



## Camp JOURNEY 2017 VOLUNTEER STAFF APPLICATION PACKET

Thank you for your interest in volunteering at Camp JOURNEY. Camp is a unique and uplifting experience.

This application packet is to be used for applying to serve on staff for CAMP JOURNEY, a program of the Ross Point Camp and Conference Center.

The packet includes:

- Staff Application
- Program Skills sheet
- Question & Answer sheet (please fill out appropriate form)
- Background Check & Voluntary Disclosure form
- Reference form – **Please print (2) copies to distribute and mail to the camp office. All applicants must have (2) references – alumni and new staff.**

**Please return your application, program skills sheet, Q & A sheet, and background check forms to the camp director. The completed references can be mailed or scanned and emailed by you OR the person completing the reference can mail (Camp Journey, PO Box 8717, Spokane, W 99203) or scan and email to [kari@rosspoint.org](mailto:kari@rosspoint.org).**

IMPORTANT DATES:

### **Volunteer Staff Training – MANDATORY FOR ALL VOLUNTEER STAFF**

- **Saturday, July 29, 2017** - Training will begin at 9:30am at Ponderosa Elementary in Post Falls, Idaho. We will drive (or be transported) to Camp less than a mile down the road for lunch and continue training into the evening. All volunteers will overnight at camp.
- **Sunday, July 30, 2017** – Training will continue in the morning and conclude after lunch. Campers will arrive at 2 pm.

**Camp Dates:**

**Sunday, July 30, 2017 – Saturday, August 5, 2017 (concluding at Noon).**

**Contact Information:**

Kari Allen, “Kool”, Camp Director  
Camp Journey  
PO Box 8717  
Spokane, WA 99203  
Phone: 509-863-7379  
[kari@rosspoint.org](mailto:kari@rosspoint.org)

For Office Use Only			
	Application Received		Interview
	References Received		Medical Form Received
	Background Check		Agreement Received
	On line training		Personnel Policies

**Camp Journey**  
 PO Box 8717  
 Spokane, WA 99203  
 kari@rosspoint.org  
 phone:509-863-7379

## ***Volunteer Application 2017*** **CAMP JOURNEY**

**Application Deadline: March 31, 2017**

Each summer, 70-75 volunteers will be selected as counselors, program staff, unit leaders, and medical staff.  
**Note: Some recreational staffing is provided by the camp facility.**

PLEASE PRINT OR TYPE.

Name: \_\_\_\_\_  
First Middle Last

Mailing Address: \_\_\_\_\_  
Street & Number City State Zip

Email: \_\_\_\_\_

Telephone: Home ( ) \_\_\_\_\_ - \_\_\_\_\_ Work/School ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell ( ) \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: \_\_\_Male \_\_\_Female

Years' experience at a Camp: \_\_\_\_\_ Name of camp: \_\_\_\_\_

(Optional) Are you a cancer survivor? \_\_\_\_\_Yes \_\_\_\_\_No If yes, date of diagnosis \_\_\_\_\_  
Month/Year

Shirt Size: (Please circle one.) S M L XL XXL 3XL

Sweatshirt size S M L XL XXL 3XL

**I am interested in volunteering as:** (Please indicate your top 3 choices, number 1 being your first choice)

\_\_\_ Cabin Counselor: Responsibility for cabin group of up to 10 campers with a co-counselor. Sleeps in cabin with campers.  
**Age Group preference: (please circle) 7-9; 10-12; 13-15**  
**Leader in Training Program age; 16-17**

\_\_\_ Lodge Counselor: Works with multiple cabin groups. Same responsibilities as a cabin counselor. Sleeps in lodge room with other volunteers.  
**Age Group preference: (please circle) 7-9; 10-12; 13-15; Leader in Training age; 16-17**

\_\_\_ Day Camp Counselor: Responsibility for a group of up to 10 campers with co-counselors. **Age 5-7**

\_\_\_ Unit Leader: Supervises and coordinates camp activities of designated counselors with their cabins and campers.  
**Age Group preference: (please circle) 7-9; 10-12; 13-15; 16-17**

\_\_\_ Program Staff: Facilitates day and evening activities for camp.

\_\_\_ Healthcare Staff: Provides medical care for campers and staff both routine and specific.  
 (RN, Nurse Practitioner, Physicians Assistant, or MD)

\_\_\_ Other (please circle): Program Director, Day Camp Director, Ranger, Unit Leader Director, Admin Staff, LIT Director, Photographer



# TO BE COMPLETED BY ALL APPLICANTS

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

## Camp Program Skills

Mark the following:

- Put a “T” before the activities you can organize and teach as an expert.
- Put an “A” for those activities in which you can assist.
- Put a “C” for those in which you have current certifications and attach a copy of your certification.
- Please use the blank spaces in each category to list other skills you have.

### Adventure/Challenge

- \_\_\_\_\_ Challenge/Ropes Course
  - \_\_\_\_\_ Climbing/Rappelling
- \_\_\_\_\_

### Arts/Crafts

- \_\_\_\_\_ Ceramics/Pottery
  - \_\_\_\_\_ Drawing/Painting
  - \_\_\_\_\_ Leather craft
  - \_\_\_\_\_ Metal work
  - \_\_\_\_\_ Photography
  - \_\_\_\_\_ Woodworking
- \_\_\_\_\_

### Camp craft/Pioneering

- \_\_\_\_\_ Camp craft
  - \_\_\_\_\_ Hiking
  - \_\_\_\_\_ Orienteering (GPS/Compass)
  - \_\_\_\_\_ Outdoor Cooking
  - \_\_\_\_\_ Outdoor Living Skills
  - \_\_\_\_\_ Overnights
  - \_\_\_\_\_ Wilderness
- \_\_\_\_\_

### Dance

- \_\_\_\_\_ Line Dancing
  - \_\_\_\_\_ Hip Hop
  - \_\_\_\_\_ Square Dancing
- \_\_\_\_\_

### Drama

- \_\_\_\_\_ Theater
  - \_\_\_\_\_ Storytelling
- \_\_\_\_\_

### Music

- \_\_\_\_\_ Singing
  - \_\_\_\_\_ Instrument (list)
- \_\_\_\_\_

### Nature

- \_\_\_\_\_ Astronomy
  - \_\_\_\_\_ Birds
  - \_\_\_\_\_ Environmental Studies
  - \_\_\_\_\_ Flowers
  - \_\_\_\_\_ Forestry
  - \_\_\_\_\_ Insects
  - \_\_\_\_\_ Rocks/minerals
  - \_\_\_\_\_ Weather
- \_\_\_\_\_

### Sports/Fitness

- \_\_\_\_\_ Aerobics/exercise
- \_\_\_\_\_ Archery
- \_\_\_\_\_ Badminton
- \_\_\_\_\_ Baseball/softball
- \_\_\_\_\_ Basketball
- \_\_\_\_\_ Fishing
- \_\_\_\_\_ Football
- \_\_\_\_\_ Golf
- \_\_\_\_\_ Gymnastics

### Sports/Fitness cont.

- \_\_\_\_\_ Hockey
- \_\_\_\_\_ Informal Games
- \_\_\_\_\_ Soccer
- \_\_\_\_\_ Tennis
- \_\_\_\_\_ Track/Field or Cross Country
- \_\_\_\_\_ Volleyball

### Waterfront Activities

- \_\_\_\_\_ Sailing
  - \_\_\_\_\_ Canoeing
  - \_\_\_\_\_ Kayaking
  - \_\_\_\_\_ Swimming
  - \_\_\_\_\_ Water skiing
- \_\_\_\_\_

### Miscellaneous

- \_\_\_\_\_ Academics
  - \_\_\_\_\_ Aviation
  - \_\_\_\_\_ Farming
  - \_\_\_\_\_ Ranching
  - \_\_\_\_\_ Gardening
  - \_\_\_\_\_ Foreign Language (list)
  - \_\_\_\_\_ Leadership (LIT or CIT)
  - \_\_\_\_\_ Radio/TV/Video
  - \_\_\_\_\_ Team Building
- \_\_\_\_\_

## **Q & A – NEW Staff Applicants Only**

***Please respond to the following questions below or on a separate piece of paper.***

1) How did you hear about CAMP JOURNEY?

2) Why would you like to be a volunteer for Camp?

3) What would you like to do as a Camp volunteer?

4) What experience do you have working with children?

5) Describe your camping knowledge and experiences:

6) Describe your experience with pediatric cancer patients:

7) Describe any experience you may have working with the physically or emotionally disabled:

8) Describe any special skills you may have that you'd like to share with the campers (i.e., photography, hair braiding, face painting, juggling, First Aid, Hobbies etc.)

## Q & A – RETURNING Staff only

Name of applicant: \_\_\_\_\_

***Please complete the following questions and return with your application. Answer questions in the space provided or use an additional piece of paper.***

### **Qualifications**

1. Tell me one reason you are interested in returning as a volunteer this summer?
  
  
  
  
  
  
  
  
  
  
2. What one or two new skills did you develop over the past year that make you suited for this position?  
If applying for a new position, why the change?

### **Assessing Ability to Work at Camp**

3. What do you think you need to improve on from last summer (or the last summer you volunteered)? How are you going to make that improvement?
  
  
  
  
  
  
  
  
  
  
4. Think of an event/incident from last summer, how would you have handled that situation differently?
  
  
  
  
  
  
  
  
  
  
5. What do you consider to be the biggest challenge with community living?
  
  
  
  
  
  
  
  
  
  
6. Suppose there is a camper in your group/activity who tends to be a loner and isn't fitting in with the group. How would you handle this situation?

7. Suppose your co-counselor is not pulling her weight, how would you handle the situation?

8. How would you respond to a camper who refuses to participate in an activity?

9. As a returning staff member, we will expect more of you as a leader. How will you be a role-model for new staff and how will you work to make them feel welcome?

**Special Requests**

Do you have a roommate preference? (Roommates will be matched by similar job position onsite.)

Name(s) \_\_\_\_\_

\_\_\_\_\_  
Volunteer Applicant Signature

\_\_\_\_\_  
Date

# Volunteer Applicant Disclosure & Consent for Release of Information

## Applicant Information (Please print NEATLY and complete thoroughly to avoid delays)

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Other Name(s) Used (like Maiden): \_\_\_\_\_ Other Name(s) Used: \_\_\_\_\_

\*Social Security No: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_ \*Date of Birth (MM/DD/YYYY): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*Gender:  Male  Female Driver's License #: \_\_\_\_\_ State issued: \_\_\_\_\_

Current Street Address, City, State, Zip: \_\_\_\_\_

Former Addresses (1) City, State, Zip: \_\_\_\_\_ (2) City, State, Zip: \_\_\_\_\_

*\* This information will be used for the purposes of background screening only and will not be used in making any volunteer decisions.*

1. Have you ever, under your name or another name, been convicted of or pleaded guilty or no contest to a criminal offense, felony or misdemeanor (including child abuse, neglect or any sexual offense) or participated in a pre-trial deferral or diversion program?  Yes  No

2. Have you ever, under your name or another name, been convicted of a crime which resulted in your being in prison and released from prison or paroled?  Yes  No

3. Are you presently out on bail or pending trial for the alleged commission of any crime?  Yes  No

4. Are there any other facts or circumstances involving your background or the background of others in your household that would call into question your being trusted with the supervision, guidance and care of children/teenagers?  Yes  No

5. If you answered "Yes" to any of the above, please explain. Indicate date(s) of conviction and the type(s) of offense(s); include those matters for which you have pleaded guilty, no contest, or participated in a pre-trial diversion program (attach additional sheets of paper as necessary):

*Falsification, misrepresentation and/or omission of criminal conviction are grounds for refusal to accept your volunteer application or to terminate volunteer status. NOTE: A conviction does not automatically disqualify a volunteer applicant. The date, nature and seriousness of the offense will be considered.*

### **NOTICE REGARDING BACKGROUND INVESTIGATION: Please read this disclosure and consent form carefully before signing acknowledgment. Volunteer status is contingent on the results of the background check.**

In order to maintain the trust of our donors and demonstrate the integrity of our volunteers and professionals, it is the policy of Ross Point Camp and Conference Center to perform volunteer background investigations. In performing these background investigations, we may also request a "consumer report" which may include information about your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, and/or mode of living. The investigation may also include motor vehicle record driving checks, credit bureau files, employment references, professional/personal references, any educational and licensing institution or military branch and receipt of any criminal record information (including sexual offenders) pertaining to you which may be in the files of any Federal, State or Local Criminal Justice Agency. These reports may be obtained at any time after receipt of your authorization and, if you become a Ross Point volunteer, throughout your volunteer career. Ross Point complies with the Fair Credit Reporting Act (and applicable state law) which provides prospective or current volunteers with rights regarding consumer reports. According to the Fair Credit Reporting Act, if Ross Point makes any adverse decision with regard to your volunteer status, you will be entitled to receive, upon request and within 60 days, a copy of the background check.

You have the right to dispute the accuracy of the information on the background check. Your signature on this document, the Ross Point volunteer application, and any other volunteer forms indicates your understanding that Ross Point may initiate the discussed background investigation. Your signature authorizes Ross Point to obtain a consumer report for volunteer purposes, including for purposes of making any future decisions concerning your volunteering, promotion or retention as a volunteer.

Ross Point will permit you to revoke (in writing) your permission allowing Ross Point to obtain this kind of personal information; however, Ross Point may not consider you for current or future volunteering if not allowed to perform background investigations.

**ACKNOWLEDGMENT AND AUTHORIZATION:** I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of volunteering is true and complete to the best of my knowledge. I understand that if I become a volunteer, any false or omitted statements will be considered as a cause for possible termination of the volunteer assignment. I acknowledge receipt and certify that I have read and understand or had explained to me the above information and A Summary of Your Rights Under the Fair Credit Reporting Act. I hereby authorize Ross Point to verify information within an application or resume and to obtain a background check and/or consumer report(s) at any time after receipt of this authorization. I understand that this consent will apply if I am hired or at any time during the course of volunteering and remain in effect until revoked in writing. I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by the consumer reporting agency, another outside organization acting on behalf of Ross Point, and/or Ross Point itself. This authorization does not include a release of my medical information. I agree that a facsimile (fax), photocopy or scan of this authorization shall be as valid as the original.

Name (Please Print Neatly): \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

## Background Check Guidelines for Camp Volunteers

For Camp Journey, the following incidents on a criminal background check will disqualify a person from being accepted as a camp volunteer:

- 1) Felony conviction of any sort, at any time in the past.
- 2) Misdemeanor conviction related to any type of assault, theft, drug use, indecent liberties, indecent behavior at any time in the past.
- 3) Record of charges filed for any type of indecent liberties or related conduct.
- 4) DUI or DWI conviction within the past three years.

☞ **Exceptions are rare, but are reviewed on a case by case basis. If you feel your incident deserves review, please include an explanation regarding the incident with your application.**

### **IF THE VOLUNTEER WILL BE DRIVING CAMPERS THE FOLLOWING APPLIES:**

For Camp Journey, the following incidents on a criminal background check will disqualify a person from being able to DRIVE campers:

- 1) Felony conviction of any sort, at any time in the past,
- 2) Misdemeanor conviction for assault of any type, at any time in the past,
- 3) Misdemeanor conviction of any sort within the past ten years.
- 4) DUI or DWI conviction within the past ten years
- 5) More than two moving violations within the past five years
- 6) Being the cause of a car accident within the past five years
- 7) A conviction for driving without a license or with a revoked license (a simple **expired** license violation will **not**, by itself, disqualify a driver)
- 8) A driving history that clearly shows a reckless pattern, such as thirty moving violations over the past twenty years, (even if there are only one within the past three years.)

**CAMP JOURNEY**  
 PO Box 8717  
 Spokane, WA 99203  
[kari@rosspoint.org](mailto:kari@rosspoint.org)  
 509-863-7379  
 208-773-1656 (fax)

## ***Volunteer Reference Form***

\_\_\_\_\_ is applying for a position as a volunteer for **CAMP JOURNEY**. He/she has given your name as a reference and permission to obtain information on his/her past work performance.

Because of the important responsibilities in a program involving children and youth, your considered appraisal of the applicant is important and greatly appreciated. The information you give will remain entirely confidential. Because the information you provide will have a direct impact on the selection of the applicant, please **return this form by March 31, 2017.** Mail form, scan and email ([kari@rosspoint.org](mailto:kari@rosspoint.org)).

\_\_\_\_\_  
 Name of Reference

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Position/Title

\_\_\_\_\_  
 Relationship to applicant

\_\_\_\_\_  
 Company Name

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

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

\_\_\_\_\_  
 Email

\_\_\_\_\_  
 Daytime Phone Number

### **PERFORMANCE EVALUATION**

	Excellent	Above Avg.	Average	Poor	N/A
Attendance/punctuality					
Work habits/organization					
Productivity					
Attitude					
Ability to work alone					
Relationships with co-workers					
Attitude toward supervisors					
Ability to learn new skills					
Honesty/dependability					

Under each general heading, check the phrase that most accurately describes the applicant's usual behavior with regard to that specific trait. Add your comments if they help make your answers more precise.

1. Ability to direct and influence others along definite lines of actions:
  - Exceptional leader, inspires others along desirable lines of action
  - Normally successful in leading others
  - Poor leader, incapable of directing others
  
2. Ability to work with associates and others for the good of the group:
  - Exceptionally successful in working with others
  - Cooperates willingly and actively regardless of self-benefit
  - Gives limited cooperation, neglects common good for own interest
  
3. Ability to apply attention, energy and persistence in following through with a job or assignment:
  - Unusual perseverance; does more than expected
  - Completes assigned tasks of own accord
  - Needs much prodding to complete work
  
4. Ability to control emotions:
  - Exceptional balance between responsiveness and control
  - Well balanced, in control
  - Tends to be unresponsive
  - Tends to be over-emotional
  - Easily irritated, depressed, or elated
  
5. Impressions of suitability for service: Would you be willing to have your children under the applicant's supervision for a period of two or more weeks?

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6. How would you rate the applicant as a role model for children?

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7. Do you have any concerns or questions about the applicant's behavior or attitude toward children?

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8. General recommendations or comments:

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Signature

**PLEASE RETURN THIS FORM BY March 31, 2017! THANK YOU**