

# CAMP

## f St. Raphael

June 22 - July 7, 2012



### STAFF/COUNSELOR APPLICATION

**Philosophy** All members of the Camp St. Raphael Staff are responsible for carrying out the Mission of Camp St. Raphael, which is to present to young people a living experience of the Holy Orthodox Faith in their relationship with God and other campers in an uncluttered, natural environment. They must help strengthen the Camper's grasp of the basics of the Christian life: participation in the liturgical, sacramental, and ascetical life of the Church and living in community with fellow members of the Body of Christ and with peace toward all of God's creation.

**Age** Camp Staff must be graduated from High School and at least 18 years of age by June 1, 2012

**Duration** Camp Staff are expected to be present **June 22 – July 7** for the entire two weeks of the camping sessions as well as a two day training session within the vicinity of the campsite. Anticipated absences must be requested in writing with the application. Emergency leave of absences during the camping season are granted at the discretion of the Camp Director.

**References** This packet includes two reference forms, one to be completed by your Parish Priest and one to be completed by a non-relative who has knowledge of your suitability for the position (teachers, coaches, etc.). It is your responsibility to either collect the completed, sealed references and include them with your application or make sure they are **sent to Gayle Malone, 8615 Shannon Way, Wichita, KS 67206 by the March 1, 2012 deadline**. Please carefully follow the instructions given on the reference forms.

**Applications** All applications must be postmarked no later than March 1, 2012. Notification of acceptance will be sent out by March 31, 2012. A completed application will include the following

- A completed and signed Staff/Counselor Application Form (attached).
- A photocopy of your Driver's License or other Government issued I.D.
- A photocopy of any relevant certifications (CPR, Life guarding, etc.)
- References completed by your Parish Priest and one non-relative
- A 1-2 page essay (see application)
- A recent self-photo
- Signed Compliance Form on Sexual Misconduct and CSR Policy for Online Social Networking and Blogging Websites (attached)

# CAMP ST. RAPHAEL STAFF GENERAL RESPONSIBILITIES



## COUNSELOR

- Live with and provide for the needs of six campers in each cabin
- Cooperate with other Counselors/Staff
- Cooperate with the Program Staff in carrying out programs
- Simultaneously fulfill the roles of father, mother, big brother/sister, teacher, coach, friend, and police officer.

## ARTS AND CRAFTS DIRECTOR

- Prior to camp, work with the Camping Staff to develop craft projects for use during the camp
- Coordinate daily arts and crafts program
- Supervise Counselors in execution of program

## SPORTS DIRECTOR

- Prior to camp, work with Camping Staff to plan camp's athletic programs
- Be knowledgeable in the rules and equipment requirements for common outdoor sports like baseball, basketball, soccer, etc.
- Supervise Counselors in the execution of the program
- Set up daily sports schedules

## EVENING PROGRAM DIRECTOR

- Prior to camp, work with Camping Staff to develop (6) evening programs/alternate activities.
- Prepare materials and equipment for each activity
- Supervise Counselors in execution of program

*NOTE:* There is no salary for Camp St. Raphael Counselors/Staff due to the fact that it is a weeklong program. However, the \$325.00 per week cost of registration and stay has been graciously paid by the donations of Camp St. Raphael supporters for accepted Counselors/Staff.

For more information or a complete job description, please contact one of the members of the Camping Staff.

Camp Director Fr. James Shadid – (316) 209-3605 [campstraphael@yahoo.com](mailto:campstraphael@yahoo.com)

Executive Director Gayle Malone – (316) 634-1440 [gayle@campstraphael.org](mailto:gayle@campstraphael.org)

Program Director Erin Ghata– (405) 410-9456 [erin.ghata@gmail.com](mailto:erin.ghata@gmail.com)

NON-DISCRIMINATORY NOTICE: Camp St. Raphael does not and will not discriminate against any student, employee, or other person because of race, color, ancestry, national origin, age, sex, veteran's status, or handicap.



**POSITION**

*You may indicate more than one position if desired, in order of preference (1=first choice, 2=second choice, etc.)*

\_\_\_ Counselor      \_\_\_ Arts and Crafts Director      \_\_\_ Sports Director      \_\_\_ Evening Program Director

*Note: The Camping Committee will choose a male and female head counselor. They will be chosen from those who select the position of "counselor".*

**ACTIVITIES/CERTIFICATIONS**

**Areas of Knowledge:** Number these activities: (1) I am experienced in this area and willing to teach. (2) I am willing and able to assist in teaching. (3) I have an interest and would be willing to learn more to help.

\_\_\_ Art      \_\_\_ Chanting      \_\_\_ Drama/Acting      \_\_\_ Christian Education  
\_\_\_ Nature      \_\_\_ Dancing      \_\_\_ Sports      \_\_\_ Canoeing/Aquatic Activities  
\_\_\_ Music      \_\_\_ Hiking      \_\_\_ Other: \_\_\_\_\_

**Pool Safety:** Do you now have, or will you have by the beginning of Camp:

Red Cross Life guarding Certification (or its equivalent)?  Yes Expiration Date: \_\_\_\_\_  No  
Water Safety Instruction?  Yes Expiration Date: \_\_\_\_\_  No  
CPR and First Aid  Yes Expiration Date: \_\_\_\_\_  No

**Restrictions:** Would you have any difficulty in performing any of the essential elements of the job for which you have applied? If so, please explain: \_\_\_\_\_

**ESSAY**

**Please enclose a 1-2 page essay with your application including the following:**

- 1) A brief biographical sketch including your life in the Church.
- 2) What is your most memorable camping experience?
- 3) How do you plan to be the image of Christ to your campers, and will you struggle to maintain that role outside of camp?
- 4) What you hope to gain by serving at Camp St. Raphael?

**REFERENCES**

Parish Priest \_\_\_\_\_ Phone Number \_\_\_\_\_

Non-Relative Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

*(Note: the applicant is responsible to see that the attached reference forms are received by the reference writers and then returned to the stated address.)*

**AGREEMENT**

I attest that all the above information is true. I have read the accompanying staff sheet and agree to all of its contents.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

Return Completed Application to Gayle Malone, 8615 Shannon Way, Wichita, KS 67206.



## REFERENCE FORM

**INSTRUCTIONS FOR THE APPLICANT:** Please complete this part of the form before giving it to the reference writer.

I, the undersigned, have agreed to waive my right to read this reference. After my reference writer completes this form, I will collect this reference inside a signed and sealed envelope and send it together with all other application materials.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Print Your Name Here                      Signature                      Date

**INSTRUCTIONS FOR THE REFERENCE WRITER:** After completing this form, please place it in an envelope and sign your name over the outside flap and return it to the applicant. Your prompt completion of the form is greatly appreciated.

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

In what capacity?

\_\_\_\_\_ Church community member

\_\_\_\_\_ Coach

\_\_\_\_\_ Teacher

\_\_\_\_\_ Supervisor

\_\_\_\_\_ Other: \_\_\_\_\_

### **Part 1: Narrative Evaluation**

1. What talents or strengths do you think the applicant will bring to the camp setting?

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2. All staff members face challenges during their time at camp. Some challenges are a result of the tremendous responsibility placed on the camp staff. Other challenges stem from personal weaknesses which all human beings have. Which difficulties do you think the applicant would be most likely to encounter if selected to be a staff member, based on his or her unique challenges?

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## Part 2: Rating of Personal Qualities

Please candidly evaluate the applicant based on your observed knowledge using the following scale definitions. Please circle one for each category

<i>In my opinion, the applicant:</i>	Completely Agree	Agree	Somewhat Agree	Disagree	Completely Disagree	No Basis For Rating
Can be depended on to follow through with responsibilities	5	4	3	2	1	NB
Seems more matures than his/her peers	5	4	3	2	1	NB
Is considered to be a motivated person	5	4	3	2	1	NB
Is perceptive to situations going on in his/her/surroundings	5	4	3	2	1	NB
Shows initiative in taking on responsibility	5	4	3	2	1	NB
Demonstrates good judgment in decision making	5	4	3	2	1	NB
Shows leadership in either official or unofficial capacities	5	4	3	2	1	NB
Is sensitive to the needs of others	5	4	3	2	1	NB
Should not be entrusted with care of children	5	4	3	2	1	NB
Demonstrates good problem solving skills	5	4	3	2	1	NB
Manages his/her time well	5	4	3	2	1	NB
Works as a team member	5	4	3	2	1	NB
Would probably respond well in crisis situations	5	4	3	2	1	NB
Would be easily entrusted with the care of my own children	5	4	3	2	1	NB
Has difficulty taking direction from those in authority	5	4	3	2	1	NB
Is a source of inspiration to others	5	4	3	2	1	NB
Gets along well with most people	5	4	3	2	1	NB

If needed, may we contact you for further information?  Yes  No

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

Daytime Phone: \_\_\_\_\_

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

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

City, St/Pr, Zip \_\_\_\_\_

To the best of my knowledge, all statements made or on this Reference Form are true and represent my honest appraisal of the qualifications of the applicant.

\_\_\_\_\_  
Signature of Reference Writer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



# CLERGY REFERENCE FORM

**INSTRUCTIONS FOR THE APPLICANT:** Please complete this part of the form before giving it to the reference writer.

I, the undersigned, have agreed to waive my right to read this reference. After my reference writer completes this form, I will collect this reference inside a signed and sealed envelope and send it together with all other application materials.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Print Your Name Here                      Signature                      Date

\_\_\_\_\_  
 Priest's Name                      Parish                      City, St/Pr.

**INSTRUCTIONS FOR CLERGY REFERENCE WRITER:** After completing this form, please place it in an envelope and sign your name over the outside flap and return it to the applicant. Your prompt completion of the form is greatly appreciated.

**Part I: Rating of Personal Qualities**

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

Please candidly evaluate the applicant by circling one for each category.

<i>In my opinion, the applicant:</i>	Completely Agree	Agree	Somewhat Agree	Disagree	Completely Disagree	No Basis For Rating
Can be depended on to follow through with responsibilities	5	4	3	2	1	NB
Seems more matures than his/her peers	5	4	3	2	1	NB
Is considered to be a motivated person	5	4	3	2	1	NB
Is perceptive to situations going on in his/her/surroundings	5	4	3	2	1	NB
Shows initiative in taking on responsibility	5	4	3	2	1	NB
Demonstrates good judgment in decision making	5	4	3	2	1	NB
Shows leadership in either official or unofficial capacities	5	4	3	2	1	NB
Is often insensitive to the needs of others	5	4	3	2	1	NB
Would be easily entrusted with the care of my own children	5	4	3	2	1	NB
Works as a team member	5	4	3	2	1	NB
Would probably respond well in crisis situations	5	4	3	2	1	NB

**Part II: Narrative Report**

1. How would you describe the applicant's attendance at Liturgical Services"

Weekly  Monthly  Attends irregularly

2. How would you describe the applicant's participation in the Sacraments (Confession and Communion)?

Weekly  Infrequently  Almost Never  Never

Comments: \_\_\_\_\_

3. In which parish organization has the applicant been active? (circle as many as apply)

Youth Group/Teen SOYO  Choir  Altar Server  Church School Teacher  
Other: \_\_\_\_\_

4. Please comment on the applicant's Christian education through Church School:

Presently attends  Graduated from Church School  Rarely attended

Comments: \_\_\_\_\_

5. In what ways do you think the applicant would benefit from a camp position?

\_\_\_\_\_  
\_\_\_\_\_

6. How capable is the applicant of inspiring youth in the spiritual objectives of the camp? Ability to lead evening prayer in the cabin or unit? Example of life?

\_\_\_\_\_  
\_\_\_\_\_

7. To your knowledge, does the applicant have any tendency toward child or sexual abuse?

Yes  No

8. Would you wholeheartedly recommend this applicant for a position at Camp St. Raphael?

Yes  No

9. Please make any additional comments you think might be helpful to us in determining whether this applicant has the qualifications to be a moral, Christian model for youth and to assume responsibility over young people in a camping situation.

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge, all statements made or on this Reference Form are true and represent my honest appraisal of the qualifications of the applicant.

If needed may we contact you for further information?

\_\_\_\_\_  
Signature of Reference Writer

Yes  No

# Sexual Misconduct Policies

## Policies and Procedures Regarding Sexual Misconduct at Camp St. Raphael

These *Policies and Procedures* are in addition to the Antiochian Orthodox Christian Archdiocese of North America's *Policies and Procedures Regarding Sexual Misconduct* adopted June 3, 1999.

At Camp St. Raphael we are concerned with what campers take home with them. We are also concerned with how they grow physically, emotionally and spiritually. We are concerned with their growth in human relations and how they interact with one another.

As a spiritual retreat all activities at Camp St. Raphael adhere to Orthodox Christian virtues. Among these virtues are the affirmation and acknowledgement that each person is a child of God and a Temple of the Holy Spirit (1 Cor. 6:19) created in the image and likeness of God (Gen. 1:26). It is to affirm that each person is our neighbor (Luke 10:25 et seq.) and that we are to treat each person as we wish to be treated (Matt. 7:12), i.e., with kindness, respect, patience and agape love.

Christ instructed us to love one another as He loved us (John 15:12-13), giving His life for our sakes. Accordingly, any behavior that exhibits Christian virtue is expected. Conduct which is contrary to Christ's teachings is a sin and unacceptable.

It is essential that all priests, leaders, workers, counselors, volunteers, CITs and others involved at Camp St. Raphael understand the overwhelming public concern regarding abuse and sexual conduct issues. Violations can quickly lead to the involvement of law enforcement officials and can quickly destroy the reputation and work of the Camp.

This written policy statement is designed for clarification of the issues among all staff members, volunteer or paid, counselors or CITs, clergy or laity. Admittedly it is conservative. The impressions that campers (who come from a variety of backgrounds) take home with them and pass along to their parents or friends, or parents gain when visiting CSR, help determine whether campers will return or recommend the camp to others. These same impressions or perceptions affect the reputation of the CSR. A reputation of having an outstanding camping program can take years to gain and a single inappropriate experience to lose. Members of the CSR community, including campers and staff must not be uncomfortable with their own impressions and reactions to the sexual behavior of others.

We cannot be too careful in the area of sexual abuse. Even the appearance of inappropriate conduct or the filing of a false allegation can cause irreparable damage to the reputation of the accused staff member and Camp St. Raphael. Therefore, all staff members must be very cautious in order to avoid doing anything that could be interpreted as sexual abuse or sexually inappropriate conduct.

As a result these procedures are read broadly and expansively to protect the interest of the children, campers, counselors, CITs and other staff, both volunteer and paid, clergy and laity. Conduct proscribed here is not all-inclusive. Staff must avoid even the appearance of impropriety.

There are, consequently, certain behaviors that must be mentioned that are prohibited for CSR employees and volunteers during their stay at Camp St. Raphael. These include engaging in any physical touching of any kind including but not limited to kissing, petting, caressing, or any other contact or conduct intended for sexual gratification with any other person related in any way to the camp, including but not limited to campers, counselors, CITs, employees or volunteers.

Sexual misconduct also includes verbal misconduct. Vulgar, obscene, suggestive or profane talk or behavior is strictly forbidden. Such conduct includes narrative accounts of sexual activities, sexual innuendoes, comments about one's body or that of another person, discussions of sexual activities or experiences, or obscene jokes.

There are additional behaviors, while not necessarily intended for sexual gratification, that are inappropriate due to the appearance of possible impropriety. These include interactions between staff members and other staff members (counselors and/or CITs) and/or campers such as: massages, hand holding, sitting on laps or full body hugs.

Some general guidelines for counselor behaviors with campers, CITs, and other counselors include:  
Never touch anyone against the person's will (verbally or non-verbally expressed) unless it is to prevent an accident.

Appropriate touching, that takes into account the touched one's comfort level, may include pats on the back, touch on the shoulder, hugs of welcome, hello, goodbye, thanks, congratulations (however not full body or excessively long hugs), hand shakes, high fives, arms around shoulders. Appropriate touching can become inappropriate such as excessive tickling, wrestling with or teasing a camper.

Inappropriate touching is any physical contact that violates the touched person's comfort level. It is touch that is given or forced on another person for the primary satisfaction of the actor not the one touched. Touching of the genitals, buttocks or any touching for sexual gratification is always inappropriate and cannot be consensual.

It is inappropriate to share information about your personal sexuality or sex life or to inquire about another person's.

It is inappropriate to show favoritism or to encourage crushes or romantic fantasies that campers may have about you.

Respect the privacy of campers during the times when they are changing clothes or showering.

It is inappropriate to share a bed or sleeping bag with a camper.

It is inappropriate to show signs of affection to other staff in front of the campers. Behavior of the staff should be circumspect around campers so that at no time do they associate any two staff members as a couple. Any and all behavior in a camp setting must allow for perceptions and concerns of others.

All staff must be concerned for the safety and protection of the campers and others at CSR. As a result, it is required of all staff that they report any violations or other improprieties even if it involves another staff member. Failure to report an incident or complaint that is made known to a staff member can result in discharge.

If a child confides in a staff member about another camper or staff member, the staff member shall discuss the disclosure personally with the Executive Camp Director, or if that is not possible with the Camp Director, Program Director. The staff member should refrain from investigating the complaint independently or from discussing it with other staff.

Any violations of the above guidelines and procedures must be reported at once to the Executive Camp Director and to the Archdiocese Headquarters. If for any reason one feels unable to report the violation to the Director, the violation may be reported directly to the Overseeing Bishop at the Archdiocese Headquarters. All violations will be investigated for both the protection of the child and for the protection of the one alleged to have committed the violation.

The Executive Camp Director, in consultation with the Archdiocese, will contact the appropriate authorities in accordance with relevant state and local law and the parents. Investigations of violations will follow the procedures set forth in the Archdiocese's *Policies and Procedures* June 3, 1999.

In the event the reported incident involves child or sexual abuse by a staff member, paid or volunteer, the Executive Camp Director will, without exception suspend the person from the camp. The parents or legal guardian of the child(ren) involved will be promptly notified in accordance with the directions of the relevant state or local agency.

In the event the reported incident involves an alleged violation of the guidelines less than that of abuse, the Executive Camp Director will consult with the Archdiocese to determine whether the person should be suspended pending the complete investigation.

Whether the incident or alleged offense takes place on or off camp property, it will be considered camp related. Reinstatement of the staff person will occur only after all allegations have cleared to the satisfaction of the investigative committee and the Metropolitan Primate. All camp staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and should only discuss the incident with the Executive Camp Director and the investigative committee.

All staff, counselors, CITs and volunteers, lay and clergy must read and sign this policy.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ SSN \_\_\_\_\_



## **Camp St. Raphael Staff Policy for Online Social Networking and Blogging Websites**

Once a person accepts a position as a member of the staff at Camp St. Raphael, they accept a great responsibility that lasts well beyond the time that one spends on the camp grounds in Wagoner, Oklahoma. Staff members will forever be recognized by campers, parents, clergy, fellow staff members, and many others as a representative of Camp St. Raphael and, more importantly, the Orthodox Christian faith.

In general, Camp St. Raphael views social networking sites (e.g., MySpace, Facebook, etc.), personal Web sites, and Weblogs positively and respects the right of staff to use them as a medium of self-expression. With the advent of internet technology and social networking websites, information can be posted on the internet and seen by just about anyone with access to the internet.

Each Camp St. Raphael staff member who posts information (text and photos) on the internet in any format including social networking websites, personal websites, instant messenger profiles and away messages, and any other information posted on the internet, must do so in accord with that of an Orthodox Christian lifestyle. In addition, Camp St. Raphael requires that staff observe the following guidelines when referring to the camp, its programs or activities, its campers, and/or other staff, in a blog or on a Web site:

- 1) Any photos or messages that are linked or "tagged" from "friends" and attached to your site(s) or profile(s) that are inappropriate should be removed.
- 2) Staff must be respectful in all communications and blogs related to or referencing Camp St. Raphael, its campers, and/or other employees.
- 3) Staff must not use obscenities, profanity, or vulgar language.
- 4) Staff must not use blogs or personal Web sites to disparage Camp St. Raphael, other campers, or staff of Camp St. Raphael.
- 5) Staff must not use these venues to discuss engaging in conduct prohibited by camp policies and an Orthodox Christian lifestyle, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.
- 6) Staff must not post pictures of campers on a Web site without obtaining written permission from the parents of the camper(s).

Any staff member found to be in violation of any portion of this policy will be subject to immediate disciplinary action, up to and including the staff member's voluntary dismissal from the staff at the discretion of the Camp Director.

By signing below, I agree to the policy listed above.

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Date*