

Camp Transfiguration

2018 Staff Application Package



The Light on the Mountain

***“As each one has received a gift, minister it to one another,
as good stewards of the manifold grace of God”***

1 Peter 4:10

About Camp T...

Mission Statement

The mission of Camp Transfiguration 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. Translated to Greek, “transfiguration” becomes “metamorphosis” which literally means, “to change”. Camp Transfiguration aims to instill in all of its campers, staff and volunteers the glorious teachings of Jesus Christ, as well as the traditions of the Orthodox Church, for their spiritual growth and for the glorification of God. To accomplish this, we will seek to bring young people to:

- Awareness of self and their fellow man in God
- A deepening of their Orthodox way of life
- A greater awareness of their living religion
- Good sportsmanship in the fellowship of divine love
- Growth in personal relationships and personal responsibility
- An appreciation of nature and a concern for the environment

Camp 2018

Camp Transfiguration will be held at **Camp Wingate**, same location as last year. Camp Wingate is located in Saint-Adolfe-d’Howard, Quebec a few minutes away from Saint-Sauveur. All staff should be aware of the following dates:

- Camp T Fellowship Weekend @ Camp Wingate– *dates to be confirmed* (this event is optional; its aim it to keep fellowship between current and old staff members)
- Camp Staff Training (MANDATORY) – Thursday, August 9th to Saturday, August 11th 2018.
 - *Location to be confirmed* (in Ottawa or Montreal)
- Session 1 – Sunday, August 12th to Saturday, August 18th 2018
- Session 2 – Sunday, August 19th to Saturday, August 25th 2018

Our Team

The executive committee consists of the following team members:

<i>Director</i>	Alex Younes
<i>Camp Head Priest</i>	Fr. Nektarios Najjar
<i>Assistant Director</i>	Karla Samman
<i>Treasurer</i>	Michael Lawand
<i>Members at Large</i>	Anna Cocja Caroline El-Chaâr Ronnie Lawand Rean Lawand Saloma Tannis Theo Tannis Samer Taweel Katya Zeidan

Application Information

Vision

All members of the Camp Staff are responsible for carrying out the Mission of Camp Transfiguration. They must help strengthen the Camper's grasp of the basics of the Christian life.

Application Checklist

A complete application must include the following:

- 1) A completed and signed **Staff Application Form**
- 2) The **Clergy Reference Form** completed by your parish priest
- 3) The **Lay Reference Form** completed by a non-relative (*only if it is your first year on staff*)
- 4) A fully completed **Staff Medical Form**
- 5) A 1-2 page **applicant essay** (details specified below).
- 6) A photocopy of any **relevant certifications** (CPR, Life Guarding, etc.)
- 7) A **Certified Criminal Record** check will be requested for all staff members.

*You may be asked to provide a recent picture of yourself.

There are limited spaces available for staff members, including counselors. Selection will be based upon the strength of the candidate's application.

Expectations

Camp Staff must be at least **19 years of age before December 31st 2018**. All camp staff are required to attend the entire Staff Training and the entire camp week of either session one or session two, or both sessions. Additionally, all staff members are strongly encouraged to attend the Camp Transfiguration Fellowship Weekend and will be required to attend/participate in training exercises in the weeks preceding camp. Emergency leave of absences during camp are granted at the discretion of the Camp Director. Those staff taking part in only Session 1 should plan to depart camp by 3pm on Saturday August 18th. Those taking part in only Session 2 should arrive no later than 3pm on Saturday August 18th.

References

This registration package includes two reference forms: one to be completed by your parish priest, and one to be completed by a non-relative adult (teacher, coach, employer, etc.) who has 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: a) collect then include in your application the completed references, or b) to ensure that they are sent directly to the camp address by the deadline date. Please carefully follow the instructions given on the reference forms.

Medical Information

The *Staff Medical Form* must be filled out in its entirety, and submitted along with the application form. All information is required such that the camp first aid coordinator and applicable staff may be prepared to provide appropriate care. This information will be kept confidential with the camp first aid coordinator and director. A medical professional will be on site, full-time, during the camping session to take care of any health care needs.

Deadlines

All **counselor** applications must be postmarked no later than **February 28th, 2018**. Notification of acceptance will be sent out on or before April 30th, 2018.

Individuals applying for **staff positions** (head counselors, program director, first aid coordinator and assistant, administrative director and program coordinators) must submit all forms prior to **January 31st, 2018**.

Applicant 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 Camp Transfiguration, 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
 - d. What you hope to gain by serving at the camp
- 2) If you have previously served on staff at Camp Transfiguration, include:
 - a. The two most important things you learned in your last experience
 - b. Two aspects of your performance upon which you hope to improve
- 3) If you are applying for a staff position, please provide details about the specific program you are applying for and what you hope to bring to it.

Camp Policies

Contained in this document you will find the Policies of Camp Transfiguration. Please read carefully the *Policy for Social Media* and the *Dress Code Policy* prior to completing the application. All camp policies, staff roles and responsibilities as well as dress code will be reviewed during training.

Staff Roles and Responsibilities

Also contained in this document is a description of the roles and responsibilities of all staff members. It is important that these be reviewed, especially by those applying for head counselor and coordinator positions. A camp organizational chart has been included to illustrate the flow of responsibility. The roles and reporting structure may be adjusted in order to best suit the staff selected for these jobs.

Bursary

A \$200 'Travel Bursary' shall be awarded to each staff member of Camp Transfiguration.

Registrar Contact Information

Questions regarding the application process or camp itself may be directed to:

karla.samman@hotmail.com (or info@camptransfiguration.org)

All camp registration material (including references and medical forms) should be submitted BY EMAIL.

If you need to mail a lay or clergy reference, please send it to the following address:

Camp Transfiguration,
c/o 44 Nicholson Ave.,
Pointe-Claire, Québec,
Canada H9R 6A2

Camp Policies

READ CAREFULLY!

Policy for Social Media

Once a person accepts a position as a member of the Camp Transfiguration staff, they accept a great responsibility that lasts well beyond the time spent 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 (i.e. Facebook, Twitter, Instagram, etc.), personal websites, and blogs positively and respects the right of staff to use them as a medium of self-expression.

Each Camp Transfiguration staff member who posts information (text and photos) on the internet in any format including social networking websites, personal websites, 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 website:

- 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 websites 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 website 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.

Dress Code Policy

All staff should be good role models for campers, and thus it is of the utmost important that the *Dress Code* be followed strictly. While camping is by its nature informal, Christian modesty should be the 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 women, none for men. Excess earrings must be removed upon arrival.

Because of the outdoor setting with uneven terrain, tree roots, etc, neither open-toed nor backless shoes (flip-flops, etc.) are not permitted to be worn outside the cabin at any time, but may be packed as shower shoes. 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, men are expected to wear a collared shirt (tie preferred), and women should wear a dress or skirt and blouse, with skirt length at least knee-length or longer. Staff should be prepared for at least two Divine Liturgies.

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.

***** All camp policies, staff roles and responsibilities as well as dress code will be reviewed during training. *****

Staff Roles and Responsibilities

The following are general descriptions of the roles and responsibilities for each staff member @ Camp T.

Counselor:

- Live with and provide for the needs of campers in each cabin and guide them in a Christian manner 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:

- Help the Camp Mentor plan and prepare Staff Training as well as CIT program.
- Handle Camper issues brought by Counselors, and supervise Counselors throughout the day.
- Routinely evaluate the performance of the Counselors and CITs, and offer insightful feedback.

Morning Program Coordinator:

- Prior to camp, plan camp's daily morning program schedules in cooperation with the Program Director.
- Work with Spiritual Advisor/Camp Head Priest in finalizing Christian Education sessions.
- Prepare materials, equipment and staff needed for each activity.
- Supervise morning program Counselors in execution of program.

Afternoon Program Coordinator:

- 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.
- Prepare materials, equipment and staff needed for each activity.
- Supervise Counselors in execution of programs.

Arts and Crafts Coordinator:

- Prior to camp, work with the Program Director to develop arts and crafts activities (including rainy day activities).
- Prepare materials and equipment for each activity, including Morning program arts and crafts lesson with the Morning Program Coordinator.
- Prepare materials, equipment and staff needed for each activity.
- Supervise Counselors in execution of programs.

Evening Program Coordinator:

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

Overnight Coordinator:

- Prior to camp, work with the Program Director to plan the overnight for oldest and second oldest cabins, with backups for rain.
- Prepare a spiritual activity for each overnight, with the help of Camp Head Priest.
- Prepare materials, equipment and staff needed for each activity.
- Supervise Counselors in execution of programs.

Weekend Program Coordinator:

- Prior to camp, work with the Program Director to develop activities for campers staying over at camp between Week 1 and Week 2 (including backup activities for rainy days).
- Prepare a list of tasks for volunteers helping during the weekend.
- Supervise Counselors (or Volunteers) in execution of programs.

Registrar:

- Coordinate registration process for staff, volunteers and campers, including payment for the latter.
- Be available for questions and concerns of parents with Assistant Director and Director.
- Provide the first aid coordinator with a medical binder.

First Aid Coordinator

- Review staff and camper medical forms, with documents provided by registrar.
- Provide camp executives and kitchen staff with a list of allergies.
- Prepare an individualized list of
- Ensure the medical safety of all people on campground.
- Give medication to campers and staff as prescribed.
- Take care of minor medical emergencies.

Kitchen Coordinator:

- Prior to camp, develop menu for meals throughout both sessions.
- Ensure that all equipment and supplies are ordered in advance.
- Coordinate kitchen volunteers and ensure smooth food service.
- Stock and supervise 'Gimme Shop'
- Ensure cleanliness of kitchen.

Volunteer Coordinator:

- In coordination with each of the programs, prepare daily schedule for volunteers.
- Supervise and encourage volunteers.

Media Coordinator:

- Photograph, film and digitally document camp.
- Upload appropriate content to social media sites for viewing of parents.
- Be responsible for organizing and taking camp photo as well as cabin photos.
- Edit and screen a 25-30 minute video to be shown on the last night of camp.
- Following camp, prepare and distribute DVD to campers.

Camp Mentor:

- Plan, prepare and lead Staff Training as well as CIT program (in cooperation with directors and head counselors).
- Train Program staff alongside with the Assistant Director

Administrative Director:

- Order t-shirts and ensure all general camp supplies are purchased.
- Complete staff manual and organize all documents needed by camp staff.
- Oversee general camp logistics to ensure cooperation between all service providers (first aid coordinator, volunteer, kitchen, media).
- Prepare lists of campers and assemble final cabin lists.
- Organize registration Day and departure day (with Registrar and Assistant Director)

Program Director:

- Coordinate scheduling (with the aid of each specific program's coordinator) of the Master Schedule including morning/afternoon/evening activities, arts and crafts and overnight.
- Provide feedback and guidance to program coordinators.
- Help each program coordinator to organize, prepare, budget, and purchase materials.
- Plan, prepare and lead Staff Training (in cooperation with Head Counselors & Directors).

Communication Director:

- Maintain camp email/mail correspondence and archived documents.
- Prepare camp Newsletter in January and in November every year, alongside with the Assistant Director.
- Ensure the visibility of camp in parish, diocese and archdiocese events, alongside with the Assistant Director.
- Run the camp website and Facebook and Instagram page; prepare bulletin announcement for parishes
- Follow-up on campers and staff experience after camp.

Assistant Director:

- Oversee all aspects of planning to ensure cooperation of camp directors, coordinators and head counselors in the preparation of programs and services.
- Plan, prepare and lead Staff Training (in cooperation with Head Counselors & Directors).
- Run daily staff meetings to facilitate communication between all camp staff.
- Manage camp spending within the context of the established budget.
- Facilitate the resolution of any camper, staff or volunteer issues.
- Ensure the safety of all participants in camp.
- Be available for questions and concerns of parents with Camp Director.

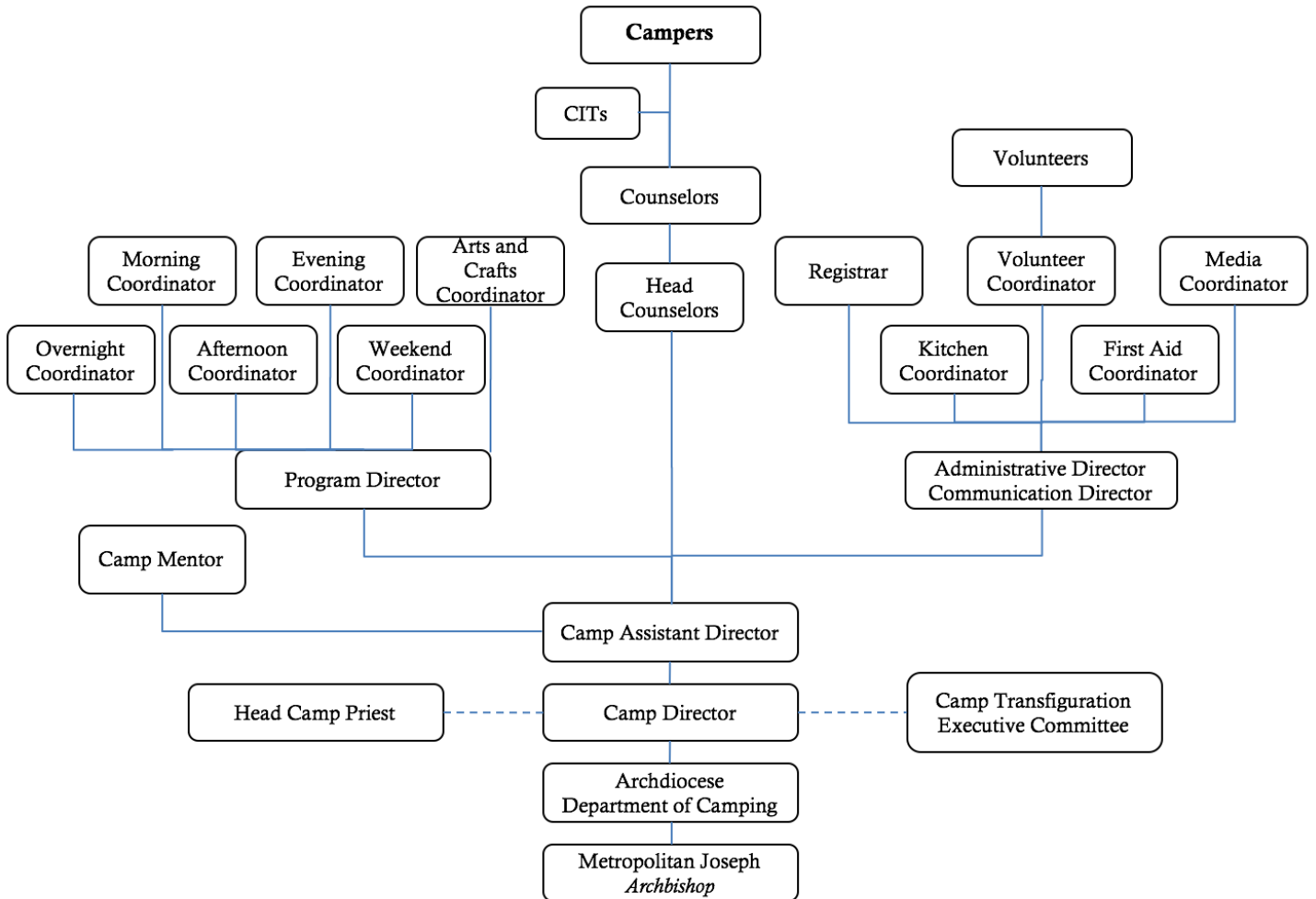
Camp Director:

- Oversee all aspects of planning to ensure cooperation of camp directors, coordinators and head counselors in the preparation of programs and services.
- Plan, prepare and lead Staff Training (in cooperation with Head Counselors & Directors).
- Run daily staff meetings to facilitate communication between all camp staff.
- Manage camp spending within the context of the established budget.
- Facilitate the resolution of any camper, staff or volunteer issues.
- Ensure the safety of all participants in camp.
- Be available for questions and concerns of parents with Assistant Camp Director.
- Oversee Assistant Director's work.

Camp Head Priest:

- Train a staff member in charge of liturgical services
- Provide daily service and liturgy schedule
- Be the spiritual advisor for all campers and staff members
- Update and approve Morning Program curriculum with respective Coordinator.

Camp T Organizational Chart



Staff Application Form

→NAME:

SEX: Male Female

EMAIL:

DATE OF BIRTH: _____ / _____ / _____
Month Day YearT-SHIRT SIZE: S M L XL XXLADDRESS: _____
(Street, include Apt. number) City Prov./State Postal/Zip Code Country

HOME PHONE #

WORK PHONE #

CELL PHONE #

EMERGENCY CONTACT:

NAME:

RELATION:

HOME #

WORK #

CELL #

HOME PARISH:

NAME:

CITY:

PROVINCE/STATE:

PARISH PRIEST (CLERGY REFERENCE):

SESSION: *Select the session you would like to attend* Session 1: (Aug. 12 – Aug. 18) Session 2: (Aug. 19 – Aug. 25) Session 1 & 2: (Aug. 12 – Aug. 25)**POSITION YOU ARE APPLYING FOR:** *Indicate in order of preference (1 = first choice, 2 = second choice, etc.)**Applications for staff positions (head counselors, coordinators and directors) must be submitted by January 31st, 2018.*

<input type="checkbox"/> Counselor	<input type="checkbox"/> Morning Coordinator	<input type="checkbox"/> Administrative Director
<input type="checkbox"/> Head Counselor	<input type="checkbox"/> Afternoon Coordinator	<input type="checkbox"/> Volunteer Coordinator
<input type="checkbox"/> Weekend Coordinator	<input type="checkbox"/> Evening Coordinator	<input type="checkbox"/> Media Coordinator
<input type="checkbox"/> Overnight Coordinator	<input type="checkbox"/> Arts and Crafts Coordinator	<input type="checkbox"/> First Aid Coordinator

COUNSELOR PROGRAM PREFERENCE: *Indicate your job preference or select both if you are indifferent.* Christian Education Teacher (Morning Program) Activity Leader (Afternoon Program)

NON-DISCRIMINATORY NOTICE: Camp Transfiguration does not and will not discriminate against any student, employee, or other person because of race, colour, ancestry, national origin, age, sex, or disability.

LAY REFERENCE:	<i>NAME:</i>	<i>PHONE #</i>
	<i>RELATION TO APPLICANT:</i>	

Previous Camp Experience

<i>Year</i>	<i>Camp Name</i>	<i>Position (Please specify: Camper, CIT, Counselor, Staff, etc.)</i>
<i>Year</i>	<i>Camp Name</i>	<i>Position (Please specify: Camper, CIT, Counselor, Staff, etc.)</i>
<i>Year</i>	<i>Camp Name</i>	<i>Position (Please specify: Camper, CIT, Counselor, Staff, etc.)</i>

Teaching/Youth Ministry Experience

<i>Year</i>	<i>Ministry Program</i>	<i>Duties/Position (Please specify)</i>
<i>Year</i>	<i>Ministry Program</i>	<i>Duties/Position (Please specify)</i>

Most Recent Work Experience

<i>Dates of Employment</i>	<i>Company</i>	<i>Position</i>	<i>Supervisor</i>	<i>Phone Number</i>
<i>Dates of Employment</i>	<i>Company</i>	<i>Position</i>	<i>Supervisor</i>	<i>Phone Number</i>

Education

<i>Dates Attended</i>	<i>School</i>	<i>Degree</i>	<i>Year in School (as of Sept. 2015)</i>	<i>Grad Date</i>
<i>Dates Attended</i>	<i>School</i>	<i>Degree</i>	<i>Year in School (as of Sept. 2015)</i>	<i>Grad Date</i>

Language Proficiency

Please check below to describe your proficiency in each language:

ENGLISH: Fluent Working Knowledge No knowledge

FRENCH: Fluent Working Knowledge No knowledge

ARABIC: Fluent Working Knowledge No knowledge

OTHER: [] Fluent Working Knowledge No knowledge

Active Certifications

Please include a photocopy of your certification card in your application. Indicate expiration dates below.

CPR → Expires: ___ / ___ / ___

Lifeguard → Expires: ___ / ___ / ___

Standard First Aid → Expires: ___ / ___ / ___

Other: _____ → Expires: ___ / ___ / _____

Media Consent

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 myself 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.

APPLICANT'S ATTESTATION

By signing below, I attest that I have read, understand, and agree to all of the instructions given in the *Staff Application Package*, as well as all of the Policies of Camp Transfiguration, specifically the *Policy for Social Media* and the *Dress Code Policy*.

I attest that all of the information I have provided in the assembled application package is true and I have answered all questions honestly.

Enclosed, I have assembled the following items:

- A completed and signed Staff Application Form
- The *Clergy Reference Form* completed by your parish priest
- The *Lay Reference Form* completed by a non-relative (*only if it is your first year on staff*)
- A fully completed *Staff Medical Form*
- A 1-2 page applicant essay
- A photocopy of any relevant certifications (CPR, Life Guarding, etc.)

Applicant Signature: _____ Date: _____

Administrative Mailing Address

All camp registration material (including references and medical forms) should be submitted BY EMAIL.

Scanned and Emailed to:

Info@CampTransfiguration.org

If you need to mail a lay or clergy reference, please send it to the following address:

Camp Transfiguration,
c/o 44 Nicholson Ave.,
Pointe-Claire, Québec,
Canada H9R 6A2