



TO: Applicants for Summer Compensated Volunteer Service at Ghost Ranch  
(College Students)  
FROM: Contract and Employee Services Manager SUBJECT: Summer Volunteer  
Opportunities at Ghost Ranch

Thank you for expressing your interest in serving on College Staff at Ghost Ranch Conference Center. Ghost Ranch is a national Conference of the Presbyterian Church (USA).

Our program provides a unique opportunity to serve in a beautiful and spiritual environment rich in the history and culture of the southwest. It is an opportunity to form new and lasting relationships with co-workers and team members. College Staff will come together to form an intentional community which will develop, adopt, and live by a set of norms, which will enrich their common life, and will be in keeping with and serve the mission of Ghost Ranch. Ghost Ranch encourages its College Staff to take time for personal reflection and growth. There will be weekly opportunities in which College Staff will be encouraged to explore and deepen their own spiritual journeys. Worship is celebrated daily during the summer at Ghost Ranch.

College Staff members are required to sign a covenant agreeing to be in a 'season' substance free (alcohol, drugs, and tobacco) during the summer. We do take this commitment very seriously as part of building a healthy community for the summer. Please give this requirement careful thought when applying for a position. It would be better to consider other summer possibilities if this covenant will not work for your lifestyle this coming summer.

College Staff enjoy time off to take advantage of the many challenging hiking trails, water sports, and swimming pool. In addition, there is time for sightseeing and experiencing the diverse cultures of New Mexico, and shopping in nearby communities like Chimayo, Taos, and Santa Fe. In previous years the College Staff has taken trips to Chaco Canyon, Pagosa Springs Mineral Hot Springs, Bandelier National Monument, and the Great Sand Dunes National Park.

We are recruiting up to 28 summer volunteers to work from Sunday, June 3 to Sunday, August 12, 2012 (10 paid weeks). Both Sundays will be travel days to and from the ranch. This year College Staff will have the opportunity to stay at the Ranch in a volunteer capacity from August 13-16. Candidates must have completed at least their sophomore year of college and be interested in serving during our busy summer season. Ordinarily, College Staff members will work in this capacity for one summer. At the invitation of the College Staff or Program Department Directors College Staff may return for multiple summers of service in specific leadership roles.

We offer a variety of work opportunities. The jobs include:

Youth and Children's Program Counselors – We run 9 consecutive weekly programs for children from 3 years of age to those entering 12<sup>th</sup> grade who are visiting the Ranch with their parents or are the children of Ghost Ranch staff members. We form four age groups of children

and youth and meet with them every morning (Tuesday through Saturday) from 8:40 am until noon. Each age group reconvenes at 6:45 pm until 8:30 pm. Counselors plan meaningful curriculum with appropriate activities, crafts, and games for each day. As part of the curriculum, counselors might take appropriate age groups to the high and low ropes courses, children's room at the library, or to our two educational museums, a paleontology museum and an anthropology museum where they participate in planned activities.

We will hire 2 counselors to work with our Senior High Youth Initiative to offer an appropriate program different from that offered the younger students. All counselors will also rotate in and out of our Cantina/Snack Bar, running that during the summer.

Preference will be given to applicants who have particular interest, experience and/or vocational plans to work as teachers and youth leaders. Special training opportunities will be scheduled for the first week of the College Staff's presence on the ranch, including lesson planning, developmental education, environmental and cultural resources of the Ranch and the Ranch's religious/philosophical values that are inherent in the entire summer program for all ages.

Youth Service Corps Leaders – Directing individual high school students and/or church youth groups who will work on projects around the ranch and in the community. Similar to the adult Service Corps, this is geared for teens to give them opportunities in service to the ranch and to work with some of the organizations in our local area.

Swimming Pool Lifeguards – (Certification required in advance). We have two pools. The pools are open for early morning swims, morning lessons for local children and afternoons for guests.

Hospitality – Work in the Main Office area to provide support for the Ghost Ranch Program and Hospitality office, answering phones, helping to register and greet guests, work in the Trading Post, or in the finance office.

Recycling/Environmental Management/Bicycle maintenance – Working on recycling, trash collection, wetlands and maintaining bicycles for our co-op program..

Wranglers – Provide safe and enjoyable horseback riding experiences and instruction plus provide care of horses and stalls.

Outdoor Adventures – (Lifeguard Certification required in advance. ) Work with OA Coordinator and Youth Programming Coordinator to lead adventures courses for adults and children, high and low ropes facilitation, hikes, and waterfront activities.

The first week of the summer will be a time of orientation for the College Staff. During this time the Staff will form their community life together, become familiar with Ghost Ranch and its missions and policies, and receive training for individual jobs. Required CPR and First Aid training will be provided to all College Staff members not presently certified during this week so as to be able to serve the Ranch in case of emergencies.

It is expected that all College Staff will work 40 hours each week. The work day is about 7 to 8 hours, starting as early as 6:30am for some positions. Staff is required to be flexible, as the Ranch provides multiple services for quality experiences for guests.

Ghost Ranch near Abiquiu, NM is isolated and 45 minutes from the nearest city (Española). Due to insurance limitations, underage staff are not permitted to drive ranch vehicles. Weekend trips are arranged by the College Staff Coordinators to experience the off-ranch culture of the area.

College Staff members receive a stipend of \$1650 for the summer program period. This stipend is paid in five equal installments of \$330 on a bi-weekly basis with taxes taken out of that amount. In addition, housing and three meals per day (served in the dining hall) are provided.

Returning College Staff Directors for 2012 are Jodi and Brandon Wert from Tucson, Arizona.

The room and board is valued at \$3500. We provide double and sometimes triple rooms, shared by two or three college staff members. Bathrooms are dormitory style.

Applicants should indicate on the application if they are available for an additional week after August 16<sup>th</sup> for which one would be compensated. Possibly needed for the extra week are the wranglers, lifeguards, and outdoor adventure staff (if possible).

We will begin considering applications February 1st and will hire on a rolling basis until all positions are filled. Please fill out the application and send it to Debbie Manzanares, Ghost Ranch's Contract Services Manager (505.685.4333, ext. 4159). You may turn in your application in one of the following ways:

- Scan and email it to [collegestaff@ghostranch.org](mailto:collegestaff@ghostranch.org). This is the easiest, most efficient option for Ghost Ranch staff.
- Fax it to Debbie Manzanares at (505) 685-4519
- Mail it to: Ghost Ranch Conference Center  
c/o Debbie Manzanares  
HC 77, Box 11  
Abiquiu, NM 87510

**COLLEGE STAFF APPLICATION FORM**

Please print or type all information clearly Personal Information Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle In. \_\_\_\_\_

Social Security Number: \_\_\_\_\_ US Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ School

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell Phone

No: \_\_\_\_\_ Email: \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_

**Work Assignment Desired**

Rank in order of preference (some positions may be split or shared and several positions will flip mid-summer):

\_\_\_\_ Trading Post (retail sales) \_\_\_\_ Lifeguards (Certified) \_\_\_\_ Experienced Wrangler

\_\_\_\_ Farm Assistant \_\_\_\_ Outdoor Adventures \_\_\_\_ Hospitality Assistant \_\_\_\_ Library

\_\_\_\_ Admin. Assistant \_\_\_\_ Youth Programming \_\_\_\_ Recycling/Environmental Management

\_\_\_\_ Youth Service Corps Leader \_\_\_\_ Housekeeping/Food Service

**Please give a history of your work experiences** starting with your current or most recent job.

1. Company Name: \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Your title and brief summary of duties \_\_\_\_\_

\_\_\_\_\_

2. Company Name: \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Your title and brief summary of duties \_\_\_\_\_

\_\_\_\_\_

3. Company Name: \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Your title and brief summary of duties \_\_\_\_\_

\_\_\_\_\_

4. Company Name: \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Your title and brief summary of duties \_\_\_\_\_

\_\_\_\_\_

**Education** (Please list all past high school education. )

Name of College/University: \_\_\_\_\_

City/State \_\_\_\_\_

Major: \_\_\_\_\_ Semesters Completed \_\_\_\_\_ Grade Point Average \_\_\_\_\_

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**Training & Special Skills**

Please list your special skills, training and extra-curricular activities in which you have been involved. Please comment on any experience as camp counselor working with youth.

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

**Statement of Purpose**

Why are you interested in working at Ghost Ranch? \_\_\_\_\_

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

What are your three strongest skills?

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

How do you see your service meeting the needs of our guests, staff and colleagues?

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

Do you have a church affiliation? If so, please list name, address and phone number of your church pastor.

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Have you ever visited Ghost Ranch? If yes, when and under what circumstance (as a guest – did you take a class)?

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Do you have any special dietary needs? \_\_\_\_\_

Do you have your own health insurance? \_\_\_\_\_ Name of Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please complete this form along with the three reference forms and submit to:

Director of Human Resources, Ghost Ranch Abiquiu

HC77 Box 11, Abiquiu, NM 87510 Fax: 505. 685. 4519

E-mail: [hr@ghostranch.org](mailto:hr@ghostranch.org)

## REFERENCE FORMS

Three reference forms are attached. Please fill in your name on the top line of each form before giving it to the person who is serving as your reference.

Please select one or more of the following individuals for a reference:

1. Someone who can provide a professional (work) reference for you. A current or former supervisor or manager
2. If you are a student, choose a faculty member or advisor who knows you well.
3. Your pastor, or other individual who has worked with you in your church
4. A person who can provide a true character reference

Please choose individuals who are not members of your family, but people who have known you for one or more years.

### **Give each reference instructions to return the form directly to:**

Debbie Manzanaras  
Contract and Employee Services Manager  
Ghost Ranch in Abiquiu  
HC-77 Box 11  
Abiquiu, NM 87510

FAX: (505)685-4519  
Email: [debbiem@ghostranch.org](mailto:debbiem@ghostranch.org)  
Phone: 505-685-4333 Ext. 4159

**GHOST RANCH in ABIQUIU**  
**Presbyterian Church (USA)**  
**VOLUNTEER STAFF**

**Confidential Reference Form**

**Name of Applicant:** \_\_\_\_\_

**Name of Reference:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Signature of Reference:** \_\_\_\_\_

This individual is interested in serving as a summer volunteer at Ghost Ranch Abiquiu on our College Staff. College Staff are assigned to several areas including: Youth and Children's Programs, Lifeguards, Library, Environmental Services, Dining Hall, Administrative Assistant and Wrangler.

The position requires the individual to live on the Ranch for the duration of the assignment. The Ranch is located in northern New Mexico in a very rural area. Our community is spiritual and multi-cultural and serves all peoples of every race, religion and ethnic background. We receive visitors from all over the world. At Ghost Ranch we have limited access to television, radio, the Internet and other means of communication. We are a 45 minute drive from a hospital, super-market, movie theater, etc. Life on the Ranch is designed to be simple. We are caretakers of the land and resources and are extremely environmentally conscious. College staff are required to refrain from illegal substances and from alcohol and tobacco, even if of legal age, during their 10-week summer service on and off the Ranch.

Please respond to the following questions to the best of your knowledge and ability. We are grateful for your assistance and will treat your response confidentially.

**1. How long and under what circumstances have you known the applicant?**

**2. What do you believe to be the applicant's reasons for applying for this volunteer job?**

**3. Please describe the applicant's major strength(s).**

- 4. Please describe the applicant's work and volunteer ethic.**
- 5. How would you characterize this individual's ability to interact with children, peers, and older adults?**
- 6. How would you characterize this individual's ability to live in a healthy spiritual community?**
- 7. Have you personally witnessed this candidate deal with a crisis or difficult situations? If so, describe what actions were taken.**
- 8. How much supervision does this individual require?**  
Immediate, direct supervision \_\_\_\_\_  
Moderate supervision \_\_\_\_\_  
Very little supervision \_\_\_\_\_  
No supervision required \_\_\_\_\_
- 9. Which of the College Staff assignments listed on top of page one would this individual be best suited for?**
- 10. Summary paragraph. Please state frankly your opinion of the applicant's overall fitness for summer volunteer service at Ghost Ranch. Please add any significant information and impressions which have not been brought out by the questions in this form.**

# **GHOST RANCH in ABIQUIU**

**Presbyterian Church (USA)**

**VOLUNTEER STAFF**

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