

SUMMER STAFF APPLICATION - SUMMER 2023

Applications are due, in their entirety, in my office by
Wednesday, November 9, 2022.

Mail completed application to: Anna Dinwiddie 237 Camp Mikell Ct Toccoa, GA 30577

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Thank you for your interest in Camp Mikell and applying for Summer Staff. Please find all 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 2023 Summer Staff. 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!

Summer Camp will run from the middle/end of May through the end of July. In addition, if we have it, Guest Camp runs from the Friday until the Monday of Labor Day Weekend. We will work around your school schedules, but summer staffers usually must 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 9th, 2022.** This deadline is firm.

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Please type or very clearly write answers.

Summer staff applicants are required to be active Christians and out of high school for at least one year by the summer of 2023.

Name: _____ Age: ____ Sex at birth: _____
Gender Identity: _____ Pronouns: _____
School Address: _____
Home Address: _____
Home Phone: (____) _____ Cell Phone: (____) _____
Email: _____
Year in school (fall of 2022): _____
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:** _____ (I agree that this electronic signature is my valid signature)

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 always with the campers.
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 regarding local, state, or Federal laws will be investigated by the appropriate authorities upon review by the Director.

5. It is expected that regarding 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 always expected.

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.
- 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. Receipts must be turned in to Amanda.

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. Voluntary Disclosure Statement filled out entirely and signed.

Application deadline is November 9th, 2022.

Fill this out and mail to Anna Dinwiddie, 237 Camp Mikell Ct., Toccoa, GA 30577

If you have any questions, feel free to email me at anna@campmikell.com or phone 706 886 7621. Again, thank you for your interest in Mikell. I will contact you about possible interview dates.

Voluntary Disclosure Statement

Mail this form to the address below by

_____ (date)

All Camp Staff FM 16

Developed and approved by the ACA

Anna Dinwiddie
237 Camp Mikell Ct.
Toccoa, GA 30577

Name _____
Last First Middle

Birth Date _____

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): Use a separate sheet, if necessary.

City _____ State _____ Years _____

City _____ State _____ Years _____

City _____ State _____ Years _____

City _____ State _____ Years _____

2. Have you ever been arrested and/or charged with a crime? (This includes all arrest and charges whether 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?

- 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

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? Yes No

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 _____

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) _____