



## **JOB DESCRIPTIONS**

- ALL STAFF MUST PUT CAMPERS' NEEDS FIRST**
- ALL STAFF MUST PARTICIPATE ENTHUSIASTICALLY**
- ALL STAFF MUST BE RESPONSIBLE AND HAVE THE ABILITY TO TAKE POSITIVE ACTION**
- ALL STAFF MUST ATTEND ALL REQUIRED TRAINING SESSIONS**
- ALL STAFF MUST BE ABLE TO WORK WITH YOUNG PEOPLE AND ADULTS**
- ALL STAFF MUST HAVE PRIOR CAMP EXPERIENCE AND/OR EXPERIENCE WORKING WITH CHILDREN**
- ALL STAFF MUST ABIDE BY THE RULES AND POLICIES OF CAMP SAINT ANDREWS**
- ALL STAFF MUST AGREE TO RESPECT THE NEEDS AND PROPERTY OF OTHERS AND NOT PARTICIPATE IN ANY SEXUAL OR VIOLENT BEHAVIOR**

### **PROGRAM AIDES (P.A.'s)**

Qualifications:

1. 14 years old and/or previous experience at Camp Saint Andrews.
2. Must be able to work with campers and staff and assist Program Specialist.
3. Should be able to accept suggestions and directions readily from the adult staff.

Job Description:

1. Assist the program staff in the various activities.
2. You must always be available to fulfill any additional duties asked of you by the program Specialists or Program Director.
3. If you encounter any problems working with other staff, you must take your concerns to the Program Director.
4. Shall have the privileges of a camper when not given specific assignment.
5. Must give up other programs while assigned to a specific activity as program aide.
6. Be responsible for your own conduct.
7. May be required to work with the Counselor and Counselor-In-Training (C.I.T.) instead of the program staff, as needed.
8. Shall be responsible to the program staff as well as the unit staff. As a P.A., you are in a learning role to assist with activity instruction.

### **COUNSELOR-IN-TRAINING (C.I.T.) / PROGRAM STAFF-IN-TRAINING (P.S.I.T.)**

Qualifications:

1. 16 years old and/or Program Aide (P.A.) experience at Camp Saint Andrews.
2. Must be able to unite your campers and work with them as a team and assist the Counselor/Program Specialist.

Job Description:

1. Assumes responsibility for the welfare of all campers assigned to your program area and/or cabin.
2. Must know where Counselor is at all times and the counselor should know where you are.
3. Always be available to help counselor, even on sessions off.
4. Take over session when Counselor is off (Unit Director will assist you). Also, cover cabin when Counselor has Scarf or an emergency, etc.
5. Attend all camp gatherings and functions with your unit, such as meals, flag, campfire, etc.
6. Remind Counselor of special assignments, such as flag or hopping—he/she needs your help.
7. Help your unit with the skits, songs & yells and the All-Camp Activities.
8. C.I.T.'s and Counselors are to remain with the unit all day on the first day to focus on putting the campers at ease & getting to know them.
9. Assist the counselor/program specialist in planning activities for the campers and assist in the care and teaching of the program.
10. Meet with Counselor and U.D. daily to coordinate activities and discuss any problems with campers or staff.
11. Complete your evaluations and turn them in to the U.D. before the dance on Friday night.

If your role is primarily P.S.I.T., you will help the counselor in the absence of a C.I.T. If your role is primarily C.I.T., but you can teach, you may be asked to help with a program or activity. As a C.I.T./P.S.I.T., you will be in a learning status to train to become a Counselor/Program Specialist in the future years.



# Camp Saint Andrews

P.O. Box 1555. Millbrae. CA. 94030

## COUNSELOR

### Qualifications:

1. 18 years old, a senior high school graduate, or Counselor-In-Training (C.I.T) experience.
2. Must be able to unite your assigned cabin groups and work with them as a team.

### Job Description:

1. Assumes responsibility for the welfare of all campers assigned to him/her.
2. Must know where campers are and what they are doing at all times.
3. Must be on duty at all times, even if it is your session off.
4. Look out for the proper morale and discipline (refer to the Unit director (U.D.) as necessary) and care of his/her campers.
5. Attend all camp gatherings and functions with unit, such as meals, flag, fire, etc. unless otherwise assigned or you have the session off.
6. Insist that campers wash and clean up before each meal, shower regularly and sleep in suitable attire.
7. Counselors and C.I.T.'s are to remain with the unit all day on the first day to focus on putting the campers at ease & getting to know them.
8. Responsible to and works with the Unit Director.
9. Meet with U.D. and C.I.T. daily to coordinate activities and discuss any problems with campers or staff.
10. Take opportunities to coach and mentor counselor skills with your C.I.T.'s.
11. Keeps U.D. informed of his/her and the campers' whereabouts at all times.
12. Confirm that the U.D. will cover (or find coverage for) sessions off, Scarf, dance, etc.
13. Complete evaluations and turn them in to the U.D. before the dance on Friday night.
14. Responsible for settling the campers in to bed after the dance, before your UD relieves you for the evening.
15. Perform such other duties as may be assigned by the U.D.

**A counselor is a key-person in helping the staff to achieve the goals of Camp Saint Andrews. We are depending on our counselors for the effectiveness of the camp, but we also want this to be a satisfying experience for everyone. If you have any problems, disciplinary or otherwise try to resolve them through and with your Unit Director.**

## UNIT DIRECTOR

### Qualifications:

1. 21 years old, and/or have proven leadership capabilities.
2. Must be able to unite your assigned cabin groups and work with them as a team.

### Job Description:

1. In addition to the All-Camp-Activities, the Unit Director (U.D.) must spend at least one session each day with the campers as relief for the counselor's session off (mandatory) and/or the Counselor-In-Training (C.I.T.) session off (if counselor needs assistance).
2. Must always be available to relieve counselors (or find relief) whenever requested for Scarf, emergencies, etc.
3. Must participate with unit at camp gatherings, such as meals, Flag, Chapel, campfire, etc.
4. Assist with the unit's skit, song and yell, etc.
5. Always maintain camp discipline and morale.
6. Must know and enforce the safety procedures of the camp.
7. Give wake up calls to counselor(s) and make sure everyone is up and getting ready.
8. Meet with Counselor(s) and C.I.T.(s) daily to coordinate activities and discuss any problems with campers or staff.
9. Cultivate and encourage the leadership qualities of the counselor(s) and C.I.T.(s).
10. Pass on and confirm any announcements or schedule changes.
11. Insure that campers receive their medications from camp nurse.
12. Make cabin inspections and check on the personal hygiene (and eating habits) of the campers, especially the juniors.
13. On Friday night, the U.D.'s are responsible for covering or arranging cover for the cabins.
14. Be responsible for all evaluations in unit. Encourage counselors and C.I.T.'s to discuss the evaluations with Unit Directors.

## PROGRAM STAFF

### Qualifications:

1. Must have knowledge and experience in leading your designated program.

### Job Description:

1. You are expected to serve as relief for cabin sitting if requested by the Unit Directors (U.D.'s) for Scarf, dance, emergencies, etc.
2. Sets an example by participating and arriving on time for all CAMP gatherings, such as Flag, meals, campfire, etc.
3. Must be willing to serve as a judge (if so asked) for skit, song, yells, etc. and when doing so will be fair and positive in your remarks.
4. Always do your part to help maintain camp discipline and morale.
5. Must know and enforce the safety procedures of camp.
6. Reports to and work in cooperation with the Program Director.



## LEADERSHIP APPLICATION

### PERSONAL INFORMATION

Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Employers Phone: \_\_\_\_\_

Current School: \_\_\_\_\_

Drivers License # : \_\_\_\_\_

Social Security #: \_\_\_\_\_

Auto Insurance # : \_\_\_\_\_

Adult T-Shirt Size: S M L XL XXL (Select one)

E-Mail Address: \_\_\_\_\_

Do you wish to apply for Financial Aid: Yes No

Previous Scarf Color: \_\_\_\_\_

Please Check One:  I will download & Print Staff Forms from [www.campsaintandrews.org](http://www.campsaintandrews.org)

Please send me Staff Forms via US mail.

*\*Please send, with this leadership information form, a copy of your current Driver's License & Insurance Card OR High School I.D. Card (If under 18 and you do not have a driver's license or State I.D. Card).*

### EXPERIENCE: (additional paper may be used if necessary)

Please explain any experience you have with children: \_\_\_\_\_

List any leadership training you have had: \_\_\_\_\_

List any camp experience, including any special camps (i.e.: Camps for the Blind, etc.): \_\_\_\_\_

What are your hobbies or special interests? \_\_\_\_\_

List any other skills or experiences you feel might help at camp: \_\_\_\_\_

Experience working with youth in other organizations: \_\_\_\_\_

### CERTIFICATION

Do you have any of the following? If yes, please indicate the expiration date:

Red Cross first Aid Certificate  Yes Exp: \_\_\_\_\_ Red Cross Life Saving Certificate  Yes Exp: \_\_\_\_\_

Red Cross CPR Certificate  Yes Exp: \_\_\_\_\_ Swimming Instructor's Certificate  Yes Exp: \_\_\_\_\_

Please rank the positions applying for in order of your preference 1 to 3. (Please do not mark any positions that you are unwilling to accept):

Program Aide  Counselor-In-Training (C.I.T.)  Counselor  Unit Director (U.D.)

Program Specialist (Area \_\_\_\_\_)  Other (Specify: \_\_\_\_\_)

With which age group would you prefer to work? \_\_\_\_\_

Please  all areas in which you are **NOT** willing to assist:

- |  |                                       |  |  |                                       |
|--|---------------------------------------|--|--|---------------------------------------|
| <input type="checkbox"/> Archery         | <input type="checkbox"/> Active Games | <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Campfire      | <input type="checkbox"/> Chapel       |
| <input type="checkbox"/> Hiking / Nature | <input type="checkbox"/> Overnight    | <input type="checkbox"/> Rappelling    | <input type="checkbox"/> Rock Climbing | <input type="checkbox"/> Ropes Course |
| <input type="checkbox"/> Scarf Society   | <input type="checkbox"/> Singing      | <input type="checkbox"/> Skits         | <input type="checkbox"/> Sports        | <input type="checkbox"/> Swimming     |



**REFERENCES**

Please include references familiar with your character as it relates to working with youth: (Include social worker if you have one.)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

\*Have you ever been convicted of a misdemeanor?  YES  NO      \*Convicted of a felony?  YES  NO  
 \*Has your driver's license ever been revoked?  YES  NO      \*Do you use illegal drugs?  YES  NO  
 \*Have you ever been charged with child abuse or child neglect?  YES  NO  
 \*Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people?  YES  NO

If you answered "YES" to **ANY** of the above \* questions, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LEADERSHIP REQUIREMENTS**

As an applicant, you must possess the moral, educational and emotional qualities that Camp Saint Andrews deems necessary to afford positive leadership to youth. In addition you must pass all background checks required and attend all required training sessions.

**Drivers Agreement:**

I will be driving to camp. I am able and willing to carry \_\_\_\_ passengers. I certify that my vehicle is in good working condition, and comes equipped with a seat belt for each passenger that will ride with me. I, also, certify that I have a valid driver's license without restrictions, and that I am insured for at least the minimum amount of auto insurance required by the state of California. I further agree not to consume any alcoholic beverages, narcotics, or prescription medications that may impair my driving ability, prior to or during the drive to and from the pick up locations. \_\_\_\_\_ (Initial)

**Agreement:**

I understand that the information I have provided may be verified by contacting persons or organizations named in this application or by contacting any person or organization that may have information concerning me. Camp St. Andrew's reserves the right to conduct background DMV and Criminal Checks and I hereby release and agree to hold harmless from liability any person or organization that provides information I, also, agree to hold harmless Camp Saint Andrews, The Episcopal Diocese of California, & officers, employees, & volunteers thereof. **"In signing this application I have read the enclosed information and apply for a volunteer position with Camp Saint Andrews. I agree to comply with the Bylaws, rules and guidelines of Camp Saint Andrews. I affirm that the information I have given on this form is true and correct."** \_\_\_\_\_ (Initial)

**I have read the bottom of this form and agree to all conditions of application:**

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_  
 (If applicant is under 18 years of age)

**Date:** \_\_\_\_\_

**Conditions of Application:** [1] I am applying for a staff position for myself / my child for the Camp Saint Andrews session. [2] To pay a refundable application fee. [3] Failure to pay application fee within 7 days may result in an increase in application fee. [4] To pay refundable camp fee no later than the fees deadline as posted in the current year's registration forms [5] That upon written cancellation of participation fees will be refunded as outlined on the camp website or in the registration forms. [6] To CSA charging interest in the amount of 1.5% monthly for any outstanding fee balance not paid in full by fee deadline. [7] For the health, safety and welfare of all campers, the staff member must agree to abide by the rules of camp. [8] The camp reserves the right to dismiss any staff member whose conduct is unacceptable. This includes, but is not limited to: possession / use of drugs or alcohol, possession of knives or other weapons, fighting or leaving the camp grounds without permission. [9] Participants / Parents should understand that camp activities may include the risk of injury. Participants / Parents hereby release Camp Saint Andrew's and its staff of any claims, expense or damages arising out of participation in camp activities. [10] While participating in Camp Saint Andrew's, photographs and / or video of campers / staff may be taken. Camp Saint Andrew's reserves the right to use those images in order to promote the camp without financial compensation to participant, staff, family or others.

\*\* Camp Saint Andrews' staff use only \*\*

We are unaware of any information contrary to the information on this application. This applicant meets the leadership standards of Camp Saint Andrews.

Signature of Interview Committee Chair: \_\_\_\_\_

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

Signature of Camp Director: \_\_\_\_\_

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

Notes: \_\_\_\_\_