



## NEW VOLUNTEER STAFF APPLICATION

Due By March 1, 2008

### PERSONAL INFORMATION:

Name \_\_\_\_\_ Sex: M F

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Address Valid Until \_\_\_\_\_

Phone Evening ( ) \_\_\_\_\_ Day ( ) \_\_\_\_\_

Pager/Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Evening ( ) \_\_\_\_\_ Day ( ) \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Will you be at least 18 years of age by the first day of camp? YES NO

Will you be at least 19 years of age by the first day of camp? YES NO

Social Security # \_\_\_\_\_ Birthday Month/Day (example 09/26) \_\_\_\_/\_\_\_\_

Drivers License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Is your driver's license in good standing? YES NO

Have you ever been convicted of a felony? YES NO If yes, please attach an explanation

How did you hear about Camp Kindle? \_\_\_\_\_

T-shirt Size \_\_\_\_\_

#### Emergency Contact:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

#### List past experience with young people

<u>DATES</u>	<u>ORGANIZATION</u>	<u>POSITION</u>	<u>PHONE</u>	<u>SUPERVISOR</u>

**EDUCATIONAL BACKGROUND:**

	School	Dates of Attendance	Degree/ Diploma	Major	Minor
High School					
College					
Other					

**EMPLOYMENT HISTORY:** List present or most recent first. Use an additional sheet if necessary. Include significant volunteer work.

Company Name and Address
Position Title and Description of Duties
Immediate Supervisor and Telephone Number
Dates and Number of Hours per Week
Reason for Leaving

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Do you speak any language other than English? \_\_\_\_\_

Working with children with chronic, debilitating and/or life threatening illness is a unique and challenging experience. It can create a variety of feelings and questions within yourself and your life. It is an essential part of the role of a Counselor to be aware of your own feelings.

The following questions will give you an opportunity to think about some of your previous experiences and reactions. Please consider these carefully, and then share your thoughts with us. Your responses will provide us with a better understanding of who you are and how you might deal with the responsibility of this role.

On a separate sheet of paper, please answer the following questions. Please type or print legibly. Staple responses to this application.

1. What experience do you have working with youth?
2. Have you ever worked with children impacted by HIV or AIDS before?  
If you answered yes, to what extent, if you answered no do you have any hesitations?
3. Have you ever attended summer camp before? If you answered yes, in what capacity?
4. What motivates your decision to be a volunteer at Camp Kindle?
5. What contribution(s) do you think Camp Kindle makes to the children it serves?
6. Please describe what characteristics you possess that would qualify you to be a good role model for children living with HIV and AIDS.
7. Describe a difficult situation you have encountered. How did you resolve it? How would you improve on your response given a similar situation?
8. Many of our campers come from challenging backgrounds. This can often create behavior management issues while at camp. What skills do you have that will help you and the campers have a safe and successful week?
9. Why do you want to make Camp Kindle a priority this summer?
10. What extra curricular activities are you currently involved with? Are there other activities you have been involved with during the past few years? Have you held any offices or received any awards?

- Do you have a history of drug or alcohol abuse? YES NO
- Have you or are you in any drug or alcohol treatment program? YES NO
- Have you ever been treated for psychiatric or mental disorders? YES NO
- Are you taking any medication or do you have any physical limitations which would hinder your abilities to safely perform any of the duties of a counselor? YES NO
- Have you ever been convicted of, or are you presently under investigation for any matter related to child abuse, sexual misconduct, violence, and/or possession or use of illegal drugs or alcohol? YES NO

If you have answered "yes" to any of these questions, please provide details on a separate sheet of paper and staple your response to this application.

**ACTIVITY SKILLS:**

*I would like to be considered to lead the following activities:* (Please, number them with “1” being your first choice. Leave the positions you are not interested in blank.)

- Pool       Field Sports       Arts & Crafts       Nature       Ropes Course
- Dance       Cheer       Games       Golf       Archery
- Horses

\*Please describe your experience/skills: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CERTIFICATIONS:**

If you hold any of the following certifications, please check and attach a copy of the certificate to this application. (These certifications are not required for volunteers.)

- CPR
- First Aid
- Emergency Water Safety
- Lifesaving (Type\_\_\_\_\_)
- Water Safety Instructor
- Others \_\_\_\_\_

All staff must have a medical check up within the 12 months prior to camp. If selected will you provide Camp Kindle with a copy of your medical check up?    YES    NO

**All staff must submit three letters of recommendation to be considered for a position. The recommendation form provided can be completed by individuals to fulfill this obligation.**

**Please indicate what session(s) you are interested in:**

- July 19- 27, 2008 (California)
- August 2- 10, 2008 (Nebraska) New Staff Training August 1, 2008

Do you have any conflict which would prohibit your full participation in the session(s) you selected?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**All volunteers must be at least 16 years of age to participate at Camp Kindle. To be considered as a full-time camp counselor you must be 18 for the CA session and 19 for the NE session (this is determined by individual state law).**

**\*Please note age guidelines when making your choices on the following volunteer positions you would like to be considered. Position descriptions are also attached for your review.**



## **OPEN POSITIONS (Please keep this page for your reference)**

### **Counselor In Training (Must be 16/17 year olds at CA session and 16-18 year olds at NE session)**

These individuals will be working closely with the full-time camp counselors in their cabin groups. You may be working with one cabin the entire week or many different cabins. You will also have the chance to help set-up and run different camp activities and will attend staff training meetings throughout the camp session.

### **Junior Counselor (Must be 16 or 17 year olds at CA session and 16-18 year olds at NE session)**

This position is filled based on your past camp experience and other experience working with youth. If selected, you will be assigned to one cabin to assist for the entire session. You will be working under one or two camp counselors who will be "in charge" of that cabin. You will work 24 hours a day with this group of 5-12 youths in helping to direct them in planned and sometimes unscheduled camp activities. The age groups are generally broken down into 7 and 8 year olds, 9 and 10 year olds, and 11 and 12 year olds.

### **Camp Counselor working with the 7-12 year old**

These Individuals will work 24 hours a day with a group of 5-12 youths in directing them in planned and sometimes unscheduled camp activities. The age groups are generally broken down into 7 and 8 year olds, 9 and 10 year olds, 11 and 12 year olds, 13 year olds and 14 and 15 year olds.

### **LIT Camp Counselors**

You will be the supervisors of the LIT campers (the 13-15 year old campers) as their camp counselor. You will also help guide them in leadership activities, which you will help to plan. This will include the LIT Campfire, Lipsync, leadership building activities, service project, etc.

### **Nurse Assistants**

These Individuals will work closely with the other staff members who make up the camp infirmary including nurses and a possible physician. You may help check in and out patients, supervise medication disbursement, handle small injuries, gather campers for medication, etc. You need to have some medical background to be considered for this position (example: medical or nursing student).

### **Arts and Crafts Directors**

You will be in charge of all the arts and craft activities handling anywhere from 5-20 campers at a time. You will need to plan several different projects.

### **Ropes Course Director (Nebraska position only)**

Your duties will include harnessing and running the wall and zip line as well as the other high and low ropes course elements. You will also help the campers process the experience through understating who was the leader, how could we have worked better, what did work well, etc. **TRAINING IS REQUIRED.**

### **Psychosocial Team**

You will help maintain harmony among the campers and staff in helping them to get through cabin difficulties. You will also need to handle any abuse claims that may arise. You will also be asked to help teach one or more of the educational breakout sessions.

### **Evening Program Assistants**

You will work with the Evening Program Director to plan and execute each of the nightly activities. This includes doing work prior to camp.

### **Camp Assistants**

You will help in anyway needed, this may include assisting with various cabins, conducting activities, setup or take down of activities, running into town for needed items, helping with the infirmary, etc.

### **Kitchen Staff**

Duties may include helping serve meals, pass out and or prep snacks, set-up and clean-up after each meal.

**Recommendation for NE Camp Kindle Summer Staff**

Please send to Camp Kindle 28245 Ave Crocker, Ste 104, Santa Clarita, CA 91355  
or email to [nichol@projectkindle.org](mailto:nichol@projectkindle.org) or fax 702-995-9186

Name of Potential Staff Member: \_\_\_\_\_

The above named individual has applied to work at a Camp Kindle, this upcoming summer. Camp Kindle is a weeklong summer camp for youth 7-15. This applicant would like to be considered for a Volunteer Staff Member Position. The information you provide below will help us to determine if this applicant is suitable to work at Camp Kindle. Thank you for taking the time to complete this recommendation and sending it back to us.

How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Do you know any reason why this applicant should not be working with children? Please explain.

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

If you had a child in our camp would you like to have the above applicant work with your child? Please explain.

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

What are the applicant's greatest strengths? Greatest weaknesses? Please explain.

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

Please Evaluate the Applicant on the following:

	Superior	Above Average	Average	Below Average	Cannot Evaluate	Comments
Attendance/Promptness						
Responsibility						
Dependability/Reliability						
Accepts Supervision						
Teamwork/Cooperation						
Maturity						
Warmth and Empathy						
Energy and Enthusiasm						
Adaptability & Flexibility						
Loyalty & Dedication						

Additional Comments:

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

I recommend this applicant-Strongly / Somewhat / With Reservation / Not to Accept. Why?

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

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

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Recommendation for CA Camp Kindle Summer Staff

Please send to Camp Kindle, 28245 Ave Crocker, Ste. 104, Santa Clarita, CA 91355  
or email to [nichol@projectkindle.org](mailto:nichol@projectkindle.org) or fax 702-995-9186

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In what capacity? \_\_\_\_\_

Do you know any reason why this applicant should not be working with children? Please explain.

\_\_\_\_\_

If you had a child in our camp would you like to have the above applicant work with your child? Please explain.

\_\_\_\_\_

What are the applicant's greatest strengths? Greatest weaknesses? Please explain.

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Please Evaluate the Applicant on the following:

	Superior	Above Average	Average	Below Average	Cannot Evaluate	Comments
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Maturity						
Warmth and Empathy						
Energy and Enthusiasm						
Adaptability & Flexibility						
Loyalty & Dedication						

Additional Comments:

\_\_\_\_\_

I recommend this applicant-Strongly / Somewhat / With Reservation / Not to Accept. Why?

\_\_\_\_\_

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

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_