



CAMP NAZARETH

Retreat and Conference Center

339 Pew Road, Mercer, PA 16137
Phone: 724-662-4840 • Fax: 724-662-3723
E-mail: campnazareth@acrod.org



STAFF APPLICATION FORM

Philosophy

All members of the Camp Nazareth Staff are responsible for carrying out the Mission of Camp Nazareth: to glorify and give thanks to God in everything we do. This is done within a Program that gives each camper the opportunity to know their God and live their faith in a safe and peaceful environment. Our Staff must be committed to helping the campers develop and deepen their relationship with our Lord Jesus Christ through participation in all aspects of the Camp Program. This is done in part by helping each camper to better understand and live their Orthodox Faith and live peacefully with their fellow campers. The Staff must acknowledge that it is their own behavior that has the greatest impact on the campers' behavior. Each Staff Member must be a good example, for the campers and their fellow staff members, of what it means to be an Orthodox Christian.

Age/Education

Camp Staff (Kitchen, Maintenance, Counselor) must be at least 18 years of age by June 1, 2012 and must have a high school degree or an equivalent. An applicant applying for the counselor position must have at least 1 year of college education completed in order to apply for that position.

Duration

Full Time Summer Staff are expected to arrive at the Camp no later than May 29th, 2012. Those working only for the Diocesan Summer weeks are expected to attend the entire Staff Training Week and must be present for all 3 weeks of the camping season (Sunday, July 8 - Saturday, August 4, 2012). **Anticipated absences must be requested in writing with this application.** Emergency leave absences during the camping season may be granted at the discretion of the Camp Administrator.

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 by the March 15th deadline. **Completed references are required for employment, no exceptions.** Please read and carefully follow the instructions given on the reference forms.

Applications

All applications must be postmarked no later than **March 15, 2012**. A completed application will include the following:

- A completed and signed Staff/Counselor Application Form (attached)
- A completed and signed Health History and Examination Form
- A completed and signed Media Consent Form and Dress Code Policy
- 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

Camp Nazareth Staff General Responsibilities

Please contact the Camp Office for complete Job Descriptions. Please understand that while you may apply for various staff positions, the Camp Administrator will ultimately select you for the position that not only suits you best, but that is also based on the Camp's needs, as positions are limited and we may likely receive more applications than there are positions available.

COUNSELOR - (New hire \$200/wk + rm. & board, Returner stipend \$220/wk + rm. & board)

- Live with and provide for the needs of eight campers in each cabin.
- Cooperate fully with the Director, Assistant to the Director, and the Head Counselor in carrying out the programs and activities.
- Simultaneously fulfill the similar roles of parent, sibling, teacher, coach, friend, and police officer.

HEAD COUNSELOR - (Returner only stipend \$245/wk + rm. & board)

- Assist Camp Director with the day-to-day programming functions.
- Maintain smooth operation of all office activities.
- Coordinate all Camper arrival and departure arrangements.
- Maintain working knowledge of all programs.
- Serve as primary liaison between Camp Director and Program Staff.
- Facilitate the coordination of program schedules.

PROGRAM DIRECTOR- (Must be a returning counselor as well, stipend \$235/wk + rm. & board)

- Assist Camp Director and Head Counselor with day-to-day programming functions.
- Lead the development, plan, coordinate, staff, and run variable evening events.
- Lead the development, plan, coordinate, staff, and run Friday afternoon event.
- Work together with Head Counselor to appropriately staff all variable evening events and Friday afternoon event.

ATHLETIC DIRECTOR- (Must be a returning counselor as well, stipend \$235/wk + rm. & board)

- Plans, with Camp Director, recreational program for Camp Weeks.
- Manages Recreational program throughout Camp Weeks.
- Coordinates and maintains appropriate equipment for Recreational program.

LIFEGUARD - (New hire \$265 + rm. & board, Returner stipend \$285/wk + rm. & board)

- Supervise all pool events and maintain constant watch to ensure safety of all swimmers.
- Evaluate swimming abilities of all campers and staff on weekly basis.
- Daily water testing and documentation; application of pool chemicals as needed.
- Bathhouse and Pavilion maintenance.
- Help in Camp kitchen as needed or as directed by Camp Administrator.

MAINTENANCE - (New hire \$215/wk + rm. & board, Returner stipend \$230/wk + rm. & board, Head of Maintenance \$245/wk + rm. & board)

- Make every effort to improve and maintain the appearance of the camp property.
- Must be able to safely lift and carry 50 lbs.

KITCHEN - (New hire \$230/wk + rm. & board, Returner stipend \$245/wk + rm. & board, Head of Kitchen \$255/wk + rm. & board)

- Prepared to be trained in the safe preparation of food and drink for the camp guests.
- Prepare and serve 3 meals/day and some evening snacks for campers and staff.
- Clean and maintain cleanliness of Camp Kitchen.
- Willing and able to work with fellow staff in the close quarters of the Camp Kitchen.



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STAFF APPLICATION FORM

APPLICANT INFORMATION

NAME: _____
Last First Middle Initial

BIRTHDATE: ____ / ____ / ____ SOCIAL SECURITY #: ____ - ____ - ____ GENDER: M F
Month Day Year

HOME ADDRESS: _____
Street, Apt., etc. City State/Province Zip Country

T-SHIRT SIZE: S, M, L, XL Other _____

E-MAIL ADDRESS: _____

HOME PHONE: _____ SCHOOL PHONE: _____ CELL PHONE: _____

PARISH NAME: _____ CITY: _____ ST/PR: _____

EMERGENCY CONTACT: _____

RELATIONSHIP TO APPLICANT: _____

EMERGENCY CONTACT: HOME: _____ WORK: _____ CELL: _____

PREVIOUS CAMP EXPERIENCE

Name of Camp: _____ Dates (Years): _____ Camper or Staff (Position?): _____

Name of Camp: _____ Dates (Years): _____ Camper or Staff (Position?): _____

Name of Camp: _____ Dates (Years): _____ Camper or Staff (Position?): _____

WORK EXPERIENCE

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

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

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

EDUCATION

School _____ Dates Attended _____ Last Year in School Completed _____ Degree Obtained _____ Grad Date _____

School _____ Dates Attended _____ Last Year in School Completed _____ Degree Obtained _____ Grad Date _____

School _____ Dates Attended _____ Last Year in School Completed _____ Degree Obtained _____ Grad Date _____

POSITION

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

- | | | |
|---|---|---|
| <input type="checkbox"/> MAINTENANCE (Full Time/Summer) | <input type="checkbox"/> LIFEGUARD (Full Time Summer) | <input type="checkbox"/> HEAD COUNSELOR (3 Diocesan Weeks) |
| <input type="checkbox"/> MAINTENANCE (3 Diocesan Weeks) | <input type="checkbox"/> LIFEGUARD (3 Diocesan Weeks) | <input type="checkbox"/> ATHLETIC DIRECTOR (3 Diocesan Weeks) |
| <input type="checkbox"/> KITCHEN (Full Time Summer) | <input type="checkbox"/> COUNSELOR (3 Diocesan Weeks) | <input type="checkbox"/> PROGRAM DIRECTOR (3 Diocesan Weeks) |
| <input type="checkbox"/> KITCHEN (Off Season/Part Time) | <input type="checkbox"/> NURSE (1-3 Diocesan Weeks) | |

ACTIVITIES/CERTIFICATIONS

Areas of Knowledge: Number these activities: (1) Experienced and willing to teach (2) Willing and able to assist in teaching (3) Interested and willing to learn more and help.

- | | | | |
|--|---|---------------------------------------|---|
| <input type="checkbox"/> Arts and Crafts | <input type="checkbox"/> Games/Activities | <input type="checkbox"/> Guitar | <input type="checkbox"/> Christian Education |
| <input type="checkbox"/> Sports | <input type="checkbox"/> Nature | <input type="checkbox"/> Chanting | <input type="checkbox"/> Carpatho – Rusin Dance |
| <input type="checkbox"/> Camping | <input type="checkbox"/> Hiking/Backpacking | <input type="checkbox"/> Other: _____ | |

Pool Safety: Do you now have or will you have by the beginning of the Camping Session:

- Lifeguard Certification (or equivalent?) Yes Expiration Date: _____ No Will Obtain
- Water Safety Instructor (or equivalent?) Yes Expiration Date: _____ No Will Obtain

CPR and First Aid: All Camp Staff are encouraged to attain current certifications in Red Cross First Aid and Adult CPR (or their equivalents).

- Are you currently certified? Yes No
- Expiration Dates (If Yes): CPR _____ First Aid _____
- 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 these essential elements of the job for which you applied? If so, explain:

REGARDING AUTOMOBILE USAGE

- Do you currently possess a valid driver's license in the state of your permanent residence? Yes No
- Is your vehicle insured to at least the state minimums that your state of residence requires? Yes No
- Would you be willing, in the instance of an emergency, to allow the use of your vehicle for camp use by you or another driver? Yes No

QUESTION AND ANSWER

Please respond to the questions below as completely as possible. The Greek Orthodox Archdiocese, SCOBA and “Child Safe Environments, Inc.” have pre-approved these questions for use. (You may handwrite your responses, use a typewriter to fill them in, or using a computer, you may print them on a separate sheet of paper, if you wish. Please number the responses for the sake of clarity. Please staple those responses to the application)

1) Tell me why you are interested in the position you are applying for.

2) If applying for a counselor position, what group of children might you like to work with? Why?

3) Tell me about some of your hobbies or volunteer work.

4) Tell me about a time in your life when you had to quickly learn how to do something. What did you have to learn? How did you learn it? Did you use the new information?

5) Often in school or work, we’re expected to adhere to policies that don’t always make sense initially. Tell me about a time when you had to stick to a rule, even though it didn’t seem reasonable. How did you handle that situation?

6) Give me an example of a time when a child or teen really tried your patience. Specifically, tell me about an instance in which a child or teen seemed to want to make you angry. How did you respond to that situation?

7) Describe the two most frustrating child situations you have ever had to deal with and how you handled them.

8) Have you ever abused or molested a child? Have you ever been accused of abusing or molesting a child?

The following questions must be completed only by those applying for Counselor Positions:

9) Describe a time when you were personally supportive and reassuring to a person who needed a friend. How did you know the person was in need? How did you show your support?

10) Tell me about a time when someone commended you for your good judgment and common sense. What was the situation and how did you handle it?

11) Who is your best friend and how would you describe your relationship?

12) Tell me what it was like growing up in your family?

13) What do you think about how your parents handled discipline problems?

14) When you were a child or teenager, were you ever emotionally, physically, or sexually abused?

15) Tell me about a failure in your life and explain why it occurred.

16) How often do you consume alcohol? Do you use illegal drugs?

VOLUNTARY DISCLOSURE STATEMENT – ALL CAMP NAZARETH STAFF – PAGE 1 OF 3

Please read carefully all of the material following on these pages. By signing each of the articles below you agree to the contents in each section, no exceptions. These signatures will be required for employment by all Camp Nazareth staff.

NAME: _____
Last First Middle Initial

BIRTHDATE: ____ / ____ / ____ SOCIAL SECURITY #: ____ - ____ - ____
Month Day Year

GENDER: F M OTHER NAMES (i.e., maiden name, alias): _____

HOME ADDRESS: _____
Street, Apt., etc.

City State/Province Zip Country

SCHOOL OR COLLEGE: _____

ADDRESS: _____
Street, Apt., etc.

City State/Province Zip Country

E-MAIL ADDRESS: _____

HOME PHONE: _____ SCHOOL PHONE: _____ CELL PHONE: _____

1.) Previous residence(s) for last 5 years (include college and home residences)

City _____ State _____ Year _____

City _____ State _____ Year _____

City _____ State _____ Year _____

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

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

4.) Regarding Harassment:

It is Camp Nazareth’s policy to prohibit all forms of harassment by our employees. This includes sexual, racial, religious and other forms of harassment. Have you ever been convicted or accused of harassment of any person including, but not limited to, workplace harassment? (Note: A prior conviction or accusation is not an automatic bar to employment. The type of conviction or accusation and when it occurred will be evaluated by the camp director before any decision is made.)

Yes No

If yes, explanation required (use separate sheet if necessary): _____

5.) Regarding a Criminal Record:

Have you ever been convicted of a crime, misdemeanor or felony, other than a minor traffic offense? If yes, please describe. (Note: A prior conviction or accusation is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by the camp director before any decision is made.)

Yes No

If yes, explanation required (use separate sheet if necessary): _____

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

Yes No

If yes, explanation required (use separate sheet if necessary): _____

7.) 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, explanation required (use separate sheet if necessary): _____

VOLUNTARY DISCLOSURE STATEMENT – ALL CAMP NAZARETH STAFF – PAGE 3 OF 3

I understand that:

- a. Camp Nazareth may deny employment to any person who answers “Yes” to any of the questions on pages 1 & 2 of this Voluntary Disclosure (Legal Questionnaire). If hired and Camp Nazareth 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 will include a criminal history check and a possible request from any Central Registry of child abusers.
- c. The camp may terminate employment or volunteer services 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 annually.

I also understand that:

- a. My employment will always be contingent upon my performance and interaction with all fellow staff, campers, volunteers, or any visitors to the Camp for any reason. If my performance is found to be less than satisfactory, I will be given up to two warnings and each time I will be explained the nature and justification for the warnings. If after both warnings have been given, and my compliance with the request of the director is not satisfactory to his/her judgment alone, I understand that my employment will be terminated. I will be required to leave the premises within 24 hrs. of termination.
- b. Camp Nazareth is an Orthodox Christian Church Camp, and as a non-profit church organization can and will require of me that my behavior reflect that of an Orthodox Christian, ethically and morally. If at any time the director judges my behavior to be unsatisfactory, he/she may, at any time, terminate my employment without warning. I will be required to leave the premises within 24 hrs. of termination.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS HEREIN, INCLUDING ANY CHECKS OF CRIMINAL RECORDS, AND RELEASE CAMP NAZARETH AND ALL OTHERS FROM LIABILITY IN CONNECTION WITH THE SAME. I UNDERSTAND THAT, IF EMPLOYED, I WILL BE AN AT-WILL EMPLOYEE UNLESS THERE IS AN AGREEMENT OR LAW, WHICH ALTERS THAT STATUS. FURTHERMORE, I UNDERSTAND THAT ANY AGREEMENT MUST BE IN WRITING AND SIGNED BY THE DESIGNATED CAMP OFFICIAL. I ALSO, UNDERSTAND THAT MISREPRESENTATIONS OR FALSIFICATIONS HEREIN OR IN OTHER DOCUMENTS COMPLETED OR SUBMITTED BY THE APPLICANT WILL RESULT IN IMMEDIATE DISMISSAL, REGARDLESS OF THE DATE OF DISCOVERY.

Signature of Applicant: _____ Date: _____

Print Name of Applicant: _____

Signature of Parent if applicant is a minor (under 18 years of age at time of application):

_____ Date: _____

CAMP NAZARETH

DIOCESAN SEXUAL MISCONDUCT POLICY

Camp Nazareth Policies and Procedures Regarding Sexual Misconduct

Camp Nazareth has as its Mission to “Glorify God in all things” and to create an environment which is founded on faith in Christ, intricately woven into a lifestyle of Christian love and acceptance. At Camp Nazareth, we are concerned with what campers take home with them. We are also concerned with how they grow physically, emotionally and spiritually. We are concerned with their growth in human relations and how they interact with one another.

As a spiritual retreat and learning center for youths and adults within the American Carpatho-Russian Orthodox Diocese, here at Camp Nazareth we adhere to Orthodox Christian virtues. Among these virtues are the affirmation and acknowledgement that each person is a child of God and a Temple of the Holy Spirit (1 Cor. 6:19) created in the image and likeness of God (Gen. 1:26). It is to affirm that each person is our neighbor (Luke 10:25 et seq.) and that we are to treat each and every person as we wish to be treated (Matt. 7:12), i.e., with kindness, respect, patience and agape love.

Christ instructed us to love one another as He loved us (John 15:12-13), giving His life for our sakes. Accordingly, any behavior that exhibits Christian virtue is expected. Conduct which is contrary to Christ’s teachings is a sin and unacceptable.

It is essential that all priests, team leaders, workers, counselors, volunteers and others involved with our work here at Camp Nazareth understand the overwhelming public concern regarding abuse and sexual conduct issues. Violations can quickly lead to the involvement of law enforcement officials and can quickly destroy the reputation and work of the Camp.

This written policy statement is designed for clarification of the issues among all staff members, volunteer or paid, counselors, clergy or laity. Admittedly it is conservative. The impressions that campers (who come from a variety of backgrounds) take home with them and pass along to their parents or friends, or parents gain when visiting Camp Nazareth, help determine whether campers will return or recommend the camp to others. These same impressions or perceptions affect the reputation of the Camp. A reputation of having an outstanding camping program can take years to gain and a single inappropriate experience to lose. Anyone involved with Camp Nazareth, including campers and staff must not be uncomfortable with their own impressions and reactions to the sexual behavior of others.

We cannot be too careful in the area of sexual abuse. Even the appearance of inappropriate conduct or the filing of a false allegation can cause irreparable damage to the reputation of the accused staff member and Camp Nazareth forever. Therefore, all staff members must be very cautious in order to avoid doing anything that could be interpreted as sexual abuse or sexually inappropriate conduct.

As a result these procedures are read broadly and expansively to protect the interest of the children, campers, counselors, and other staff, both volunteer and paid, clergy and laity. Conduct proscribed here is not all-inclusive. Staff must avoid even the appearance of impropriety.

There are, consequently, certain behaviors that must be mentioned that are prohibited for all Camp Nazareth employees and volunteers during their stay at Camp Nazareth. These include engaging in any physical touching of any kind including but not limited to kissing, petting, caressing, or any other contact or conduct intended for sexual gratification with any other person related in any way to the camp, including but not limited to campers, counselors, employees or volunteers.

Sexual misconduct also includes verbal misconduct. Vulgar, obscene, suggestive or profane talk or behavior is strictly forbidden. Such conduct includes narrative accounts of sexual activities, sexual innuendoes, comments about one’s body or that of another person, discussions of sexual activities or experiences, or obscene jokes.

There are additional behaviors, while not necessarily intended for sexual gratification that are inappropriate due to the appearance of possible impropriety. These include interactions between staff members and other staff members (counselors, maintenance, kitchen staff, etc.) and/or campers such as: massages, hand holding, sitting on laps or full body hugs.

Some general guidelines for counselor behaviors with campers, and other counselors include:

Never touch anyone against the person's will (verbally or non-verbally expressed) unless it is to prevent an accident.

Appropriate touching, that takes into account the touched one's comfort level, may include pats on the back, touch on the shoulder, hugs of welcome, hello, goodbye, thanks, congratulations (however not full body or excessively long hugs), hand shakes, high fives, arms around shoulders. Appropriate touching can become inappropriate such as excessive tickling, wrestling with or teasing a camper.

Inappropriate touching is any physical contact that violates the touched person's comfort level. It is touch that is given or forced on another person for the primary satisfaction of the actor not the one touched. Touching of the genitals, buttocks or any touching for sexual gratification is always inappropriate and cannot be consensual.

It is inappropriate to share information about your personal sexuality or sex life or to inquire about another person's.

It is inappropriate to show favoritism or to encourage crushes or romantic fantasies that campers may have about you.

Respect the privacy of campers during the times when they are changing clothes or showering.

It is inappropriate to share a bed or sleeping bag with a camper.

It is inappropriate to show signs of affection to other staff in front of the campers. Behavior of the staff should be circumspect around campers so that at no time do they associate any two staff members as a couple. Any and all behavior in a camp setting must allow for perceptions and concerns of others.

All staff must be concerned for the safety and protection of the campers and others at Camp Nazareth. As a result, it is required of all staff that they report any violations or other improprieties even if it involves another staff member. Failure to report an incident or complaint that is made known to a staff member can result in discharge.

If a child confides in a staff member about another camper or staff member, the staff member shall discuss the disclosure personally with the Camp Director, or if that is not possible with the Camp Nurse or Head Counselor only. The staff member should refrain from investigating the complaint independently or from discussing it with other staff.

Any violations of the above guidelines and procedures must be reported at once to the Camp Director and to the Diocesan Chancery. If for any reason one feels unable to report the violation to the Director, the violation may be reported directly to the Diocesan Chancery. All violations will be investigated for both the protection of the child and for the protection of the one alleged to have committed the violation.

The Camp Director, in consultation with the Ruling Hierarch and/or Diocesan Chancery, will contact the appropriate authorities in accordance with relevant state and local law and the parents.

In the event the reported incident involves child or sexual abuse by a staff member, paid or volunteer, the Camp Director will, without exception suspend the person from the camp. The parents or legal guardian of the child(ren) involved will be promptly notified in accordance with the directions of the relevant state or local agency.

In the event the reported incident involves an alleged violation of the guidelines less than that of abuse, the Camp Director will consult with the Diocesan Chancery to determine whether the person should be suspended pending the complete investigation.

Whether the incident or alleged offense takes place on or off camp property, it will be considered camp related.

Reinstatement of the staff person will occur only after all allegations have cleared to the satisfaction of the Diocesan Chancery and the Ruling Hierarch. All camp staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and should only discuss the incident with the Camp Director and/or the Diocesan Chancery.

All full-time and part-time staff, counselors and volunteers, lay and clergy must read and sign this policy.

By signing below, I verify that I have read and fully understand Camp Nazareth's Sexual Misconduct Policy, which is outlined in the Camp Nazareth Staff Manual.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

WITNESS: _____ DATE: _____