



The Light on the Mountain

Camp Transfiguration

c/o 41 Catherine Place
Dollard des Ormeaux, Quebec, Canada H9G 1J4
info@camptransfiguration.org
www.camptransfiguration.org

Staff/Counselor Application

VISION: All members of the Camp Staff are responsible for carrying out the Mission of Camp Transfiguration, 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. They must help strengthen the Camper's grasp of the basics of the Christian life: participating in the liturgical, sacramental, and ascetical life of the Church, and living in community with fellow members of the Body of Christ with peace towards all of God's creation.

AGE: Camp Staff must be at least 18 years of age August 1, 2010.

DURATION: Camp staff is expected to attend the entire Staff Training, (Friday June 4 to Sunday June 6) and the entire camp week of either session one or session two, or both sessions. Session dates are: Session 1 - August 13 to August 21; Session 2 - August 21 to August 29. Anticipated absences must be requested in writing with this application. Emergency leave of absences during camp are granted at the discretion of the Camp Director. 1st session counselors should depart by 3pm on Saturday August 21st. 2nd session counselors should arrive by 5pm on the Saturday August 21st.

REFERENCES: This Packet includes two reference forms, one to be completed by your parish priest, and one to be completed by non-relative adults (teachers, coaches, employers, etc.) who have knowledge of your suitability for the position in which you are applying. If you are a returning counselor or staff member you are only required to have the parish priest reference form. It is your responsibility to either collect then include in your application the completed and sealed references or to ensure that they are sent to the Camp address by the deadline date of Monday, May 3, 2010. Please carefully follow the instructions given on the reference forms. Notification will be sent out on or before Monday, May 31, 2010.

APPLICATIONS: All applications must be postmarked no later than Monday, May 3, 2010. A complete application must include the following:

- A completed and signed Staff Application Form (attached)
- A photocopy of any relevant certification (CPR, Life Guarding, etc.)
- Reference completed by your parish priest and a non-relative. Only parish priest reference required for returning counselor or staff.
- A recent picture of yourself (passport sized), attached at the top right of the application form. **Not required for returning counselor or staff.**
- A 1-2 page essay (see application)
- Camp Transfiguration Social Online Networking Websites Policy

Note: Please mail the application and all applicable documents to the address found at the top of this page. Notification of acceptance will be sent out on or before Monday, May 31, 2010.

BURSARY: A \$200 Travel Bursary shall be awarded to each Staff Member of Camp Transfiguration.

Staff General Responsibilities

More detailed job descriptions are available upon request.

Counselor:

- Live with and provide for the needs of campers in each cabin and guide them in participating in all aspects of the camp program.
- Teach & lead activities as assigned by Program Staff.
- Be an example and role model to campers
- Must work well with children; enjoy camp environment; willingly accept guidance & supervision

Head Counselor:

- Assist with Staff Training & CIT Program
- Handle Camper issues brought by Counselors, and supervise Counselors throughout the day.
- Routinely evaluate the performance of the counselors, and offer insightful feedback.

Morning Program Director:

- Plan camp's Morning Program educational activities prior to camp.
- Supervise Counselors in execution of program.
- Setup daily morning schedules in cooperation with the Camp Director.

Afternoon Program Director:

- Prior to camp, work with the Program Director & camp facility staff to plan camp's afternoon programs (including rainy day activities and non-sport activities).
- Be knowledgeable in the rules and equipment requirements for common outdoor sports at camp.
- Supervise Counselors in execution of programs.
- Setup daily afternoon schedules in cooperation with the Camp Director.

Evening Program Director:

- Prior to camp, work with the Program Director to develop 6 evening activities, with backups for rain.
- Prepare materials and equipment for each activity.
- Supervise Counselors in execution of programs.

Arts & Crafts Director:

- Prior to camp, work with the Program Director to develop 6-8 craft projects.
- Coordinate daily arts and crafts program with the Camp Director.
- Supervise Counselors in execution of programs.

Camp Nurse & Assistant Nurse:

- RN or MD Certifications
- Collect & administer prescribed medications each day
- Deal with camper issues and sicknesses as they arrive and must be able to work well with children

Head Lifeguard/Waterfront Director:

- Certified Lifeguard; canoeing and sailing certifications preferred
- Maintain the highest standards of safety at waterfront
- Supervise other lifeguards, and oversee waterfront activities

Volunteer Director

- Prepare daily schedule for volunteers
- Coordinate volunteers with program directors
- Supervise and encourage volunteers

Rope Course and Wall Climbing Supervisor:

- Certification in Rope Climbing or Challenge Course Facilitation
- Oversee climbing activities.

Media Director:

- Film video documenting the week of camp. Edit the video into a 25-30-minute video to be shown on the last night of camp, and sold to camper's to remember their days at camp.



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APPLICATION INFORMATION

NAME: _____ T- SHIRT SIZE: _____
 Preferred First Name Last Name Legal First Name (if different) S M L X-L

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

HOME ADDRESS: _____
 Street (include Apt. No.) City Zip/Postal Code Country

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

PARISH NAME: _____ CITY _____ STATE/PROV. _____

PLEASE SELECT THE SESSION YOU WOULD LIKE TO ATTEND:
 Session 1 (Aug. 13 – Aug. 21) Session 2 (Aug. 21 – Aug. 29) Session 1 and Session 2

PREVIOUS CAMP EXPERIENCE

| | | |
|------|-------|--|
| Name | Years | Position (e.g. Camper, CIT, Counselor, Staff (please specify)) |
| Name | Years | Position (e.g. Camper, CIT, Counselor, Staff (please specify)) |
| Name | Years | Position (e.g. Camper, CIT, Counselor, Staff (please specify)) |

TEACHING/YOUTH MINISTRY EXPERIENCE

| | | |
|------------------|-------|-----------------|
| Program Ministry | Years | Duties/Position |
| Program Ministry | Years | Duties/Position |

WORK EXPERIENCE *(list your two most recent jobs)*

| | | | | |
|---------|----------|------------|--------------|---------------------|
| Company | Position | Supervisor | Phone Number | Dates of Employment |
| Company | Position | Supervisor | Phone Number | Dates of Employment |

EDUCATION

| | | | | |
|--------|----------------|-----------------------------------|--------|-----------|
| School | Dates Attended | Year in School (as of Sept. 2010) | Degree | Grad Date |
| School | Dates Attended | Year in School (as of Sept. 2010) | Degree | Grad Date |

REFERENCES *(List the name of the non-relatives who will serve as your references)*

| | | |
|------|--------------|---------------------------|
| Name | Phone Number | Relationship to Applicant |
|------|--------------|---------------------------|

POSITION

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

____ Afternoon Activities Director ____ Arts & Crafts Director ____ Counselor
____ Evening Activities Director ____ Morning Activities Director ____ Head Counselor
____ Camp Nurse ____ Assistant Nurse ____ Volunteer Director
____ Lifeguard/Waterfront Director ____ Media Director ____ Ropes Course /Wall Climbing Supervisor

ACTIVITIES/CERTIFICATION

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

____ Arts & Craft ____ Camping ____ Christian Education ____ Archery ____ Hiking/Backpacking ____ Canoeing
____ Chanting ____ Field/Court Sports ____ Horseback Riding ____ Wall Climbing ____ Fishing ____ Sailing ____ Water Skiing
Other: _____

CPR and First Aid Certifications:

Are you currently certified: CPR: Yes No First Aid: Yes No If yes, please send a photocopy of your certification card. Expiration Dates: CPR Certification: ____/____/____ First Aid Certification: ____/____/____

Lifeguard Certifications:

Are you a certified Lifeguard: Yes No If yes, please send a photocopy of your certification card
If no, would you be willing to undergo training to become certified? Yes No

Wall Climbing Certification:

Are you certified in Wall Climbing or Ropes Course Facilitation: Yes No. If yes, please send a photocopy of your certification card.

If no, would you be willing to undergo training to become certified? Yes No

Other Certifications:

Please list any other certifications that you may have: _____

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

LANGUAGE

Please check below the languages which you speak.

| | | | | |
|----------|---------------------------------|-------------------------------------|--|---------------------------------------|
| ENGLISH: | <input type="checkbox"/> Fluent | <input type="checkbox"/> Proficient | <input type="checkbox"/> Working Knowledge | <input type="checkbox"/> No Knowledge |
| FRENCH | <input type="checkbox"/> Fluent | <input type="checkbox"/> Proficient | <input type="checkbox"/> Working Knowledge | <input type="checkbox"/> No Knowledge |
| ARABIC: | <input type="checkbox"/> Fluent | <input type="checkbox"/> Proficient | <input type="checkbox"/> Working Knowledge | <input type="checkbox"/> No Knowledge |
| OTHER: : | <input type="checkbox"/> Fluent | <input type="checkbox"/> Proficient | <input type="checkbox"/> Working Knowledge | <input type="checkbox"/> No Knowledge |

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 the Camp Transfiguration or the Village: Include an essay containing a.) a brief biographical sketch, b.) what you hope to offer to the Campers who will be placed in your care, c.) what you hope to offer to the staff with whom you will work, and d.) what you hope to gain by serving at the Camp.
- 2) If you have served on the Camp Transfiguration or Village Staff during a previous season: Include the two most important things you learned in your last experience serving on as Camp Staff and two aspects of your performance upon which you hope to improve.

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 Transfiguration does not and will not discriminate against any student, employee, or other person because of race, color, ancestry, national origin, age, sex, veteran's status, or disability

Camp Transfiguration Staff Policy for Online Social Networking and Blogging Websites

Once a person accepts a position as a member of the staff at Camp Transfiguration, they accept a great responsibility that lasts well beyond the time that we spend together at camp. Camp Transfiguration staff members will forever be recognized by campers, parents, clergy, fellow staff members, and many others as a representative of the camp and, more importantly, the Orthodox Christian faith.

In general, Camp Transfiguration 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 Transfiguration 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 Transfiguration 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 Transfiguration, 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 Transfiguration, other campers, or staff of Camp Transfiguration.
- 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.

Print Name

Signature

____/____/____
mm dd yr

Camp Transfiguration Photographs/Videos / DVD /Website Approval

Note: Please check the applicable boxes:

I give / I do not give permission for the use of any video images, photographs, audio recordings, or any other visual or audio reproduction that may be taken of my child during camp to be used in the camp video, on the camp website, for promotional purposes of the camp, or shown as Camp Transfiguration sees fit.

I would like to purchase the camp DVD for the price of \$20.00. Please enclose a separate check for \$20.00 make payable to Camp Transfiguration.

Signature

____/____/____
mm dd yr

