



C/O St. John Orthodox Church
1663 Tutwiler Ave, Memphis, TN 38107
Phone: 901-274-4119
Email: CampStThekla@gmail.com
Website: www.CampStThekla.org

2017 Staff Application Instructions June 21 – July 9, 2015

PHILOSOPHY: All members of the Camp Staff; including CIT's (Counselors-in-Training), and Volunteers, are responsible for carrying out the Mission of Camp St. Thekla, which is to present to young people a living experience of the Holy Orthodox Faith in their relationship with God and other campers in an uncluttered, natural environment. With God's help we work to strengthen the Camper's grasp of the basics of the Christian life: participation in the liturgical, sacramental, and ascetical life of the Church, and living in community with fellow members of the Body of Christ and with peace toward all of God's creation.

COMPENSATION and FEES: This year we have budgeted for all Staff to receive a small honorarium of \$100 for each week of camp.

AGE: Camp Counselors must be at least 18 years of age by June 21, 2016, and completed high school. All Program Staff must be 19 or have completed one year of college. CIT's must be at least 17 years of age; and all Volunteers must be at least 19 years of age.

DURATION AND PROGRAMS: Camp Staff are expected to attend the entire Staff Training weekend and the entire 2 weeks of camp (Wednesday, June 21 - Sunday, July 9). Anticipated absences must be requested in writing with this application. Emergency leave absences during camp are granted at the discretion of the Camp Director. During this time, staff will be serving a group of campers 9-17 from mostly the Southern US. Most campers will be Orthodox Christians though not all. Programs include Christian education sessions, ropes course, sports, social events.

REFERENCES: This packet includes two reference forms, one to be completed by your parish priest, and one to be completed by non-relative adults who have knowledge of your suitability for the position (teachers, coaches, employers, etc.) and have known you for at least three years. It is your responsibility to either collect the completed sealed references and include them with your application or make sure they are sent to Camp St. Thekla by the **March 1** deadline. Please carefully follow the instructions given on the reference forms.

APPLICATIONS: All applications must be postmarked no later than **March 1**. Notification of acceptance will be sent out on or before **April 1**.

A completed application must include the following:

- A completed and signed Staff 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 a non-relative.
- A signed copy of the Camp St. Thekla Staff Policy for Online Social Networking and Blogging Websites
- A signed copy of the Authorization of Background Check and Voluntary Disclosure Form
- A 1-2 page essay (see application).

SELECTION: Applications will be judged based on information from the following sources: performance evaluations from any previous experience as a Camp St. Thekla CIT or staff member; a phone interview (new staff), the skills and interest in skills in the various activity areas; the neatness, promptness and completeness of the application; the insight provided by

the essays; willingness to serve in areas requiring extra training; and the testimony of the references.

CAMP ST THEKLA STAFF GENERAL RESPONSIBILITIES

Counselor

Helps fulfill the Mission of CST by:

- Live with and provide for the needs of seven campers in each cabin.
- Live and encourage fulfillment of Camp St Thekla Mission Statement
- Cooperate with Program Staff in carrying out programs.
- Simultaneously fulfill the roles of father/mother, brother/sister, teacher, coach, friend, and police officer

Head Counselor

Helps fulfill the Mission of CST by:

- Responsible for organizing components of counselor training and ongoing counselor education throughout the 2 weeks of camp.
- Supervise and teach Counselors.
- Handle Camper issues brought by Counselors and supervise counselors and campers throughout the day by identifying and reinforcing, or correcting staff behavior as appropriate.
- Routinely evaluate the performance of counselors and provide insightful feedback.
- Plan and organize Staff Activities.
- Develop and teach CIT Program

Administrative Assistant

Helps fulfill the Mission of CST by:

- Assist Camp Director prior to the session in cabin arrangements
- Assist with all administrative duties pertaining to the day to day running of the camp, for instance printing out daily e-mails and distributing
- Organize necessary airport runs
- Oversee camper check-in/check-out
- Organizing Distribution of check-out packets including obtaining pictures

Morning Program Director

Helps fulfill the Mission of CST by:

- Prior to camp session work with Camp Director in choosing a Christian Ed Theme and Curriculum
- Modify Curriculum to fit the session schedule
- Train all staff in schedule and theme of Morning Program
- Work with afternoon program director to choose staff for implementing program.
- Oversee Morning program activities providing feedback and correction when necessary.
- Listing necessary materials for lessons and having available each day.
- Scheduling the locations and times for Morning Program activities.

Afternoon Program Director

Helps fulfill the Mission of CST by:

- Prior to camp, work with the Director to plan camp's afternoon programs including rainy day activities and non-sport activities, including scheduling a compatible master schedule with days and time for activities and their location and staffing needs.
- Work with Morning Program Director to choose staff for implementing program.
- Be knowledgeable in the rules and equipment requirements for common outdoor sports like baseball, basketball, soccer, tennis, etc.
- Supervise Counselors in execution of program.
- Set up daily afternoon schedules

Evening Program Director

Helps fulfill the Mission of CST by:

- Prior to camp, work with the Director to develop 5 evening activities, with back-ups for rain by no later than 2 weeks prior to arrival.
- Prepare materials and equipment for each activity.
- Supervise Counselors in execution of program, including maintaining order, overseeing safety and enjoyment by campers, ensuring presence and timely distribution of snack and coordinating timely dismissal.
- Organize the writing and teaching of the Staff song

Arts & Crafts Director

Helps fulfill the Mission of CST by:

- Prior to camp, work with the Director to develop 2 unique craft projects and facilitating ongoing camp crafts.
- Coordinate daily arts and crafts program with Director.
- Supervise Counselors and campers in execution of program.

Media Director

Helps fulfill the Mission of CST by:

- Become familiar with multimedia software used for video production and updating website.
- Record Video daily events and take pictures for posting on the website and Facebook page.
- Write a daily update, summarizing the day's events to be posted on the website.
- Take cabin and camp photos for distribution, including choosing location for shots; prior to end of week to be distributed by the end of camp session.
- Edit the video into a 30-minute video to be shown on the last night, and sold to camper's to remember their days at camp.
- Video must be completed and shipped within **one month** of leaving the camp facility.

Nurses Assistant

Helps fulfill the Mission of CST by:

- Assisting the Camp Nurse in duties related to the infirmary of the camp. This will include,
- Attending all of staff training
- Escorting campers to and from the infirmary for infirmary call
- Helping with record keeping
- Being present through all of camp events and assisting in any situation where medical attention is required under the direction of the Camp RN.
- Being available to drive campers to hospital or clinic as necessary.



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2017 STAFF APPLICATION

**All portions of this application are
due by March 1**

**Attach
Photo
Here**

Name: _____ Preferred First Name: _____

Date of birth: _____ Age: _____ Telephone: _____

Gender: _____ Email Address: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Home Phone: () _____ School Phone: () _____

Parish Name: _____ City: _____ ST/PR: _____

Emergency contact: _____ Relationship to Applicant: _____

Emergency Phone: Day () _____ Evening () _____

PREVIOUS CAMP/YOUTH MINISTRY EXPERIENCE

Name of Camp: _____ Dates (Years): _____ __Camper __Counselor __Other: _____

Name of Camp: _____ Dates (Years): _____ __Camper __Counselor __Other: _____

Name of Camp: _____ Dates (Years): _____ __Camper __Counselor __Other: _____

WORK EXPERIENCE

Company: _____ Position: _____ Supervisor: _____ Phone #: _____ Dates: _____

Company: _____ Position: _____ Supervisor: _____ Phone #: _____ Dates: _____

Company: _____ Position: _____ Supervisor: _____ Phone #: _____ Dates: _____

EDUCATION

School:	Dates:	Year in School:	Degree:	Grad Date:
_____	_____	_____	_____	_____
School:	Dates:	Year in School:	Degree:	Grad Date:
_____	_____	_____	_____	_____
School:	Dates:	Year in School:	Degree:	Grad Date:
_____	_____	_____	_____	_____

REFERENCES

Name:	Phone:	Relationship:
_____	_____	_____
Name:	Phone:	Relationship:
_____	_____	_____
Name:	Phone:	Relationship:
_____	_____	_____

POSITION

<input type="checkbox"/> Afternoon Program Director	<input type="checkbox"/> Evening Program Director
<input type="checkbox"/> Arts & Crafts Director	<input type="checkbox"/> Head Counselor
<input type="checkbox"/> Media Director	<input type="checkbox"/> Administrative Assistant
<input type="checkbox"/> Counselor	<input type="checkbox"/> Morning Program Director

ACTIVITIES/CERTIFICATIONS

Please 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.

<input type="checkbox"/> Art	<input type="checkbox"/> Camping	<input type="checkbox"/> Christian Ed	<input type="checkbox"/> Canoeing	<input type="checkbox"/> Sports	<input type="checkbox"/> Chanting
<input type="checkbox"/> Hiking/Backpacking	<input type="checkbox"/> Nature	Other:			

Transportation: Would you be able and willing to drive a 15 passenger or another vehicle van for airport and other transportation (must be 25 or over)? Yes No

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

Lifeguard Certification (or equivalent)? Yes Expiration Date: _____ No Will Obtain

Water Safety Instructor? Yes Expiration Date: _____ No Will Obtain

CPR and First Aid: All Camp Staff **are encouraged but not required** to have current certifications in Red Cross First Aid and Adult CPR (or their equivalents), valid through July 9, 2017

Are you currently certified? Yes No

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

If not currently certified, are you willing to obtain certification before arriving at camp? 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 and Extra Questions

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

- 1) If you have never served on Staff at camp: Include an essay containing 1) a brief biographical sketch, 2) what you hope to offer to the Campers who will be placed in your care, 3) what you hope to offer to the staff with whom you will work, and 4) what you hope to gain by serving at Camp St. Thekla.
- 2) If you have served at camp during a previous season: Include the two most important things you learned in your last experience serving on a camp staff and two aspects of your performance upon which you hope to improve, as well as the ways that you have continued your work in child development after your last experience as a staff member.

Please also answer the following questions with 2-4 sentences:

- 1) Please explain why you are interested in a summer of ministry in a camp setting.
- 2) In the past four months, please select from below regarding your attendance at Sunday Liturgy: ___Almost always ___Once or twice a month___Just a couple of times___Other (if answering "Other", please explain)
- 3) What experience have you had sharing your Christian faith?
- 4) Who is one person who has impacted your life as a Christian in a very significant way? What about his or her character and lifestyle has impressed you?
- 5) Give a specific example of a time you were challenged in life and how you responded.
- 6) How do you respond to conflict with roommates or suitemates or neighbors or friends? Give an example.
- 7) At camp, there are structures and rules to which all staff must adhere. How do you think you will respond to having freedoms that you currently enjoy being limited for the sake of the program, campers, and community?
- 8) I am (select one): always on time usually on time sometimes on time always late
- 9) Please complete the following statements:
 - a. I believe Jesus Christ is...
 - b. I believe the significance of His teaching is...
 - c. I would describe my personality as...
 - d. My relationship with and the way I respond to an individual in authority over me is...
 - e. The important characteristics of being a good leader are...

The remaining questions are only for those applying for *ADMIN/PROGRAM STAFF* positions. If you are **ONLY applying for a male/female counselor position, you do not need to answer the questions in this section.**

1. **Present a summary of strengths that you will bring to the position for which you are applying.**
2. **Why are you applying for and excited about a particular position?**
3. **Describe your management style and how you would handle conflict.**
4. **What are some of the ideas that you would like to implement in the specific program or position for which you are applying?**

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: _____

NON-DISCRIMINATORY NOTICE: Camp St Thekla. does not and will not discriminate against any applicant because of race, color, religious creed, ancestry, national origin, age, sex, veteran's status, or handicap.



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2017 Clergy Reference Form

Instructions for the Applicant: Please complete this part before giving it to your parish priest.

I, the undersigned, have agreed to waive my right to read this reference. After my reference writer completes this form, I will collect this reference inside an envelope with my priest's signature over the sealed flap and I will send it together with all other application materials, or arrange to have it sent directly to the camp by the **March 1 deadline**.

Printed Name: _____ Signature: _____ Date: _____

Priest's Name: _____ Parish: _____ City, ST/PR: _____

Instructions for Clergy Reference Writer: After completing this form, please place it in an envelope and sign your name over the sealed outside flap, and return it to the applicant. Your prompt completion of the form is greatly appreciated. If you prefer, you may mail the form directly to us at the above address. Thank you for your time and your valued assistance.

Part 1: Rating of Personal Qualities: How long have you known the applicant? ____

No one candidate will excel in all areas listed below. Please candidly evaluate the applicant based on your observed knowledge using the following scale definitions. Please circle one for each category.

In my opinion, the applicant:	Completely Agree	Agree	Somewhat Agree	Disagree	Completely Disagree	No basis for rating
Can be depended on to follow through with responsibilities	5	4	3	2	1	NB
Seems more mature than peers	5	4	3	2	1	NB
Is considered 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 responsibility	5	4	3	2	1	NB
Shows leadership capacities	5	4	3	2	1	NB
Demonstrates good problem solving	5	4	3	2	1	NB
Would be easily entrusted with the care of my own children	5	4	3	2	1	NB
Works as a team member	5	4	3	2	1	NB
Would probably respond well in a crisis	5	4	3	2	1	NB

Part 2: Narrative Report:

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

Comments:

2. How would you describe the applicant's participation in the Sacraments (Confessions 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 Sunday School

Other:

4. Please comment about the applicant's Christian education:

Solid understanding of the Faith Understands some aspects Little understanding

Comments:

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

6. Would you wholeheartedly recommend this applicant for a position at Camp St. Thekla? 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 applicants.

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

Daytime Phone Number:

Email Address:

Signature:

Date:



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2017 Reference Form

Instructions for the Applicant: Please complete this part before giving it to your reference writer.

I, the undersigned, have agreed to waive my right to read this reference. After my reference writer completes this form, I will collect this reference inside an envelope with my reference's signature over the sealed flap, and I will either send it together with all the other application materials, or arrange to have it sent directly to the camp by the by the **March 1 deadline**.

Applicant
Name:

Applicant
Signature:

Date:

Instructions for the Reference writer: After completing this form, please place it in an envelope and sign your name over the sealed outside flap, and return to the applicant. Your prompt completion of the form is greatly appreciated. If you prefer, you may mail the form directly to us at the above address. Thank you for your time and your valued assistance.

How long have you known the applicant? _____

In what capacity? Please check one:

Church Community Member

Supervisor (In what setting?) _____

Teacher Coach

Other: _____

Part 1: Narrative Evaluation

What talents or strengths do you think the applicant will bring to the camp setting?

All staff members face challenges during their time at camp. Some challenges are a result of the tremendous responsibility placed on camp staff. Other challenges stem from personal weaknesses which all human beings have. Which difficulties do you think the applicant would be most likely to encounter if selected to be a staff member, based on his or her unique challenges?

Part 2: Rating of Personal Qualities

No one candidate will excel in all areas listed below. Please candidly evaluate the applicant based on your observed knowledge using the following scale definitions. Please circle one for each category.

In my opinion, the applicant:	Completely Agree	Agree	Somewhat Agree	Disagree	Completely Disagree	No basis for rating
Can be depended on to follow through with responsibilities	5	4	3	2	1	NB
Seems more mature than peers	5	4	3	2	1	NB
Is considered 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 responsibility	5	4	3	2	1	NB
Shows leadership capacities	5	4	3	2	1	NB
Demonstrates good problem solving	5	4	3	2	1	NB
Would be easily entrusted with the care of my own children	5	4	3	2	1	NB
Works as a team member	5	4	3	2	1	NB
Would probably respond well in a crisis	5	4	3	2	1	NB
Should not be entrusted with 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: _____

Address: _____ Email Address: _____

City, ST/PV: _____

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: _____ Date: _____

Camp St. Thekla Staff Policy for Online Social Networking and Blogging Websites

Once a person accepts a position as a member of the staff at Camp St. Thekla, they accept a great responsibility that lasts well beyond the time that one spends at Asbury Hills in South Carolina. Camp St. Thekla staff members will forever be recognized by campers, parents, clergy, fellow staff members, and many others as a representative of Camp St. Thekla and, more importantly, the Orthodox Christian faith.

In general, Camp St. Thekla views social networking sites (e.g., MySpace, Facebook, etc.), personal Web sites, and Weblogs 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 Camp St. Thekla 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, Camp St. Thekla 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 Camp St. Thekla, 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 Camp St. Thekla, other campers, or staff of Camp St. Thekla.
- 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.
- 6) Staff must not post pictures of campers on a Web site without obtaining written permission from the parents of the camper(s).

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.

_____ / ____ / _____

CAMP ST. THEKLA
AUTHORIZATION FOR BACKGROUND CHECK AND VOLUNTARY DISCLOSURE

SECTION I. RESIDENTIAL HISTORY--Please provide your current and previous addresses of the last seven years, including temporary addresses (school, etc.)

Name: _____
(First, Middle, Last)

Alias/Other: _____

Date of Birth: _____ Social Security # _____

Driver's License #: _____ State _____ Exp. Date: _____

(1) Current Address: _____

City/State/Zip: _____ County: _____ Dates: _____

(2) Previous Address: _____

City/State/Zip: _____ County: _____ Dates: _____

(3) Previous Address: _____

City/State/Zip: _____ County: _____ Dates: _____

(Provide additional addresses on separate sheet if necessary)

SECTION II: AUTHORIZATION FOR BACKGROUND CHECK

I hereby authorize Camp St. Thekla and the agency or agencies it employs for background services, to obtain and release any information pertaining to my background, including any of the services noted below, for employment or volunteer purposes. I hereby fully release, indemnify and discharge my prospective employer or other source providing information from any and all claims, liabilities and/or damages arising out of or relating to any investigation of my background for said purposes.

I further authorize ongoing procurement of the above mentioned background services at any time during my employment (or contract). I also agree that a fax or photocopy of this authorization with my signature be accepted with the same authority as the original.

Applicant Signature _____ Date: _____

Witness Signature _____ Printed Name _____

(Please continue on next page)

SECTION III: VOLUNTARY DISCLOSURE

1. Have you ever been convicted of any crime of violence against minors, including but not limited to:

- 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 these listed crimes

Yes No If yes, please explain (use a separate sheet if necessary): _____

2. 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): _____

3. Are you 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): _____

4. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? Yes No

If yes, please explain (use a separate sheet if necessary): _____

SECTION IV: AGREEMENT

I understand that:

1. Camp St. Thekla may deny employment to any person who answers any of the questions numbered 1-4 above in the affirmative.
2. In applying for a camp position, the information which I have furnished on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers.
3. Camp St. Thekla may terminate employment or volunteer service of any person:
 - a. Found to have a history of complaints of abuse of a minor and/or
 - b. Found to 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.
4. This disclosure statement must be updated yearly.

Applicant Signature _____ Date: _____