



Dear Summer Staff Applicant,

Thank you for your interest in joining Camp Ondessonk as we provide our 53rd consecutive summer of traditional and adventure youth camping programs. Over the years, many passionate and hardworking summer staff members have helped make this organization one of the premier traditional summer camps in the Mid-west.



Camp Ondessonk is a rugged, residential, Catholic Youth Camp situated on 981 rolling acres adjacent to the Shawnee National Forest in Southern Illinois. The landscape consists of sandstone bluffs, meandering creeks, waterfalls, hardwood forests, park like pastures and numerous lakes. Our campers and staff members live in our signature rustic "units" made up of tree-houses, cabins, lodges, and even a cave dwelling. The units are designed to gently and fully immerse campers into their natural surroundings.

When camp sessions are in full swing, each unit is occupied by 30 – 40 campers and 4 – 6 staff members. Campers range in age from 8 to 16, and come from all over Illinois, the St. Louis area, Chicago, Western Kentucky, Southern Indiana, Southeast Missouri, and beyond. Most campers come from Catholic families, but many of our campers and staff are non-Catholic.

Camp Ondessonk is owned and operated by the Roman Catholic Diocese of Belleville, IL. We are an equal opportunity employer and employment decisions are made on the basis of qualifications that meet the needs of the organization and not on the basis of race, gender, national origin, age, sexual orientation, religion, marital status, veteran status, physical or mental disability or other characteristic protected by law. We work hard to provide a setting and program in which participants develop friendships and meaningful relationships while trying new activities and connecting with God through nature. In doing this, our staff members are held to very high performance standards. We expect the people that work here to be excellent role models and otherwise exhibit behavior that does not interfere with our mission to responsibly serve children. Further information regarding our standards of conduct is contained in this packet.

Our goal is to assemble a staff of hard-working, fun, energetic and responsible individuals with solid decision making skills. Before completing your application, please consider carefully whether or not Ondessonk is the right camp for you. There is a lot of diversity among the 2000+ camps in the United States. We want to know whether or not we are right for you, as well as you being right for us.

Our Executive Director, Dan King, will often say that this is the job you will one day likely day-dream about. If you would like to have an opportunity to be a positive force in the lives of countless campers and fellow staff, please fill out the attached application and submit it for consideration.

The first round of hiring will take place during the last week of March, 2012. If you have questions about the hiring process, please feel free to email me. If you have questions about your hiring status, please do not contact me until after April 15th, 2012. Because of my work schedule, email is my preferred method of communication when responding to questions. Finally, please review all of the contents of this packet before you begin filling out your application. It is very important that you complete your application today and send it in. If you delay, the position(s) you want will be filled by other applicants.

Best Regards,

Evan Coulson

Camping Services Director

evan.coulson@ondessonk.com





Summer, 2012 Staff Training Schedule:

To help ensure summer staff members feel best prepared for their duties, the following *optional but highly recommend* training and development workshops are provided as an opportunity for staff members to learn some of the basics related to the activity area that they will staff for summer, 2012. Meals and lodging are provided free of charge for all staff choosing to attend the following optional training or development sessions. Please note that Leadership Training is a mandatory, paid session for certain staff members as noted later in this packet. All staff are **required** to attend the paid one-week Orientation session listed below.

- **February 18-19, 2012: Red Cross Wilderness & Remote First Aid** (Equip yourself with the knowledge and skills to responsibly respond to an emergency situation in the woods. Space is limited, and special consideration will be given to Summer, 2012 Nature Crew, Adventure Crew, and Unit Leaders. Contact the Camp Ondessonk Program Director to inquire about registration. First Come-First Served. Meals and Lodging provided.)
- **Feb 24-26, 2012: Nature Crew Training Weekend** (Learn the trail systems used in the Camp Ondessonk Nature Program as well as the basics of the Woodsmanship Program, Hike management: 101, and basic ecology of the Shawnee National Forest. Meals and Lodging provided.)
- **March 23-25: Wrangler Training Weekend** (Learn the basic in's and out's of the Camp Ondessonk Stables and summer horsemanship program, general horse care and maintenance and develop personal riding skills. Meals and Lodging provided. (Contact stables@ondessonk.com for more information)
- **May 14-18: WORK WEEK I** (All available Summer, 2012 staff are encouraged to arrive at Camp at the beginning of Work Week I to begin gearing Camp Ondessonk up for the summer. Meals and Lodging provided.)
- **May 19-20: Certified Horsemanship Association (CHA) seasonal clinic** (This great training is optional for all wranglers hired to work in 2012. Meals and Lodging provided.)
- **May 19-20: Activity Head Workshops** (All Summer, 2012 Activity Heads are encouraged to arrive at Camp at the beginning of Work Week II to begin gearing up their activity areas for the summer. Activity area maintenance and upkeep, equipment/supply inventory, curriculum development. Meals and Lodging provided.)
- **May 19-24: Backpacking and Climbing Adventure Training** (This training is optional for staff members hired to co-lead the backpacking / climbing adventures. Learn program area specifics regarding backcountry travel and basic rock craft safety systems. Meals and Lodging provided.)
- **May 21-23: Lifeguard Training** (American Red Cross Lifeguard Certification Course. Intense training for natural body of water specific aquatic site and safety management skills. Open to all interested summer, 2012 staff on a first come-first served basis. Make your summer staff application stand out! Contact the Camp Ondessonk Program Director today to inquire about registration! Meals and Lodging provided.)
- **May 21-25: WORK WEEK II** (All available Summer, 2012 staff are encouraged to arrive at Camp at the beginning of Work Week II to begin gearing Camp Ondessonk up for the summer. Meals and Lodging provided.)
- **May 24 – 26: Leadership Staff Training** (Required of all Unit Leaders, Activity Heads / Assistants, and Summer Administrators. Weekly Salary as well as Meals and Lodging provided.)
- **May 27 – June 2: Staff Orientation and Pre-camp Training** (Mandatory for all summer staff including returning staff members. Weekly Salary as well as Meals and Lodging provided.)



Camp Ondessonk 2012 Summer Staff Application

This application is to be used by applicants who have not yet been paid employees of Camp Ondessonk

Name: _____		S.S. #: _____ - _____ - _____	
Permanent Address		Temporary / School Address	
Email: _____		Cell Phone: (____) _____ - _____	
Best Time to Reach You: _____ am / pm		Requested Staff Shirt Size: YM YL S M L XL XXL	
<small>The Diocese of Belleville, Illinois and Diocesan locations comply with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, gender, national origin, age disability, sexual orientation, religion, marital or veteran status, physical or mental disability or other characteristics protected by law.</small>		Gender: Female / Male <small>This information allows Camp Ondessonk to assign staff to overnight supervision responsibilities consistent with the gender of the campers they will supervise and to ensure that proper number of staff of each gender is hired. Applicant gender is never a determining factor in making final hiring decisions.</small>	
Will you be at least 18 as of May 30th, 2012: Y / N <small>This information allows Camp Ondessonk to remain in compliance with American Camp Association Standards HR-4B & HR-10. Applicant age is never a determining factor in making final hiring decisions.</small>			
How did you hear about Camp Ondessonk?		Certifications / Advanced Training	
Please explain below		Please list current certifications with expiration dates. Trainings could include academic coursework, C.H.A. trainings, Riflery / Archery training and any other trainings or certifications that might apply to working at Camp Ondessonk.	
Have you ever worked at another camp or similar facility? YES / NO If so, what positions did you hold?			
2012 Summer Staff Orientation and Training will take place <u>SUNDAY May 27th through SATURDAY June 2nd</u>. This session is <i>mandatory</i> as a condition of employment.			
The 2012 Summer Schedule is broken down into two major portions. Please circle the portion(s) that you are applying for. Circle BOTH if you are available all summer. Please keep the following in mind: Applicants that are able to make full commitments to one or both of the following time periods will be given hiring preference over applicants that make partial commitments. Please understand that we need to maintain a group of staff members that is consistent from week to week in order to best serve our summer campers.			
June 3rd - July 7th <small>(Coeds 1, 2, 3, Boys; as well as Mini and Family Camp)</small>		July 8th – August 4th <small>(Girls 1 & 2, as well as Coeds 4 & 5)</small>	



Your Skill Sets and/or Interests

You will find a list of camp-related activities and tasks below. Please rate yourself using the following scale for each item listed.

1= I am very good at this. I could teach or lead this.		2= I am very interested and would like to learn more about this.	
3= I have some experience and some interest.		4=I have no experience and no interest in this.	
5= I've learned from experience that I dislike this.			
<input type="checkbox"/> Riflery	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Hiking	<input type="checkbox"/> Singing
<input type="checkbox"/> Crafts	<input type="checkbox"/> Backpacking	<input type="checkbox"/> Woodsmanship	<input type="checkbox"/> First Aid
<input type="checkbox"/> Ecology	<input type="checkbox"/> Archery	<input type="checkbox"/> Swimming	<input type="checkbox"/> Performance
<input type="checkbox"/> Watercrafts	<input type="checkbox"/> Clerical	<input type="checkbox"/> Customer Svc.	<input type="checkbox"/> Story Telling
<input type="checkbox"/> Cash Register	<input type="checkbox"/> Horsemanship	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Spirituality
<input type="checkbox"/> Rock Climbing	<input type="checkbox"/> Team Building	<input type="checkbox"/> Camping	<input type="checkbox"/> Supervising

Your Job Assignment Preferences

STEP 1:

Using the job summaries on pages 13 and 14 of this application packet, please list your TOP THREE job assignment preferences. Please note that there are some age requirements for certain positions. (ACA*HR-10)

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

STEP 2:

Using the list of job summaries, please indicate your willingness to accept an assignment to work in each of the positions by rating it on the following scale.

1= I am very willing to do this job.	2= I am somewhat willing to do this job.	3= I am not willing to do this job.
<input type="checkbox"/> Arts & Crafts Instructor	<input type="checkbox"/> Boating Instructor	<input type="checkbox"/> Health & Sanitation Coordinator
<input type="checkbox"/> Range Instructor	<input type="checkbox"/> Lifeguard	<input type="checkbox"/> Dining Hall Manager
<input type="checkbox"/> Health and Sanitation Staff	<input type="checkbox"/> Nature Instructor	<input type="checkbox"/> Kitchen Staff
<input type="checkbox"/> Wrangler	<input type="checkbox"/> Maintenance Tech.	<input type="checkbox"/> Kitchen Manager
<input type="checkbox"/> C.I.T. Program Staff	<input type="checkbox"/> Unit Leader	<input type="checkbox"/> Horse Adventure Staff
<input type="checkbox"/> Trading Post Mgr.	<input type="checkbox"/> Climbing/Backpacking	<input type="checkbox"/> Head Counselor
<input type="checkbox"/> Special Activities Coordinator	<input type="checkbox"/> Wellness Coordinator	<input type="checkbox"/> Council Coordinator
<input type="checkbox"/> Office Staff	<input type="checkbox"/> Activity Head	<input type="checkbox"/> Photographer / Bunk One Liaison
<input type="checkbox"/> Head Wrangler	<input type="checkbox"/> Health Center Clerk	<input type="checkbox"/> Barn Manager

Applicants please note: Your application will not be considered complete until we receive all of your application materials, **including 2 completed reference forms from individuals not related to you.** If your skill-set, abilities, and references indicate that you are a strong candidate for employment at Camp Ondessonk, you will be contacted by phone. We will be hiring approximately 100 employees this summer. Competition for these positions will be stiff. Regardless of whether or not you are offered employment this summer, we appreciate that you are interested.

THANK YOU FOR YOUR TIME!



Please consider the following questions:

This is your chance to share a bit about yourself! Please be honest. Please be realistic. Take the time to fully answer each question. While neatness, spelling and punctuation are important, we are MOST interested in learning about the sort of person you are.

If you need more space, see pg. 7. Thanks!

1. Please take a moment to consider the following realities of working at a camp: Though most staff members love nearly every minute of it, the pay is not the best, it will be hot and you will have very little down-time for yourself on work days. Besides the fact that you might already love the place, or the outdoors in general, why do you want to be a counselor at Camp Ondessonk?

2. Does working at Camp Ondessonk fit into your long-term goals? If so, how?

3. Please make a list of things that you like to do when not at school or work.



Please consider the following questions:

This is your chance to share a bit about yourself! Please be honest. Please be realistic. Take the time to fully answer each question. While neatness, spelling and punctuation are important, we are MOST interested in learning about the sort of person you are.

If you need more space, see pg. 7. Thanks!

4. Has there been a person in your life that you find inspiring or look up to? What has this person done to impact your life in a positive way? Please explain how you see yourself being a similar influence for a child attending Camp Ondessonk.

5. Are you the sort of person that is constantly finding ways to improve? If so, what have you done to improve yourself during the last year or so?

6. The facilities at Camp Ondessonk are wonderfully rustic. The cabins that you would stay in for most of your time here are open-air buildings that have no electricity or phone. Cell-phone service is nearly non-existent. Further, you would likely go days at a time without feeling air-conditioning. Can you live this way? If so, what is it that you like about rustic, outdoorsy settings?

Thank you for your interest in being a part of our FANTASTIC staff!



Camp Ondessonk Policy Acknowledgement

Please read the following information and indicate your understanding and intension for compliance by signing.

I UNDERSTAND THAT:

- I will be required to attend and supervise campers at weekly Catholic Church services.
- Camp Ondessonk enforces a zero-tolerance policy for the use of alcohol and illegal drugs. Zero Tolerance means that alcohol and drugs are not permitted at Camp Ondessonk by summer staff members or volunteers and that underage drinking away from Camp is prohibited.
- **The use of tobacco products on site during the period of employment by summer staff members is prohibited.**

Applicant Signature: _____ **Date:** _____

Agreement to Release Confidential Information & Liability Waiver

Please read the following information and indicate that you understand it by providing your signature and date of signing.

I understand that the information I have provided on this application may be verified by contacting persons or organizations named in my application and reference forms, or by contacting persons or organizations that have information concerning me. I attest that all of the information in this application is true and correct to the best of my knowledge. I acknowledge that providing false information on this application may result in my immediate termination from Camp Ondessonk.

I hereby release and hold harmless from liability any person or organization that provides information concerning me. I also agree to hold harmless the Catholic Diocese of Belleville, its Department of Outdoor Ministry, Camp Ondessonk and its Board of Directors, and any officers, employees and volunteers on account of injury, accident and sickness to the above mentioned or his/her property in connection with any accident related to this camp.

Applicant Signature: _____ **Date:** _____

Printed Name: _____

Parent Approval and Waiver of Claim for Applicants Under Age 18

In order for this application to be considered complete, applicants under the age of 18 must acquire parental approval and this must be indicated by signature.

I hereby approve this application for my son/daughter to work at Camp Ondessonk. In consideration of the benefits to be derived and the type of work to be done, I expressly waive any and all claims against the Catholic Diocese of Belleville, its Department of Outdoor Ministry, Camp Ondessonk and its Board of Directors and any officers, employees and volunteers on account of injury, accident and sickness to the above mentioned or his/her property in connection with any accident related to this Camp.

Parent or Legal

Guardian Signature: _____ **Date:** _____

Printed Name of

Parent or Legal Guardian: _____



Under 18 Staff Member Permission to Leave Site Parental Consent Form

I understand that Camp Ondessonk Staff Members will be given time off from Camp service at the end of each weekly residential camp session. This time off typically ranges from after noon on Saturday to 11:00am on Sunday. **Staff who are under 18 years of age are expected to return by mid-night (12:00am Sunday).**

I, on behalf of myself and my minor child/ward, _____ hereby give permission for my child to leave site on the authorized time off on the following Saturdays: (Please circle all dates that you are giving consent for)

1st Half

2nd Half

June 2 (orientation) June 9 June 16 June 23 June 30 July 7

June 2 (orientation) July 14 July 21 July 28

Overnight absence must be approved on a week-by-week basis with written permission from parents or guardians. This permission can be faxed to the Camp Ondessonk office at 618-695-3593.

Your signature indicates that you authorize Camp Ondessonk to allow your minor to leave site on their authorized time off. This form will be kept in your child's staff file.

Parent / Guardian Signature: _____ **Date:** _____

In addition, staff members will have an opportunity to leave site during the opposite-gender seasons on Wednesday evening. All minor staff must return to Camp Ondessonk by 11:45pm Wednesday. By signing below, you are giving permission for your child to leave Camp Ondessonk for the evening off.

Female Staff & LITs: Boys Week

Male Staff & LITs: Girls Weeks I & II

Wednesday June 27th

Wednesday, July 11th & 18th

Parent / Guardian Signature: _____ **Date:** _____



Dear Applicant,

Please take a few moments to review our Mission and Vision Statements.

Camp Ondessonk Mission Statement

The mission of Camp Ondessonk is to provide a safe environment that inspires physical, mental, emotional and spiritual growth for individuals and groups through the appreciation and stewardship of nature.

Camp Ondessonk Vision Statement

The vision of Camp Ondessonk, a camp founded on the Catholic Faith, is to be the world's best youth camp. Inspired by positive role models, campers will experience the wonders of God's creation through adventurous, challenging activities in a unique, rustic environment.

Camp Ondessonk Stewardship Prayer

Dear Heavenly Father,
Help me see that
My Camp is composed of people like me.
I will make it what it is.
It will be friendly, if I am.
Its cabins will be filled, if I help fill them.
It will do great work, if I work.
It will make generous gifts that touch people's lives, if I am a generous giver.
It will bring other people into its circle of heritage and tradition, if I invite and bring them.
It will be a camp with a noble spirit, if I, who make it what it is, am filled with these same things.
Therefore, with your help God,
I shall dedicate myself to the task of being all the things that I want my Camp to be.

Amen.

Thank You!



2012 Summer Staff Salary Rates

General Job Title	Position Information	Weekly Salary
General Staff	Activity Instructors, Lifeguards, Wranglers, Maintenance, Health and Sanitation Staff, Bunk One Liaison, Health Center Clerk & Office Staff, CIT Program Staff	\$247.50/week.
Kitchen Staff & Dining Hall Manager	Assists Food Service Director and Kitchen Manager in the preparation and distribution of food for the entire camp, rotates through dishwashing duties.	\$247.50/week.
Activity Area Coordinators / Directors / Managers	Handicrafts Director, Range Director, Nature Director, Health & Sanitation Coordinator, Trading Post Manager, Boating Coordinator, Council Coordinator, Wellness Coordinator, Health Center Clerk, & Kitchen Manager	\$260.00/week.
Aquatics Director	Current certification as W.S.I. or L.G.I. preferred	\$270.00/week.
Barn Manager	C.H.A. certification preferred. Camp Ondessonk is hosting a C.H.A. Seasonal Clinic May 19-20, 2012.	\$270.00/week.
Unit Leader & Assistant CIT Director	21 years of age or older. Staff between 19 and 20 years of age <i>may</i> be considered. (ACA*HR-10) This position is generally filled for the entire summer, with un-paid leave during opposite sex seasons.	\$275.00/week.
Adventure Staff	Must have documented experience appropriate to position. Horse Camp/Adventure Staff positions available from June 2 through August 4 with two weeks of unpaid leave during Boy's week and Family/Mini Camps. Backpacking/Climbing Adventure positions available from June 2 through June 30.	Lead Instructor: \$275.00/week. Instructor: \$247.50/week.
Summer Administrative Staff	Head Counselor, C.I.T. Director, Administrative Assistant and others at the discretion of the Executive Director.	\$300.00/week.
Health Care Providers	Must have current Illinois license and be able to legally administer oral and I.V. medications. Due to ACA standards, the Lead Health Care Provider must be an RN, Nurse Practitioner, Physician Assistant or M.D. (ACA*HW11)	\$800-\$900/week. Salary heavily dependent upon amount of experience in a setting similar to Camp and whether or not individual is on site 24 hours per day.

Additional Salary Related Information

Staff members required to attend the 2 ½ day Leadership Training Workshop just prior to Orientation will be paid **\$82.50**. Leadership Training is mandatory for Activity Heads (Coordinators, Managers and Directors), Unit Leaders, Summer Administrators and Lead Adventure Staff.

General and Leadership Staff members will be paid **\$247.50/week** for Orientation.



2012 Summer Job Description Summaries (ACA*HR-6)

Please note: Nearly all of these positions require unit responsibilities which include living in a unit with campers, supervising campers at meals, and supervising campers at evening activities.

Head Counselor: Supervises Unit Leaders; assists with special programs and activities for campers and some evening activities. Coordinates staff work projects in Boys and Girls season. Helps assure that ACA standards, including camper supervision standards, are being followed. Must be 21 years of age or older.

CIT Director: Coordinates Counselor-in-Training program including supervision and evaluation of Assistant CIT Director, CIT Program Staff, and program participants. Responsible for following ACA standards. Must be 21 years of age or older.

Assistant CIT Director: Oversees the day-to-day operation of the CIT program's Leadership Development week and assists in training and supervision of CIT Program Staff.

CIT Program Staff: Supports the CIT Program Directors in the facilitation of the Leadership Development Week portion of the CIT Program.

Lead Health Care Provider: Provides day-to-day health care needs for campers and staff members. Oversight of the distribution of medications. Regardless of training, the person filling this position must have a current Illinois license and be able to legally administer oral and I.V. medications. This position must be filled with an RN, Nurse Practitioner, Physician Assistant, and MD. Responsible for following ACA standards.

Wellness Coordinator: Provides organizational and procedural support to the Lead Health Care Provider. Works with Health Center Clerk to manage all camper health form filing and documentation. Provides overnight coverage of Health Center. Leads weekly camper health check in and out process. Conducts daily walking / check-in tours to offer basic preventative Health Center support to Unit leaders. Must be a highly organized and efficient team player. Must be 18 years of age or older.

Health Center Clerk: Responsible for maintaining accurate records, organizing post-meal health calls, and performing other clerical tasks. Supervises weekly rotational Health Center Assistant.

Adventure Lead: Supervises 4 – 12 campers and 1 or 2 staff members. Supervises horse camp / horse adventure or rock-climbing / backpacking specialty programs (Rock/Backpack lead may also apply to assist with the 1 week Lodge Camp program scheduled for the last week of the summer). Lead Adventure positions require extensive backcountry and overnight camping leadership. Applicants with Certifications in Wilderness First Responder, Wilderness First Aid, Life guarding, and CPR for the PR are preferred. Responsible for following ACA standards. Must be 21 years of age or older.

Adventure Staff: Assists Adventure Lead in the duties listed above. (Rock/Backpack second may also apply to work with the 1 week Lodge Camp program scheduled for the last week of the summer). Applicants with Certifications in Wilderness First Aid, Life guarding, and CPR for the PR are preferred. Responsible for following ACA standards. Must be 18 years of age or older.

Unit Leader: Lives in unit and leads the supervision and activities of as many as 30 – 40 campers. Unit Leaders are responsible for the discipline, health, and safety of campers in her/his unit. Supervises all staff members assigned to Unit. Responsible for following ACA standards. Must be 21 years of age or older. Male Unit Leaders who are hired to work all summer will receive 2 weeks of unpaid leave during Girls sessions I and II. Female Unit Leaders who are hired to work all summer will receive 1 week of unpaid leave during Boys Season.

Activity Directors: Responsible for physical and programmatic aspects of individual activities. Must possess a working knowledge of ACA standards. Supervises and evaluates activity staff. Assists with C.I.T.'s. Works with Program Director in developing and improving activity area. Develops in-service trainings and orders supplies as necessary. Must be 18 years of age or older.

- **Handicrafts Director** – Plans craft projects; maintains inventory and equipment.
- **Nature Director** – Assigns hike schedules; creates and plans all nature activities including Woodsmanship.
- **Range Director** – NRA certification and National Archery Association certification required; maintains equipment and inventory.
- **Aquatics Director** – Directs a staff of lifeguards and boating/canoeing instructors in the swimming and small-crafts areas. Current Lifeguard certification is required. Current LGI or WSI certifications heavily preferred or the completion of an Aquatics Supervision course.
- **Boating Coordinator** – Current lifeguard certification required. Is responsible for teaching basic skills. Also must develop and offer engaging and educational row-boating and canoeing activities.
- **Barn Manager** – Assists Equestrian Director in day to day horsemanship / trail-riding operation; develops riding schedule; supervises barn staff (CHA certification is required).
- **Council Coordinator** – Provides spiritual programming and services. Coordinates Sunday evening Mass and daily prayer services. Leads hour long Council classes.



2012 Summer Job Description Summaries (cont.) (ACA*HR-6)

Activity Instructors: Assist activity director in the facilitating activities and supervising campers in the given program area. Follows ACA standards and participates in in-service trainings.

- **Handicrafts Instructor** – Teaches a variety of crafts to campers on a daily basis
- **Nature Instructor** – Leads exploration hikes and teaches ecology concepts and outdoor skills to participants.
- **Range Instructor** – Teaches participants about the responsible and safe use of firearms archery equipment and provides additional supervision at the rifle and archery range.
- **Aquatics Staff (AKA Lifeguard)** – Supervises campers in swimming lake; assists and provides supervision in watercrafts area.
- **Horsemanship Instructor (AKA Wrangler)** – Teaches participants basic riding skills. Leads and supervises trail-rides and performs daily barn chores.

Service Area Directors: Responsible for physical aspects of area. Must possess knowledge of and follow ACA standards

- **Trading Post Manager** – Ensures that Camp's Trading Post is stocked and staffed. Keeps records, sells products, orders necessary supplies, secures inventory, and re-stocks as necessary. Insures the cleanliness and sanitation of the Trading Post and surrounding areas. Must be 18 years of age or older.
- **Kitchen Manager**- Directly supports the Food Service Director in providing supervision and guidance to Kitchen Staff pertaining to the preparation and on-time delivery of hot, nutritious meals.
- **Dining Hall Manager** – Coordinates meals in the Dining Hall. Maintains proper stocks of supplies necessary for meals and ensures cleanliness of Dining Hall. Leads the organization of meals, including announcements. Responsible for clean-up of Dining Hall after each meal. Provides assistance to Kitchen staff in preparing meals when possible.
- **Health and Sanitation Coordinator** – Responsible for making sure bathhouses are clean and that trash and recyclables are collected and properly disposed of. Provides leadership in Camp's composting and recycling efforts. Oversees daily cabin inspections. This position must be filled by someone with a good driving record who is at least 21 years of age and has strong supervisory ability.

Service Area Positions:

- **Maintenance Technician** – Assists in areas needed as determined by Camp Ranger. Skills in basic carpentry and general maintenance preferred. Willingness to learn and work hard is required. Some logistical support for adventure Activities. Due to the need to drive camp vehicles, maintenance Techs must be 18 years of age or older.
- **Office Assistant** – Assists the Office Manager and Camp Registrar with clerical tasks including, but not limited to, filing, copying, and data processing. Provides on-phone and in-person customer service to the families of campers, visitors, and service providers. Must have excellent telephone etiquette.
- **Kitchen Staff** – Assists Food Service Director and Kitchen Manager in preparing and serving camp meals, rotates through weekly dish-washing duties.
- **Bunk One Liaison**- Works under the direction of the Camp Ondessonk Marketing Director to maintain Camp Ondessonk's Bunk One photo and email site. Serves as Camp Photographer. Assists Marketing Director as needed.
- **Health and Sanitation Staff** – Responsible for making sure bathhouses are clean and that trash and recyclables are collected and properly disposed of.



Camp Ondessonk Staff Code of Ethics

Camp Ondessonk is committed to providing a safe, fun, educational, and inclusive experience for all of our campers, staff, parents, and alumni. With this in mind, we ask all staff members to act appropriately at all times while they are at Camp Ondessonk, participating in camp sponsored activities, or representing Camp Ondessonk in any way. Furthermore, it is expected that staff members behave in a mature and responsible way and respect the rights and dignity of others.

If you are hired and accept a position at Camp Ondessonk, you will begin a journey that will have a permanent and positive effect on your life. In doing this, you will commit to being a positive role model and mentor to our campers. It will be a lot of hard work, BUT the path you will have chosen will provide you with a better sense of community, self-value, work ethics, and commitment to others.

All staff members are expected to read, understand, and adhere to the following "Code of Ethics".

1. I will be a positive role model for youth. In doing so I will maintain an attitude of respect, loyalty, patience, courtesy, tact and maturity.
2. I will never abuse campers or fellow staff members, including:
Physical Abuse – Strike, Spank, Shake, Slap
Verbal Abuse – Humiliate, Degrade, Threaten, use Profanity
Sexual Abuse – including inappropriate touch, displays, acts
Mental Abuse – Hazing, Neglect, Manipulation, Teasing, Bullying

My job is to protect children at all times.
3. I will conduct myself in a way that is congruent with the Catholic Church and the Catholic Diocese of Belleville.
4. I will never leave a camper unsupervised. Further, I will follow the "Rule of Three" at all times.
5. I understand that using, possessing, being under the influence, or distributing alcohol or illegal drugs at camp is prohibited. Any actions within the "Sphere of Camp" must be legal and appropriate.
6. I will treat campers of all races, religions, cultures, and backgrounds with respect, dignity, and consideration.
7. I will use positive techniques of guidance, including redirection, anticipation, and elimination of potential problems. I will use positive reinforcement and encouragement rather than competition, comparison, or criticism. I will make expectations clear and avoid power struggles with campers.
8. I understand that smoking has no place at Ondessonk while I am in the role of a mentor. Smoking or the use of any tobacco product on Camp Ondessonk property is prohibited for the duration of my summer employment.
9. I must maintain a clean, neat, and attired appearance at all times. Extreme hair colors and cut are discouraged.



Camp Ondessonk
"Teaching what matters most"

10. I understand that many parents don't understand, appreciate, or accept unusual piercings. Piercings must be appropriate and tasteful. Wearing jewelry that is "pierced" into the brow, lip, tongue, or navel is prohibited during work hours.
11. Inappropriate or offensive tattoos are prohibited.
12. I will not glorify or promote piercings and tattoos with campers.
13. I will refrain from the use of profane or abusive language and adult topics in the presence of campers.
14. I understand that romantic relationships are not the purpose of camp. I will refrain from intimate displays of affection, especially in the presence of campers and parents.
15. I will treat with confidence and respect the personal information I learn from or about campers and staff, subject to the policies on reporting abuse and neglect.
16. I will immediately report any incident or accident to the appropriate administrator.
17. I will not bring or fashion any weapons at camp.
18. I understand that the experience a camper receives is dependent on many people at camp. Keeping this in mind, I will refuse any offers of gratuities or gifts from campers or their families.
19. I will comply and fully participate with the outlined activities and expectations of my defined jobs at camp.
20. I will respect the possessions and belongings of staff and campers. I will respect the facilities and equipment of Camp Ondessonk. I understand that theft and destruction of property is prohibited.
21. I promise to obey all computer and internet policies.
22. I promise to understand and strive to meet the mission and objective of Camp Ondessonk.
23. I will show initiative, be responsible, and do things without being asked.
24. I will be innovative, try new activities, participate with enthusiasm, and sing as loud as I can.
25. I promise to support and aid staff when the time and need arises.
26. I promise to learn from my mistakes and do better the next time.
27. I promise to express dissent quietly, thoughtfully, respectfully, and never with campers.
28. I promise to make each camper feel special and to treat each camper with equal attention and care.
29. I will display humor and a positive attitude in response to stress and change.
30. I understand that I will get hot and uncomfortable, but I will continue to be positive, enthusiastic, and energetic when I am tired, sweaty and dirty.



Camp Ondessonk #712

Agency: 3760 Ondessonk Road, Ozark, IL 62972
 Phone: 618-695-2489 FAX: 618-695-3593

Application for Employment

Note: Do *not* complete this form if applying for an educator's position in a Diocesan Catholic School (request a *Catholic Schools' Application*).

This form is for all others applying for positions within a parish, school, or agency including current employees or applicants seeking paid employment).

Last Name	First	Middle	Social Security No.	Date
Present Street Address	City	State	Zip	Daytime Phone
				Evening Phone
Permanent Address (if different from present address)				Cell Phone No.
				E-mail address
Have you ever been employed by a Diocesan location? <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you 18 years of age or older?
If yes, give details: _____				<input type="checkbox"/> Yes <input type="checkbox"/> No

I am interested in Volunteering: weekdays only, weekends only, both

Area(s) of Interest: coaching, religious education, youth ministry, other(s)

I am available mornings, afternoons, evenings Date available: _____

I am interested in volunteering opportunities: Full-time Part-time

Position(s) of interest: 1) _____, 2) _____,
 3) _____

Date available for work _____

Education Background

Name and Location of School	# of Years/ Credit hrs. completed	Graduated	Minor/Major and Degree Received
High School		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	
College		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	
Postgraduate School		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	
Postgraduate School		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Training			

The Diocese of Belleville and Diocesan locations comply with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, gender, national origin, age, disability, sexual orientation, religion, marital or veteran status, physical or mental disability, or other characteristics protected by law. It is our policy to offer reasonable accommodations for the special needs of otherwise qualified individuals. Acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.

EMPLOYMENT/VOLUNTEER ACTIVITIES

Please list all present and former employment and volunteer activities beginning with your present or most recent position first. Use additional pages if needed. Include all other names worked under if different than the name you used on the application.

Company/Organization Name		Phone ()
Address		Employed (month & year) From To
Title	Weekly Salary Starting Ending	Reason for Leaving
Duties		
Company/Organization Name		Phone ()
Address		Employed (month & year) From To
Title	Weekly Salary Starting Ending	Reason for Leaving
Duties		
Company/Organization Name		Phone ()
Address		Employed (month & year) From To
Title	Weekly Salary Starting Ending	Reason for Leaving
Duties		
Company/Organization Name		Phone ()
Address		Employed (month & year) From To
Title	Weekly Salary Starting Ending	Reason for Leaving
Duties		

References: Three references must be included. If you have resided in this area for less than 2 years please provide at least one reference from your previous area of residence.

Name: _____ Phone No. () _____ - _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone No. () _____ - _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone No. () _____ - _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Complete the following if applicable: Typing Speed: _____ wpm Shorthand: _____ wpm

My knowledge of the following computer software rates as: 1= Advanced, 2=Average, 3=Beginner, 4= none

___ Microsoft Word ___ Excel ___ Access ___ Outlook ___ WordPerfect

___ Lotus 1-2-3 ___ dBase Other(s) _____

Important

PLEASE READ THE POLICY STATEMENT OF THE DIOCESE OF BELLEVILLE ATTACHED TO THIS PACKET. THIS POLICY STATEMENT SHOULD BE KEPT WITH YOUR PERSONAL RECORDS

You must complete questions I, II, III, & IV..

I. Has a civil or criminal complaint ever been filed against you that alleged *sexual misconduct* or *child abuse* by you or your participation in or facilitation of such activities (including internal complaints given to management or supervisors at places of employment)? Yes No

If yes, explain in full (attach a separate sheet of paper if necessary). Please provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint; and identify by name and title the person(s) who investigated the complaint.

II. Do you presently serve, or have you served, as an employee or volunteer for any organization, entity or group in which you had substantial contact with children or other vulnerable populations (e.g. elderly, mentally or emotionally disabled, etc.)? Yes No

If yes, please provide the name, address, and phone number of the organization, period of volunteer service, supervisor's name; and briefly describe your activities and/or duties.

III. Have you ever chosen not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action, for reasons relating to allegations of sexual misconduct or child abuse by you? Yes No

If yes, please explain. Please include in your explanation the date, nature, and place of the occurrence(s) or allegation(s) and the disposition of the matter(s). Also, identify your employer and supervisor at the time by name, address, and telephone number.

IV. Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation? Yes No

If yes, please explain. Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.



IMPORTANT: THE FOLLOWING STATEMENT MUST BE READ AND SIGNED

The information provided in this application is true, correct, and complete. If employed, any misstatement or omission of fact in this application may result in my dismissal. I grant permission to check my background and references and release the Diocesan schools, parishes, or agencies from any and all resultant liability.

Further, I grant permission to the Diocese of Belleville to release this application and attendant documents to the appropriate search committees and prospective employers within the Diocese of Belleville. I understand my signature absolves and releases the Diocese of Belleville, all parishes, schools and agencies from any and all liability for any and all legal action involving relinquishment of the information to others.

If employed, I will abide by the policies and procedures of the Diocese of Belleville Child Protection Policy. I also hereby acknowledge that I received, read, and understand the Diocese of Belleville Sexual Misconduct Policy and Code of Conduct Policy located in this packet. I agree to conduct myself in accordance with these policies. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Upon termination, I authorize the release of reference information by the employing schools.

I understand that if employed in a school I will have significant contact with children while performing my duties and am required to undergo criminal background checks before working with children.

I will be required to furnish proof of identity and eligibility to work in the U.S. once a conditional job offer has been made. I understand that, if hired, I will be subject to employment at-will.

Print Name: _____

Signature: _____ **Date:** _____



Attention Applicants: This section will be completed by a Camp Ondessonk Representative

The necessity of passing a background check for positions involving significant contact with children or other vulnerable persons while working or providing volunteer services has been explained to this applicant. Offers of employment or acceptance of volunteer services are contingent upon the applicant successfully completing the background check. References may be checked before extending an offer of employment or accepting an applicant's volunteer service.

Program Administrator Signature

Date

Camp Ondessonk #712
Name of Location

(618) 695-2489
(Area code) Telephone number

Camp Ondessonk
Location # 712

POLICY STATEMENT OF THE DIOCESE OF BELLEVILLE

Diocesan clergy, religious personnel, lay employees and volunteers of the Diocese of Belleville, while performing services for the Church, shall not engage in sexual conduct that is unlawful or harmful and contrary to the moral instructions, doctrines, and canon law of the Catholic Church. Such conduct is contrary to Christian principles and is outside the scope of the duties and/or employment of all personnel or volunteers of the Diocese.

Employees and/or volunteers must comply with all relevant state and federal laws, including:

- The Illinois Abused and Neglected Child Reporting Act.
- The laws prohibiting sexual harassment in the work place. Sexual harassment includes but is not limited to slurs, jokes, sexual advances, requests for sexual favors, and all verbal, graphic, or physical conduct of a sexual nature.

Any employee or volunteer of the Diocese of Belleville who suspects an incident of any sexual misconduct by any diocesan clergy, religious personnel, lay employee, or volunteer must immediately report such incident to Rev. John McEvilly, the Vicar General of the Diocese. The matter will be investigated and where appropriate, disciplinary action will be taken.

Do not assume that the diocese is aware of any sexual misconduct. It is your responsibility to report incidents of which you know.

CODE OF CONDUCT POLICY

As personnel (as defined in the Child Protection Policy), I certify and voluntarily agree to abide by the following code of conduct

- I will exhibit the highest Christian ethical standards and personal integrity
- I will conduct myself in a manner that is consistent with the discipline and teaching of the Catholic Church
- I will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- I will avoid taking unfair advantage of the counseling relationship.
- I will not physically, sexually, or emotionally abuse or neglect a child or adult.
- I will report any suspected abuse or neglect of a child to the Child Abuse Hotline 1-800-252-2873 and to the victim assistance coordinator.
- I will accept personal responsibility to protect children from all forms of abuse.

Illinois Department of Children and Family Services

AUTHORIZATION FOR BACKGROUND CHECK
Child Abuse and Neglect Tracking System (CANTS)

For Programs NOT Licensed by DCFS

NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed childcare facility. Please contact your licensing representative.

Name: _____
Last First Middle

Date of Birth: _____ Gender (circle): Male Female Race: _____

SSN: _____

Current Address: _____
Street/ Apt #
City State Zip Code

List all addresses at which you have resided in the past five years:

List maiden name and/or all other names by which you have been known: (last, first, middle)

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking System (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

Signed Date

Agency Name: Diocese of Belleville, Child Protection Office
Contact Person: Lynn Muscarello
Address: **Catholic Pastoral Center**
2620 Lebanon Avenue, Building 5
Belleville, IL 62221



Background Screening Disclosure and Authorization

Please read this form carefully.

DISCLOSURE

I have been notified that the Diocese of Belleville may request background screening be conducted to verify any information that I have provided in connection with my employment of volunteer service or to obtain information in order to determine my suitability for employment, retention, reassignment, or volunteer services.

The Diocese of Belleville may request a consumer report and/or an investigative consumer report in connection with my application for employment or volunteer services or at any time during my employment or volunteer service in accordance with all applicable laws. These reports may include information about my background, including but not limited to criminal history reports, court records, driving records, employment information, credit reports, general reputation, personal characteristics, and mode of living.

AUTHORIZATION

My signature below authorizes the procurement of a consumer report and/or investigative consumer report upon Diocese of Belleville's request in conjunction with my application for employment, volunteer services, or during the course of my employment or volunteer service.

I have read this Background Screening Disclosure and Authorization; I understand it, and I agree to its terms.

Signature: _____

Date: _____

Print Name: _____



**Background Screening Disclosure
and Authorization
(for those living in IL < 5 years)**

Please read this form carefully.

DISCLOSURE

I have been notified that the Diocese of Belleville may request background screening be conducted to verify any information that I have provided in connection with my employment of volunteer service or to obtain information in order to determine my suitability for employment, retention, reassignment, or volunteer services.

The Diocese of Belleville may request a consumer report and/or an investigative consumer report in connection with my application for employment or volunteer services or at any time during my employment or volunteer service in accordance with all applicable laws. These reports may include information about my background, including but not limited to criminal history reports, court records, driving records, employment information, credit reports, general reputation, personal characteristics, and mode of living.

AUTHORIZATION

My signature below authorizes the procurement of a consumer report and/or investigative consumer report upon Diocese of Belleville’s request in conjunction with my application for employment, volunteer services, or during the course of my employment or volunteer service.

I have read this Background Screening Disclosure and Authorization; I understand it, and I agree to its terms.

Signature: _____ Date: _____
Print Name: _____

Please provide the following information to be used to perform the background check.

PLEASE PRINT:

_____	_____	_____	_____
First	Middle	Last	
_____	_____	_____	_____
Street Address	City	State	Zip
_____	_____	_____	_____
Social Security Number	Date of Birth	Gender	
_____	_____	_____	
Driver’s License State	Driver’s License Number		
Former Name and/or Other Names Used:			

List previous addresses for the past 5 years (please use the backside if necessary):



Camp Ondessonk
 "Teaching what matters most"

Camp Ondessonk Employment Reference Form

3760 Ondessonk Road
 Ozark, IL 62972
 Phone: (618) 695-2489
 Fax: (618) 695-3593
www.ondessonk.com



Applicant name: _____	Date: _____
Street Address: _____	Phone: (_____) - _____
City, State & Zip: _____	Email: _____

Applicant Release

I have applied for employment with Camp Ondessonk. I hereby authorize you to release to the above named camp any information that is available concerning my employment, education and/or known character. I likewise release you from any liability for damages arising from the information furnished to the requesting party.

Applicant Signature: _____ **Date:** _____

The individual named above has applied for a staff position with Camp Ondessonk, a Catholic youth camp in the Shawnee National Forest in Southernmost Illinois. Camp Ondessonk is a year-round ministry which encourages participants to learn more about themselves, others, nature and God through direct recreational experiences in the outdoors. The applicant has signed the release above allowing us to contact you for information. Please complete the brief form below and return it by fax or mail. Thank you for your time and consideration.

In what capacity and how long have you known the applicant?

Please list some of the qualities of the applicant.

Would you place this individual in a position of trust with young people?

If the applicant was an employee, is she/he eligible for rehire? **Y / N**

If no, please explain:

Please use this space to make any general comments about the applicant that might aid us in the hiring process:

Please rate the applicant using the following ratings. Explain the rating if necessary: **1=poor / 2=fair / 3=good / 4=great / 5=excellent**

Dependability / Honesty: **1 2 3 4** Comments: _____
 Maturity / Leadership: **1 2 3 4** Comments: _____
 Cooperation / Motivation: **1 2 3 4** Comments: _____

Printed Name of Evaluator: _____ Date: _____

Signature of Evaluator: _____ Relationship to applicant: _____



Camp Ondessonk
 "Teaching what matters most"

Camp Ondessonk Employment Reference Form

3760 Ondessonk Road
 Ozark, IL 62972
 Phone: (618) 695-2489
 Fax: (618) 695-3593
www.ondessonk.com



Applicant name: _____

Date: _____

Street Address: _____

Phone: (_____) - _____

City, State & Zip: _____

Email: _____

Applicant Release

I have applied for employment with Camp Ondessonk. I hereby authorize you to release to the above named camp any information that is available concerning my employment, education and/or known character. I likewise release you from any liability for damages arising from the information furnished to the requesting party.

Applicant Signature: _____

Date: _____

The individual named above has applied for a staff position with Camp Ondessonk, a Catholic youth camp in the Shawnee National Forest in Southernmost Illinois. Camp Ondessonk is a year-round ministry which encourages participants to learn more about themselves, others, nature and God through direct recreational experiences in the outdoors. The applicant has signed the release above allowing us to contact you for information. Please complete the brief form below and return it by fax or mail. Thank you for your time and consideration.

In what capacity and how long have you known the applicant?

Please list some of the qualities of the applicant.

Would you place this individual in a position of trust with young people?

If the applicant was an employee, is she/he eligible for rehire? **Y / N**

If no, please explain:

Please use this space to make any general comments about the applicant that might aid us in the hiring process:

Please rate the applicant using the following ratings. Explain the rating if necessary: **1=poor / 2=fair / 3=good / 4=great / 5=excellent**

Dependability / Honesty: **1 2 3 4** Comments: _____

Maturity / Leadership: **1 2 3 4** Comments: _____

Cooperation / Motivation: **1 2 3 4** Comments: _____

Printed Name of Evaluator: _____ Date: _____

Signature of Evaluator: _____ Relationship to applicant: _____



Camp Ondessonk
"Teaching what matters most"



**Thank you for your time and
interest in working at Camp
Ondessonk!**