

Dear summer staff applicant,

Thank you for your interest in Catholic Youth Camp 2009. We have a proud history in the Diocese of Des Moines for offering a safe, faith filled camp that just happens to offer young people more fun than they can possibly imagine. We have called it *"having fun in the name of God."* This past year we were blessed to have over 1700 campers and almost 200 volunteer counselors join us in the fun.

We cannot run camp without the great counselors and directors but our summer staff serves as the anchor that keeps each week working smoothly. I believe that the hard work and dedication of the summer staff can make a huge difference in the lives of our counselors and campers. This summer position is much more than a job, it is truly a ministry. You have the chance to work as a missionary to the young church right here in central Iowa. You have the opportunity to share Christ with young people who may otherwise never hear the good news that they are loved and special to our God. We are looking for young adults who have a solid prayer life, a commitment to growing in their own faith and who have a passion for sharing that faith with others. We are not just another recreational camp. We are Catholic Youth Camp and we are looking for young men and women who share our Catholic values to help us evangelize the next generation of young Catholics.

Training and experience you will gain from your summer staff experience:

- Spiritual formation and accountability
- Liturgy planning and preparation
- Relational youth ministry training and experience
- Deepen your understanding of the Catholic faith
- Youth protection training
- Creation / completion of games and teachings
- Practice in public speaking
- Small group training and implementation
- Learn coordination of multiple projects
- Build skills in time management
- Collaborative team-building
- Experience structured and sacramental daily prayer life
- Minister alongside 7 other young adults with the same goals and mission and build friendships that will last a lifetime.

CYC Staff Application Process

Step 1: Complete Application (attached)

Step 2: Write a letter that tells us what you are all about, your school, your friends, your ministry, your life, your family, your faith...EVERYTHING. Your autobiography needs to tell us what gifts and talents you feel you will offer the campers, counselors and directors. It should also describe your relationship with Christ and the Church and how you hope to grow spiritually through working at a Catholic camp.

Step 3: Collect 3 individual letters of recommendation. These need to come from someone outside your immediate family. (i.e. Youth minister, priest, deacon, teacher, employer, etc.)

Please know that each year we get more applicants than we can employ. We do our best to put together what we feel would be the best team based on everyone's unique gifts and talents. Please know that if you do not get a position on staff it is not a reflection of you or your importance to the St. Thomas More Center. We love and respect all of our counselors and friends.

Application Deadline: February 20, 2009. We hope to fill all positions by March 4, 2009.

CATHOLIC YOUTH CAMP 2009

STAFF APPLICATION

APPLICANTS MUST BE 20 YEARS OLD OR OUT OF HIGH SCHOOL 2 YEARS

Position Descriptions (primary duties, other duties, as needed will be assigned):

- Activities/General:** Maintain activity areas and supplies instruct and supervise climbing/rappelling or ropes course. Assist camp directors & permanent staff with camp functions (liturgies, food preparation and serving, etc.) Applicants must have training or be willing to receive training in climbing/rappelling or ropes facilitation.
- Aquatic/General:** Supervise aquatic activities (swimming, canoeing, etc.), administer swim tests, clean pool, and manage canteen and Arts/Crafts. Assist camp directors & permanent staff with camp functions (liturgies, food preparation and serving, etc.) Applicants must have Advanced Lifesaving, CPR & First Aid Certifications.
- First Aid:** Be on-call 24 hours as Camp First Aid Staff, supervise camper medication schedule, administer first aid as needed to the campers and staff. Assist camp directors & permanent staff with camp functions (liturgies, food preparation and serving, etc.) Applicants must either have completed nursing training (RN or LPN), have EMT certification or be enrolled in nursing school at or above the **sophomore** level.
- Cook:** Cook and serve all meals at camp, order all food and coordinate with the office food to be ordered, run a clean and efficient kitchen. Assist camp directors & permanent staff with camp functions (liturgies, food preparation and serving, etc.)

APPLICATION FOR: (CIRCLE ALL THAT APPLY) **ACTIVITIES** **AQUATIC** **FIRST AID** **COOK**

NAME: _____ AGE: _____ SEX: _____ BIRTH DATE: _____

ADDRESS: _____

CITY: _____ ST: _____ ZIP CODE: _____ PHONE #: _____

PARISH: _____ E-MAIL ADDRESS: _____

PARENTS' NAMES: _____

Have you ever been investigated for allegations of child abuse? _____

Have you ever been convicted of a felony or misdemeanor, which has resulted in imprisonment? _____

I certify that the above information is true and correct. _____ Date: _____
(Your signature)

Do you play a musical instrument? _____ Yes _____ No If so, what instrument? _____

EXPERIENCE

Number of years as: CYC Camper _____ CYC Counselor _____

Other Activities: (retreats, scouting, Diocesan Youth Council, etc.)

CERTIFICATIONS (and expiration dates)

WSI _____ Adv. Lifesaving _____ CPR _____

First Aid _____ Other _____

REFERENCES

Please list below three people who know you well who can offer a reference for you in a work, church or camp setting.

NAME

ADDRESS

PHONE

Please provide each person listed above one of the attached reference forms and a pre-addressed, stamped envelope. All references should be sent directly to:

**St. Thomas More Center
6177 Panorama Rd
Panora, IA 50216
ATTN: Summer Staff Recommendation for: (your name)**

NOTE: This year any applicants who are hired to work at the St. Thomas More Center will also be asked to do the following:

- 1. A criminal background check**
- 2. Read and sign a diocesan code of conduct**
- 3. Attend a 3 hours Virtus Training**

These requirements MUST be met as a condition of employment.



St. Thomas More Center
 6177 Panorama Rd.
 Panora, IA 50216
 (515) 309-1936
 (641) 755-4164 (Fax)

**SUMMER STAFF
 REFERENCE FOR:** _____
 Applicant's Name

Who has applied to us for the position of: _____.

Since we wish to engage people with proven ability and emotional stability, we would greatly appreciate your frank opinion. If you do not know the applicant in a camp setting, answer the questions below from your own frame of reference. We wish to thank you for your kind cooperation and assure you that your information will be held in the strictest of confidence.

	Superior	Average	Poor
Ability to perform above listed skill	_____	_____	_____
Warmth and liking for children	_____	_____	_____
Understanding of needs of children	_____	_____	_____
Ability to be fair -- not partial	_____	_____	_____
Imagination and enthusiasm	_____	_____	_____
Ability to get along with people	_____	_____	_____
Health, energy and endurance	_____	_____	_____
Ability to accept responsibility	_____	_____	_____
Adaptability to structure	_____	_____	_____
Willingness to learn	_____	_____	_____
Reaction of people to applicant	_____	_____	_____
Personal appearance	_____	_____	_____
Maturity compared to peers	_____	_____	_____

To the best of your knowledge, has the applicant ever been investigated for allegations of child abuse? _____

To the best of your knowledge, has the applicant ever been convicted of a felony or misdemeanor, which has resulted in imprisonment? _____

How do you know the applicant? _____

I _____ recommend _____ recommend with some reservations _____ do not recommend
 the applicant for employment at Catholic Youth Camp.

Your Name: (please print) _____ Position: _____

Organization: _____ Phone: (____) _____ Date: _____

Signature: _____

Please answer the questions on the back of this form. Thank you.

What is your relationship with the candidate?

Describe the candidates strongest attributes in a team setting.

What can this candidate bring to a camp setting that separates them from others?

How have you witnessed the candidate live out their faith?

CATHOLIC YOUTH CAMP COVENANT

I promise that I will serve the LORD this summer by being a member of the CATHOLIC YOUTH CAMP summer staff, and I will fulfill this covenant by adhering to the following conditions:

1. Commit to daily prayer of the staff and an active discernment of your life vocation
2. Commit to full participation in Camp Programs
3. Signing and adhering to the CYC conduct policy (following page)
4. Complete all forms necessary for employment with the Diocese of Des Moines (forthcoming)
5. Commit to the dates as listed below:

Event	Dates
Staff Week	May 21-22, 26-29
Week 1	May 31– June 5
Dream Team	June 6-7
Week 2	June 7-12
Week 3	June 14-19
25th anniv. celebration	June 20
Week 4	June 21-26
Week 5	June 28- July 3
Week 6	July 5-10
Week 7	July 12-17
Week 8	July 19-24
Week 9	July 26-31
Week 10	August 2-7
Week 11	August 9-14
Camp Closing	August 15-16 As needed

I, _____, will adhere to the points above and I recognize that I am employed at will by the St. Thomas More Center.

Name _____ Date _____

CATHOLIC YOUTH CAMP: SUMMER STAFF PERSONAL CONDUCT POLICY

This policy was designed to set standards by which all CYC Summer Staff members will strive to act in such a manner as to be Christ-like. It will also touch on many points of inappropriate conduct.

Standards of Conduct

1. **Catholicity:** To act in a manner which will agree with the fundamental teachings of the Catholic Church.
2. **Personal Responsibility:** To act in such a manner that is responsible with personal possessions, respectful of possessions and property of others, responsible for personal health and well-being.
3. **Team Responsibility:** To act in a manner of obedience and cooperation to St. Thomas More full time staff, and to perform your share of duties equally with the rest of the staff.
4. **Confidentiality:** A staff member will uphold the confidential nature of information from a staff member or young person, not disclosing it to those who have no need for any such information. (No Gossiping)

Inappropriate Conduct

1. **Exclusive Relationships:** A staff member will not initiate an exclusive or romantic relationship with a fellow staff member, young person at camp, and/or anyone else met while working at Catholic Youth Camp during the course of the summer.
2. **Sexual Conduct:** A staff member will not have intimate physical contact such as fondling, kissing, and/or sexual intercourse with a fellow team member, young person at camp, and/or anyone else a staff member meets while working at Catholic Youth Camp during the course of the summer.
3. **Sexual Harassment:** A staff member will not act in such a manner as to cause discomfort and/or humiliation by 1) comments of a sexual nature, 2) sexually explicit statements, jokes, stories, etc., 3) unwelcome physical contact.
4. **Physical Aggression:** A staff member will not physically intimidate or resort to the use of physical force with a fellow staff member, young person at camp, and/or anyone else a staff member meets while working at Catholic Youth Camp.
5. **Chemical Abuse:** A staff member will not use, sell, or distribute drugs, and will not abuse alcohol and/or be in the presence of minors while consuming alcohol. Absolutely NO alcohol will be permitted on St. Thomas More Center Property of any reason. A minor staff member will not partake in the use of alcohol.
6. **Belligerence:** A staff member will not act in such a way as to be blatantly and consistently hostile (uncooperative).
7. **Disclosure:** A staff member will disclose to the Executive Director and/or Associate Director any information, pertaining to him/her or any other individual associated with Catholic Youth Camp, which may directly affect the credibility or reputation of Catholic Youth Camp or the St. Thomas More Center. If it is found that a staff member knowingly withholds such information, disciplinary actions will be taken, including possible termination of employment.

Investigative Action

If a team member fails to adhere to the standards of appropriate conduct or is accused of inappropriate conduct St. Thomas More will take the following actions:

1. St. Thomas More will investigate all accusations of wrongdoing.
2. The accused may be removed from their team.
3. The persons involved will be questioned about the accusation.
4. If the accusation is found to be true the actions listed below will be followed.
5. If the accusation is found not to be true, the team member will be returned to full duty and appropriate follow-up action is taken.

Disciplinary Action

If a team member is found guilty of violating the Personal Conduct Policy, disciplinary action will follow including one or more of the following, depending on the seriousness of the matter:

1. A Cautionary Report
2. Probationary Period
3. Dismissal from Catholic Youth Camp
4. Appropriate authorities contacted

****Because it is impossible to list all types of serious wrongdoing, the St. Thomas More Center reserves the right to act upon any actions it deems inappropriate.**

As a Catholic Youth Camp Staff Member, I _____, agree to all of the above as pertaining to conduct toward myself, others, and Christ. If on any occasion I act in such a manner that violates this Personal Conduct Policy, I release St. Thomas More and the Diocese of Des Moines from being responsible for my actions as pertaining to legal matters.

Signature

Date