



Kirkwood Camp & Conference Center 2010 Summer Camp Staff Application

Return to:
Kirkwood Camp
RR 14 Box 7507
Stroudsburg, PA 18360
Phone: 570-421-8625
Fax 570-421-3064

NAME _____ SS # _____

Permanent Address _____
Street City State Zip code

School Address _____
Street City State Zip code

Contact Info _____
Phone Cell Phone E-mail

I am interested in (position) _____ Male Female

Date of Birth: _____ Age: 16+ 18+ 21+ Shirt Size: S M L XL XXL

You will be expected to work the following dates unless otherwise noted:

Camp Dates:

Staff Training Week	June 13-19, 2010
Opening Day	June 20, 2010
Summer Camp Closing Day	August 14, 2010
Day Camp Closing	August 21, 2010

PLEASE NOTE: ALTHOUGH THERE IS SOME FLEXIBILITY AS TO ARRIVAL/DEPARTURE DATES, IT IS EXPECTED THAT YOU WILL WORK THE DURATION OF YOUR CONTRACT. INABILITY TO DO SO MAY INFLUENCE YOUR ELIGIBILITY FOR EMPLOYMENT.

I will arrive at camp: _____

I will depart from camp: _____

Work History

Dates	Employer & Supervisor	Address / Phone	Type of Work	Reason for Leaving

Is there an employer you do not wish to be contacted, and if so why: _____

Camp Experience

Dates	Camp & Director	Location / Phone	Camper or Staff?	Specialties?

Education

Name of School	Years Attended	Major

How do you expect to grow from working at Kirkwood? _____

What are your religious beliefs and do you believe that you are able to conduct bible studies, and devotions.

(Returning Staff Members Only) Describe 2 changes you think would improve the camp's programs, schedule, or activities: _____

Please Read and Sign:

I hereby attest to the accuracy of the information I have provided. I authorize the camp to investigate the statements herein, including background checks, work history, and driving records, and release Kirkwood Camp & Conference Center and all others from any associated liability. I waive my right to review references or recommendation, understanding that their contents are confidential and will not be available to me now or in the future. I understand submitting this application does not guarantee employment. I further understand that Kirkwood Camp cooperates with authorities to vigorously investigate and prosecute allegations of child abuse.

Signed _____ Date _____

Kirkwood Camp is an equal opportunity employer. Requirements of employment are the same without regard to age, race, color, religion, national origin, gender, sexual orientation, or disability.

Background Check
AUTHORIZATION

Please note that Kirkwood Camp makes a full inquiry into every applicant's prior employment, activities, and character. This inquiry will include a full agency-conducted search for criminal history and convictions information. An online search for web and social network presence will be undertaken, as well. Drivers for camp owned vehicles will be vetted for motor vehicle operations history. Your signature below signifies consent to authorize these inquiries. Your employment may be affected by the results of your criminal history background check, your public internet presence, and your driving record.

PA state law requires that you provide a physician's statement showing you to be in satisfactory health as part of your employment at Camp Kirkwood.

Camp Kirkwood will request employment information from your former employers as required. The applicant hereby waives the right to claim that any request or investigation is an invasion of privacy; it is made with consent and in the interest of employment.

Your signature on this statement certifies that you have been asked and have fully disclosed any criminal convictions or information about any incidents in which you were charged with a violent crime which was dismissed or the allegation or commission of any act of child abuse which required investigation by the law authorities of any district or jurisdiction. I understand that Kirkwood Camp will take any allegations or suspicions of child abuse seriously and is required to report all allegations or suspicions to the investigative unit of Division of Youth and Family Services. This document releases Camp Kirkwood from liability, re: sharing with necessary third parties information gathered in this background check or observed during the applicant's employment with Camp Kirkwood.

Your signature further indicates that you will comply with the policies set forth in the staff handbook, associated documents, and all other policies that may be established from time to time by the organization. Camp Kirkwood employees or volunteers are not allowed to fraternize with youth members or youth participants outside of the camp programs, including, but not limited to, babysitting or inviting children to their home. If the staff or volunteer had a previous relationship either through church or school with the camper, then they would be able to continue with the relationship.

Finally, your signature below certifies that the information you have provided is accurate to the best of your knowledge and that you have withheld nothing that would, if disclosed, affect this application unfavorably. Any misrepresentation or omission of facts may exclude consideration for employment. Any misrepresentation or omission of facts discovered after employment may be cause for termination of employment.

I hereby acknowledge that I have read and understand the above statement and that I voluntarily sign this application.

Signature of Applicant	Date	Print Full Legal Name with Middle Initials
------------------------	------	--

Social Security Number	Date of Birth	Maiden Name
------------------------	---------------	-------------

Current Legal Address County	City	State	Zip
---------------------------------	------	-------	-----

Previous Legal Address	City	State	Zip	County
------------------------	------	-------	-----	--------

Driver's License Number	Issuing State	Expiration Date
-------------------------	---------------	-----------------

Kirkwood Camp & Conference Center Reference Form

Candidate:

Date:

Position:

Completed by: Hand Phone Fax Mail Email

This candidate has applied for a position at Kirkwood Camp & Conference Center and has indicated you as a personal reference. Completing and returning this form will be of considerable help to us. Answer those questions you think are appropriate. Mail or fax your response (ATTN: Director) to:

Kirkwood Camp & Conference Director, RR 14 Box 7507, Stroudsburg, PA 18360 Phone: (570) 421-8625 Fax (570) 421-3064

Your name: _____ Your position: _____

Your relationship w/ applicant: _____ Length of relationship: _____

Phone: _____ Email: _____

(Select from this list based on your relationship to candidate.)

- Please give me a summary of the applicant's strengths and weaknesses. (Get examples of accomplishments to support major strengths.)
- Can you give me an example of initiative?
- How would you rank this person as a leader?
- What was his/her biggest accomplishment?
- Tell me about a time when he/she went the "extra mile."
- How strong was this person in working with others or with kids?
- Can you give me examples of his/her ability to handle pressure or criticism?
- How dependable is he/she? Can you give me some examples?
- How would you rank overall performance on a scale of 1-10? What would it take for him/her to move up one point?
- How would you rank this person's character and personal values system? How did this affect performance?
- Have you ever observed or heard anything about this candidate that would make you reluctant to recommend him/her for a job with children?
- Would you be willing to leave your children in the care of this person for a week or two?
- Who else might I talk to for a clear picture of the applicant's readiness to be a camp counselor?**

Notes & Comments

Staff Code of Conduct

Kirkwood Camp & Conference Center

1. To protect the Kirkwood Camp staff, volunteers, and program participants; at no time during a program may a staff person be alone with a single child where he or she cannot be seen, heard, or observed by others. As staff supervise children they should space themselves in such a way that other staff can see and/or hear them.
2. Staff shall never leave a child alone and unsupervised.
3. Overnight cabin, restroom, and bathroom supervision of campers shall always occur with another staff member present within sight or hearing distance. Do not enter these areas when in use by a camper of the opposite sex except when summoned in an emergency. Do not enter these areas when in use by a single camper of any sex without others present. If it is necessary, then stand in the doorway where you can be seen from inside and outside. Do not isolate a single camper for discussion or discipline unless you are clearly visible in a public area, such as the cabin porch or steps. Leave facility doors open when assisting younger children. No child, regardless of age, should enter a bathroom alone on a fieldtrip. Always send children in groups of three, and whenever possible, with staff.
4. Use of obscene or sexually graphic language is prohibited for staff working with children. When children use such language, they must be firmly corrected. Obscene or sexually graphic material in any format, electronic or print, is prohibited.
5. Kirkwood Camp is very sensitive to issues of sexual harassment. Staff should avoid using intimidating, suggestive, or inappropriate language when in the presence of other staff. Allegations of sexual harassment should be reported to the Camp Director to be investigated and can be cause for dismissal.
6. All suspicions, allegations or reports of child abuse must be immediately reported to your supervisor. In every case where abuse is suspected and may be repeated, the child must be removed from the threatening situation, even before seeking assistance. Do not leave a child alone with a suspected abuser.
7. Staff should conduct or supervise private activities in pairs assisting with dressing, bathing suits, showers, etc. When this is not possible, staff should be positioned so that they are visible to others.
8. Staff shall not abuse children including:
 - Physical abuse- to strike, spank, shake, and slap, withhold food, withhold healthcare;
 - Verbal abuse- to humiliate, intimidate, threaten;
 - Sexual abuse- to inappropriately touch or speak;
 - Mental abuse- to shame, withhold kindness, be cruel;
 - Neglect- to withhold food, water, basic care, etc.No type of abuse will be tolerated and may be cause for immediate dismissal and legal action.
9. Staff should use positive techniques of behavior management, including redirection, positive reinforcement, and encouragement. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner, and must be documented.
10. Staff will conduct a health check/screening of each child, each day, noting any bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented and reported to the Camp Nurse and the Camp Director.
11. Staff will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
12. Staff will respect a child's right to not be touched in ways that make them feel uncomfortable. Children are not to be touched on the areas of their bodies that would be covered by a bathing suit.
13. Staff members will refrain from intimate displays of affection towards other staff members in the presence of children, parents, and staff.

14. Staff must appear clean, neat, and appropriately attired at all times.
15. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited. Possession on camp grounds is cause for dismissal.
16. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited. For health and fire safety reasons, Kirkwood is now a smoke-free environment. If you must smoke, please walk out to the road past the Gate House.
17. Profanity, inappropriate jokes, and sharing intimate details of your personal life in the presence of campers is prohibited, and may be cause for dismissal.
18. Staff members must be free of physical, contagious, and psychological conditions that might adversely affect any child's physical or mental health. If in doubt, the Camp Nurse or Camp Director should be consulted.
19. Staff members will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
20. Staff members may not be alone with children they meet at Kirkwood Camp. This includes babysitting, sleepovers, inviting children to your home or taking them places. Any exceptions require a written explanation before the fact and are subject to the Director's knowledge and approval.
21. Staff members are not to transport children in their vehicles without the permission of the Director.
22. Adult staff members of any age are prohibited from romantic relationships with campers or minor staff members under 18 years of age. Minor staff members (age 16-17) are excluded from not being permitted to date other minor staff members, but under no circumstances may they engage in a romantic relationship with a camper.
23. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult as documented by the parent or guardian on file.
24. Staff members are required to immediately report any instances of child abuse or neglect, whether at home or at camp. Phone numbers for the Division of Youth and Family Services, the primary agency with jurisdiction, are available in both the Health Lodge and the Camp Office or may be obtained by dialing telephone information. Suspicion or concerns about the possibility of abuse without disclosure, allegations, or physical evidence should be shared with the Camp Director or Nurse.

I understand that violation of any part of this Code of Conduct may result in termination.

Employee Signature

Print Name

Date

Return to: Kirkwood Camp
& Conference Center
RR 14 Box 7507
Stroudsburg, PA 18360