



C/O Archangel Gabriel Orthodox Church
1237 Eraste Landry Road Lafayette, LA 70506
Phone: 337.232.9808
Email: CampStThekla@gmail.com
Website: www.CampStThekla.org

2010 Volunteer Application Instructions

Session I: Sunday, June 27 – Saturday, July 3

Session II: Sunday, July 4 – Saturday, July 10

PHILOSOPHY: All members of the Camp Staff; including CIT's (Counselors-in-Training), and Volunteers, are responsible for carrying out the Mission of Camp St. Thekla, 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: participation in the liturgical, sacramental, and ascetical life of the Church, and living in community with fellow members of the Body of Christ and with peace toward all of God's creation.

DURATION: Volunteer Check-In for the first session will take place from 1-5 pm on Sunday, June 27; and departure must be between 9 am and 12 noon on Saturday, July 3. Volunteer Check-in for the second session will take place from 1-5 pm on Sunday, July 4; and departure must be between 9 am and 12 noon on Saturday, July 10. Any deviations from these times require approval from the Camp Director. Emergency leave absences during camp are granted at the discretion of the Camp Director.

SELECTION: Volunteer Staff must be at least 19 years of age. Volunteer Staff are selected with preference given to those applications postmarked prior to **May 15**, the applicant's ability to stay the full session, those who are not parents of campers, the application essay, and previous performance as a staff member. Notification of selection will be sent prior to May 30, 2009.

SCREENING: Applicants must provide previous work (including volunteer) history and are required to fill out, sign and return the Voluntary Disclosure and Release for Background Check form, included with this application. Two references must be provided, one to be completed by your parish priest, and a second to be completed by a non-relative adult who has knowledge of your suitability for the position (i.e., an employer). 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 Camp St. Thekla participants must complete the Camp Health History and Examination 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 Volunteer Staff Handbook which may be downloaded from our website. It is expected that all Volunteer Staff read through the handbook prior to arrival at camp. This handbook includes a section containing both appropriate and inappropriate apparel.

INTERACTION WITH CAMPERS: Volunteer Staff are most effective when working as a team and focus on their specific responsibilities rather than the activities of campers or hired staff. In order to facilitate the campers' growth in a setting away from home, we discourage parents from applying to volunteer while their children are at camp. Parents who are selected as Volunteer Staff during their child's camp session ought to expect almost no interaction with their child. Questions or problems should always be referred to the Volunteer Staff Coordinator or the Camp Director.

HOUSING: Room & board are provided free of charge for those staying on camp grounds. Volunteer Staff are housed in our staff cabins with other volunteers and staff. Unfortunately, we are unable to accommodate married couples in the same living quarters in these cabins. Volunteer Staff are permitted to stay off camp property at their own expense if that is desired.



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2010 VOLUNTEER APPLICATION

Name: _____ Preferred First Name: _____

Date of birth: _____ Age: _____ Telephone: _____

Gender: _____ Email Address: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Home Phone: () _____ School Phone: () _____

Parish Name: _____ City: _____ ST/PR: _____

Name of Parish Priest: _____

Emergency contact: _____ Relationship to Applicant: _____

Emergency Phone: Day () _____ Evening () _____

T-Shirt Size (circle one): Small Medium Large X-Large XX-Large XXX-Large

MOST RECENT WORK (INCLUDING VOLUNTEER) EXPERIENCE

Company: _____ Position: _____ Supervisor: _____ Phone #: _____ Dates: _____

Company: _____ Position: _____ Supervisor: _____ Phone #: _____ Dates: _____

Company: _____ Position: _____ Supervisor: _____ Phone #: _____ Dates: _____

Company: _____ Position: _____ Supervisor: _____ Phone #: _____ Dates: _____

REFERENCES

In addition to my parish priest, I have given the remaining reference form to the following person:

Name: _____ Phone: _____ Relationship _____

I plan to attend:

Session I: Sunday, June 28 – Saturday, July 4, 2009

Session II: Sunday, July 5 – Saturday, July 11, 2009

TRANSPORTATION

___ My travel arrangements have yet to be finalized and I will send the information no later than June 1.

___ My travel arrangements are given below:

I will arrive at camp by: ___ Driving In ___ Airplane (fill in box below) ___ Other:

Directions to the Camp are available on the website.

	Time	Airport/ Station	Airline	Flight No
Arrival				
Departure				

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

ESSAY

Please enclose a brief essay with your application on the following topics:

- 1) A brief biographical sketch.
- 2) Why you want to volunteer at Camp St. Thekla.

Agreement

___ I attest that all of the above information is true. I have read the accompanying Volunteer information sheet and agree to all of its contents. I also verify that I will be at least 19 years of age upon arrival at Camp St. Thekla.

Signature: _____

Date: _____

NON-DISCRIMINATORY NOTICE: Camp St. does not and will not discriminate against any applicant because of race, color, religious creed, ancestry, national origin, age, sex, veteran's status, or handicap.



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2010 Clergy Reference Form

Instructions for the Applicant: Please complete this part before giving it to your parish priest.

I, the undersigned, have agreed to waive my right to read this reference. After my reference writer completes this form, I will collect this reference inside an envelope with my priest's signature over the sealed flap and I will send it together with all other application materials, or arrange to have it sent directly to the camp by the **May 15 deadline**.

Printed Name: _____ Signature: _____ Date: _____

Priest's Name: _____ Parish: _____ City, ST/PR: _____

Instructions for Clergy Reference Writer: After completing this form, please place it in an envelope and sign your name over the sealed outside flap, and return it to the applicant. Your prompt completion of the form is greatly appreciated. If you prefer, you may mail the form directly to us at the above address. Thank you for your time and your valued assistance.

How long have you known the applicant? _____

Would you recommend this person for a Volunteer Staff position at Camp St. Thekla? Yes No

The applicant:

- works as a team member? Yes No No basis for judgment
- has difficulty taking direction from those in authority? Yes No No basis for judgment
- can be depended on to follow through with responsibilities? Yes No No basis for judgment
- would be easily entrusted with the care of my own children? Yes No No basis for judgment
- gets along well with most people? Yes No No basis for judgment

Please make any additional comments you think might be helpful to us in determining whether this applicant has the qualifications to be a hardworking member of the Volunteer Staff and the moral, Christian model among their peers.

Comments:

To the best of my knowledge, all statements made or indicated on this Reference Form are true and represent my honest appraisal of the qualifications of the applicants.

If needed, may we contact you for more information? Yes No

Daytime Phone Number: _____ Email Address: _____

Signature: _____ Date: _____



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2010 Reference Form

Instructions for the Applicant: Please complete this part before giving it to your reference writer.

I, the undersigned, have agreed to waive my right to read this reference. After my reference writer completes this form, I will collect this reference inside an envelope with my reference's signature over the sealed flap, and I will either send it together with all the other application materials, or arrange to have it sent directly to the camp by the by the **May 15 deadline**.

Applicant Name: _____ Applicant Signature: _____ Date: _____

Instructions for the Reference writer: After completing this form, please place it in an envelope and sign your name over the sealed outside flap, and return to the applicant. Your prompt completion of the form is greatly appreciated. If you prefer, you may mail the form directly to us at the above address. Thank you for your time and your valued assistance.

How long have you known the applicant? _____ In what capacity? _____

Would you recommend this person for a Volunteer Staff position at Camp St. Thekla? Yes No

The applicant:

- works as a team member? Yes No No basis for judgment
- has difficulty taking direction from those in authority? Yes No No basis for judgment
- can be depended on to follow through with responsibilities? Yes No No basis for judgment
- would be easily entrusted with the care of my own children? Yes No No basis for judgment
- gets along well with most people? Yes No No basis for judgment

If needed, may we contact you for further information? Yes No

Name: _____ Daytime Phone: _____

Address: _____ City, ST, ZIP: _____

Email Address: _____

To the best of my knowledge, all statements made or indicated on this Reference Form are true and represent my honest appraisal of the qualifications of the applicant.

Signature: _____ Date: _____

Camp St. Thekla Staff Policy for Online Social Networking and Blogging Websites

Once a person accepts a position as a member of the staff at Camp St. Thekla, they accept a great responsibility that lasts well beyond the time that one spends at the Diakonia Center in South Carolina. Camp St. Thekla 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 St. Thekla 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 St. Thekla 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 St. Thekla 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 St. Thekla, 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 St. Thekla, other campers, or staff of Camp St. Thekla.
- 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.

_____ / ____ / _____

CAMP ST. THEKLA
AUTHORIZATION FOR BACKGROUND CHECK AND VOLUNTARY DISCLOSURE

SECTION I. RESIDENTIAL HISTORY--Please provide your current and previous addresses of the last seven years, including temporary addresses (school, etc.)

Name: _____
(First, Middle, Last)

Alias/Other: _____

Date of Birth: _____ Social Security # _____

Driver's License #: _____ State _____ Exp. Date: _____

(1) Current Address: _____

City/State/Zip: _____ County: _____ Dates: _____

(2) Previous Address: _____

City/State/Zip: _____ County: _____ Dates: _____

(3) Previous Address: _____

City/State/Zip: _____ County: _____ Dates: _____

(Provide additional addresses on separate sheet if necessary)

SECTION II: AUTHORIZATION FOR BACKGROUND CHECK

I hereby authorize Camp St. Thekla and the agency or agencies it employs for background services, to obtain and release any information pertaining to my background, including any of the services noted below, for employment or volunteer purposes. I hereby fully release, indemnify and discharge my prospective employer or other source providing information from any and all claims, liabilities and/or damages arising out of or relating to any investigation of my background for said purposes.

I further authorize ongoing procurement of the above mentioned background services at any time during my employment (or contract). I also agree that a fax or photocopy of this authorization with my signature be accepted with the same authority as the original.

Applicant Signature _____ Date: _____

Witness Signature _____ Printed Name _____

(Please continue on next page)

SECTION III: VOLUNTARY DISCLOSURE

1. Have you ever been convicted of any crime of violence against minors, including but not limited to:

- Indecent assault and battery on a child under fourteen
- Indecent assault and battery on a mentally retarded person, indecent assault and battery on a person who has obtained the age of fourteen
- Rape
- Rape of a child under sixteen with force
- Assault with intent to commit rape
- Kidnapping of a child under sixteen with intent to commit rape
- Distribution and trafficking of narcotics or other controlled substances
- Intent to commit any of these listed crimes

Yes No If yes, please explain (use a separate sheet if necessary): _____

2. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children? Yes No

If yes, please explain (use a separate sheet if necessary): _____

3. Are you subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection? Yes No

If yes, please explain (use a separate sheet if necessary): _____

4. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? Yes No

If yes, please explain (use a separate sheet if necessary): _____

SECTION IV: AGREEMENT

I understand that:

1. Camp St. Thekla may deny employment to any person who answers any of the questions numbered 1-4 above in the affirmative.
2. In applying for a camp position, the information which I have furnished on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers.
3. Camp St. Thekla may terminate employment or volunteer service of any person:
 - a. Found to have a history of complaints of abuse of a minor and/or
 - b. Found to have resigned, been terminated or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor.
4. This disclosure statement must be updated yearly.

Applicant Signature _____ Date: _____