Camp You Can Volunteer Staff Minimum Requirements

Camp You Can volunteers must:

* Have the desire and ability to work with children in an outdoor setting
* Be able to commit to three nights four days of camp counselor position **June 7 at 9:00am-June 10 at 1:00pm**
* Be at least 18 years of age with a high school diploma at the time of their volunteering
* Not be the parent or guardian of a current or former You Can camper
* Meet the essential functions of the position for which they are applying (as described on the Volunteer Cabin Counselor Job Description page)
* Complete the New Staff Application process which includes:
1. Read the Volunteer Camp Counselor Job Description page
2. Fill out the New Staff Application
3. Have two references submit Camp You Can Reference Forms
4. Participate in a phone interview with a You Can staff member

Once the application process has been completed in full, applicants will move onto the selection process.

If selected, Camp You Can volunteers must also be willing to comply with Camp You Can’s background check policies.

We would love to meet you over the phone and answer any questions you that you may have before you start or as you get started filling out the application. Please don’t hesitate to call us.

**Camp You Can New Staff Application 2018**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I will be at this address until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please include an email address that you check regularly

Cell phone number: (\_\_\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alt. phone number: (\_\_\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s license number: \_\_\_\_\_\_\_\_\_\_Exp.\_\_ /\_\_\_\_ Social Security number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sex (M or F): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Will you be 18 by the time you volunteer? \_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be 18 by the time you volunteer? \_\_\_\_\_\_\_\_\_\_\_\_\_

Have you been convicted of a felony? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, please attach explanation

Have you been a Nebraska resident for the past 12 months? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If not, in what state did you reside? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you speak Spanish? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about Camp You Can? Please be as specific as possible. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you or one of your family members had a diagnosis of Epilepsy? (If yes, what type, when, and are you/your child currently in treatment?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Being a volunteer at summer camp requires you to commit 24 hours a day to the campers. This often means that you will have little time to deal with personal needs (exercise needs, special dietary needs, health needs, etc.) Does this pose any issues for you?

\_\_\_\_\_\_\_\_\_\_\_ No, this will not be an issue for me. \_\_\_\_\_\_\_\_\_\_\_ Yes, this may be an issue for me; let’s discuss further.

At Camp You Can, use of your cell phone and other electronics will be limited. Does this pose any issues for you? If yes, please be prepared to discuss this in your phone interview.

\_\_\_\_\_\_\_\_\_\_\_ No, this will not be an issue for me. \_\_\_\_\_\_\_\_\_\_\_ Yes, this may be an issue for me; let’s discuss further.

**In an effort to get you to start thinking about the job you are applying to do and about putting the kids first, please answer the following questions on a separate sheet of paper and send it in with your completed application:**

1. Why do you want to volunteer at Camp You Can?

2. What is the value of a camp experience for children?

3. What contribution can you make to the children at camp?

4. Describe the experience(s) you’ve had working with children.

**EDUCATION**

Highest grade or degree completed.

School, Major, Date Completed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYMENT HISTORY** Please list your most recent employer. Please include position, employer, supervisor, dates worked, address, phone number, and email address.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VOLUNTEER HISTORY**  Please list your two most recent volunteer positions. Please include organization, supervisor, dates volunteered, address, phone number, and email address.

 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LIST ANY RED CROSS CERTIFICATES OR EQUIVALENT**

First Aid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CPR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration Date: Expiration Date:

**Please carefully read and sign the following volunteer agreement:**

• I have read and understand the Camp You Can Volunteer Staff Minimum Qualifications.

• I have not been charged with or convicted of any violent or sexual crimes involving children or adults.

• I have never been adjudged liable for civil penalties or damages involving physical or sexual abuse of children.

• I am not subject to any court order involving physical or sexual abuse of children.

• Upon being selected as a staff member, I authorize Camp You Can to do a background check.

• I hereby authorize you to contact my reference.

• I agree to make every effort to build the self-esteem of every camper at Camp You Can and not take any action that would make any children feel badly about themselves.

• I will be happy to be assigned to work with any age group or to any support staff position needed to help Camp You Can.

• I agree not to post or email any photos of minors taken at Camp You Can.

• I authorize the taking of pictures and/or videos of me during my time at camp and consent to the use of any or all pictures in publication media.

I understand that making any false statements on this application will be sufficient cause for discharge. I understand that this is an application and not a guarantee of a position.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please e-mail or mail your completed application to: Meg Busing, 11030 Leavenworth St, Omaha, NE 68154 or to**

**meg@midwestyoucan.org**

**Camp You Can Reference Packet**

Thank you for considering volunteering at Camp You Can. Enclosed in this packet, please find a Camp You Can Reference Form. Please have two reference forms completed by a professional supervisor, co-worker, coach, etc. Please do not have the reference forms completed by a member of your family or a friend.

**Please have the reference form completed as soon as possible. Please mail or email the completed form to:**

**Meg Busing**

**11030 Leavenworth St.**

**Omaha, NE 68154**

**meg@midwestyoucan.org**

Once you have submitted your New Staff Application and completed reference form, we will contact you regarding an interview. If you do not hear from us in a reasonable amount of time, please call Camp You Can at 402-770-3936.

**Camp You Can Volunteer Staff Reference Form 2018**

Dear Friend,

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above named applicant has given your name as a reference in applying for a position at our residential summer camp for children affected by Epilepsy. Resident camping is a 24-hour-day, live-in responsibility; therefore it is important that camp staff enjoy and understand children, work well with other adults and have a real love of outdoor living.

**As summer camp leadership, our task of selecting the right staff for such important positions is difficult and we appreciate your analyzing, as carefully as possible, the above applicant. Your statements will be considered confidential. As further action depends on your response, please respond within five business days. Thank you for your consideration!**

1. How long and in what capacity have you known the applicant? Please be specific.

2. In your opinion, is the applicant mature enough to:

a. Be responsible for children in a camp setting? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Guide campers to cooperate and get along with their cabin mates? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Get along with co-workers under close living conditions? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. Assume responsibility for carrying out delegated duties? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e. Accept on-going guidance and supervision? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

f. Act calmly and responsibly in emergency situations? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

g. Live and work in an outdoor setting? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

1. Is the applicant capable of motivating children and stimulating their interests?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Comments:

4. Do you know of any religious, cultural or racial prejudices the applicant might have that would limit his/her ability to work with all children and staff? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. To your knowledge, has the applicant been convicted of any crimes? \_\_\_\_\_ Yes \_\_\_\_\_ No

6. Is the applicant’s moral character and attitude such that his or her influence of children would be desirable? \_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_ No

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please mark the statements that best describe this applicant:

a. \_\_\_\_\_ Almost always seems happy

b. \_\_\_\_\_ Gets along with people of all types

c. \_\_\_\_\_ Accepts suggestions and corrections

d. \_\_\_\_\_ Seems to have self confidence

e. \_\_\_\_\_Is adaptable to new situations

f. \_\_\_\_\_Is tolerant of others’ ideas

g. \_\_\_\_\_Takes initiative

h. \_\_\_\_\_Has genuine interest in people

i. \_\_\_\_\_ Is often moody and depressed

j. \_\_\_\_\_Tends to be difficult

k. \_\_\_\_\_Seems to be self-centered

l.\_\_\_\_\_ Does not make good first impressions

m. \_\_\_\_\_ Gets angry easily, loses temper

n. \_\_\_\_\_Seems to lack self confidence

o. \_\_\_\_\_Finds change difficult

p. \_\_\_\_\_Feels that supervisors are unduly critical

q. \_\_\_\_\_Seems to enjoy disagreement

8. How would you rate the applicant as a potential camp staff member?

Exceptionally Strong \_\_\_\_\_ Strong \_\_\_\_\_ Average \_\_\_\_\_ Below Average

9. Would you feel comfortable knowing that the applicant was your child’s camp counselor?

\_\_\_\_\_ Yes \_\_\_\_\_ No

What else should we know about the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Form page 2 of 2 Please email to meg@midwestyoucan.org or mail to

Meg Busing 11030 Leavenworth St., Omaha, NE 68154, 402-770-3936

**VOLUNTEER CAMP COUNSELOR**

JOB DESCRIPTION

**QUALIFICATIONS:**

1. At least 18 years of age.

2. Ability to accept supervision and guidance.

3. Ability to observe camper behavior and assess its appropriateness, apply appropriate behavior management techniques, and enforce appropriate safety regulations and emergency procedures.

4. Ability to physically and mentally assist in taking care of 8 to 10 campers 24 hours a day, each day.

5. Possess the mental and emotional strength and endurance required to maintain constant supervision of, and interact with campers over the course of camp while remaining alert, friendly, and patient.

6. Ability to creatively plan and facilitate an activity as assigned.

7. Ability to lift up to 25 pounds.

**GENERAL RESPONSIBILITIES:**

1. To be directly responsible for the oversight, supervision and engagement of children in order to achieve the mission of Camp You Can.

2. This position reports to the Camp Directors.

**SPECIFIC RESPONSIBILITIES:**

1. To live in the cabin with campers serving as a leader, supervisor, and role model.

2. To help campers have a safe, happy, and empowering experience.

3. To provide opportunities for campers to experience success during camp.

4. To develop and enhance positive interaction between campers and staff.

5. To empower campers to problem solve on an individual and group basis.

6. To clearly develop goals and expectations with campers and review these goals and expectations with campers on a regular

7. To provide supervision and assistance in all aspects of the campers’ daily life including, but not limited to:

* meals/camper dietary needs
* cabin clean up
* camper hygiene
* prompt attendance at all activities
* rest hour
* taking of scheduled medications
* cabin chat/ bedtime activities
* lights out

9. To help organize, lead and take part in all cabin activities including but not limited to, cabin time, camp songs, arts and crafts, camp dance.

10. To provide assistance in handling all camper related issues including and not limited to missing home, behavior management, disclosure, and medical needs.

11. To develop and enhance positive interaction between volunteers and staff.

12. To bring to the attention of the Camp Directors any camper related issues including, but not limited to, missing home, aggressive behaviors, disclosure issues, and non-compliance.

13. To ask for help and feedback.

14. To do a thorough clean-up of cabins at the end of the session.

15. To manage personal life to ensure capability of performing job up to standard.

16. To fully participate in all staff trainings and all staff meetings.

17. To know, adhere to, and implement the policies and procedures of Camp You Can.

18. Cognitive and communication abilities to plan and conduct the activities to achieve camper development objectives.

19. Must possess strength and endurance. For example, must be able to lift and carry a minimum of 25 pounds and walk a minimum of three miles daily on uneven terrain.

20. Must be able to meet the physical and cognitive requirements of being responsible for minors in an outdoor living situation.

21. To perform any other duties deemed necessary by the Camp Director.

**WORK EXPOSURES:**

**Environment**

While performing the duties of this position, the volunteer staff member is regularly exposed to outdoor weather conditions, including heat, sunshine, rain, and thunderstorms. The noise level in the work environment is usually moderate and often loud.

**Physical Demands**

While performing the duties of this position, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit. The employee must occasionally lift up to 25-50 pounds. The employee must physically be able to participate in the camp program without assistance. The employee must possess the physical strength and endurance required to maintain constant supervision of and interaction with campers throughout the duration of camp.

**Emotional / Mental Demands**

The employee must cognitively be able to participate in the camp program without assistance. The employee is required to communicate and work with campers aged 7-17 and provide necessary instruction and information to campers and/or staff. The employee must be able to identify and communicate safety concerns and emergency situations and procedures to campers and fellow staff. The employee must possess the mental and emotional strength and endurance required to maintain constant supervision of and interaction with campers throughout the duration of employment while remaining alert, friendly, and patient.

**COMPETENCIES:**

* Innovation - displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.
* Judgment - exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
* Professionalism - approaches others in a tactful manner; responds well under pressure; treats others with respect and consideration regardless of their status or position; follows through on commitments.
* Interpersonal - focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control.
* Team Work - exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; recognizes accomplishments of other team members.
* Oral Communication - speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills and public speaking; participates in meetings.
* Engagement – actively involved and enthusiastic about working with children and adults
* Self-Care- takes care of self to ensure clear and accurate decision making capability and ability to plan effective and safe programs.