



SUMMER COUNSELOR CONFIDENTIAL REFERENCE

(NEW COUNSELORS ONLY)

Please return to Hearts & Horses

INSTRUCTIONS FOR PROSPECTIVE COUNSELORS

1. Identify an adult who would be willing to act as a reference for you – someone who will say nice things about you.
2. Fill in your name at the top of page 1.
3. Complete the “Permission Release” portion at the top of page 3 – sign it yourself.
4. Have a parent or legal guardian sign their part of the “Permission Release” on page 3.
5. Make sure reference form is sent directly from your reference to Hearts & Horses **and we receive it by the deadline.** It may be helpful to enclose a stamped envelope addressed directly to Hearts & Horses.

Mailing Address: Hearts & Horses
 Attn: Summer Fun Week
 163 N County Road 29
 Loveland, CO 80537



SUMMER COUNSELOR CONFIDENTIAL REFERENCE

Please return to Hearts & Horses as soon as possible.

_____ is being considered for a volunteer staff counselor position at Hearts & Horses. We take seriously our responsibility towards young people in our programs and seek highly qualified staff to be leaders and companions of our participants. Your thoughtful and confidential comments will be deeply appreciated. Please respond as soon as possible as we cannot complete the process without your reply. Thank you.

Please check the option that best describes the applicant in each category:

OBSERVANCE OF RULES

- Trouble with authority
- Follows rules most of the time
- Personally follows rules
- Is comfortable enforcing rules

SOCIAL PRESENCE

- Avoided by others
- Tolerated by others
- Liked by others
- Sought out by others

MATURITY

- Not at all
- Can be at times
- Average
- Extremely

COMMUNICATION SKILLS

- Inarticulate, unable to express self, does not listen
- Communicates only with peers, listens selectively
- Expresses ideas and feelings and communicates well
- Very articulate and expressive, active listener

ABILITIES WITH CHILDREN

- Rarely interacts, more interested in peers than children
- Enjoys children, balances peer relations
- Focus is on children, perceptive of group dynamics
- Amazing, appropriately deep relationships with kids

CORE VALUES

- Does not personally use or teach core values
- Sometimes uses core values in personal life
- Models core values in daily life
- Exemplifies core values, teaches them in daily life

RESILIENCE

- Crumbles when faces setbacks
- Negative attitude about setbacks
- Learns from mistakes
- Adaptable, turns negative into positive

WILLINGNESS TO SERVE

- Reluctant to extend self
- Usually is willing to help
- Eager to reach out
- Devoted to service to others

WORK DILIGENCE

- Creates more work for other people
- Does only assigned work
- Resourceful and effective
- Demonstrates unusual initiative and follow through

TEAMWORK

- Frequently causes friction
- Prefers to work alone
- Usually works well with others
- A most effective team member

SENSITIVITY

- Slow to sense how others feel
- Reasonably responsive
- Understanding and thoughtful
- Unusually perceptive and considerate

EMOTIONAL STABILITY

- Very immature, moody
- Usually well balanced
- Solid and controlled
- Exceptionally stable and secure

CONFIDENCE/SELF-ESTEEM

- Very low
- Too much confidence, cocky
- Average
- High self-esteem, helps others with their confidence

LEADERSHIP

- Follower almost always
- Follower most of the time
- Leader most of the time
- Leader almost always

Please comment on any of the above categories:

KNOWLEDGE OF THE PROSPECTIVE COUNSELOR

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

2. Are there any circumstances in the applicant's background which may affect the applicant's suitability for this volunteer position?

Yes No

Comments: _____

3. Would you want this person on your staff?

Yes No

Comments: _____

4. As a parent would you place your child in this person's care?

Yes No

Comments: _____

5. Tell us how you think this person will function on a staff, working with and around children ages 6-13, or in a support position that helps the program meet its goals of safety and fun.

Please include any additional remarks that you consider important to us:

PERMISSION RELEASE (APPLICANT TO COMPLETE) ↩ ↩ ↩

I have applied for a position with Hearts & Horses as a counselor. Therefore, I am requesting that you provide your honest appraisal of my capabilities as related to the position listed on the front. I hereby release Hearts & Horses and you from any and all liability because of the information you provide.

Name of Applicant (please print)

Signature of Applicant

Date

Printed Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

RECOMMENDATION

- I recommend the applicant without reservation.
- I have reservations about the applicant.
- I have reservations about the applicant's ability to be an effective counselor at Hearts & Horses.

FORM COMPLETED BY:

Name of Reference _____ Contact Phone _____

Email _____

How do you know the applicant? _____

Would you be available for follow-up questions if necessary? (Please circle) YES / NO
Please **return as soon as possible** to ensure your candidate receives full consideration. Feel free to mail, fax, drop off or email a scanned copy of this form to us.

Return completed form to: Hearts & Horses
Attn: Summer Fun Week
163 North CR 29
Loveland, CO 80537

Email:
summerprograms@heartsandhorses.org
Phone: 970-663-4200
Fax: 970-663-3891

Thank you for your assistance.

Sincerely,
Hearts & Horses