

AAVE Leadership Job Application

Dear Potential Trip Leader,

Thank you for your interest in joining the AAVE team. Our goal is to employ the strongest adventure guides in the industry! When it comes to managing students, itineraries, activities and outfitters, you've got it all under control. It's time to take it up a notch.

AAVE Employment Advantages:

- 25 adventure programs in the United States and around the world.
- 32 years of safe, quality trips.
- Many employees lead for six or more summers.
- A coed leadership team of 2-3 adults and 13-15 students places immediate responsibility in your hands. First year leaders always work with an experienced AAVE Trip Leader who teaches you the "AAVE way" of leadership.
- Carefully screened teens who are enthusiastic about their participation (references and phone interview are required).
- One week paid pre-trip training in Colorado welcoming you to the AAVE professional community.
- Pro-deals (North Face, Marmot, Arcteryx, Chaco, Dana Design, etc.).
- Certification reimbursement for up to \$300 per year for returning Trip Leaders.
- AAVE is about teenagers, adventure travel, leadership and learning. We are looking for motivated, confident individuals to join our professional leadership community. First year Trip Leaders facilitate group dynamics and safety while teaching a broad range of adventure travel skills. AAVE contracts with professionals for climbing, sailing, surfing, windsurfing, horseback riding, rafting, river and sea kayaking and mountain biking. Expert knowledge in these areas is not required, but you do need to have youth leadership and/or outdoor experience.

Requirements:

- College graduate, or in the process of completing a degree.
- You must be 21 years old by July 1, 2008.
- Proven leadership experience, especially with youth.
- Energetic person with judgement and decision making skills to provide a positive experience for teenagers.
- No more than four points on your driving record in the past three years.
- A minimum certification of Advanced Wilderness First Aid is required. We prefer a Wilderness First Responder certification, by June 20, 2008. Lifeguard training is highly recommended.

Desired Skills

- Educators.
- Experience with adventure travel.
- Language fluency in addition to English.
- Basic backcountry and leave no trace knowledge.

Training and Salary

- Staff training is June 21-26, 2008 in Denver, Colorado. Employment is 4-9 weeks ending around August 22.
- Starting salary is \$250 per week. Second year is \$390 per week. Third year is \$490 per week and increases every year thereafter.

Paperwork required for consideration. We will be unable to process your application without all of the following items. If possible, please send in one packet (except references).

- Completed application packet including a current close up photo to personalize the process.
- Three reference forms from work or youth leadership related fields.
- Official copy of state motor vehicle driving record. Call your local DMV office to obtain a copy.
- Photocopy of driver's license, health insurance and all current first aid and CPR certifications.

Amazing trips in amazing places need amazing leaders. Is this you? We will contact you immediately **after receiving your complete application packet**. This process usually takes 1-2 weeks. Feel free to include a copy of your résumé, and let us know if you have any questions.

We hope to get the opportunity to work with you!

Jenny Turbanic & the AAVE Personnel Team



www.aave.com

Employment Application

America's Adventure, Inc.
2308 Fossil Trace Drive
Golden, Colorado 80401

Personal Background Information: Please attach to your application: photocopies of current first aid/CPR certifications and driver's license, optional photo, and an official copy of your driving record from your state motor vehicle department. If available attach your résumé.

Name _____ Current Address _____ City _____

State & Zip _____ Social Security # _____ Birth date _____

Permanent Phone _____ Home Phone _____ Cell Phone _____ E-mail _____

Date of Application _____ Marital Status _____ Gender _____ Height/Weight _____

Citizenship _____ Passport # _____ Driver's License ID#, State, Exp. Date _____

Have you had more than one moving violation or more than 4 points on your driver's license in the past 3 years? _____

Have you ever been arrested or convicted for child and/or sexual abuse, felony, drug/alcohol related or for any other reason? Explain. _____

Do you smoke? _____ Do you have health insurance? _____ List company and policy # _____

How did you learn about AAVE? _____

In case of emergency, please list a permanent relation: Name _____ Relation _____ Phone _____

Address _____ City _____ State _____ Zip _____

Language Fluency: (detail the # years studied and assess your actual ability) _____

Education Background: College/University Attended? _____ Dates _____ Field of Study _____

Graduate School Attended? _____ Dates _____ Field of Study _____

Extracurricular Activities/Hobbies _____

Leadership Positions: _____

Work History: List your three most recent employers. At least one job experience should include working with youth and/or adventure travel.

May we contact your current employer? _____ May we contact your previous employers? _____

#1

#2

#3

Employer: _____

Description/Title: _____

Supervisor: _____

Phone Number: _____

Dates Employed: _____

Leadership Qualification Questions: (Use additional paper for your answers).

- #1. State your experience with youth in a school, summer camp and/or adventure settings.
- #2. State your soft and hard skills, which will contribute to the overall success of a summer, adventure camp?
- #3. During a phone call home to parents, how would your camper describe you in one sentence?
- #4. Describe a situation/experience/ accomplishment where your energy and initiative made a difference.
- #5. Did you attend summer camp? Tell us about your experience at camp or other influential summer experiences as a youth.
- #6. How have you spent your last three summers?
- #7. Please describe your travel and/or wilderness experience; include your two most recent adventures. (Please detail any formal training such as outdoor education classes, NOLS, Outward Bound, rope courses, which you feel contribute to the depth of your job application.)
- #8. AAVE employment requires long and demanding days with little personal time. Describe your fitness and energy level as it pertains to a 24/7 work load, day after day.
- #9. Based on your skills and experience, which trips would most benefit from your skills? (Please keep in mind that 80% of all first year jobs are in the USA this year. International assignments usually follow once you are trained and a proven trip leader.)

What countries/regions have you visited? Include length of stay: _____

First Aid/CPR Certifications: We require a minimum certification in Wilderness Advanced First Aid or Wilderness First Responder and Adult CPR. Wilderness EMT and Lifeguard Training are highly recommended.

First Aid Certification _____ Organization _____ Exp.Date _____
CPR Certification _____ Organization _____ Exp.Date _____
Higher Training _____ Organization _____ Exp.Date _____

References: We require three references. Give each reference one of the enclosed forms to fill out and submit directly to AAVE. Please list the three references below

1. Name _____ Organization _____ Title _____
Address _____ City/State/Zip _____
Phone _____ Relationship _____
2. Name _____ Organization _____ Title _____
Address _____ City/State/Zip _____
Phone _____ Relationship _____
3. Name _____ Organization _____ Title _____
Address _____ City/State/Zip _____
Phone _____ Relationship _____

Any applicant who knowingly or willfully makes a false statement of any material fact in the application is guilty of perjury in the second degree as defined in Section 18-8-503, CRS and, upon conviction thereof, shall be punished accordingly. Applicant understands and authorizes an investigation to be made whereby information is obtained regarding character, previous employment, education and criminal history.

Applicant Signature _____ **Date** _____
Please mail your completed application and optional photo along with photocopies of your driver's license, current first aid and CPR certifications and an official copy of your driving record from your state motor vehicle department to our office.



Application Reference Form

America's Adventure, Inc.
2308 Fossil Trace Dr
Golden Colorado 80401

Applicant: First fill in blanks #1-4. Deliver this form to your three references. All three references must be submitted before we will review your application.

1. _____ Applicant: Name of person applying for a job
2. _____ Date
3. _____ Reference Name
4. _____ Permission to speak with Reference
Applicant's Signature Date

Dear Reference:

Please complete and return both sides of this form and mail it directly to our office. ** We prefer if you do not e-mail or fax this form to us, as we need the original copy.*

5. _____ Reference telephone #(s) specify day or night
6. _____ Reference job title
7. _____ Best time to call

Competition for this position is strong, please be candid. AAVE is an outdoor adventure program for teenagers in the western United States, Europe, Asia, Africa, Central and South America, and Australia. Our trips include a combination of travel, camping and wilderness activities. We are looking for mature, responsible, professional adults with excellent leadership and communication skills to act as positive role models for teenagers and to facilitate skills in a wilderness/travel setting. This position is a 24 hour a day, three to eight week task requiring leadership, high motivation, adaptability and patience. We are seeking to hire staff who can lead by example, articulate, listen, motivate and teach within a group setting.

To the best of your knowledge please comment on the nature of the applicant's hard and soft skills.

The prompt mail return of this form will enhance the applicant's chances of employment. Send the form directly to our Golden, Colorado office. Please be assured that your comments are 100% confidential.

Thank you,

The AAVE Personnel Team

PRINT THIS FORM THREE TIMES and give it to your three references who will mail it directly to AAVE.

1. How long have you known the applicant and in what capacity? _____
2. Is this person honest, responsible and trustworthy? _____
3. Does your experience with this candidate include supervision of teenagers, teaching, camping or outdoors adventures, in a wilderness setting? If yes, please explain. _____

4. What do you feel is the applicant's strongest and weakest quality as a leader for young people?
Strength: _____

Weakness: _____
5. Remember the phrase from your report card -- "works and plays well with others"? That's one of many critical soft skills, all of them important to work with young adults in a camp setting. Does this candidate have soft skills? _____

Before each field please **rate (#)** the applicant from 1-10 then comment: 1 is the lowest and 10 is the highest. Skip categories about which you are not informed.

- # _____ Emotional maturity/judgement? _____

- # _____ Leadership Skills? _____

- # _____ Backcountry experience/outdoors skills? _____

- # _____ Success working with teenagers? Teaching skills? _____

- # _____ Communication skills. Can applicant accept constructive criticism? _____

- # _____ Defines/enforces/respects/represents sensible limits? _____

- # _____ Is this candidate high energy and usually fun? _____
- # _____ Ability to motivate and organize 13 students?

Additional Comments: _____

