

## SUMMER STAFF APPLICATION SUMMER 2024

Applications are due, in their entirety, in my office by  
Monday, November 13<sup>th</sup>, 2023. Mail the completed application to:

Anna Dinwiddie  
237 Camp Mikell Ct  
Toccoa, GA 30577

Late applications will not be accepted, nor will emailed applications.  
I will send an email confirming I have received your application.

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 2024 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, Guest Camp runs from 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, emergencies, or ending of your employment will be the only reasons 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 or seek prior approval. I 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 the lives of young people. In turn, the lives of those on staff are also changed.

Fill out the application, including the Voluntary Disclosure Statement, and return everything to me before **November 13<sup>th</sup>, 2023**. This deadline is firm.

# Summer Staff Application for Summer 2024

Please type or write very clear answers.

Summer staff applicants are required to be active Christians and out of high school for at least one year by the summer of 2024.

Legal Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Age: \_\_\_\_ Gender Identity: \_\_\_\_ Pronouns: \_\_\_\_\_

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

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

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

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

Year in school (fall of 2023): \_\_\_\_\_

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 accused 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 Summer Camp 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, email addresses and phone numbers of three people (other than a relative) who can provide a personal reference. Past employers are preferred.

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_
2. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_
3. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

**Staff Interviews will be conducted in person at Camp Mikell, the interview will go from around 9am to 4pm. We prefer that everyone attends the in person interview, that being said, school does come first, and I will work with you if needed to schedule your interview at a different time. Listed below are **POTENTIAL INTERVIEW DATES**. Please indicate if you can attend each date. This is just to give us a head start in scheduling interviews.**

Date	Yes I can attend	No I cannot attend
Friday December 1		
Saturday December 2		
Sunday December 3		
Friday December 8		
Saturday December 9		
Sunday December 10		
Wednesday December 13		
Thursday December 14		
Friday December 15		
Saturday December 16		

If you are in school when do your finals end? \_\_\_\_\_

If you are in school when does your spring semester start? \_\_\_\_\_

If you are offered a Summer Staff position, we will be doing a training weekend (Togetherness Weekend) during the spring semester. This training weekend normally happens on one of the weekends during UGA spring break. Listed below are **POTENTIAL DATES**. Please indicate if you can attend each date. This is just to give us a head start in scheduling Togetherness.

Date	Yes I can attend	No I cannot attend
February 16-18		
March 1-3		
March 8-10		
March 15-17		

### 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 and of a 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 identifying persons may not be in female identifying 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 and Waltour 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 Anna or 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 13<sup>th</sup>, 2023. 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](mailto:anna@campmikell.com) or phone 706.886.7240.

Again, thank you for your interest in Mikell. I will contact you about possible interview dates.

**Voluntary Disclosure Statement**  
**All Camp Staff** **FM 16**  
Developed and approved by the  
american **CAMP** association®

Mail this form to the address below by \_\_\_\_\_ (date)

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 an individual with an intellectual disability
- 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?  Yes  No

If yes, please explain:

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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 \_\_\_\_\_