

SUMMER STAFF APPLICATION

SUMMER 2015

Applications are due, in their entirety, in my office by
Friday, November 14th, 2014.

Late applications will not be accepted.

Thank you for your interest in Camp Mikell and applying for Summer Staff!! Please find all of the necessary information for applying for staff in the following pages.

Mikell is usually blessed with having more qualified applicants than we have positions. For most of you, being on staff has been a lifelong dream. I realize that this is an important decision- for you to apply and for our selection of the 2015 Summer Staff. I want you to know that the returning staff and I will be as responsible as possible to you and Mikell in this process. Please know that you are applying for a JOB!! What? Being on staff is work? Just ask anyone who has been on staff. You will get tired and you will have to do stuff that you don't want to do. It is a job- a great job, but a job with clear expectations!!!!

Also: There will be a mandatory training/teambuilding weekend in the spring. This is usually at the beginning or the end of the University of Georgia Spring Break. You MUST be here for this weekend, so plan accordingly.

Summer Camp will run from the middle/end of May through at least the first week of August (Depending on the school calendar this year). In addition, Guest Camp runs from the Friday until the Monday of Labor Day Weekend. We will work around your school schedules, but summer staffers usually have to forfeit summer trips with family and friends, and during Guest Camp, football games and other functions. The start of class will be the only reason you will be permitted to leave early. You will be allowed ONE PERSONAL DAY each summer. **When you are not here, it puts an extra load on the rest of the summer staff.** If you have appointments, orientation, etc., you must schedule them during your breaks from camp. You will probably spend a couple of days at Emmaus House in Atlanta. I will plan on communicating with you through email. If you don't have email or don't check it regularly, please let me know.

Thank you for your interest in Mikell and applying for staff. Year after year, the summer staff of this place changes lives of young people. In turn, the lives of those on staff are also changed. Fill out the application, get the consent form notarized, and return everything to me before November 14th, 2014. This deadline is firm.

Summer Staff Application for Summer 2015

Please write legibly!!

Summer staff applicants are required to be active Christians and out of high school for at least one year by the summer of 2015.

Name: _____ Age: ____ Sex: ____

School Address: _____

Home Address: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Email: _____

Year in school (fall of 2014): _____

Date of Birth: _____

What is your home parish? _____ Who is your priest? _____

During the past year, have you been a regular communicant in your church? Yes No

In the past two years, at home or at college, what contributions have you made of your time, talent, and energy? _____

What previous experience have you had at Mikell or other summer camps? _____

What special talents would you bring to Mikell? _____

Please indicate areas in which you feel comfortable working. Include any special training you may have in these areas. You may number them in order of preference.

Arts & Crafts: _____ Nature: _____

Recreation: _____ Ropes Course: _____

Lifeguarding: _____ (Certification expiration date _____)

Music: _____ Instruments _____

The following questions concern information that pertains to insurance requirements:

Have you ever been convicted of a criminal violation other than minor traffic offenses? Yes No

If so, _____

Are there felony charges now pending against you? Yes No

If so, _____

Have you ever been involved in a case concerning the abuse or neglect of children? Yes No

If so, _____

I certify that I have answered the questions on this application completely and truthfully. I authorize the Director of Camp Mikell to contact any reference or legal authority for the purpose of verifying the above information.

Signature: _____ **Date:** _____

If you are under 18 years of age, please have one of your parents or legal guardian sign below.

Name _____ Date _____

REFERENCES:

Please list the names, addresses and phone numbers of three people (other than a relative) who can provide a personal reference. Past employers are preferred.

1. Name: _____ Title: _____
 Address: _____ Phone: () _____

2. Name: _____ Title: _____
 Address: _____ Phone: () _____

3. Name: _____ Title: _____
 Address: _____ Phone: () _____

STAFF BEHAVIORAL NORMS

These are some of the rules that you will be expected to follow and will be accountable. ***If you will not abide by the following rules, do not apply for Mikell Summer Staff.*** Yes, I am serious about this.

1. The Board of Governors affirms the traditional Christian standards for morality and the Canons of the Episcopal Church and expects adherence to these standards by all participants in the life of Camp Mikell.

2. All staff members are expected to participate fully in the life of the camp. Supervision of the campers is our responsibility. We are morally and legally responsible for their care and supervision. Someone of authority will be with the campers at all times.

3. The possession or use of illegal drugs is prohibited. Violation is grounds for immediate termination.

4. Any behavior or incident that can be construed to be criminal in regard to local, state, or Federal laws will be investigated by the appropriate authorities upon review by the Director.

5. It is expected that with regard to the use of alcohol:
- ✓ Alcohol may **not** be consumed while in residence at Mikell/Emmaus House. Period.
 - ✓ The consumption of alcohol by a minor is prohibited by law.
 - ✓ Alcohol may not be consumed off the property while on duty.
 - ✓ Violation of this standard is grounds for immediate termination.

6. If you choose to use tobacco products, the following must be followed:
 Tobacco products may not be used in the presence of campers or counselors. Tobacco is to only be used in a staff person’s time off. It is the user’s responsibility to dispose of any waste immediately after use. Cigarette butts will be put in appropriate receptacles (not thrown on the ground or behind the porch) and other containers will be disposed of in appropriate receptacles when you are through using them.

7. A staff member’s conduct on or off the grounds should be above reproach. Good public relations are important. Professional behavior and appearance are expected at all times.

8. Public displays of affection in front of campers are not appropriate.

9. Males may not be in female cabins and vice versa- unless on official Mikell business.

10. The staff is expected to be in their cabins at 12:30 am on their nights off. On other nights, staff members are expected to be in the cabin with their campers.

11. Staff members are not to have visitors during camp unless approved by the Director.
12. Summer staff members may not keep pets at Mikell.
13. Staff members are responsible for reporting any damage that occurs in a cabin or to Mikell property.
14. The guidelines for the use of Walker are as follows:
 - ✓ Walthour is for meetings, relaxing, and the storing of personal items in the cubbies. Please keep this room clean. It will be cleaned at the end of every session.
 - ✓ There is a washer/dryer in Walker for your use. You must provide your own detergent.
15. The guidelines for the telephone are as follows:
 - ✓ The phones in the main office are off limits.
 - ✓ Use the phones in the lobby or outside the door of the laundry room.
 - ✓ Cell phones will not be permitted to be used in the dorms.
16. The guidelines for parking are as follows:
 - ✓ The Alexander lot is for staff parking. However, always keep the drive to the front of Alexander clear for the nurse and to drop off patients.
 - ✓ Do not park in the main parking lot or by the cabins.
 - ✓ All Mikell owned vehicles are for authorized Mikell use only.
 - ✓ No riding in the back of pickup trucks.
17. No one on summer staff may charge anything to Mikell unless it is authorized. For supplies, write them on the morning shopping list.
18. Cabins will be cleaned at the end of each session. Make sure all personal belongings are removed from the bathrooms, showers, and clotheslines.
19. The entire camp will be cleaned at the end of each session before leaving for break.

Signed: _____ **Date:** _____

Please return the following:

1. The application and staff behavioral norms filled out entirely with appropriate information, references and signatures.
2. The consent form with signature and notarized by a licensed notary public.
3. Voluntary Disclosure Statement filled out entirely and signed.
4. Answers to both questions on the essay (On the page after Consent Form).

MAIL the above information to:

The Rev. Kenneth C. Struble
237 Camp Mikell Ct
Toccoa, GA 30577

Application deadline is no later than November 14th, 2014. That's in my hand and not in the mail! If you have any questions, feel free to email me at ken@campmikell.com or phone 706 886 7515. **Applications must be mailed: no email attachments or faxes.**

Again, thank you for your interest in Mikell. I will contact you about possible interview dates in the future. Interviews will be from 10:00 am until 4:00 pm on a date in December/January. This will take place at Mikell.

CONSENT FORM

I hereby authorize Mikell Camp and Conference Center to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Full Name Printed _____

Address _____

Sex _____ Race _____ Date of Birth _____

Social Security # _____

Signature _____

Date _____

Notary (must be stamped or sealed) _____

Voluntary Disclosure Statement
All Camp Staff **FM 16**

Developed and approved by the

Mail this form to the address below by _____ (date)

The Rev. Kenneth C. Struble
237 Camp Mikell Ct.
Toccoa, GA 30577

Name _____ Birth date _____
Last First Middle

Home address _____
Street Address City State Zip

Social Security # _____ Other names by which known (e.g., maiden name) _____

Home phone _____ Business phone (if applicable) _____

Cell phone (optional) _____ E-mail address (optional) _____

School or College _____

Address _____
Street Address City State Zip

Driver's License # _____ State _____ Expiration Date _____

1. Previous residence(s) for last five years (include college and home residences):

City _____ State _____ Years _____

City _____ State _____ Years _____

City _____ State _____ Years _____

City _____ State _____ Years _____

(Continue on separate sheet, if necessary.)

2. Have you ever been arrested and/or charged with a crime? (This includes all arrest and charges whether or not they were dismissed, deemed nolle prosequi, deferred adjudication, or found not guilty.)

Yes No

3. Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them?

Yes No

If yes, please explain: (Use a separate sheet, if necessary.)

4. Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below?

Yes No

- 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 the above crimes.

If yes, please explain: (Use a separate sheet, if necessary.)

5. 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.)

6. Are you now or have you ever been 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.)

7. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children?

If yes, please explain: (Use a separate sheet, if necessary.)

I understand that:

a) The camp may deny employment to any person who answers "yes" to any one of questions 2-7. If hired and the employer later discovers circumstances that would indicate a "yes" answer to any of the above questions, employment may be terminated immediately.

b) The information provided on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers. (A separate release form may be required)

c) The camp may terminate employment or volunteer service of any person if that person is found, regardless of when discovered, to:

- 1) have a history of complaints of abuse of a minor;
- 2) 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; and/or
- 3) have falsified or omitted information in this disclosure statement.

d) This disclosure statement must be updated yearly and immediate notification provided to the camp if any information provided changes.

Signature _____ Date _____

Signature of Minor's Parent or Guardian _____ Date _____

Essay Questions:

1. If you are on Mikell Summer Staff 2015, you will be a role model for countless young people from a variety of socio-economic backgrounds and ethnicities. They will look up to you and you will help form them into who they will be. You will be forever a part of their lives. That's how important your role will be. With this in mind, please describe what you think a role model should be and how you plan to be a role model for these young people.
2. Explain two things in your life that you would like to change to be a better role model for those around you and to help promote yourself as a representative of Mikell and our Christian ministry.