

CAMP GREEN COVE BARN STAFF APPLICATION

Complete this form and return to:
Camp Green Cove
P.O. Box 38
Tuxedo, NC 28784

Date: _____

Name _____ Social Security Number _____

Permanent Address: _____ City _____ St _____ Zip _____

Telephone (Permanent Address): _____

Present Address: _____ City _____ St _____ Zip _____

Telephone (Present Address) _____ Best time to reach you? _____

Birthdate: _____ Age: _____ Marital Status? _____ E-mail address? _____

Use Tobacco? _____ Drink? _____

How did you learn of our camp? _____

EDUCATION:

High School: _____ Year Completed: _____ GPA: _____

College: _____ Year Completed: _____ GPA/Degree: _____

WORK EXPERIENCE:

Dates	Name & Address of Employer	Telephone	Your Position
From _____ To _____	_____	_____	_____
From _____ To _____	_____	_____	_____
From _____ To _____	_____	_____	_____

CHARACTER REFERENCES: No relatives or close personal friends please.

Name	Address	Telephone	Relationship
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

LEGAL HISTORY:

Has your driver's license ever been suspended or revoked? _____ Have you ever been arrested? _____

Do you have any legal charges pending? _____ Have you ever been involved in an incident involving sexual or physical abuse of a child? _____ If yes to any of the last four questions, please explain: _____

In the space following space, please outline your horse related experience. Include extensive information on your horse care knowledge along with riding abilities.

What is your particular interest in working as a groom?

A Groom's job is fairly demanding physically. How fit are you? Describe your regular physical activities.

Do you have any particular horse related skills that might be valuable to our program? (For instance, organizing games, giving horse care talks or demonstrations).

OUTLINE OF A GROOM'S DAILY RESPONSIBILITIES

There will be approximately 40 horses at Green Cove. Thirty-five of these are school horses with a few private horses. Care of these horses are divided among the grooms. The day begins at 6:15 a.m. and ends at dinner time.. or whenever the day's chores are completed. Each groom is responsible for an aisle of horses (approximately 10). Each groom will have periodic breaks.

DAILY SCHEDULE

- 6:15-8:15 am: Mares and Geldings are brought in from their respective pastures; each horse is put in his own stall. Horses are groomed thoroughly and checked for overnight injuries. Grooming involves complete body curry and brush, hooves picked clean, medications given. Manes and tails should be combed, if time allows.
All horses fed, and the aisle swept or raked.
- 8:30-9:00 am: Breakfast
- 9:00-9:30 am: Tack horses and check that they are ready for classes. While tacking, check that the tack fits and is in good repair.
- 9:30-9:45 am: Help campers bridle horses and get to classes on time.
- 9:45-12:30 pm: Start checking water buckets, picking out stalls, medicating horses, watch over class changes, treat hooves, and bath horses if needed. At noon, can begin giving lunch hay.
- 12:30-1:00 pm: Untack, re-water. Grain is given after lunch.
- 1:00-1:30 pm: Lunch.
- 1:40- Grain horses.
- 1:50-2:30 pm: Rest hour for grooms (assuming above jobs have been completed. (Rest hour for campers: 2:00-3:00 pm.)
- 2:30-3:05 pm: Re-groom and tack horses needed for the afternoon.
- 3:05-3:20 pm: Help campers bridle horses and get to classes on time.
- 3:20-4:15 pm.: Finish basic clean up duties.
- 4:15-5:15 pm: Some horses may go out early... if so, prepare their water, hay and stall(s) for the next morning. Be certain that aisle are swept or raked, that all grooming equipment is put away, halter and ropes are properly stored, and that doors/gates are shut and/or locked. Clean and figure 8 all bridles.
All areas of the barn must be clean before closing for the evening.
- 6:15 pm: Dinner - After dinner, if there are any horses still in, put them out.

Before leaving for the day, make sure all tasks and chores above are completed: gates, equipment, clean aisles, etc.

The grooms rotate EVENING DUTIES (7:00 pm - 6:00 am) 5 days a week. This amounts to being "On-call" (staying on camp property) in the event of a loose horse, ect.. The groom's day is weighted to be busy in the morning and slightly less so in the afternoon. Hours off are scheduled to give the grooms a chance to relax, ride, or perhaps go to another activity.

WEEKLY DUTIES

All horses should be properly trimmed. Bridles are wiped off daily. Saddles should be cleaned at least once a week, with attention to proper repair. Saddle pads are washed weekly.

TO ALL GROOM APPLICANTS

Summer camp is a very child-centered environment. We expect all staff to understand that and to reflect that awareness in their dress, language, and general dealings with children and other staff. A pleasant, positive, can-do attitude is key to the success of our program and your summer.

Our program has always set high standards for teaching riding and caring for horses. Our barn staff includes a year-round manager and three or four grooms. As a groom, your responsibilities include (but are not limited to) total, supervised care of approximately 10 horses, guidance and supervision of campers in and around the barn, assistance to the riding staff and care and maintenance of your assigned working area. The work is hard and the hours are long, but the rewards of "hands on" experience with horses and kids in various situations are immeasurable. Expect to work 6 full days a week and to be "on call" 2 nights a week.

Grooms live above the barn in a dorm-type setting and eat in the dining room. Cleaning of common facilities (bathrooms) will be equally shared. Generally, time off is 6:00 p.m. Saturday until 6:15 Monday morning. During our Main Camp session, grooms usually have an hour off a day during activity hours to pursue an "in-camp" activity, if desired.

As a staff member, your responsibilities extend beyond the riding program. Therefore it is mandatory we abide by the rules stated in the contract for employment regarding alcohol, tobacco or illegal drugs. You will be a role model to some campers, a friend to others and a co-worker to some of the finest people you will ever meet. Each of us is an important part of this family we call Camp.

Are there any specific conditions to your employment -- i.e. must have two months of employment, must have certain dates free, etc.?

What salary do you expect? _____ (This is to save us both time in case we are not in each other's range.)

What dates are you available?

*Your signature attests that you have answered the above questions honestly and accurately, that you have read and agree to abide by the policies stated above if hired. You are under no obligation to accept a job by your signature, but falsification of the application is grounds for rejection or dismissal. You also agree that the camp may perform a criminal background check before any hiring contract is considered final or valid. **The contract stipulates that you do not use alcohol for the period of employment -- time off as well as time on -- in order to teach by example that alcohol is not a social necessity. IF YOU ARE NOT WILLING TO TAKE THIS RESPONSIBILITY SERIOUSLY, PLEASE DO NOT APPLY.***

Date _____ Applicant's Signature _____