



# Camp St. George Cedar Rapids, Iowa

*A Camp of the Antiochian Orthodox Christian Archdiocese of North America*

*Metropolitan JOSEPH, Primate, Bishop ANTHONY, Diocesan Auxiliary*

## **STAFF/COUNSELOR APPLICATION INSTRUCTIONS (DUE June 30<sup>th</sup>)**

**Purpose** All members of the Camp Staff are responsible for carrying out the Mission of Camp St. George, which is to present to campers a living experience of the Holy Orthodox Faith. Staff members must be witnesses of the Christian life and model for the campers, faithfulness to the liturgical, sacramental, and ascetical life of the Church. Staff members must have as their first priority care and concern for all the children of Camp St. George.

**Duties & Responsibilities** As a staff member your assigned duties will include, but are not limited to:

- For Counselors, assignment and lodging in a cabin of 10-12 campers. A second counselor will be assigned when possible. This includes all assigned aspects of the campers' day including: prayer, worship, cabin clean-up, meal times, daily activities cabin time, getting ready for bed, as well as other aspects specified by the Camp Director.
- Assignment to help with activities such as Christian Education, Arts & Crafts, Swimming, Canoeing, Horseback Riding, and all other activities available to campers.
- All duties specific to your position, as given by the Camp Director or Assistant Camp Director.
- Working in close proximity with all others and being able to take direction at all times.

**Age** Camp Staff positions are available to those 18 years of age and older.

**Duration** Camp Staff are expected to attend the training session two days prior to camp (arriving Friday afternoon, St. George Church, Cedar Rapids, before the start of camp) and are expected to serve the entire week of camp.

**Medical** Applicants who are accepted will need to have the Health History & Examination Form completed prior to camp. For the sake of general camp safety and the medical staff a complete medical history must be included. Undisclosed conditions, especially those affecting performance of duties, may result in dismissal. It is especially important to disclose any prescribed medications that may impair performance. \*If you have not had a physical within 24 months of camp, please schedule an appointment with your doctor but you may wish to wait to find out if you have been accepted as staff before having the actual physical.

**References** The application includes two reference forms, one to be completed by your **parish priest** and one to be completed by a **non-relative** (employer, teacher, coach, etc.). It is your responsibility to make sure that the completed and sealed reference forms are mailed separately or included with your application to Fr. Fred Shaheen at the address below no later than *June 30TH*.

**Application** All application forms are to be mailed to: **Fr. Fred Shaheen 3650 Cottage Grove Ave. SE, Cedar Rapids, IA 52403**

A completed application (*DUE JUNE 30TH*) will include the following:

- A completed and signed Application Form, including essay
- Photocopies of any relevant certifications (CPR, Life guarding, etc.)
- Reference forms completed by your parish priest and one non-relative
- Health History & Examination Form
- Signed Sexual Misconduct Form
- On-Line Social Networking and Blogging Web Site Policy Form
- Authorization for Background Check

**Returning Staff** Applicants who have served at Camp St. George within the past two years do not need to write an essay; however, all other application forms will be required.

**Compensation** Camp St. George is an all-volunteer ministry. All fees charged by YMCA Camp Wapsie for Staff members are paid by Camp St. George receipts (approximately \$250 for each Staff member). Staff members are provided a small daily allowance for a snack from the camp store. Please note that all staff members are encouraged (though not required) to seek financial sponsorship, with the blessing of their parish priest, from their local parish or other charitable

# Camp St. George

Staff/Counselor Application for the year of \_\_\_\_\_

Name: \_\_\_\_\_  
Preferred First Name                      MI                      Last Name                      Legal First Name (if different)

Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_                       Female                       Male                      \_\_\_\_\_  
E-mail Address (print clearly)

T-Shirt Size: (Adult)                       S                       M                       L                       XL                       XXL

Home Address: \_\_\_\_\_  
Street (Include Apt. No.)

\_\_\_\_\_ City                      State                      Zip Code

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

Driver's License Number: (attach photocopy) \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Parish Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Parish Priest: \_\_\_\_\_ Priest Phone: (\_\_\_\_\_) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Phone: Day (\_\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_

## REFERENCES

In addition to my parish priest, I have given a reference form to:

\_\_\_\_\_  
Name                      Phone Number                      Relationship to Applicant

## PREVIOUS CAMP EXPERIENCE

\_\_\_\_\_  
Name of Camp & Location                      Dates                      Camper or Staff Position

## WORK EXPERIENCE

\_\_\_\_\_  
Employer                      Address/Phone                      Dates of Employment                      Position/Job Description

## EDUCATION

\_\_\_\_\_  
Name of Institution                      Dates                      Major                      Degree

## **POSITION**

Please indicate the position for which you are applying. You may indicate more than one position if desired, in order of preference (1 = first choice, 2 = second choice, etc):

___ Cabin Counselor	___ Morning Program Director	___ Co-Counselor
___ Arts & Crafts Director	___ Afternoon Program Director	___ Chanting
___ Medical Personnel	___ Evening Program Director	

## **ACTIVITIES/CERTIFICATIONS**

**Activities:** You will be asked to participate in a number of the following activities which are offered during camp. Please indicate any strong preferences:

___Arts & Crafts	___Horseback Riding	___Christian Education	___Archery
___Hiking	___Nature	___Canoeing	___Chanting
___Ball Sports	___Music/Singing	___Challenge Course	___Other: _____

**List any current Certifications:** (RN, MD, Lifeguard, First Aid, CPR, Ropes Course, etc.) Attach copies, including expiration dates. Camp St. George staff are strongly encouraged to certify in CPR and First Aid.

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**List any teaching or youth ministry experience:**

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**Restrictions:** Are there any reasons, medical or otherwise, you may have difficulty in performing any of the duties of camp counselor or of the position for which you are applying? If so please explain: \_\_\_\_\_

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## **BACKGROUND INFORMATION**

Have you ever been convicted of any misdemeanor or felony? (*Do not include traffic infractions*)  Yes  No

If so, please give dates, country, state, county and sentence information: \_\_\_\_\_

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## **ESSAY & INTERVIEW**

On a separate sheet of paper, please type a short essay, which includes:

- A brief biographical sketch including your life in the Church, your relationship with your priest and your prayer life
- Your experience in caring for children
- Why you are interested in serving at Camp St. George

The Camp Director or Assistant Camp Director will call you to conduct a telephone interview as part of the application process. When is the best time to call? \_\_\_\_\_

## **AGREEMENT**

I attest that all of the above information is true. I have read all the application materials and agree to all of its contents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# ***Policies and Procedures Regarding Sexual Misconduct at Camp St. George***

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.

## INTRODUCTION

Camp St. George has as its Mission to “present to young people a living experience of the Holy Orthodox Faith, in their relationship with God and other campers in an uncluttered environment.” At Camp St. George 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 and place of learning for Orthodox youth and adults, Camp St. George adheres to Orthodox Christian virtues. Among these virtues is 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, all behavior is to exhibit Christian virtue. Conduct which is contrary to Christ's teaching is sin and is unacceptable.

It is essential that all priests, leaders, workers, counselors, volunteers, and others involved at Camp St. George understand the overwhelming public concern regarding issues of abuse and sexual misconduct. Violations can quickly lead to the involvement of law enforcement officials and painfully 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, 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 that parents gain when visiting the camp, help determine whether campers will return or recommend the camp to others. These same impressions or perceptions affect the reputation of Camp St. George. A reputation of having an outstanding camping program can take years to gain and a single inappropriate experience to lose. Members of the camp 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 of Camp St. George. 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 to be read broadly and expansively to protect the interest of the children, campers, counselors 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.

## INAPPROPRIATE BEHAVIOR

There are certain behaviors that must be mentioned that are prohibited for Camp St. George volunteers during their stay at camp. These include engaging in 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, 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, and obscene jokes.

There are additional behaviors that, while not necessarily intended for sexual gratification, are inappropriate due to the appearance of possible impropriety. These include all interactions of both staff members and campers such as: massages, hand holding, sitting on laps or lingering full body hugs. Some general guidelines for staff/counselor behaviors with campers and other staff/counselor members include:

- Never touching 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, a touch on the shoulder, hugs of welcome/hello/goodbye/thanks/congratulations (not lingering full body hugs), hand shakes, high fives, arms around shoulders. Appropriate touching can become inappropriate touching, such as tickling, wrestling or teasing.
- 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 one doing the touching, not the one being touched. Touching of the genitals,

- It is inappropriate to purposefully expose one’s body to another (i.e. “flashing” or “mooning”) and good judgment should be exercised when you are changing or bathing. Likewise, the privacy of campers should be respected during the times when they are changing clothes, showering, etc.
- It is inappropriate to share a bed or sleeping bag with another staff member or 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.

REPORTING OF ALLEGED MISCONDUCT

All staff must be concerned for the safety and protection of the campers and others at Camp St. George. As a result, it is required of all staff that they report any apparent 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 Camp Director, or if that is not possible with the Assistant Camp Director of Camp St. George or an official representative of the Antiochian Archdiocese. The staff member should refrain from investigating the complaint independently or from discussing it with other staff or campers.

Any violations of the above guidelines and procedures must be reported at once to the Camp Director, who will consult with 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 of the Archdiocese. 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 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 the 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 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 Camp Director and the investigative committee.

All Camp St. George volunteers, both lay and clergy, must read and sign this policy.

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

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

Please do not detach - return all pages



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

Once a person accepts a position as a member of the staff at Camp St. George, they accept a great responsibility that lasts well beyond the time one spends in the corn fields of Iowa. A Camp St. George staff member will forever be recognized by campers, parents, clergy, fellow staff members, and many others as a representative of Camp St. George and, more importantly, the Orthodox Christian faith.

Camp St. George respects the freedom of staff to use social networking web sites (e.g., MySpace, Facebook, etc.), personal web sites and web blogs, however, with the advent of internet technology and social networking web sites, information can be posted on the internet and seen by just about anyone with access to the internet.

Each Camp St. George staff member who posts information (text and photos) on the internet in any format including social networking web sites, personal web sites, instant messenger profiles and away messages and any other internet source, must do so in accord with that of an Orthodox Christian lifestyle. In addition, Camp St. George requires that staff observe the following guidelines when referring to the camp, its programs or activities, its campers, and/or other staff on any internet 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. George, its campers, and/or other employees.
- 3) Staff must not use obscenities, profanity, or vulgar language.
- 4) Staff must not use internet sites to disparage Camp St. George, other campers, or staff of Camp St. George.
- 5) Staff must not use internet sites 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 an internet 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, including the staff member's dismissal from camp at the discretion of the Camp Director.

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

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

# **Camp St. George**

## AUTHORIZATION FOR BACKGROUND CHECK AND VOLUNTARY DISCLOSURE

SECTION I. RESIDENTIAL HISTORY-- Please provide your current and previous addresses of the last seven years, including temporary addresses (school, etc.)

Name: \_\_\_\_\_  
(First, Middle, Last)

Alias/Other: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State \_\_\_\_\_ Exp. Date: \_\_\_\_\_

(1) Current Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ County: \_\_\_\_\_ Dates: \_\_\_\_\_

(2) Previous Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ County: \_\_\_\_\_ Dates: \_\_\_\_\_

(3) Previous Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ County: \_\_\_\_\_ Dates: \_\_\_\_\_

*(Provide additional addresses on separate sheet if necessary)*

## SECTION II: AUTHORIZATION FOR BACKGROUND CHECK

I hereby authorize Camp St. George and the agency or agencies it employs for background services, to obtain and release any information pertaining to my background, including any of the services noted below, for employment or volunteer purposes. I hereby fully release, indemnify and discharge Camp St. George or other source providing information from any and all claims, liabilities and/or damages arising out of or relating to any investigation of my background for said purposes.

I further authorize ongoing procurement of the above mentioned background services at any time during my participation in the ministry of Camp St. George. I also agree that a fax or photocopy of this authorization with my signature be accepted with the same authority as the original.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

(Please continue on next page)

### SECTION III: VOLUNTARY DISCLOSURE

1. Have you ever been convicted of any crime of violence against minors, including but not limited to:
- 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 these listed crimes

Yes \_\_\_ No \_\_\_ If yes, please explain (use a separate sheet if necessary):

2. 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):

3. Are you 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):

4. 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):

### SECTION IV: AGREEMENT

**I understand that :**

1. Camp St. George may deny participation in its ministry to any person who answers any of the questions numbered 1 - 4 above in the affirmative.
2. In applying for a camp position, the information, which I have furnished, on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers.
3. Camp St. George may terminate volunteer service of any person:
  - a. Found to have a history of complaints of abuse of a minor and/or
  - b. Found to have resigned, been terminated or been asked to resign from a position whether paid