

# SUMMER STAFF APPLICATION

## SUMMER 2017

Applications are due, in their entirety, in my office by  
Friday, November 11th, 2016.

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 2017 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 the first 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. 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 11th, 2016. This deadline is firm.

# Summer Staff Application for Summer 2017

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 2017.

Name: \_\_\_\_\_ Age: \_\_\_\_ Sex: \_\_\_\_

School Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

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

Year in school (fall of 2016): \_\_\_\_\_

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 \_\_\_\_\_

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. Period. Including Guest Camp.
- ✓ 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, by Eppes, and the art building are 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 11th, 2016. 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.)

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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.)

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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.)

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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.)

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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. What matters to you and why?
2. Share an experience that has helped shape who you are.