

Palmyra Middle School  
Outdoor Education Counselor  
Application Form

The Palmyra Middle School faculty has put together a one-week environmental education study program. This program has teachers and seventh grade students living at Camp Swatara for five days to study subjects related to the environment. Our main objectives are to help foster positive attitudes about the out-of-doors and positive interactions with others.

As part of this experience, the teachers will need the assistance of high school counselors. To be considered for a counselor position you must complete and submit the three-page application form. The completed application must be returned to **the Palmyra High School Counseling Office by Friday, October 19<sup>th</sup> by 2:45 pm** to be eligible for selection. **Late applications will not be accepted.** All applications will be reviewed and scored by Mrs. Waiter, Mrs. Mason, and Mrs. Schoessler.

In addition, an interview process will take place. If selected for an interview, these interviews will be ten minutes in length and take place from 2:00-4:00 in the conference room of the high school Counseling Office from November 9-16. I will be contacting you to let you know of your interview time. If there is a scheduling conflict please notify me at 838-1331 option 3, ext. 2 as soon as possible. You can also email me at [michelle\\_waiter@pasd.us](mailto:michelle_waiter@pasd.us) if you need to change your time. All applicants will receive notification whether or not they are selected for an interview by Thanksgiving break. **Please do not miss your scheduled appointment.**

**\*\*\*\*If you have committed a level 2 or 3 infraction, (refer to your school handbook) on or off school property at any time during your high school career, you may not be considered for a counselor position. Should you commit a level 2 or 3 infraction on or off school property at any time during and after this selection process, you may be dismissed from the process and/or program.**

**If you have changed your mind and are no longer interested in being a counselor for the Outdoor Education Program please return your blank application ASAP to the High School Counseling Office.**

Attention 2018 counselors: While your work last year will be considered in this year's counselor selection process, being a counselor last year does not make you an automatic pick for this year. **You must reapply, and your current application will have considerable weight in determining your selection this year.** Sometimes in the past, my needs have changed, or for some other reasons, I have not invited someone to return as a counselor for the second year. While I would certainly regret having to do this, I feel the best interest of the entire Outdoor Ed Program must be my first concern in all counselor decisions.

Final selections will be made and candidates will be contacted by the middle of December.

Thank you,

Mrs. Waiter  
OE Director

Palmyra Middle School  
Outdoor Education Counselor  
Application Form

Palmyra Middle School Outdoor Education  
Counselor Job Description

You may be chosen as one of our counselors because of your character and leadership ability. A counselor should display maturity and sensitivity toward others. The use of common sense and good judgment is expected. The 7th grade students will watch you for cues as to how they should act. The behavior you model both in and out of school and attitude you display will be reflected by all with whom you come in contact.

Specifically, I am looking for high school counselors who are enthusiastic and cooperative. We will be doing many activities that the students will enjoy. Their pleasure will increase if they see you having a good time.

The following is a general outline of an Outdoor Ed counselor's responsibilities:

1. Attend the in-service given by the director as well as meetings set up for your counselor group prior to camp. It is vital that your schedule be flexible enough to meet at least 2-3 times with your counselor group prior to the Outdoor Education weeks in May. Although everyone's schedules are busy in the spring you must be willing to commit to attending meetings to ensure the success of the 7<sup>th</sup> grade camp week.
2. Assist in the supervision of 7th grade students in an assigned cabin during the night and at various times during the day (ex. Attending to safety, health habits, time schedule, cabin cleanliness, etc.)
3. Supervise a table in the dining hall during each meal.
4. Assist teachers with the instruction of their camp lessons.
5. Assist and lead in singing songs, cabin skits, square dance, cabin banners, and other recreational activities according to the skills and talents of each counselor.
6. Assist in supervision of students during early evening recreational activities.
7. Contribute your own special skills deemed appropriate for the good of the Outdoor Ed Program. I want counselors who demonstrate selfless behavior – putting the needs of the 7<sup>th</sup> grade students and the Outdoor Ed Program above their own.
8. **Stay eligible and out of any trouble both in and outside of school. Be a positive role model for our 7th graders.**
9. See your high school teachers prior to camp about the work you will miss and make up **all** of it upon your return to school. I will be in contact with your teachers regarding your schoolwork. Please try to accomplish as much as possible before you leave for your week at Camp Swatara.

Palmyra Middle School  
Outdoor Education Counselor  
Application Form

Outdoor Education  
Staff Assignments

Camp Week Selection: The 7th grade staff that made up the teams when you were in 7th grade have changed, we now have three teams of teachers. These changes have been due to retirement, new team structure, staff changes, and program changes. Therefore, your favorite teachers may be on a different team this year, or not even in the 7th grade Outdoor Ed program any longer. To help you with your camp week choice selection, I have listed the teachers for the 2019 Outdoor Education Program.

**Please look ahead and try to avoid any possible school, academic, and athletic conflicts when you are selecting your first choice week.** When I must excuse a counselor for a special activity, this puts a lot of extra burden on the rest of the counselors and entire teaching staff Ed.

**Mountain Week (May 13-17)**

Mr. Gies  
Mrs. Mason  
Miss Barnhart  
Mr. Radkiewicz  
Mr. Enders  
Mrs. Flury  
Mrs. Dresley  
Mrs. Ott  
Mr. Mathias  
Mr. Martin  
Mr. Remington  
Mr. McClintick  
Mr. Cotchen  
Mr. Popejoy

**Stream Week (May 20-24)**

Mr. Binkley  
Mr. Cotchen  
Mr. Martin  
Mrs. Hitz  
Mrs. Deibert  
Mr. Eisenbise  
Mrs. Garber  
Mrs. Ott  
Mr. Mathias  
Mr. Binder  
Mr. Madonna  
Mr. McClintick  
Mr. Remington  
Mrs. Schoessler

Palmyra Middle School  
Outdoor Education Counselor  
Application Form

Outdoor Ed Counselor Application

(Please write legibly)

Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Email \_\_\_\_\_

7<sup>th</sup> grade team assigned in middle school if at PAMS \_\_\_\_\_

I, \_\_\_\_\_ (please print), would like to be considered as a volunteer counselor for the 7th grade Outdoor Education Program during the following week:

Please circle: May 13-17 (Mountain Week)      May 20-24 (Stream Week)      No preference

What spring sports, musical activities, clubs do you participate in that could potentially cause a conflict during your Outdoor Education week (ex. Spring sports that may require you to go to districts; banquets you will need to attend, etc.)? What are they and when will they conflict?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you be taking any AP exams, if so which ones? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have a 7<sup>th</sup> grade sibling Yes No? Would this impact the week you would choose, why?

\_\_\_\_\_  
\_\_\_\_\_

I understand that my responsibilities include: assisting teachers, displaying **exemplary** behavior at all times, student supervision, and being a positive model for the 7th grade students (putting students first). My duties begin from the time we assemble Monday morning and continue until we disperse Friday afternoon. I understand that I will need to attend at least two training sessions with Mrs. Waiter prior to camp, as well as meetings with my counselor group for the camp week.

**I also understand that any level 2 or 3 disciplinary infractions in or out of school and/or any outside legal violations of which the school is aware may cause for my dismissal from the Outdoor Education Program (review student handbook if not sure what this means).**

Your name (please print) \_\_\_\_\_

Your signature \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ has my permission to apply for a volunteer position as an Outdoor Ed counselor for the 7th grade Outdoor Education Program.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Palmyra Middle School  
Outdoor Education Counselor  
Application Form

Outdoor Ed Counselor Questionnaire

Directions: Please answer the following questions legibly, thoughtfully and carefully. You may use another piece of paper or type your responses if needed.

1. What high school activities have you participated in the past or planning to participate in this school year?

---

---

---

---

2. Please name two high school and two middle school teachers who you feel would give you a strong and positive character reference if they were asked. **You must have two of each. If you did not attend PMS, please list two additional PHS teachers for references in place of the middle school teachers.**

May not include Mrs. Waiter, Mrs. Mason, Mrs. Schoessler

PHS Teachers

PMS Teachers

1.

1.

2.

2.

3. Have you ever been on the Palmyra High School ineligibility list? \_\_\_\_\_ If yes, when & why?

---

---

---

4. Have you ever had in-school or out-of-school suspension in the middle school or high school?

\_\_\_\_\_ If yes, when & why? \_\_\_\_\_

---

---

5. Have you ever been arrested by the police? \_\_\_\_\_ If yes, when and why?

---

---

---

Palmyra Middle School  
Outdoor Education Counselor  
Application Form

6. What qualities and/or past experiences do you have that will make you a good counselor?

---

---

---

---

7. As a possible Outdoor Ed counselor, what contributions could you make to the teaching staff and to the entire program? \_\_\_\_\_

---

---

---

8. After reading the job description, why would you want to be an Outdoor Ed counselor?

---

---

---

---

9. There is a student in your cabin that is feeling homesick and not a part of your group. What would you do to get that student more involved and to begin to feel better about his or her camp experience? \_\_\_\_\_

---

---

---

---

10. Is there any other information that you would want us to consider in our evaluation of you for this very important Outdoor Education counselor position? \_\_\_\_\_

---

---

---

Please return the blue/pink pages to the Palmyra High School Counseling Office by **Friday, October 19<sup>th</sup> by 2:45 pm. Late applications will not be accepted.**