



Welcome!

This packet contains an application for employment and internship positions with Outdoor Adventures. We are excited that you share our love of the outdoors and are considering joining our team of outdoor enthusiasts.

As you complete the following paperwork, please do not hesitate to contact us with any questions that you have. Our staff and management will be happy to talk with you about our programs and activities.

We appreciate your thoughtful responses to the questions in this application. Please return all materials and references to:

*Outdoor Adventures  
PO Box 63  
Index, WA 98256*

Sincerely,

*The Outdoor Adventures Crew*

[This page left blank]

# Outdoor Adventures Information Sheet

## WHO IS OUTDOOR ADVENTURES?

**First and foremost, Outdoor Adventures is a family:** a diverse group of people dedicated to one another and the clients we have served for over 20 years. Our ultimate focus is to provide life changing experiences through the dynamic adventure of wilderness expeditions.

**Outdoor Adventures is made up of four “cutting edge” companies:** Outdoor Adventures, Adventure Rafting Company, Northwest Kayaks, Wave Trek, and Outdoor Adventure Center. All core staff members are cross trained and play a significant role in each company. There are many advantages to this unique arrangement. Our sea kayak guides help design and build Northwest Kayaks which are used on our trips and throughout the world. Because of their first-hand knowledge of the boats they are able to contribute directly to improvements in boat design and manufacturing. Our raft guides, bike guides, whitewater instructors, sea kayak guides, and event coordinators also instruct & “hang-out” at Outdoor Adventure Center. This connection gives our retail store the knowledge, expertise, and excitement that assists customers with “from the field” information and suggestions for trip planning and purchases.

**Outdoor Adventures is a diverse team of wilderness guides:** nationally & internationally certified in their own expertise but who are also cross trained. Our guides are trained in many facets of wilderness expeditions: leading extended kayak trips, repairing kayaks on the water, raft guiding, photography, instructing whitewater kayak courses (or running shuttle for them), running beach rental concessions, facilitating youth events, guiding bike tours, planning menus for each expedition, and SO much more! All of our staff have specific roles on the team and are also expected to be a sort of “Wilderness Sherpa;” moving gear, cooking (great) food, helping clients, and instructing. Although our staff are designated to work in specific areas, we are better known for our ability to combine our efforts to complete complex tasks quickly and efficiently as a team. Whether we are adventuring, guiding, instructing, creating, cooking, counseling, repairing, camping, or playing ultimate Frisbee, OA is at heart, a “team.”

## WHERE IS OUTDOOR ADVENTURES?

The Outdoor Adventures office is located at 444 Ave A Index, WA 98256. OA maintains locations on Lopez Island, in Redmond and in Index to store our gear between trips and during the off-season. The majority of our sea kayak adventures travel throughout the San Juan Islands located in northwestern Washington. During Washington State’s off-season (October- March) we run classes and clinics at the Outdoor Adventure Center and lead trips to warm places like Baja and Hawaii. Our river rafting trips are on the class III-V Skykomish River near Index, WA; the class III Wenatchee River near Leavenworth, WA; the Tieton and the White Salmon. Do not hesitate to contact us about employment and internships for any of these activities, regardless of the time of year!

## PARTICIPANT INFORMATION:

Outdoor Adventures keeps a 1 to 6 ratio of staff to participants or better. Therefore, our minimum group size of 6 participants will regularly have 2 staff leading the adventure: a larger group size of 24 will typically have 4 staff. Outdoor Adventures serves people of all ages, ethnicities, and social classes, with an emphasis towards youth and youth at risk.

Adventure trip leaders are responsible for all participants 24 hours a day for the duration of the trip, excluding specified days and time off.

## START/END DATES & TIME OFF:

The staff season generally runs from the beginning of April through October. The spring and fall commitments include 2 and 3-day weekends (for training, planning and pre-season trips), and the summer commitment is full time from (approx.) June 15th to September 20th. School, sports, and vacation conflicts can sometimes be negotiated.

All positions average six days per week with an extra day off every 3 to 4 weeks. You will also have additional days off when there are no scheduled trips. Many positions include room and board (if needed), intensive staff training education, in-service trainings, special staff functions, discounted gear & staff rates for your friends and family.

## PAY RATES:

Outdoor Adventures is contracting with you to pay a set daily rate for your services. You will receive pay for each day (half pay for half days) worked based on the following rates:

Position:	Rate of Pay:
Sea Kayak Guides/Assistant Guides	up to \$75/day DOE
Island Staff/Rental Managers/Bike Guides	up to \$75/day DOE
Raft Guides	up to \$85/trip DOE
River Support Staff	up to \$75/day
Office Staff/Customer Service	up to \$75/day
Website Writer/Marketing	DOE/negotiable
Grant Writer	DOE/negotiable

## COMMITMENT:

Outdoor Adventures makes a significant investment in the training of our staff. In fact, after this season you will have many experiences and training sessions to add to your resume. It is vitally important to our program for staff to complete the entire season. We feel it is very important to enable our staff to be the best that they can be, therefore, we appreciate a two-season commitment from each new staff member.

## THE MISSION OF OUTDOOR ADVENTURES:

*"We exist to provide environments, experiences, resources, and training which lead people, especially youth, in exploring the outdoors."*

## OUTDOOR ADVENTURES CORE VALUES:

soul  
honesty  
faithfulness  
trustworthiness  
responsibility  
teamwork  
caring  
love  
respect  
goal-setting  
self-reflection.

## TRAINING INFORMATION:

*Call or check out our website for more information. Scholarships may be available.*

Our **Sea Kayak Guide/Assistant Training** takes place in late May and/or early June. Training is "hands-on" and generally includes an ACA certification course, CPR/First Aid class, and multi-day trip in the San Juan Islands so that you become familiar not only with us and our equipment, but the coastal environment, camping facilities, routes, and island resources as well. Other valuable certifications include: Lifeguard, Food Handlers, Wilderness First Aid, EMT, etc.

**Whitewater Raft Guide Training** takes place in March, April and May. Call or check the website for dates. We generally offer a week-long session during spring break and a weekends course for those who are in school/work. Training includes daily classroom and on-water skills practice including; learning to read whitewater features; manage a crew; maneuver a raft; deliver a safety talk; prepare boats, gear and clients prior to a launch; and much more. Other valuable certifications include: Lifeguard, Food Handlers, Wilderness First Aid, EMT, Swiftwater Rescue Technician, etc.

---

*\*While there is a fee for these trainings we do our best to keep all training costs low, covering only our expenses. If you are unable to pay these fees yet wish to pursue employment with us, please call to discuss trade and scholarship options.*

*\*No prior experience is needed to participate in Sea Kayak or Raft Guide Training. Your determination, positive attitude, and enthusiasm for the sport are all that we ask!*

## WHAT EVERY OA GUIDE HAS:

1. Desire to be a quality role model, and to see people learn new skills and gain valuable experiences.
2. Is in agreement with Outdoor Adventures' philosophy and policies.
3. Eagerness to learn and a desire to work with youth and adults of all ethnicities and economic backgrounds.
4. Previous sea kayaking and wilderness camping experience is beneficial, but not required.
5. Enjoys wilderness travel and sharing outdoor experiences with people of all ages.
6. Is able to function professionally under stressful situations.
7. Willingness to put in long hours.
8. Able to organize and lead recreational and educational activities and initiatives.
9. Is able to display teaching ability with a constant emphasis on safety.
10. Shows good communication skills and ability to understand people.
11. Willing to forego personal rights for the common good of Outdoor Adventures and its participants.
12. Willing to work outdoors in a camp environment.
13. Holds, or is willing to receive training in:
  - a. Red Cross Life Guarding
  - b. First aid
  - c. CPR for the Professional Rescuer certifications
  - d. Wilderness First Aid
  - e. Food Handlers
14. Has a driver's license and a good driving record.
15. Is able to commit to training and a full commitment during the summer season.
16. A two-season commitment is preferred.

## BENEFITS OF WORKING FOR OA:

1. Ability to gain valuable training, skills and experience in many of the following areas:
  - a. Leadership
  - b. Safety
  - c. Group management
  - d. Rescue
  - e. Navigation
  - f. Event coordinating
  - g. Trip Planning
  - h. Programming
  - i. Teaching
2. Discounts on gear.
3. Food and lodging during extended trips.
4. Connections/networking for possible future employment.
5. Second season guides and staff are eligible to work as assistant guides on our out of state adventure trips.

## A NOTE FOR INTERNS:

Interns are a valuable and exciting aspect of Outdoor Adventures and Adventure Rafting Company. They provide fresh perspectives, energy, and skills that complement our programs and enhance our guests' experience. We have hosted interns from a variety of majors, programs and colleges. Our management will work with you and your college supervisor to ensure that your goals and program requirements are easily and fully met. Interns are closely supervised by OA management and regular oral and written feedback is provided. Each program and internship are different so send us a copy of yours and we'll work with you to develop a plan that will lead to glowing success! While most of our interns are not paid, compensation may be provided in the form of discounted gear, room and board, valuable trainings and experience, discounted rates for your friends and family to experience an adventure, and connections for future employment.

## Job/internship Position Descriptions

### WHITewater RAFT GUIDE

Since 1983 Wave Trek (now known as Adventure Rafting Company) has produced world class whitewater river guides. We continue to lead the whitewater guide industry with our state of the art and recently revised whitewater guide training program. This 50+ hour intensive training program not only meets Washington State Guiding Laws but is now recognized by the American Canoe Association. Adventure Rafting Company is the only outfitter in Washington State to employ Certified Whitewater Raft Guide Instructor Trainers who use the American Canoe Association's paddle rafting curriculum. Our Instructor Trainers have extensive whitewater and instructional experiences worldwide. They will go out of their way to make sure each student's goals are met and their river experiences are positive and fun! We look forward to seeing you on the river. No previous experience necessary.

Adventure Rafting Company's Whitewater Raft Guides are responsible for providing guests with a safe, enjoyable ride down the river. Their responsibilities include; assisting with trip prep, organizing and cleaning gear, delivering a complete safety talk to the paddlers in their raft prior to each float, monitoring guests from their arrival to departure, assisting River Staff with meals, shuttling vehicles and clients, educating and informing guests about river etiquette, following the direction of the river manager, working with other guides as a cohesive team, ensuring that guests travel safely down the river, keeping the vehicles clean, and completing any other duties as given. We expect a positive and team-oriented attitude from all of our staff. We desire to have guides who present a positive, helpful demeanor to the guests and staff at all times. Above all, safety of all of our guests and staff is our top priority.

### SEA KAYAK GUIDE

OA Sea Kayak guides spend their summer (or a portion of it) in the beautiful San Juan Islands. Training takes place in the spring and early summer to familiarize you with equipment and procedures and includes time in the San Juan Islands and/or at local pools or lakes. Lead Guides are required to have ACA Open Water certification (training dates are available) and/or WKI Guide certification (contact us to find out more about this). All Lead Guides must demonstrate proficient skill levels by accompanying OA staff on a trip(s) or training day(s). Assistant guides receive all necessary training from Outdoor Adventures staff.

Guides are responsible for preparing equipment before trip participants arrive, assisting with pre-trip instruction for clients, following all OA safety procedures, preparing meals, setting up camp, organizing activities/initiatives, and other responsibilities as assigned. This position provides the opportunity to educate clients about marine animal and plant life, oceanography, Pacific Northwest history, leave no trace camping, outdoor cooking, and so much more! Bring your ideas! Trip participants include adults, teens, and families.

### LOPEZ ISLAND RENTAL CONCESSION STAFF

The concession staff work closely with OA guides/staff to develop and carry out summer paddling activities at Spencer Spit State Park. From our booth on the beach we currently offer sunset paddles, sunrise paddles, private instruction, introductory kayak courses, guided bike tours, local visitor information and kayak and bike rentals.

Responsibilities: Manage the rental of kayaks and gear and maintain rental equipment at Spencer Spit State Park on Lopez Island, WA. Will be responsible for providing a welcoming presence to Park visitors, being available during specified hours, arranging rentals and tours (at the Park and with the OA office), taking payments, keeping the booth and equipment clean, organized, and in good condition, and other duties as assigned. Must hold ACA flat-water instructor certification or higher (training dates available) and have current Wilderness First Aid training (training dates available).

### OFFICE/RETAIL/RIVER STAFF

Outdoor Adventures provides classes, trips and tours for sea kayaking, whitewater kayaking, rafting, biking, and more! We also sell quality outdoor gear and clothing, sea kayaks, whitewater kayaks, IK's, and more! Store and office personnel are responsible for providing exceptional customer service, scheduling classes, trips and tours, educating customers about products and trips, answering phones, assisting with boat rentals and more! Our staff is energetic, friendly, and helpful.



# Outdoor Adventures/Adventure Rafting Company

## Staff & Intern Application

Please type or print clearly

Position for which you are applying: (check all that apply)

- Date: \_\_\_\_\_
- Raft Guide       Office Staff       Grant Writer       Web Marketing  
 Sea Kayak Guide       River Staff       Island Staff       Retail Staff

Select all that apply; I am interested in:  Job (seasonal)  Job (year-round)  Internship  Other:

Full Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Male       Female      DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Driver's License # \_\_\_\_\_ State: \_\_\_\_\_

Permanent Address:	Current/Seasonal Address:
_____	_____
_____	_____
Phone: _____	Phone: _____
Email: _____	Email: _____
Dates to use this address: _____	Dates to use this address: _____

Earliest date that you could start work: \_\_\_\_\_

Latest date that you could work: \_\_\_\_\_

Are there specific dates during the season that you anticipate needing time off? \_\_\_\_\_

### Health and Safety

- YES     NO    *Outdoor Adventures is a drug, alcohol, and tobacco free organization. Violation of the drug/alcohol/tobacco policies is cause for immediate termination. Are you willing to work under this regulation?*
- YES     NO    *Are you a U.S. citizen?*
- YES     NO    *Have you ever been convicted of an offense other than a minor traffic violation? If yes, please attach an explanation.*
- YES     NO    *Have you ever been convicted of child abuse, or any other crime in which the victim was a child? If yes, please attach an explanation.*
- YES     NO    *Are you in good physical condition?*
- YES     NO    *Do you have any physical or health restrictions or conditions that may hinder your ability to meet the job requirements?*
- 
- YES     NO    *Are you covered by health and accident insurance?*  
Company and policy #: \_\_\_\_\_
- YES     NO    *If hired, would you abide by your signed contract?*

### Certifications

Mark the certifications that you hold that are current (and will be current through the season/September). Include expiration date, if applicable. Attach a photocopy of all certifications (both sides). Please send us a copy of any other certifications that you obtain between now and season.

	Expiration Date	Cert Level/Certifying Organization....	List any other related certifications you hold & certifying organization.
<input type="checkbox"/> First Aid	_____	_____	_____
<input type="checkbox"/> Adv. 1st Aid	_____	_____	_____
<input type="checkbox"/> CPR (adults)	_____	_____	_____
<input type="checkbox"/> CPR (infant)	_____	_____	_____
<input type="checkbox"/> AED	_____	_____	_____
<input type="checkbox"/> EMT	_____	_____	_____
<input type="checkbox"/> Lifeguard	_____	_____	_____
<input type="checkbox"/> Swim Instr.	_____	_____	_____
<input type="checkbox"/> Swiftwater	_____	_____	_____
<input type="checkbox"/> WW Rescue	_____	_____	_____
<input type="checkbox"/> Raft Guide	_____	_____	_____
			<input type="checkbox"/> ACA WW Instr. _____
			<input type="checkbox"/> ACA Sea Kayak _____
			<input type="checkbox"/> Food Handlers _____

Skills Assessment

Rate yourself in the following activities by indicating your level of experience.

<input type="checkbox"/> Able to Teach <input type="checkbox"/> Able to Assist <input type="checkbox"/> Minimal Experience <input type="checkbox"/> No Experience	<input type="checkbox"/> Sea Kayaking <input type="checkbox"/> River Kayaking <input type="checkbox"/> Canoeing <input type="checkbox"/> Swimming <input type="checkbox"/> Sailing <input type="checkbox"/> Boating <input type="checkbox"/> Whitewater Rafting <input type="checkbox"/> Camping <input type="checkbox"/> Fishing <input type="checkbox"/> Rowing <input type="checkbox"/> Rock Climbing <input type="checkbox"/> Bike Touring <input type="checkbox"/> Mountain Biking <input type="checkbox"/> Caving <input type="checkbox"/> Backpacking/Hiking <input type="checkbox"/> Mountaineering <input type="checkbox"/> Map & Compass/Geocaching <input type="checkbox"/> Survival Skills <input type="checkbox"/> Photography <input type="checkbox"/> Wood Carving <input type="checkbox"/> Wood Burning <input type="checkbox"/> Leather Work	<input type="checkbox"/> Able to Teach <input type="checkbox"/> Able to Assist <input type="checkbox"/> Minimal Experience <input type="checkbox"/> No Experience	<input type="checkbox"/> Rope Crafts/Knots <input type="checkbox"/> Fire Building <input type="checkbox"/> Cooking over a Fire <input type="checkbox"/> Adventure Education <input type="checkbox"/> Beach Identification <input type="checkbox"/> Marine Biology <input type="checkbox"/> Exploring Local History <input type="checkbox"/> Plant/Tree Identification <input type="checkbox"/> Bird Watching <input type="checkbox"/> Animal Study <input type="checkbox"/> Astronomy <input type="checkbox"/> Geology <input type="checkbox"/> Ecology <input type="checkbox"/> Storytelling <input type="checkbox"/> Native American History <input type="checkbox"/> The Old West <input type="checkbox"/> Camp Crafts <input type="checkbox"/> Nature Crafts <input type="checkbox"/> Sketching/Drawing <input type="checkbox"/> Calligraphy <input type="checkbox"/> Painting <input type="checkbox"/> Cooking for Large Groups	<input type="checkbox"/> Able to Teach <input type="checkbox"/> Able to Assist <input type="checkbox"/> Minimal Experience <input type="checkbox"/> No Experience	<input type="checkbox"/> Trust Initiatives <input type="checkbox"/> Low Ropes Course <input type="checkbox"/> High Ropes Course <input type="checkbox"/> Cheerleading <input type="checkbox"/> Each one Teach one <input type="checkbox"/> Juggling <input type="checkbox"/> Campfire Programs/Skits <input type="checkbox"/> Drama <input type="checkbox"/> Leading Group Songs <input type="checkbox"/> Instrument _____ <input type="checkbox"/> Leading Field Games <input type="checkbox"/> Team Sports <input type="checkbox"/> Typing - WPM: _____ <input type="checkbox"/> Ultimate Frisbee <input type="checkbox"/> Informal Games <input type="checkbox"/> Mountaineering <input type="checkbox"/> Foreign Language _____ <input type="checkbox"/> Sign Language <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Nutrition Planning <input type="checkbox"/> Customer Service <input type="checkbox"/> Other: _____
--	--	--	---	--	--

Clubs, activities, hobbies and interests: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Special skills and talents not already listed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Organized Camp Experience: Employment, Volunteer, Participant, Director, Leader...

Camp/Organization	Position	City/State/Country	Phone	Dates
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____

Education (include graduate programs, vocational programs, job-related training, etc.)

School/University	City/State	Degree/Major	Dates
High School	_____	_____	_____
College	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Work Experience

Check here if this information is included on your resume (in that case, no need to list it here)

Organization

Position

Contact Name

Phone

Dates

## Short Answer (just a couple of sentences each)

Please type or print neatly on a separate piece of paper or in the space provided.

*\*Keep in mind that limited outdoor experience does not mean that you will not be offered a position, but employment is competitive.*

1. What attracts you to working in an outdoor setting?
2. What are some of your expectations of season(s) spent on staff with Outdoor Adventures?
3. Tell us about an adventure trip you have been on. If you haven't yet had that opportunity, please tell us about your most adventurous experience.
4. Give an example of something that you have taught someone else (a group or an individual).
5. Give us an example of a time when you held a leadership (or co-leadership) position.
6. Tell us about a time when you dealt with an emergency or hazardous situation.
7. If you were offered a position with Outdoor Adventures that required a 2-season commitment, would you accept it? Why or why not?
8. What are two of your life goals (travel, educational, family...)?
9. Briefly describe your experience working with youth ages 6-11, 12-17, youth at-risk, families, corporate groups, and/or special populations.
10. Read through Outdoor Adventures' mission statement and core values. How would you model these as an OA staff member?
11. Please share with us anything else that you would like us to know about you and your experiences, skills, goals, etc. Use the back if needed.

## References

Please list the 3 people to whom you have given your reference forms. No more than 1 family member. Include at least 1 employer or supervisor.

	Reference #1	Reference #2	Reference #3
Name			
Position			
Organization			
Relation			
Address (City/State/Zip)			
Phone			
Email			

What are your plans next fall?

## Commitment of Applicants

I understand that if I am employed and if any statement herein is not true I may be released immediately. If I am released, I will be paid only through the day of release.

I agree to complete a waiver of liability/acknowledgement of risk form for Outdoor Adventures/Wave Trek prior to beginning any training or work.

I understand that if I am employed, I will be required to abide by all company policies, standards, and regulations, as they are updated from time to time. I further understand that if employed, when my employment is terminated, I must return all of employer's property in my custody before I am entitled to final payment of any amounts due to me on separation.

I hereby authorize Employer to contact all prior employers and any references listed herein to verify all information provided and to obtain any and all information related to my character and my past work performance. I further hereby release all references and prior employers from any liability for information provided in good faith.

I affirm that I have neither been convicted of, nor am I subject to pending charges for, any offense involving actual or attempted child abuse or sexual molestation in any jurisdiction.

I understand that this is an application for employment and no contract is being offered.

I hereby affirm and acknowledge, by signing immediately below, that all of the information provided and all my answers to the forgoing questions are true and complete, and that any misrepresentation or omission may be grounds for rejection or, if later employed, dismissal.

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Please mail this application and all correspondence to:

Outdoor Adventures  
PO Box 63  
Index, WA 98256

Ph (425)883-9039  
info@OutdoorAdventureCenter.com  
www.OutdoorAdventureCenter.com

## Reference Form

Please Return To:

Outdoor Adventures  
PO Box 63  
Index, WA 98256  
[info@OutdoorAdventureCenter.com](mailto:info@OutdoorAdventureCenter.com)  
[www.OutdoorAdventureCenter.com](http://www.OutdoorAdventureCenter.com)



### Applicant:

Please print 3 copies of this form (2 sides) and give to 3 people who know you well. We suggest a recent employer, a teacher or professor, a mentor, and anyone else who knows you well. Have each reference form returned directly to the address above (not to you). Providing your references with an addressed, stamped envelope will expedite this process. No more than one reference is to be completed by a relative. Your application will be processed when we have received your completed reference forms.

Applicant's Name \_\_\_\_\_ Applicant's Phone \_\_\_\_\_

Position for which you are applying: (check all that apply)

- |  |                                       |                                       |  |
|--|---------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Raft Guide      | <input type="checkbox"/> Office Staff | <input type="checkbox"/> Grant Writer | <input type="checkbox"/> Web Marketing |
| <input type="checkbox"/> Sea Kayak Guide | <input type="checkbox"/> River Staff  | <input type="checkbox"/> Island Staff | <input type="checkbox"/> Retail Staff  |

Select all that apply; I am interested in:  Job (seasonal)  Job (year-round)  Internship  Other:

### Reference:

The above named person is applying for a position with Outdoor Adventures. The personal information requested below will supplement an interview. Working in a wilderness setting serving teens, adults, and families with young children is an intensive experience that is both extremely demanding and extremely rewarding. It is of great importance to us to obtain objective and valid statements from persons who have some personal knowledge of the applicant's ability and character.

The prompt return of this form will be appreciated as it will expedite the process of this applicant's application. Any information that you give us will be regarded as strictly confidential. Please send this form directly to Outdoor Adventures (not the applicant).

Reference Name \_\_\_\_\_ Reference Phone \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

• *What is the nature of work (course content, employment, etc.) done by the applicant?*

• *What is the attitude of this applicant toward his/her work (or school work)?*

• *Is there a willingness to learn?*

• *Please list one strength and one area for development and improvement.*

*Continued...*

