



APPLICATION FOR SUMMER STAFF

Claggett Camps 2023

*Additional applications available:
www.claggettcenter.org/camp-staff*

POSITION DESIRED (see final page for position descriptions and eligibility):

Senior Counselor _____ Junior Counselor _____
Adult Volunteer _____ Chaplain _____
Nurse _____

Junior Counselor, volunteer, nurse, chaplain applicants: please circle date(s)/camp(s) available. ***Senior Counselor applicants:*** please see position description for availability requirements.

Senior High Camp: June 18-23

Middle School Camp: June 25-30

Family Camp: July 5-8

Youth Camp: July 9-14

Adv. Camp/Sutton Scholars: July 16-21

Special Challenge Camp: July 23-27

Camp Spirit Song: July 30-August 4

NAME: _____

DATE OF BIRTH: _____

GENDER/ PRONOUNS: _____

HOME ADDRESS: _____

EMAIL ADDRESS: _____

CELL PHONE: _____ **HOME PHONE:** _____

PERSONAL BACKGROUND:

Please answer the following questions. If the answer is “Yes,” please give details on a separate sheet of paper:

1. Has your driver’s or other license been suspended or revoked?
YES NO
2. Have you been convicted for driving under the influence?
YES NO
3. Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor?
YES NO
4. Has any formal charge ever been made that you engaged in inappropriate sexual behavior?
YES NO
5. Have you ever been convicted of a crime?
YES NO
6. Is there a fact or circumstance about you or your background that would call into question the advisability of entrusting you with the supervision, guidance, and care of young people?
YES NO

RETURN TO: Rita Yoe, Claggett Center, 3035 Buckeystown Pike, Adamstown, MD 21710
Phone: 301-874-5147 Ext 1832 E-Mail: ryoe@claggettcenter.org

INTRODUCTION: What do you hope to get out of your experience as a counselor at Claggett this summer?

EDUCATION:

List names and addresses of educational institutions you have attended in the past six years. Please include: grade completed (junior counselors), degrees received and/or major, if applicable:

EMPLOYMENT HISTORY:

List your employment history starting with your present job for the past five years. (Please include name of business, address, phone number, dates employed and your job title.) Use additional paper if necessary.

Please list any relevant volunteer experience. Use additional paper if necessary:

Please describe any experience working with children/youth. Use additional paper if necessary:

Please rate your experience/ability in the following: N-none L-low M-medium H-high

***Senior Counselor Applicants:** these items may have additional leadership opportunities

Drama _____ Softball _____ Hiking _____ Tent Camping _____

Art* _____ Basketball _____ Backpacking _____ Canoeing _____

Dance _____ Volleyball _____ Crafts _____ Swimming* _____

Singing* _____ Group Games _____ Musical Instrument* _____

Second Language (please specify)*: _____

Other _____

CERTIFICATIONS:

Do you hold any of the following CURRENT certifications:

WSI ___ Lifeguard ___ CPR ___ First Aid ___ Canoeing ___ Other ___

Are you willing to be trained in any of the above areas: _____

Which certificates have you held in the past: _____

RELIGIOUS LEADERSHIP:

If you are a member of, or are affiliated with a church, please provide the church's name:

Denomination: _____ Church Name/City/State: _____

Claggett Camps seek to be a welcoming and safe place for all to explore their faith, wherever each person may be in their own spiritual journey and regardless of prior church experience. Claggett is an Episcopal camp where campers and staff live in Christian community, worship together daily, and engage in small group Bible study. **Are you willing to participate fully in these, and to remain open to spiritual growth through your experience as a staff member?**

REFERENCES:

Please list two (non-family) references who can speak to your character, work performance, and/or experience with children and youth.

Name: _____

Email: _____

Relationship: _____ Phone: _____

Name: _____

Email: _____

Relationship: _____ Phone: _____

Applicant's Statement

I certify that answers given herein are true and correct to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I agree to release and hold harmless the Diocese of Maryland and the Bishop Claggett Center, its officers, employees, agents, and volunteers from any and all liability as it relates to any investigation undertaken by them in good faith regarding the information as it relates in this application, or any action by them as a result of such investigation.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Applicant's Signature: _____ Date: _____

Staff Information
Camp Staff 2023
Claggett Camps

All staff must complete Safeguarding God's Children Abuse Prevention training (provided), and all staff over 18 must consent to completion of a background check.

STAFF POSITIONS:

Assistant Summer Camp Director: The Assistant Summer Camp Director is a member of the camp leadership team, reporting to the Summer Camp Director and responsible for coordinating logistics of day-to-day summer camp operations. This is a seasonal, residential position beginning June 6, 2023 and ending August 5, 2023. Responsibilities include:

- **Camp Logistics:**
 - Creates daily detailed schedule for all activities and staff, including all camper activities, staff setups/prep and breaks
 - Maintains weekly schedule overview by session
 - Manage camper grouping lists for trips and activities
 - Maintains inventory of supplies and manages shopping lists/materials request according to upcoming activities
- **Leadership:**
 - Support and supervise counselor staff in preparing and implementing camp activities and logistics
 - Serve with Camp Director and Administrator as leadership team for camp program, responding to daily staff and camper needs

Eligibility: 21+ and all eligibility requirements of senior counselors, plus relevant experience in youth leadership, camp ministry, or relevant field.

Senior Counselor: The ministry of Senior Staff is to plan, develop, and implement all camp activities and programs for the entirety of the camp season, supervised by the Camp Director. Senior Staff work in cooperation with their fellow members of Senior Staff, Junior Staff, Adult Volunteers, Chaplains, and the wider Claggett Center staff to create a fun, safe, centered, and cohesive Christian community with and for children, youth, and young people ranging from 2nd-12th grade. **Both a summer job and an intensive leadership and spiritual formation program, senior counselors lead our team while living in and building our community.**

Eligibility: Senior Counselor applicants must

- Be at least 18 years old and one year out of High School.
- Attend training June 8-17 and must be available for all camps. After hire, Senior Staff may request one of the following weeks off: Adventure Camp, Family Camp, Camp Spirit Song. Requests will be granted based on participant/staff balance for the week.
- Some counselor positions have the opportunity to specialize in certain program areas, including: music, arts and crafts, adventure trips (training included) and lifeguarding (training can be arranged). Additional leadership roles include relevant salary increases.

Base salary for Senior Counselors is \$375 per week, plus room and board for the duration of the summer. See compensation section for more information. Equity Grants are available for qualifying Senior Staff applicants.

Junior Counselor: The ministry of junior staff is to assist and support camp programs to create a fun, centered, and cohesive Christian community with and for children and youth ranging from 2nd-8th grade. Junior Counselors assist with all camp activities and are mentored by senior staff, chaplains, and volunteers to grow their skills as counselors. They are supervised by the Camp Director and Assistant Camp Director.

Eligibility- Junior Staff members must:

- have completed at least the 9th grade
- be at least two grade years older than the camp for which they are applying
- attend Senior High camp in the summer they are serving, demonstrating exemplary behavior as campers
- Attend All-Staff Training

Junior Counselor positions for 9th-11th graders are one-week volunteer positions. Room and board for the session (Sunday-Friday) is included.

Graduated seniors are eligible for a \$150 honorarium per week served. Junior Counselors are eligible to apply for Equity Grants to make this opportunity financially feasible.

Adult Volunteer (for youth camps): Claggett camps are enriched by the presence of adult volunteers, who are able to share their time to be in community with the rest of camp! Volunteers may have a particular skill they're willing to teach or share, or may apply to be a supporting member of the counselor team. Volunteers are supervised by the Programs Director.

To serve as an Adult Volunteer, submit an application. Appropriate roles for each volunteer's skill set and ability will be discussed in a volunteer interview.

Special Challenge Camp Volunteer: We need volunteers to build connections with campers, help with day to day activities, and facilitate a successful residential community. At camp, staff and campers share meals, activities, and worship as a group!

This is a volunteer opportunity for all ages! Volunteers 13 and under must be accompanied by a parent or guardian. High school staff will be supervised as part of our junior counselor program. If Special Challenge Camp meets your school or other requirement for community service, we are happy to sign for hours served.

Camp Nurse: The camp nurse stays on site and is responsible for dispensing camper medications, standing-order medications, maintaining the healthcare suite, and responding to onsite medical issues. Current RN or LPN license in Maryland or Compact State required. Great for school nurses or retirees! Compensation includes private housing and discounted camp registration for dependents.

Chaplain: Chaplains provide spiritual leadership to campers and staff by designing and leading Chapel services based on the summer's theme and curriculum, and providing pastoral support to

the camp community. Chaplains may be clergy or lay (with relevant training/experience). They work with the Programs Director and Senior Staff team to implement faith formation activities, and when possible, work in teams of two chaplains per week.

Compensation:

Senior Counselors:

- Base Rate \$375/week
- Returning counselors: \$25/week increase per year
- Program area leadership bonus (Lifeguarding, Music or Arts director, Adventure Trip Leader, Spanish Language leader): \$50/week

Junior Counselors:

- **Under 18/12th grade:** volunteer position (room and board included)
- **Lifeguarding stipend (all ages):** \$150/week
- **Graduated senior/18+ stipend:** \$150/week

Summer Staff Equity Grant

In order to attract and retain the most qualified and passionate staff possible, that reflects the many identities our campers hold, Equity Grant funding is available for Senior and Junior Counselors. The purpose of this grant is to decrease barriers to participation for people from traditionally marginalized and underrepresented backgrounds in camp staff and counselor roles.

Grant Application Process

- Complete a summer staff application form and interview process.
- Complete the grant application form. This can be submitted with your staff application, or you may submit it after receiving a position offer.
- Receive your grant notification and respond to your offer of employment.

Grants will be awarded to qualified applicants in the order received as funding becomes available, so please apply as soon as possible after you receive your offer of employment.

Grants amounts and distribution structure is as follows:

Senior Counselors- Up to \$1000 per summer, paid half at the beginning and half at the end of the season. End of summer payment is conditional on successful completion of the summer agreement.

Junior Counselors and Adult Volunteers - Up to \$200 per week worked. Total honorarium and grant funding may not exceed \$400 per week (base rate for senior counselors). Grant payment is contingent upon successful completion of the session/week.

HEALTH AND SAFETY:

COVID-19 will still be a reality in summer 2023. In order to prioritize the safety of campers and staff, every member of the community will be asked to make sacrifices of personal preference and comfort. Staff will be asked to sign a covenant agreeing to abide by and create a culture of safety which may include measures such as: social distancing in and outside of camp property, masking, limiting contact as directed by our supervising physician and health team. As of May 2021, all Claggett staff and volunteers are required to be fully vaccinated against COVID-19.