
Honesty						
Emotional maturity						
Acceptance of feedback/evaluations						
Resourcefulness						
Teaching ability						
Communication skills						
Problem solving skills						
Good spiritual leader						



What are this applicant's greatest strengths related to the position for which they are applying?

What parts of this job do you believe might cause the most challenges for the applicant?

- | | |
|--|--|
| <input type="checkbox"/> Long hours | <input type="checkbox"/> Adapting to unforeseen changes in the schedule or routine |
| <input type="checkbox"/> Getting overwhelmed | <input type="checkbox"/> Engaging with people for long hours |
| <input type="checkbox"/> Being distracted by peers when campers are around | <input type="checkbox"/> Distractions from technology or the outside world |
| <input type="checkbox"/> Being sensitive to others' needs | <input type="checkbox"/> Being in a leadership role to peers |
| <input type="checkbox"/> Working out problems with peers | <input type="checkbox"/> Taking initiative |
| <input type="checkbox"/> Understanding when to be serious | <input type="checkbox"/> Shutting down when tired |
| <input type="checkbox"/> Applicant does not have much experience working with children | <input type="checkbox"/> Not always reliable when distracted/tired/upset |
| <input type="checkbox"/> Receiving feedback from adults or guests | <input type="checkbox"/> Can be immature |
| <input type="checkbox"/> Being vulnerable with other staff members | <input type="checkbox"/> Remaining positive even when tired or upset |
| <input type="checkbox"/> Conversing comfortably with adults | |

What about this applicant would make them a good spiritual leader?

What about this applicant's personal qualities could be a potential obstacle in their spiritual leadership?

Share your feelings on the applicant caring for children/youth who are very important to you.

- | | |
|---|---|
| <input type="checkbox"/> I trust the applicant as much as I trust myself. | <input type="checkbox"/> I would probably not go to this applicant for childcare. |
| <input type="checkbox"/> This applicant is the first person I would leave my children with. | <input type="checkbox"/> I do not trust this applicant with children, or this applicant is otherwise unfit. |
| <input type="checkbox"/> I am fine with leaving children with this applicant. | Explain: _____ |
| <input type="checkbox"/> I would use this applicant when I don't have other options. | _____ |

Additional Comments (attach more pages, if necessary):

Signature: _____

Date: _____