

Staff Generated Application Suggestions

SENIOR INSTRUCTOR

Complete, at minimum, two of the below.

1. **Characteristics:** What characteristics of an instructor make them an asset to our program and how do you strive to emulate these characteristics? How do your recent student, teacher, peer and administrative evals reflect this or show improvements in these areas?
2. **Evaluations:** Talk about your evaluations: the ones that you have received this year. Have you aced an eval? Passed a teaching evaluation? Discuss the feedback you received and the manner in which you received it.
3. **Performance:** Discuss how you demonstrate the following in your current work performance:
 - A. willingness to take on extra responsibilities such as cookout, Lorax, first/last meal
 - B. ability to hold self and peers accountable to High Trails standard, lead by example in preparing for and executing your class, being present during meals and large group activities, keeping a positive attitude during projects - regardless of the task at hand.
 - C. comfort with program material and class management styles for training new staff, ability to answer questions of new staff or help them seek out the answer elsewhere
4. **Growth:** Discuss where you are in the current level system and your rationale for being there.
5. **Vision:** Define Senior Instructor in a new and innovative manner and why you would be great in the position.

MEDIC COORDINATOR

Complete, at minimum, TWO of the below items and TWO items from the Medical Director list. If current Admin, complete one additional from the second Reapplying Admin set of questions.

1. **Evaluations:** Talk about your evaluations: the ones that you have received this year. Have you aced an eval? Passed a teaching evaluation? Discuss the feedback you received and the manner in which you received it.
2. **Writing:** Write up a mock flash evaluation, demonstrating your writing competency and style.
3. **Changes:** What one change would you make to the High Trails Program and how would you go about implementing this change? Think about staff morale, passion, expectations, and teaching. These have to be honest changes that are feasible here at High Trails.
4. **Rapport:** How do you plan on building rapport with a diverse staff? (flexibility, likability, work ethic, leadership, approachability, balance etc...) in a creative and fun way.
5. **Personal Evaluation:** Personally grade yourself in the following categories (A-F) and explain your strengths and weaknesses in each area.
 - A. Large group management
 - B. Teaching
 - C. Flexibility
 - D. Time Management
 - E. Likeability
 - F. Work Ethic
 - G. Effort
 - H. Leadership
6. **Scenarios:**
 - A. You are PM coordinator and second dinner ran late. It is already 7:15 and you need to open doors for snakes but the floor has not been swept. An instructor calls in and recommends a second strike for one of his students. How do you manage this situation?
 - B. You are AM coordinator and the two people you have cleaning the bathroom have been goofing off and still have a lot to clean after 8:45-9:00 breakfast break. Your instructors making sandwiches are struggling because they have to make 9 trays of PBJs. What do you do to remedy this situation?
 - C. You are PM coordinator and you are helping a cabin group HOP for breakfast in the morning. An instructor just called in to tell you that the pilot light went out on their heater. Right after, another instructor calls to say that one of their students has just thrown up all over their sleeping bag and the floor of the cabin, and they don't know what to do. How do you handle this situation?

Reapplying (current Admin):

7. **Growth:** What was the hardest challenge you faced this past season/year as a Coordinator? How did you handle it? What would you do to improve your handling a similar situation in the future? What are three ways in which you would like to improve as a Coordinator if rehired next year?
8. **Evaluations:** review all of your Administrative Evaluations from the last 12 months. Cite at least three personal areas for improvement and address each one individually with the following prompts.

- A. How have you incorporated this feedback?
- B. What is one goal you have for yourself that will inspire you to continue to grow in this area?
- C. How can you apply what you have learned about yourself to leading, teaching and managing staff?

PROGRAM COORDINATOR

Complete, at minimum, three of the below. If current Admin, complete one additional from the second set.

1. **Curriculum:** Write a pedagogical or lesson plan inservice: The inservice should demonstrate the applicant's ability to not only teach, but also to manage staff and complete an in-depth project that directly affects instructors.
2. **Passion:** Explain why you are still passionate about education and being a teacher, but are also looking to take on a new challenge of being a Program Coordinator.
3. **Changes:** What one change would you make to the High Trails Program and how would you go about implementing this change? Think about staff morale, passion, expectations, and teaching. These have to be honest changes that are feasible here at High Trails.
4. **Rapport:** How do you plan on building rapport with a diverse staff? staff (flexibility, likability, work ethic, leadership, approachability, balance etc...) in a creative and fun way.
5. **Vision:** What is your vision for the teaching program and potential of High Trails? How will you help High Trails continue to grow in the areas of curriculum, continuing education (i.e. in-services, evaluations, blogs), and marketing (i.e. blogs).
6. **Inspiration:** Talk about "Inspiring staff to be incredible teachers" and the ideas you have for making this more of a reality here.
7. **Scenarios:**
 - A. You are PM coordinator and second dinner ran late. It is already 7:15 and you need to open doors for snakes but the floor has not been swept. An instructor calls in and recommends a second strike for one of his students. How do you manage this situation?
 - B. You are AM coordinator and the two people you have cleaning the bathroom have been goofing off and still have a lot to clean after 8:45-9:00 breakfast break. Your instructors making sandwiches are struggling because they have to make 9 trays of PBJs. What do you do to remedy this situation?
 - C. You are PM coordinator and you are helping a cabin group HOP for breakfast in the morning. An instructor just called in to tell you that the pilot light went out on their heater. Right after, another instructor calls to say that one of their students has just thrown up all over their sleeping bag and the floor of the cabin, and they don't know what to do. How do you handle this situation?

Reapplying (current Admin):

9. **Growth:** What was the hardest challenge you faced this past season/year as a Coordinator? How did you handle it? What would you do to improve your handling a similar situation in the future? What are three ways in which you would like to improve as a Coordinator if rehired next year?
10. **Evaluations:** review all of your Administrative Evaluations from the last 12 months. Cite at least three personal areas for improvement and address each one individually with the following prompts.
 - A. How have you incorporated this feedback?
 - B. What is one goal you have for yourself that will inspire you to continue to grow in this area?
 - C. How can you apply what you have learned about yourself to leading, teaching and managing staff?

MEDIC DIRECTOR

Complete, at minimum, four of the below:

1. Why do you want to be Medic and what does it mean to be the Medic?
2. As Medic it is important that you are a positive, welcoming individual. There are many stressful situations that arise. How do you in your everyday life handle stressful situations? What will you do to release your stress during a non-stop day?
3. Discuss the feedback you received and the manner in which you received it. As Medic, you will be performing full evaluations; how can you apply what you have learned from the evaluations you have received to make your full evals as helpful and constructive as possible?
4. **Scenarios:** As a Medic you will be called to be in many different roles, one being the Assistant Director. Explain how you would handle the following situations:
 - A. It is Wednesday night you are in your office doing paperwork during the first group of line dancing. An instructor came in to inform you that there is possibly an organized snowball fight going on with the other school. You go out to investigate and find out that yes, there was a snowball fight organized by an SC who was on a cabin shift. The

snowball fight is over, however, a few students did get hurt. One student got hit in the eye and another hit his head on a pole. The student who got hit in the eye can see fine and does not have a mark; he is mainly just shaken up. The one who got hit in the head has a small bump where the hit took place. Both of these students are in your SC's cabin. What do you do? How do you handle the person who organized being an administrator?

- B. It is 10:30 AM on a Tuesday morning, you have a split start, and your second school has just showed up. You are making your way up to greet the teachers and gather medications. You get a call on the radio that a student with the other school has had a nosebleed for 10 minutes now (they are in Cedar Valley). Upon finishing the radio call, your phone rings. It is a parent calling to discuss her diabetic child who will be attending camp the following week. What do you do?
5. If you were Medic, what are some qualities/behaviors you are going to try and replicate and what are some you would like to try and improve?
 6. List and discuss the top three qualities you see in yourself that would be beneficial to you being Medic. List and discuss three things that you see yourself personally being challenged with if you become medic, and a member of administration. I combined 6 and 7 into one question
 7. Discuss how you will balance personal and professional relationships as you step into an administrative position.

SITE DIRECTOR

Complete, at minimum, two of the below:

1. **Video Diary:** In 180 seconds or less, explain to a video camera lens the pros and cons of the Site Director position. Be on film for at least half of the video diary entry so we can get a feel for your presence in front of an audience. Minimize your desire to edit. In real life, Site Directors usually only get one take.
2. **Pie Chart:** In 8.5"x11" or less, explain how you will divide your energy amongst all elements that go into running a site. Include staff check-ins, computer time, teacher check-ins, site personality, personal sanity and as many other facets of the job as you see fit. Explain your diagram in 500 words or less.
3. **Evaluation Synthesis:** review all of your Administrative Evaluations from the last 12 months. Cite at least three personal areas for improvement and address each one individually with the following prompts.
 - A. How have you incorporated this feedback into your performance as an administrator?
 - B. What is one concrete suggestion you have for yourself to continue overcoming this area for growth as a Site Director?
 - C. How can you apply what you have learned about yourself to leading, teaching and managing staff?
4. **Writing Sample:** written communication is very important. Showcase your writing style in mock letter to a school where you address this scenario: *"a school calls with a complaint about instructor Bob. Bob was "mean" to his students and made them hike for long distance"*. Minimum 500 words.
5. **Staff:** In the last year, what are the three most prevalent issues you have seen with staff? How have you helped prevent these issues and what are some possible solutions? How have you added fuel to these issues? At the beginning of the year, how can the admin team prevent this from happening?
6. **Program:** Yes, as SD, you are not a pivotal part of program. However, what would you change about program? Explain why and a potential solution.
7. **Choose your own adventure:** Apply in any way that represents a reflective process on time spent as SD, how you will be motivated for the next year, and why SD is important in your life (what does this position mean to you).

KITCHEN COLLABORATOR

Define "Food is Love".

COOK, HEAD COOK

So, you want to be a cook at High Trails? Get ready for lots of time on your feet, long hours tending large pots of boiling water and trays of more cookies than you ever thought imaginable. The position is demanding, physically and mentally, but worth the challenge. You have 3 questions to address:

1. To apply for this position, use your creative juices to put together a sample weekly menu plan for the adult option and a sample food order to accommodate that option. Remember to consider that half of your staff are vegetarians, a chunk of your staff don't like vegetables, some are sensitive to dairy, and a couple have severe allergic reactions to basic items like bananas and citrus oils. Also, vegetarian students will be eating the option on meat entrée nights, so be mindful of student food tastes. Use the Week 1 cookout menu for students (on the Support Web) as a reference for the base of your meal plan. Be as detailed as you can for details are an integral part of the kitchen. Feel free to format your menu plan and food order as you wish. Sample menu plans are available on the Support Web, and the current cooks can be consulted for ordering styles.

2. In addition to your menu plan, please include a written explanation of how your menu plan reflects your cooking style. How do your food choices relate to how you will run your kitchen? What are your priorities with cooking and kitchen management? What qualifies you to share responsibility in making “food is love” a reality?
3. Pressure and Stress. Can you handle it? How will you handle it?