

Hello Summer Staff 2008 Applicant!

Thank you for your interest in applying for the position of Summer Staff at All Saint's for the summer of 2008. Attached is the application for Summer Staff. Choosing summer staff is one of the hardest and yet most wonderful jobs I have to do. This year will be even harder, as there is a large pool of applicants. It is very difficult when there are so many dynamic and qualified applicants, yet not enough spots. It is time to begin thinking about where your ministry fits into the summer camping program here at All Saint's. The summer camp ministry, as a whole, changes the lives of many campers and staff alike. Being a Summer Staff team member is a huge responsibility and we hope that you would enter into the application process only after prayerful consideration. The job of Summer Staff is full of joy, fun and satisfaction. But, it can also be exhausting, frustrating and demanding. I hope that each applicant will carefully weigh his or her gifts, talents, and abilities with the demands this job requires. This year we will offer 10 positions; 2 head counselors (with specific alternative skill sets), 8 will be outrigger counselors (also with specific skill sets), and 1 program assistant.

There are a few things that are required to complete your application packet. They are as follows:

1. Completed Application with any certification attachments
 - 1a. **PLEASE TYPE OR PRINT LEGIBLY!!!**
2. Completed Health History Form
3. Background Inquiry Release Form
4. A current photograph
5. Three completed reference forms

Your application will not be processed unless **ALL** of these items are returned.

All applicants must have graduated from High School prior to the beginning of the Summer Camp Session. Applications need to be postmarked no later than March 15th.

Thank you for considering applying for Summer Staff 2008. The All Saint's experience is made special by the talent, energy and compassion of the summer staff. So, say your prayers, make a commitment, and fill out the application and return it by March 15th. I look forward to visiting with you soon. Don't hesitate to call or e-mail with any questions or concerns you might have.

Ben Linder
Summer Program Director
1-800-222-3462 or 502-410-8001
benl@episcopalky.org

All Saint's Summer Program 2008 Summer Staff Application

Mail by March 15th to:

**Ben Linder, Summer Program Director
The Episcopal Diocese of Kentucky
425 S. 2nd Street, Suite 200
Louisville, KY 40202**

PLEASE USE ADDITIONAL PAPER IF NEEDED ON ANY QUESTIONS

Name _____

Position Applying For: _____

**(i.e. counselor or program assistant, head counselor, waterfront,
outdoor education)**

Permanent Address _____
State _____ Zip _____

Phone Number (that you can be reached at) – () _____ - _____

E-Mail Address (that you check regularly) _____

School Address _____

School Phone Number () _____ - _____

E-mail Address (if different from above): _____

Do you check your e-mail regularly? Yes No

Years Volunteered or Worked at All Saint's _____

Will you be available to work June 8 – July 18? _____ If no, what
dates are you available? _____

Give the name and address of the church where you currently are a member. _____

List the names and addresses of other churches or campus ministries you
have attended in the past five years. _____

In the past two years, at home or at college, what contributions have you made of your time, talent, and energy in your church and community? _____

Attached are three reference request forms. Please have them completed and mailed by three people (other than family members) that know you well.

(For example)

1. Employer or former employer (if you have one)
2. Priest or minister from home church (preferred)
3. Person of your choice

Please answer the following questions thoroughly and in short answer form. If you run out of room you may use the back of the sheet of paper but indicate if you do so.

Briefly explain why you would like to be a part of All Saint's Summer Camp Staff. _____

What gifts and talents do you feel you would bring to the 2008 staff. _____

What experience do you have working with children? _____

Write briefly about two significant events in your life that have impacted you spiritually. _____

Describe three major ways in which you have grown in your spiritual journey in recent years.

What do you do when you have a conflict with someone? How do you handle confrontation?

How would others describe the way you handle conflict? _____

Are there any special issues or concerns happening in your life right now that would have an impact in your commitment and involvement in this Summer Camp ministry? (e.g., relationships, other commitments, etc.)

The following four questions concern information required for insurance purposes.

Have you ever had your driver's license or other license revoked or suspended? If so, please give details. _____

Have you ever been convicted of a felony? _____

Other than the above, is there any fact or circumstance in your background that would call into question your being entrusted with the care, guidance, and /or supervision of the campers placed in your care? If so, please explain. _____

Are you willing to undergo a Background Check as required by the Episcopal Diocese of Kentucky? _____

If you are not willing, you will not be considered for hire.
Out of state applicants agree to also submit to a Federal Background Check.

How would you describe your ability to respect and follow rules set forth? _____



For each of the following activities, please circle the number that indicates your skill level.

If you have certification in the activity, attach a copy of the certificate or certification card.

Activity	No Experience	Exposure to activity, but no expertise.	Interested in activity with some degree of experience.	Expertise or certification in activity.
Swimming Lessons	1	2	3	4
Canoeing	1	2	3	4
Leading Group Games	1	2	3	4
Lifeguarding	1	2	3	4
Leading Worship	1	2	3	4
Leading Music	1	2	3	4
Hiking	1	2	3	4
Musical Instrument- Type of instrument _____	1	2	3	4
Drama	1	2	3	4
Soccer	1	2	3	4
Football	1	2	3	4
Softball	1	2	3	4
Basketball	1	2	3	4
Ultimate Frisbee	1	2	3	4
Frisbee Golf	1	2	3	4
Arts & Crafts	1	2	3	4

Are you certified in First Aid? _____ If so, is it current (not expired)? _____

Are you certified in CPR? _____ If so, is it current (not expired)? _____

If you are certified in First Aid or CPR, please include a photocopy of the front and back of your certification card.

“I certify that all the information submitted on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to All Saint’s rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at All Saint’s option. I also understand that no company representative, other than it’s Summer Camp Director, and then only when in writing and signed by the Summer Camp Director, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing.”

In relation to my serving in The Episcopal Diocese of Kentucky, I understand and authorize the access of public information from various federal, state and other agencies maintaining information regarding any public information.

I also understand that this information may be accessed during my service and up to thirty (30) days after separation from this diocese. I hereby consent to you obtaining various public record information and other information from Diocesan / Church employers or agencies, by the Kentucky Dept. of Public Safety and /or any other party or agency in accordance with the Fair Credit Reporting act and any and all state and federal laws. I also understand that the requested information below is to be used for proper identification only and not for discriminatory purposes.

In addition, I understand that if I am offered and accept Employment with the Episcopal Diocese of Kentucky, in the interest of safety for all concerned, I will be required to take a saliva drug test. I understand the reason for this testing and do hereby give my consent.

Signature: _____

Date: _____

If you are under 18, please have one of your parents or legal guardian sign below as well.

Signature: _____

Date: _____

All Saint's 2008 Schedule

June 8-13	Staff Training @ All Saint's
June 15-20	Sr. High Camp (Grades 9-12)
June 22-27	2 nd -4 th Grade Camp
June 29-July 3	Adventure Camp or Outreach Week
July 6-11	5 th & 6 th Grade Camp
July 13-18	7 th & 8 th Grade Camp

PLEASE NOTE

The week of June 29-July 3 is designated for either an Adventure Camp or an Outreach Project. You will be paid for this week, regardless of which occurs. You will be required to serve in your capacity for either week of work.

PLEASE NOTE

The job descriptions for the following are available upon request. You must be lifeguard certified to be able to work as a part of the waterfront team. Those applying for the Head Counselor's position should be prepared to serve in several capacities, including running the camp and camp office if the Summer Director is offsite. The Head Counselors will also serve in a secondary capacity (i.e. music, arts & crafts, outdoor education, sports, etc.). These skill positions are available to those who have the experience or expertise for each position. Please be prepared in your face-to-face interview to describe how you would excel in the position chosen.

Male Head Counselor
Female Head Counselor
Program Assistant
Waterfront Director (2 positions)
Outdoor Education Director

2008 All Saint's
MEDICAL FORM
Page 1 of 2

This medical form must be completed and signed by a doctor. The medical form should be turned in with the application if at all possible, but it **MUST** be turned in no later than 30 days prior to the opening day of camp. We must have the medical form on file for every camper.

Staff Member's Name _____

Birth Date: _____ Sex: __ SS#: _____

Insurance Company: _____ Policy #: _____

Address & Phone: _____

List any allergies to and treatments required:

DRUGS:

PLANTS:

FOOD:

INSECTS:

Give camper's allergic responses to the above (e.g. requires Epinephrine) _____

Operations or Serious Injuries / Dates: _____

Childhood Diseases / Dates: _____

Chronic or Recurring Illnesses/Treatment: _____

Staff Medical Form
Page 2 of 2

DTP Series: _____ Booster: _____ Booster: _____
Polio OPV (Sabin): _____ Booster: _____ Tetanus Booster: _____

MMR Series: _____ Booster: _____ HIB: _____
Tuberculin Test: _____ Hep B: _____ / _____
/ _____

IRECOMMENDATIONS AND RESTRICTIONS

List any medications your child may need to receive during the camp and its purpose:

_____ Dose/Time _____

_____ Dose/Time _____

Special Dietary Needs (i.e. Vegetarian, Vegan, etc.):

Concerns about Strenuous Activity:

Concerns about Fears:

I hereby certify that all the information contained in this Medical Form is up to date and correct:

Physician Signature

Clinic Phone Number

Parent/Guardian Signature

Date

All Saint's Summer Staff Reference

To: _____ Date: _____

_____ has applied to be on the staff at All Saint's for the summer. We would appreciate your help in providing the following information on this applicant.

Being on the staff is a great responsibility, as it involves taking care of God's most precious possessions – God's Children. We would appreciate your most honest and candid evaluation of this application as if your own child were to be under their supervision. This is not a reflection of how much you like this applicant, but of how they may perform in this position. Your response will be held in confidence.

PERSONAL QUALIFICATIONS

From your personal knowledge of the applicant, please rate the following as compared to their peers, by indication with an "X" in the appropriate space.

	Outstanding	Above Average	Average	Needs Improvement	Poor
Decisionmaking ability					
Ability to share/express Christian Faith					
Servant leadership					
Physical condition					
Initiative					
Leadership ability					
Interpersonal interaction					
Emotional Stability					
Dependability/punctuality					
Ability to admit mistakes					
Ability to work as a team member					
Responsibility					
Ability to laugh at mistakes					

Page 2 of Reference Form

Please list three strengths this applicant brings to this position:

1. _____ 2. _____ 3. _____

Please list three areas of concern for the applicant (areas to improve in / weaknesses):

1. _____ 2. _____ 3. _____

PERSONAL ACQUAINTANCESHIP

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

2. What have you seen that indicates that the applicant has a genuine interest in children/youth?

3. We ask our staff to abide by a standard of Christian behavior at All Saint's. Is there anything that would make this difficult for the applicant? (i.e. personal habits or relationships)

4. Please indicate any behaviors that might limit the applicant's ability to interact with fellow counselors or campers. Such behaviors could include sarcasm, inability to take a joke, prejudices to groups, etc.

If any of these were noted, please comment, describing the form and intensity of behavior:

Any other comments: _____

Signature: _____ print name: _____

Position or title: _____ date: _____

Phone number if we may contact you: () _____

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