



***Dear Returning Summer Staff Applicant,***

Thank you for your interest in joining Camp Ondessonk as we provide our 53<sup>rd</sup> consecutive summer of traditional and adventure youth camping programs. You, and the many passionate and hardworking summer staff before you, have helped make this organization one of the premier traditional summer camps in the Mid-west. I am certain this summer will prove to be as incredible and rewarding as the 52 preceding it.



Our goal this summer is to assemble a staff of hard-working, fun, energetic and responsible individuals with solid decision making skills. Yes, a love of Camp Ondessonk is a prerequisite of being on staff. However, an affinity for Camp won't get you hired. Every previous summer worked is an interview for the next. In order for you to be truly valuable to the campers we serve, you must be prepared to reflect on your past performance and use what you learn to become even better at your job.

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. To this end, Camp Ondessonk will become a NON-SMOKING facility in the summer of 2011. Staff members will be expected to refrain from smoking at all times while on site.** We realize this is a significant shift from previous summer policy. If this is going to be a significant challenge for you, please consider carefully before making the choice to fill out and submit this application for employment at Camp Ondessonk for the summer of 2012. Further information regarding our standards of conduct is contained in this packet.

**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 15<sup>th</sup>, 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](mailto:evan.coulson@ondessonk.com)  
618-695, 2489, ext 104





## 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](mailto: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

*For staff who have ALREADY been employed by Camp Ondessonk in the past*

Name: _____	S.S. #: _____ - _____ - _____
<b>Permanent Address</b>	<b>Temporary / School Address</b>
Email: _____	Cell Phone: (____) _____ - _____
Best Time to Reach You: _____ am / pm	Requested Staff Shirt Size: YM YL S M L XL XXL
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.	<b>Gender: Female / Male</b> <i>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.</i>
Will you be at least 18 as of May 30 <sup>th</sup> , 2012: Y / N <i>This information allows Camp Ondessonk to remain in compliance with American Camp Association Standards HR-4B &amp; HR-10. Applicant age is never a determining factor in making final hiring decisions.</i>	
<b>How did you hear about Camp Ondessonk?</b> Please explain below	<b>Certifications / Advanced Training</b> 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.
<b>Have you ever worked at another camp or similar facility? YES / NO</b> <b>If so, what positions did you hold?</b>	
<b>2012 Summer Staff Orientation and Training will take place <u>SUNDAY May 27<sup>th</sup> through SATURDAY June 2<sup>nd</sup></u>.</b> <b>This session is <i>mandatory</i> as a condition of employment.</b>	
<b>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.</b> 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.	
<b>June 3<sup>rd</sup> - July 7<sup>th</sup></b> (Coeds 1, 2, 3, Boys; as well as Mini and Family Camp)	<b>July 8<sup>th</sup> – August 4<sup>th</sup></b> (Girls 1 & 2, as well as Coeds 4 & 5)



### 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.

<b>1= I am very good at this.</b> I could <b>teach</b> or <b>lead</b> this.		<b>2= I am very interested</b> and would like to <b>learn more</b> about this.	
<b>3= I have some experience</b> and <b>some interest.</b>		<b>4=I have no experience</b> and <b>no interest</b> in this.	
<b>5= I've learned from experience</b> that I <b>dislike</b> 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)

1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_ 3<sup>rd</sup> 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.

<b>1= I am very willing</b> to do this job.	<b>2= I am somewhat willing</b> to do this job.	<b>3= I am not willing</b> 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. 6. 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.**





### 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)

**1<sup>st</sup> Half**

**2<sup>nd</sup> 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 27<sup>th</sup>

Wednesday, July 11<sup>th</sup> & 18<sup>th</sup>

**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
<b>General Staff</b>	Activity Instructors, Lifeguards, Wranglers, Maintenance, Health and Sanitation Staff, Bunk One Liaison, Health Center Clerk & Office Staff, CIT Program Staff	<b>\$247.50/week.</b>
<b>Kitchen Staff</b> & 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.	<b>\$247.50/week.</b>
<b>Activity Area Coordinators / Directors / Managers</b>	Handicrafts Director, Range Director, Nature Director, Health & Sanitation Coordinator, Trading Post Manager, Boating Coordinator, Council Coordinator, Wellness Coordinator, Health Center Clerk, & Kitchen Manager	<b>\$260.00/week.</b>
<b>Aquatics Director</b>	Current certification as W.S.I. or L.G.I. preferred	<b>\$270.00/week.</b>
<b>Barn Manager</b>	C.H.A. certification preferred. Camp Ondessonk is hosting a C.H.A. Seasonal Clinic May 19-20, 2012.	<b>\$270.00/week.</b>
<b>Unit Leader &amp; Assistant CIT Director</b>	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, <b>with un-paid leave during opposite sex seasons.</b>	<b>\$275.00/week.</b>
<b>Adventure Staff</b>	Must have documented experience appropriate to position.  <b>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.</b>  <b>Backpacking/Climbing Adventure positions available from June 2 through June 30.</b>	Lead Instructor: <b>\$275.00/week.</b> Instructor: <b>\$247.50/week.</b>
<b>Summer Administrative Staff</b>	Head Counselor, C.I.T. Director, Administrative Assistant and others at the discretion of the Executive Director.	<b>\$300.00/week.</b>
<b>Health Care Providers</b>	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)	<b>\$800-\$900/week.</b> 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.



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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.

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):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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