



St. Nicholas Camping Program

Southern California Deanery St. Nicholas Camping Program

E-mail: director@campstnicholas.com
www.campstnicholas.com



STAFF/COUNSELOR APPLICATION

PLEASE SEND APPLICATIONS AND REFERENCE FORMS TO:

**Andreea Balan
c/o Katrina Bitar
575 Scarsdale Rd.
Crestwood, NY 10707**

Philosophy All the members of the St. Nicholas Camping Program Staff must live and work by its mission, which is to provide its young people with a true and living experience of the Orthodox Faith in Christ Jesus. They must teach and strengthen the campers knowledge of the Christian life by living it themselves in word and deed: liturgically, sacramentally, and ascetically. Campers and staff alike strive to live in an uncluttered, natural, and peaceful community with fellow members of the Body of Christ, and with love and appreciation for God's creation.

Age Camp Staff must be at least 18 years of age **AND** High School graduates by July 12, 2010.

Duration Camp Staff are expected to attend the entire Staff Training week (July 12 - 16, 2010) and to attend all 3 weeks of the camping season (July 18 - August 7, 2010) and the season wrap up (August 7 – 8, 2010). Anticipated absences must be requested in writing with this application. Emergency leave absences during the camping season are granted at the discretion of the Camp Director.

References This packet includes three reference forms, one to be completed by your Parish Priest, and two to be completed by non-relative adults who have knowledge of your suitability for the position (teachers, coaches, employers, etc.). It is your responsibility to either collect the completed, sealed references and include them with your application or make sure they are sent to the Camp Director by the **March 29, 2010 deadline**. Please carefully follow the instructions given on the reference forms. It is recommended that you provide each of your reference writers with an addressed, pre-stamped envelope if you choose to have the reference form sent at their convenience.

Applications All applications must be postmarked no later than March 29, 2010. Notification of acceptance will be sent out on or before April 30, 2010. A completed application will include the following:

- A completed and signed Staff/Counselor Application Form (attached).
- A photocopy of your Driver's License or other Government issued I.D.
- A photocopy of your Social Security Card (if you are a U.S. citizen)
- A photocopy of any relevant certifications (CPR, Life guarding, etc.)
- References completed by your Parish Priest and two non-relatives
- A 1-2 page essay (see application)
- A completed Voluntary Disclosure Form
- A completed Online Policy Agreement

**Please note that all applicants will be called for a phone interview*

PLEASE NOTE: If your application to serve the St. Nicholas Camping Program is accepted, you will be given a Health History and Examination Form to complete. This is a mandatory process and will require you to have had a physical examination conducted by a licensed physician within 12 months of your employment.



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Staff General Responsibilities

Please contact director@campstnicholas.com for more details.

COUNSELOR

- ◆ Live with and provide for the needs of campers assigned to your care.
- ◆ Cooperate with co-counselors
- ◆ Cooperate with Program Staff in carrying out programs.
- ◆ Simultaneously fulfill the roles of father, mother, big brother/sister, teacher, coach, friend and police officer.
- ◆ Possible assignment to teach Christian Education

MORNING ACTIVITIES DIRECTOR

- ◆ Prior to camp, work with Camp Director to develop projects for use during each morning session.
- ◆ Coordinate daily arts and crafts programs and other programs to take place during morning session.
- ◆ Supervise Counselors in execution of program.
- ◆ Will schedule and assist with all morning activities.

AFTERNOON ACTIVITIES DIRECTOR

- ◆ Prior to camp, work with Camp Director to plan camp's afternoon programs including rainy day activities and non-sport activities.
- ◆ Facilitate the coordination of daily sports program schedules and assignments.
- ◆ Be knowledgeable in the rules and equipment requirements for common outdoor sports like baseball, basketball, volleyball, etc.
- ◆ Prepare sports equipment for use

NIGHT TIME ACTIVITIES DIRECTOR

- ◆ Prior to camp, work with Camp Director to develop evening activities for use during each session, with back-ups for rain.
- ◆ May require preparation of activities for morning and afternoon as well
- ◆ Prepare materials and equipment for each activity.
- ◆ Supervise Counselors in execution of program.
- ◆ Work with Directing Staff to create a photo slide show & video for each session.



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Attach a recent photograph of yourself here

APPLICANT INFORMATION

NAME: _____
Preferred First Name MI Last Name Legal First Name (if different)

BIRTHDATE: ____/____/____ FEMALE MALE E-MAIL ADDRESS: _____
Month Day Year

HOME ADDRESS: _____
Street (include Apt. No.)

City State/Province Zip Country

HOME PHONE: (____) _____ MOBILE / OTHER PHONE: (____) _____

PARISH NAME: _____ CITY _____ ST/PR _____

EMERGENCY CONTACT: _____

RELATIONSHIP TO APPLICANT: _____

EMERGENCY CONTACT PHONE NO.: (____) _____ (Day) (____) _____ (Evening)

T-SHIRT SIZE: Adult XXL Adult XL Adult L Adult M Adult S Child L Child M Child S

SESSION AVAILABILITY

Check the boxes next to the dates you are available to serve at Camp St. Nicholas. **Please bear in mind that qualified applicants who are available to attend and serve the entire camping season will be given priority throughout the selection process.**

- Training Week, All 3 Sessions, and Wrap Up Session (July 12 - August 8) Training Week (July 12 – 16)
- Session 1 (July 18 – 24) Session 2 (July 25 - 31) Session 3 (August 1 - 7) Wrap-up Session (August 7-8)

PREVIOUS CAMP EXPERIENCE

Name of Camp: _____ Dates (Years): _____ Camper CIT Counselor Staff Pos.: _____

Name of Camp: _____ Dates (Years): _____ Camper CIT Counselor Staff Pos.: _____

Name of Camp: _____ Dates (Years): _____ Camper CIT Counselor Staff Pos.: _____

WORK EXPERIENCE

Company	Position	Supervisor	Phone Number	Dates of Employment
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

EDUCATION

School	Dates Attended	Year in School (as of Fall 2010)	Degree	Grad Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

POSITION

You may indicate more than one position if desired, in order of preference (1 = first choice, 2 = second choice, etc).

___ Counselor ___ Morning Program Director ___ Afternoon Activities Director ___ Night Time Activities Director

ACTIVITIES/CERTIFICATIONS

Areas of Knowledge: Number these activities: (1) I am experienced in this area and willing to teach. (2) I am willing and able to assist in teaching. (3) I have an interest and would be willing to learn more and help.

___ Art ___ Guitar ___ Astronomy ___ Christian Education ___ Archery ___ Hiking/Backpacking
___ Nature ___ Chanting ___ Sports ___ Other: _____

Pool Safety: Do you now have, or will you have by the beginning of Camp:

Lifeguarding Certification (or equivalent)? Yes Expiration Date: _____ No Currently obtaining
Water Safety Instructor (or equivalent)? Yes Expiration Date: _____ No Currently obtaining

If not currently certified as a Lifeguard or a Water Safety Instructor, are you willing to obtain certification before the summer season begins? Yes No

Other Certifications: Do you now have, or will you have by the beginning of Camp:

Archery Certification (Level I)? Yes Expiration Date: _____ No Will obtain
Archery Certification (Level II)? Yes Expiration Date: _____ No Will obtain

CPR and First Aid:

Are you currently certified Yes No

Expiration Dates: CPR Certification: ___/___/___ First Aid Certification: ___/___/___

If not currently certified in CPR or First Aid, are you willing to obtain certification before the summer season begins? Yes No

Restrictions: Would you have any difficulty in performing any of the essential elements of the job for which you have applied? If so, explain: _____

ESSAY

Please enclose a 1-2 page essay with your application on one of the following topics:

- 1) *If you have never served on Staff at Camp St. Nicholas:* Include an essay containing 1) a brief biographical sketch, 2) why you are applying to be a staff member 3) discuss one of your strengths and one of your weaknesses
- 2) *If you have served as staff at Camp St. Nicholas during a previous season:* Include the two most important things you learned in your last experience serving as a staff member and two aspects of your performance upon which you hope to improve.
- 3) **FOR ALL:** **Please answer the following questions in your essay:** 1) Are you committed to Christ? 2) What do you think your responsibility is to the campers and staff as an Orthodox Christian? 3) How do you live out the mission of the camp in your daily life?

REFERENCES

In addition to my parish priest, I have given the two remaining reference forms to the following:

Name Phone Number Relationship to Applicant

Name Phone Number Relationship to Applicant

AGREEMENT

I attest that all of the above information is true. I have read the accompanying staff information sheet and agree to all of its contents.

Signature _____ Date ___/___/___

Part 2: Rating of Personal Qualities

Please candidly evaluate the applicant based on your observed knowledge using the following scale definitions.

<i>In my opinion, the applicant:</i>	<i>Completely Agree</i>	<i>Agree</i>	<i>Somewhat Agree</i>	<i>Disagree</i>	<i>Completely Disagree</i>	<i>No basis for rating</i>
Can be depended on to follow through with responsibilities	5	4	3	2	1	NB
Seems more mature than his/her peers	5	4	3	2	1	NB
Is considered by most to be a motivated person	5	4	3	2	1	NB
Is perceptive to situations going on in his/her surroundings	5	4	3	2	1	NB
Shows initiative in taking on responsibility	5	4	3	2	1	NB
Demonstrates good judgment in decision making	5	4	3	2	1	NB
Shows leadership in either official and/or unofficial capacities	5	4	3	2	1	NB
Is sensitive to the needs of others	5	4	3	2	1	NB
Should not be entrusted with the care of children	5	4	3	2	1	NB
Demonstrates good problem solving skills	5	4	3	2	1	NB
Manages his or her time well	5	4	3	2	1	NB
Works as a team member	5	4	3	2	1	NB
Would probably respond well in crisis situations	5	4	3	2	1	NB
Would be easily entrusted with the care of my own children	5	4	3	2	1	NB
Has difficulty taking direction from those in authority	5	4	3	2	1	NB
Is a source of inspiration to others	5	4	3	2	1	NB
Gets along well with most people	5	4	3	2	1	NB

If needed, may we contact you for further information? Yes No

Name: _____ Daytime Phone Number: _____

Address: _____ Email Address: _____

City, St/Pr, Zip _____

To the best of my knowledge, all statements made or indicated on this Reference Form are true and represent my honest appraisal of the qualifications of the applicant.

Signature of Reference Writer

_____/_____/_____
Date

Part 2: Narrative Report

1. How would you describe the applicant's participation at Liturgical services?
 Frequently Regularly Attends sporadically Never attends

Comments: _____

2. How would you describe the applicant's participation in the Sacraments (Confession and Communion)?
 Regularly Infrequently Almost never Never

Comments: _____

3. In which parish organizations has the applicant been active (circle as many as apply):
Youth Group Choir Altar Server Church School Teacher
Other: _____

4. Please comment about the applicant's Christian education:
 Solid understanding of the Faith Understands some aspects of the Faith Little understanding

Comments: _____

5. In what way(s) do you think the applicant would benefit from a position at Camp St. Nicholas?

6. Would you wholeheartedly recommend this applicant for a position at Camp St. Nicholas?
 Yes No

7. Please make any additional comments you think might be helpful to us in determining whether this applicant has the qualifications to be a hardworking member of the leadership team and the moral, Christian model among their peers.
Comments: _____

To the best of my knowledge, all statements made or indicated on this Reference Form are true and represent my honest appraisal of the qualifications of the applicant.

(Signature of Reference Writer)

If needed, may we contact you for more information? Yes No

Daytime Phone Number: _____

Email Address: _____



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Voluntary Disclosure Statement

*Required of All Camp Staff and CIT'S- FM 16
Developed and approved by the American Camp Association*

Name _____ Birth date _____
Last First Middle

Home address _____
Street Address City State Zip

Social Security # _____ Other names by which known (e.g., maiden name) _____

Home phone _____ Business phone (if applicable) _____

Cell phone (optional) _____ E-mail address (optional) _____

School or College _____

Address _____
Street Address City State Zip

Driver's License # _____ State _____ Expiration Date _____

1. Previous residence(s) for last five years (include college and home residences):

City _____ State _____ Years _____

City _____ State _____ Years _____

City _____ State _____ Years _____

City _____ State _____ Years _____

(Continue on separate sheet, if necessary.)

2. Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them?

Yes No If yes,

please explain: (Use a separate sheet, if necessary.)

3. Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below? Yes No

- Indecent assault and battery on a child under fourteen
- Indecent assault and battery on a mentally retarded person
- Indecent assault and battery on a person who has obtained the age of fourteen
- Rape
- Rape of a child under sixteen with force
- Assault with intent to commit rape
- Kidnapping of a child under sixteen with intent to commit rape
- Distribution and trafficking of narcotics or other controlled substances
- Intent to commit any of the above crimes.

3. Cont.'d

If yes, please explain: (Use a separate sheet, if necessary.)

4. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children?

Yes No If yes,

please explain: (Use a separate sheet, if necessary.)

5. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection?

Yes No

If yes, please explain: (Use a separate sheet, if necessary.)

6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children?

Yes No

If yes, please explain:

I understand that:

- a) The camp may deny employment to any person who answers "yes" to any one of questions 2-6. If hired and the employer later discovers circumstances that would indicate a "yes" answer to any of the above questions, employment may be terminated immediately.
- b) The information provided on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers.
- c) The camp may terminate employment or volunteer service of any person if that person is found, regardless of when discovered, to:
 - 1) have a history of complaints of abuse of a minor;
 - 2) have resigned, been terminated, or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or
 - 3) have falsified or omitted information in this disclosure statement.
- d) This disclosure statement must be updated yearly.

Signature _____ Date _____

Signature of Minor's Parent or Guardian _____ Date _____



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john@campstnicholas.com • www.campstnicholas.com

St. Nicholas Camping Program Staff Policy for Online Social Networking and Blogging Websites

Once a person accepts a position as a member of the staff at the St. Nicholas Camping Program, they accept a great responsibility that lasts well beyond the time that one spends on the holy mountain in Frazier Park. St. Nicholas Camping Program staff members will forever be recognized by campers, parents, clergy, fellow staff members, and many others as a representative of the St. Nicholas Camping Program and, more importantly, the Orthodox Christian faith.

In general, the St. Nicholas Camping Program views social networking sites (e.g., MySpace, Facebook, etc.), personal Web sites, and Web-blogs positively and respects the right of staff to use them as a medium of self-expression. With the advent of internet technology and social networking websites, information can be posted on the internet and seen by just about anyone with access to the internet.

Each St. Nicholas Camping Program staff member who posts information (text and photos) on the internet in any format including social networking websites, personal websites, instant messenger profiles and away messages, and any other information posted on the internet, must do so in accord with that of an Orthodox Christian lifestyle. In addition, the St. Nicholas Camping Program requires that staff observe the following guidelines when referring to the camp, its programs or activities, its campers, and/or other staff, in a blog or on a Web site:

- 1) Any photos or messages that are linked or “tagged” from “friends” and attached to your site(s) or profile(s) that are inappropriate should be removed.
- 2) Staff must be respectful in all communications and blogs related to or referencing the St. Nicholas Camping Program, its campers, and/or other employees.
- 3) Staff must not use obscenities, profanity, or vulgar language.
- 4) Staff must not use blogs or personal Web sites to disparage the St. Nicholas Camping Program, other campers, or staff of the St. Nicholas Camping Program.
- 5) Staff must not use these venues to discuss engaging in conduct prohibited by camp policies and an Orthodox Christian lifestyle, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.

Any staff member found to be in violation of any portion of this policy will be subject to immediate disciplinary action, up to and including the staff member’s voluntary dismissal from the staff at the discretion of the Camp Director.

By signing below, I agree to the policy listed above.

Print Name

Signature

_____/_____/_____
Date