



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

General Information for Volunteer Staff

Selection: Volunteer Staff must be at least 18 years of age. Volunteer Staff are selected based on the application essay and previous performance as a staff member. Notification of selection will be sent prior to June 15, 2010.

Screening: Applicants must provide previous work (including volunteer) history. The Clergy Reference form must be completed by your parish priest; 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 appropriate deadline. Please carefully follow the instructions given on the reference forms.

Medical Records: All volunteers must complete the Medical Form which may be downloaded from our website after you are selected. Return the completed form no later than two weeks prior to your arrival.

Daily Schedule: Volunteer Staff will be given a work schedule on the first day of the session. In addition to morning and afternoon work assignments, Volunteer Staff will be expected to be present at all Church services and meals. Following Vespers and dinner, Volunteer Staff have the option of observing the campers' evening program or may choose to take some time off if not helping with the evening snack.

Camp Rules and Appropriate Dress: Volunteer Staff are expected to follow all general camp rules listed in the Camper Parent Booklet, which can be downloaded from our website. It is expected that all Volunteer Staff read through the booklet prior to arrival at camp. This handbook includes a section containing both appropriate and inappropriate apparel.

Housing: Room & board are provided free of charge for those staying on camp grounds. Volunteer Staff are housed in cabins on the camp grounds.

Volunteer Activity Overview

There are 2 positions to choose from for volunteers: Kitchen and Assist in Camp Activities
 The following are brief summaries of the type of work, for the 2 positions

Kitchen	Assist in Camp Activities
Meals ● Help with the preparation of meals ● Help with cleaning of the kitchen ● Help with cleaning of the dining hall ● Setting up serving stations ● Serve campers at meal time ● Assist campers in table set-up	Help with morning activities Help with afternoon activities Help with evening activities
Gimme Shop (Afternoon Snack) ● Set up and serve soft drinks, candy, snacks ● Clean up ● Update balance of camper spending money	
Evening Snack ● Assist Evening Program Director with preparing and serving of snacks	
Cabin inspection ✓ Inspect the campers' cabins and rate how clean the cabins are kept	



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Volunteer Application

APPLICATION INFORMATION

NAME: _____
 First Name _____ Last Name Legal _____
 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. _____
 T- SHIRT SIZE: S M L X-L 2X-L 3X-L

DURATION

PLEASE SELECT THE SESSION YOU WOULD LIKE TO ATTEND:
 Session 1 (Aug. 15 – Aug. 21) OR Session 2 (Aug. 21 – Aug. 28) OR Session 1 and 2

If you cannot stay for the whole session please specify the dates you will be available.

From : ____/____/____ To: ____/____/____
Month Day Year Month Day Year

MOST RECENT WORK (including volunteer work) HISTORY

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

POSITION

Please select the position you are interested in volunteering for *You may indicate more than one position if desired, in order of preference (1 = first choice, 2 = second choice, etc).*

_____ Kitchen _____ Assist with camp activities

LANGUAGE

Please check below the languages which you speak.

- ENGLISH: Fluent Proficient Working Knowledge No Knowledge
 FRENCH Fluent Proficient Working Knowledge No Knowledge
 ARABIC: Fluent Proficient Working Knowledge No Knowledge
 OTHER: : Fluent Proficient Working Knowledge No Knowledge

Dress Code

All staff should model Christian modesty in their choice of attire and be good role models for campers. The following is the camp's dress code given to the campers and parents when they register:

While camping is of its nature informal, Christian modesty should be your guiding principle when dressing for camp. Inappropriate clothing will not be permitted to be worn. Inappropriate clothing includes, but is not limited to:

- open back tops
- low-cut fronts
- skin tight clothing
- half shirts
- two-piece bathing suits
- tank tops with less than two finger-width straps
- shorts cut shorter than a few inches above the knee
- low-cut waistlines

No more than two pairs of earrings are permitted for girls, none for guys (we're old fashioned—and proud to be!). Excess earrings must be removed upon arrival.

Because of our outdoor setting with uneven terrain, tree roots, etc, backless shoes (flip-flops, etc.) are not permitted to be worn outside the cabin at any time, but should be packed as shower shoes. Open-toed shoes will be allowed, provided they have a back (at least a back strap). Athletic shoes must be worn during Afternoon Program.

Dress for daily church services is casual, however long pants and covered shoulders are required. For Divine Liturgies, boys are expected to wear a collared shirt (tie preferred), and girls should wear a dress or skirt and blouse, with skirt length at least knee-length or lower. There will be one Divine Liturgy for the counsellors on Sunday before the campers come and another for the whole camp on the Wednesday.

In addition, staff members must keep any tattoos covered at all times.

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*

Punctuality

All staff need to arrive at all scheduled activities on-time and prepared. Staff are required to communicate to campers the importance of punctuality, and lead by example.

Any staff member found to be in violation 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*