

Ukrainian Orthodox Church of the USA

Consistory Office of Youth & Young Adult Ministry

Natalie Kapeluck Nixon– Director

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Carnegie, PA 15106

412-977-2010

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Ukrainian Orthodox Church Camping Programs (UOCCP)

Faith, Hope, and Love - 2015 Theme

Dear Reverend Fathers, Brothers and Sister in Christ,

Glory to Jesus Christ! Glory Forever!

The Ukrainian Orthodox Church of the USA sponsors a full camping experience for the youth of the church. We hope that you may be interested in mentoring these youth!

The dates for the 2015 camping season, are:

- Diocesan Church School Camp June 21 – July 3 for children ages 9 - 13
- Teenage Conference July 5 – 18 for teenagers ages 13 - 18
- Mommy & Me/Daddy & Me Camp July 27 - 31 for children ages 4-8 and their parents
- Weekend Staff June 20-21, June 28-30, July 3-5, July 12-14, July 17-18
- Full Summer Positions May—August for facility staff

There are many ways to spend your summer. A good reason to volunteer is that when we trust God enough to give up a relaxing summer or higher paying jobs to serve Him, doing His work, working hard as a camp counselor, He will honor that effort with more blessings than we could ever imagine.

Sometimes we only view service to others as working at a soup kitchen or making visits to the nursing home. These and many other examples are true and honorable ways to honor our Lord's call to "do unto others". But it can be just as important to become a mentor, a friend, an event coordinator, a teacher to serve the youth of our church.

There are very few places to which youth can retreat and *just be*, with no expectations other than to live and learn about their faith in love and safety. We provide that place with these camping programs. If you are alumni of these programs you realize just how important they can be in your life. You can help to make them the best programs by bringing your talents to these young people.

We are pleased to announce that the UOCCP will now be offering two options for those interested in the Counselor In Training Program for Teenage Conference. Please read page four of the application for details.

You may also learn more about our programs by viewing our website at www.uocyouth.org.

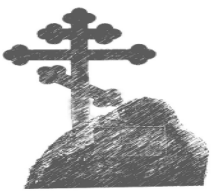
To request an application be sent to you may download one at www.uocyouth.org or receive one in the mail by contacting Office of Youth & Young Adult Ministry at: 412-977-2010 or uocyouth@aol.com

Applications are due May 15, 2015 and positions are open for one week, multiple week, or part-time durations.

We look forward to seeing you this summer!

In Him,

Natalie Kapeluck Nixon
Director



Ukrainian Orthodox Church of the USA Camping Programs (UOCCP)

PROGRAM STAFF APPLICATION

To apply for cabin staff, you must be an Orthodox Christian. **Application postmarked by May 15, 2014.**

Please send all applications to: **Office of Youth & Young Adult Ministry, PO Box 869 - Carnegie, PA - 15106 or uocyouth@aol.com**

<p>I am applying for:</p> <p><input type="checkbox"/> Six -week paid staff position</p> <p><input type="checkbox"/> One to four week paid staff position</p> <p><input type="checkbox"/> Volunteer Staff Position</p>	<p>Please utilize the boxes below to specify exactly which position and the length of time for which you are applying. For any specific information concerning pay grade please contact the OYM Office. Volunteer positions will receive a travel stipend. <i>If you are interested in applying for camp facility staff such as kitchen work or maintenance, contact the All Saints Camp Manager at 724-867-9911. Facility positions are available for the entire summer.</i></p>	
<p>Diocesan Church School Camp 2015</p> <p><input type="checkbox"/> Week One June 21 - June 28th</p> <p><input type="checkbox"/> Week Two June 28th - 3rd</p> <p><input type="checkbox"/> Both Weeks June 21st - July 3rd</p> <p>I am applying for the following position:</p> <p><input type="checkbox"/> Staff age 18 + For Staff 18+ please see page 3 to indicate the type of staff for which you are applying</p> <p><input type="checkbox"/> Staff Aid age 16 +</p> <p><input type="checkbox"/> Medical Staff</p>	<p>Teenage Conference 2015</p> <p><input type="checkbox"/> Week One July 5th - 12th</p> <p><input type="checkbox"/> Week Two July 12th - 18th</p> <p><input type="checkbox"/> Both Weeks July 5th - 18th</p> <p>I am applying for the following position:</p> <p><input type="checkbox"/> Staff age 21 + For Staff 21+ please see page 3 to indicate the type of staff for which you are applying</p> <p><input type="checkbox"/> CIT Training age 19-20 (please see page 4)</p> <p><input type="checkbox"/> Medical Staff</p>	<p>Mommy & Me/Daddy & Me 2015</p> <p><input type="checkbox"/> Week July 27—31</p> <p>I am applying for the following position:</p> <p><input type="checkbox"/> Staff age 16 +</p> <p><input type="checkbox"/> Big Brother/Big Sister 14+</p> <p><input type="checkbox"/> Medical Staff</p>

PLEASE PRINT

Name _____

Parent/Guardian Name (If under 18) _____

Address _____

Street Address _____ City _____ State _____ Zip _____

Birth Date _____ Age _____ Male / Female (Please circle)

Home Phone _____ Work/Cell Phone _____ E-Mail _____

Parish Affiliation and Jurisdiction _____

Priest _____ Priest Phone _____

Parish Address/City/State _____

How long have you know this person? _____

Signature of Priest: _____ Phone _____ Date _____

Note to Priest: By signing for the applicant you are confirming that he/she is a solid candidate for being a counselor for children and/or teenagers, they are Orthodox Christians that will conduct themselves in a manner honoring their beliefs and are good role models of their faith and that you know of no reason for him/her to not partake in these camping programs. You may be contacted for a verbal reference for the applicant.

Comments:



UOCCP STATEMENT OF HEALTH - STAFF

Name _____

The completion of this form does not influence employment consideration. It is voluntary disclosure for medical purposes only while on-site. The medical forms of all staff will be screened by the Camp Physician/Nurse upon arrival at the encampment.

All information is confidential.

Health History (List approximate dates and current conditions & include separate sheet if necessary)

Diabetes: _____ Asthma: _____

Ear Infections: _____ Epilepsy: _____

Diseases or Chronic Illnesses: _____

Physically Challenged (sever vision problems, hearing loss, etc.) _____

Allergies

Mental Health Status/Medication:

<u>Yes</u>	<u>No</u>	<u>Outdoor</u>	<u>Yes</u>	<u>No</u>	<u>Medications</u>	<u>Foods (please list)</u>
___	___	Poison Ivy	___	___	Aspirin	
___	___	Insects	___	___	Ibuprofen	
___	___	Bees	___	___	Penicillin	
___	___	Hay Fever	___	___	Latex	
			Other _____			

For applicants under 18 years of age:

I give permission for the attending Nurse to administer the following (Parent/Guardian Please Initial) _____

Pain Relief Medicine (Aspirin, Ibuprofen, Tylenol) Cold Medicine Cough Medicines

Doctor Prescribed medications (please list dosage and schedule on separate piece of paper)

Underage staff may not keep personal medications in the cabin area.

Immunization Record (give most recent dates)

IPV or OPV: _____ DTP/DTPaP series: _____

MMR: _____ Varicella: _____

HiB: _____ Hepatitis: _____

Other: _____

Are you currently infected with any known communicable diseases? Yes No

Please list current status of condition:

Medication needed while at camp: _____

Dosage and precautions: _____

To help us take care of any special concerns you may also send an additional sealed letter for the medical staff only.

INSURANCE INFORMATION

Name of Insurance Company: _____

Issued under the name: _____ Group Policy Number _____

Policy Number/s: _____ Date of Policy _____

Social Security Number or Passport ID # if not a US Resident:

Name of person/s to be contacted in the event of an emergency:

Name _____

Relationship: _____ Phone: _____

This health record is correct to the best of my knowledge. Therefore, I am able to engage in all camp activities except as noted on this form. In the event of an emergency, I hereby give permission to the physician and/or hospital, which is selected by the camp administration to hospitalize, secure proper medical treatment for and to order injections, anesthesia, and/or surgery for myself. I will assume all financial responsibilities if hospitalization and/or medical treatment is required during the encampment.

Signature (of parent if under the age of 18) _____ Date _____



Please check the area of interest or talents you feel may be best utilized by you are on staff at the encampment. You will be notified prior to the encampment as to what is your final assignment may be.

General Interest

- Direct/Teach Liturgical Music, Conduct Choir for services (working with Spiritual Father)
- Ukrainian Dancing Instruction for Ukrainian Night
- Canteen - set up nightly, collect money
- Artistic ability for culture or craft projects
- Nature Hikes- lead group on nature trails

Teenage Conference Only

- Ukie Night Performance – organization
- Campfire – building, songs, etc.
- Unplugged@Amphitheater Night
- Free Sports Organization
- Ukie Olympics –team organization, recording statistic

All Camps

- List additional special interests or talents:

Mommy & Me/Daddy & Me Only

- Religious Education Instruction
- Coordination of parent/child sports
- Coordination of Evening Events
- Direct/teach music and/or dancing
- Craft Teaching Skills
- Campfire building, songs, etc.

Diocesan Church Camp Only

- Religious Education Instruction
- Sporting Event – organization
- Campfire – building, songs etc..
- 4th of July Celebration

If you are interested in teaching a special interest class please indicate below:

- Ukie Dance Cooking Music Nature
- Crafts Other (see All Camps Section)

For Teenage Conference and Diocesan Church School Camp Applicants:
 If applying for staff over the age of 18, please check the staff position for which you are applying.
 Please note that you may be asked to take on additional responsibilities other than that for which you have applied
 Mark choices 1-3, with one being your first choice:

<input type="checkbox"/> Media Coordinator	<input type="checkbox"/> General Staff Assistance	<input type="checkbox"/> Crafts/Projects Coordinator
<input type="checkbox"/> Cabin Counselor	<input type="checkbox"/> Events Coordinator	<input type="checkbox"/> Ukrainian Culture Coordinator
<input type="checkbox"/> Staff Aid Advisor	<input type="checkbox"/> Big Brother/Big Sister Advisor (MMDM)	

Please circle:

- | | | |
|--|-----|----|
| Are you an Orthodox Christian? | yes | no |
| Are you qualified to administer First Aid? | yes | no |
| Are you qualified to administer CPR? | yes | no |
| Are you a qualified and currently licensed pool lifeguard? | yes | no |
| Are you a qualified and currently licensed riverfront lifeguard? | yes | no |
| Are you able to become First Aid or CPR certified before camp begins? | yes | no |
| Are you able to obtain a pool lifeguard license prior to the encampment? | yes | no |

Please check those that apply to your current or past work within the church:

- Church School Teacher or aid
- Youth Minister or Youth Ministry Team
- Jr UOL Advisor
- UOL Member
- Church Choir
- Parish Council
- Ladies/Men’s Organization
- Altar Server

Please indicate any other involvement in parish life:

Do you agree to be complete all on-line staff training prior to camp and participate in two days of staff training prior to the start of the encampment?

(please circle) yes no

(You will be notified upon acceptance as to when on-line training will take place.)

Diocesan Church School Camp

Staff 18 + - A brief statement as to why you would like to participate in the encampment and what you feel you can bring to the encampment should be returned with your application.

Staff Aids 16 + - Counselor Aids will not have any supervisory responsibilities; they will assist the counselors in set up and running of activities. Only four counselor aids will be chosen. *Applicants must be registered for at least one week of Teenage Conference. Preference will be given to applicants that are registered for two weeks of TC.* The applicant must complete a one-page essay including: 1. Why they would like to participate in the program, 2. How they could contribute to the program and 3. Any prior volunteer/salaried work with young children. The applicant should also provide the names and phone numbers of two references. There are only four positions available.

Mommy & Me/Daddy & Me

Staff 18+ - Please provide any special talents you have in working with children 8 and under.

Big Brother/Big Sister Staff 14+ - BB/BS will work with the children; they will assist the staff in set up and running of activities. *Applicants must be registered for at least one week of Teenage Conference. Preference will be given to applicants registered for two weeks of TC.* The applicant must complete a one page essay including: 1. Why they would like to participate in the program, 2. How they could contribute to the program and 3. Any prior volunteer/salaried work with young children. The applicant should also provide the names and phone numbers of two references.

Teenage Conference—CIT Program 19-20

Option 1—Cabin Counselor Training -For those interested in working directly with the children of our diocese, the program will consist of one or both weeks as a cabin counselor at Diocesan Church School Camp. In this program, the CIT will receive hands on training through interaction with the campers, seasoned counselors and administrative staff. CITs will gain experience in organizing and carrying out activities, leading groups of children, and generally serving the needs of the youth of our Diocese. They will also receive additional training as to how their new knowledge can be applied to working with teenagers for the eventual transition to TC.

Option 2 - Program/Administrative Training - For those interested in the administrative aspects of an encampment, the program will consist of one to two weeks as a staff assistant at Teenage Conference. In this program, the CIT will receive hands on training through a partnership with the encampment director. This role within the encampment staff plays a vital role in allowing the cabin staff to focus on the needs of their campers. CITs will focus on the "behind the scenes" needs of the encampment such as setting up activities, preparing materials for future activities and generally helping to ensure a smooth running encampment. Please note that CITs in this position will not be directly responsible for any campers at any time.

If you have any questions about which program is right for you, please contact the TC Director at 412-279-1076

ALL ENCAMPMENTS-

Due to recent changes in the PA regulations for protection, paid staff (regardless of age) is required to have three levels of PA clearances. The cost for the check will be covered by the UOCCP. Volunteer staff must also have clearances completed and details will be provided upon acceptance. Clearances **MUST** be completed prior to arrival at All Saints camp The results of this check are completely confidential and will only be known to the Director of the Office of Youth Ministry of the Ukrainian Orthodox Church of the USA. You will receive information for complete

Once your application process has begun you will be asked to complete a voluntary disclosure form.

Have you ever been accused of physically, sexually or emotionally abusing a child or an adult?

Yes No If yes, please explain below

Please list your addresses in the past five years:



1. _____

2. _____

3. _____

EMPLOYMENT HISTORY (Please complete for prior TEN years of employment , please add additional sheets if needed)

Current Employer: _____
Company Name: _____
Address: _____

City: _____ State: _____ Zip: _____

Immediate supervisor name: _____

Immediate supervisor phone number: _____

Position held: _____ Employment Dates: from to: _____

PREVIOUS EMPLOYER: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Immediate supervisor name: _____

Immediate supervisor phone number: _____

Position held: _____

Dates of employment: from to: _____

Reason for leaving position: _____

VOLUNTEER EXPERIENCE

Include all experience working with children or youth.

Organization: _____

Contact: _____ Phone: _____

Duties: _____

Dates: _____ from: _____ to: _____

VOLUNTEER EXPERIENCE

Include all experience working with children or youth.

Organization: _____

Contact: _____ Phone: _____

Duties: _____

Dates: _____ from: _____ to: _____



Acknowledgement, Release and Signature

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not choosing me for a position or for my discharge if I have already been chosen. I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment volunteering. I also authorize Ukrainian Orthodox Church of the USA to request and receive such information.

If chosen, I agree to be bound by the Ukrainian Orthodox Church Camping Programs (UOCCP) policies and procedures. I understand that these may be changed, withdrawn, added to or interpreted at any time at the UOCCP's sole discretion and without prior notice to me. I also understand that my employment/volunteering may be terminated, or any offer or acceptance of employment/volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of UOCCP or myself.

Nothing contained in this application or in any pre-employment/volunteering communication is intended to or creates a contract between myself and UOCCP for either employment, volunteering or the providing of any benefit.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.

Signature of Applicant: _____

Signature Date: _____

Signature of Parent if under the age of 18: _____

Signature Date: _____

(Acknowledgment that you have read and understand your child's responsibility)

Waiver of Liability

I am choosing to take part as staff for the Ukrainian Orthodox Church Camping Programs sponsored by the Ukrainian Orthodox Church of the USA. I hereby agree to hold harmless and release any of the Ukrainian Orthodox Church of the USA Camping Programs, their individual committees and staffs (Teenage Conference, Diocesan Church School Camp, Mommy & Me/Daddy & Me), the Ukrainian Orthodox Church, The Ukrainian Orthodox Consistory, the All Saints Camp, and the All Saints Camp Committee from the responsibility of any accident or mishap which may occur during the week of the encampment and assume the risk for any injuries that may I may sustain in the pursuit of the above activities or during any transportation needed for myself. I further agree to indemnify, protect, save and hold harmless the employees, volunteers, agents, officers successors and/or assigns of the Ukrainian Orthodox Church of the USA Camping Programs, their individual committees (Teenage Conference, Diocesan church School Camp, Mommy & Me/Daddy & Me), Ukrainian Orthodox Church, Ukrainian Orthodox Church Consistory, the All Saints Camp, the All Saints Camp Committee from any and all losses, damages, or injuries which might occur as a result of activities held during the week of the encampment.

Name _____ Signature _____ Date _____

Name Parent or Guardian if under age of 18 _____ Signature _____ Date _____



Ukrainian Orthodox Church Camping Programs

Staff Policies

Every summer, the Ukrainian Orthodox Church offers youth of the Church a unique opportunity to retreat from the pressures and struggles of everyday life. Encouraging participants to step away from daily habits and routines, the camp makes available a community in which participants can become immersed in an authentic Orthodox Christian atmosphere.

A major component in creating such an atmosphere is separating participants from outside influences and distractions. Of course this is a cooperative effort accomplished by campers, staff, clergy, and parents. Your participation in this effort is vital to the success and effectiveness of the camp ministry. To this end, potential staff members are being asked now, during the application process, to start preparing for time away from “early cares” and focusing on Jesus Christ.

By agreeing to the points below, potential staff members show their support to the edifying environment that will be presented at the UOC Summer Camp and they agree to contribute to that environment in the specified ways.

- Contact with friends and family members back home by phone, e - mail, or text messaging during the camp session removes me from the focused atmosphere of the camp. For this reason, **I agree to keep my cell phone, pda, etc. out of the site and hearing of the campers.** I may use them only on my free time, when the campers are not in my presence.
- I will not allow my campers to use my cell phone at any time during the camp session.
- I will not use my laptop in front or with campers. I will not bring my laptop into the cabin unless I have specific purposes connected to camp or personal work.
- Use of personal gaming systems (PSP, DSi, etc.) and personal audio systems (i - Pods, mp3 players, etc.) are a distraction to the program and removes me from the focused atmosphere of the camp experience. For this reason, I agree to leave it in my room—unless to be used during a camper event. I will not share my music with the campers in the cabin unless by approval of the camp director.
- Use of video production devices are prohibited by both campers and staff (unless permission is given) during the camping session. (Photography is permitted except in the bath house, restrooms or in the cabin.)
- I feel that it is important for me to participate in the focused atmosphere of the UOC Camping Program as a full participant in the camp community. As a potential member of the staff, I must set a good example. For this reason, I agree to abide by and support this policy in its goals and methods, and I will not permit my campers or others to violate these policies.
- As a role model and mentor, I realize that I help to set the mood and standard at camp. With this in mind, I agree to abide by the staff dress code as stated: **Females** - Mid - section (waist, hips) must be covered at all times. Tube tops, halter tops, tank tops, spaghetti straps, bikinis, or 2 piece bathing suits are not permitted. (Even in the bath house and cabin.) No “short shorts,” short mini - skirts, or spandex. Overly tight fitting or low cut apparel is also not allowed.
Males: Please wear swim trunks with netting — no Speedos permitted. No “saggy - baggy” pants to be worn below the hips and no “short - shorts.” No boxers may be worn as outerwear or are allowed to extend above or below shorts or pants.
All: No clothing with logos that contain profane language, reference to drugs, alcohol, tobacco, and violent or anti - Christian propaganda will be permitted. Pants or shorts with writing on the seat are not permitted. Pajamas may not be worn as outerwear.
- I agree not to bring any of the following items with me to camp and possession of them could result in my dismissal from camp:
 Alcohol, Illegal Drugs, Weapons of any kind (including Swiss Army Knives), and fireworks.
- I understand that at no time is hazing or aggressive behavior toward campers or staff acceptable and that I may be asked to leave if such behavior takes place.
- I agree to completely read the Staff Manual prior to the encampment and abide by any additional policies and procedures laid out therein.
- I have read and agree to the Staff Social Networking and Media Policy

Please Note: If you have any questions, difficulties with any of this policy, please contact:
 Natalie Kapeluck Nixon, Director Youth & Young Adult Ministries — Phone: 412-977-2010 Email: uocyouth@aol.com

Printed Name: _____

Signature: _____ Date: _____



Cabin Counselor - (ages 18+ for DCSC and 20+ for TC) The main responsibility of cabin counselors is the care and mentorship of the campers in their cabin. Cabin counselors are required to know where their campers are at all times, create a welcoming Orthodox community within the cabin, keep their cabin to the schedule, and manage all aspects of cabin life. Cabin counselors may also be asked to aid in teaching of classes or organization/execution of activities. Cabin counselors participate fully in all aspects of camp life and the programming.

Events Coordinator - (ages 18+ for DCSC/MMDM and 19+ for TC) The Events Coordinator (EC) is responsible for the planning and execution of day and evening events/activities. Some pre-planning prior to the encampment may occur with the coordination of the encampment director. The EC will coordinate the staff during the encampment to ensure events are properly set-up, executed and cleaned-up.

Crafts/Projects Coordinator - (ages 18+ for DCSC/MMDM and 19+ for TC) The Crafts/Projects Coordinator (CPC) is responsible for execution of any crafts or projects conducted by the campers. Some pre-planning prior to the encampment may occur with the coordination of the encampment director. The CPC will ensure that the crafts/projects are set-up, executed and cleaned-up as well as coordinating staff during the event.

Ukrainian Culture Coordinator - (ages 18+ for DCSC and 19+ for TC) The Ukrainian Culture Coordinator (UCC) is responsible for the planning, coordination and execution of Ukrainian culture/history/dance classes at Diocesan Church School Camp and/or Ukrainian culture classes/workshop and Ukie Night performance at Teenage Conference. The UCC is not required to teach all aspects of the Ukrainian Culture program - they are required to coordinate the program and the individuals (staff members or special guests) who will conduct the classes.

General Staff Assistance - (ages 18+ for DCSC/MMDM and 19+ for TC) Individuals serving on the staff assistance team will aid in any area of the programming that needs assistance. They will work daily with the encampment director to ensure all aspects of camp life run smoothly.

Weekend Staff - (ages 18+ for DCSC/MMDM and 19+ for TC) Weekend Staff (WS) may be asked to aid in any capacity needed, this may include: cabin counselor, general staff assistance, and airport transport.

Mommy & Me/Daddy & Me Staff - (Ages 18+) MMDM Staff are responsible for aiding in the general smooth running of the encampment. Additional responsibilities may include: religious education instruction, craft coordination/completion, and events coordination. Staff will work daily with the encampment director concerning programming.

Big Brother/Big Sister - (Ages 14+) Big Brothers and Big Sisters (BB/BS) main responsibility is to aid their assigned families in any way necessary. BB/BSs may be asked to help with additional needs of the programming.

Big Brother/Big Sister Advisor - (Ages 20+) The main responsibility of the BB/BSA is to coordinate and supervise the Big Brothers and Big Sisters. The BBBSA may be asked to help with additional needs of the programming.

Staff Aids - Staff Aids (SA) - (Ages 16-17) Staff Aids are supplemental staff for Diocesan Church School Camp. Their responsibilities are varied and may include: creation of camp magazine, aiding any encampment coordinator, aiding encampment director, and camp photographer.

Staff Aid Advisor - (SAA - Ages 20+) The main responsibility of the Staff Aid Advisor is to coordinate and supervise the Staff Aids at Diocesan Church School Camp. The SAA may be asked to help with additional needs of the programming.

Medical Staff - Medical staff (MS) must be a licensed nurse or doctor in the state of Pennsylvania. MS are responsible for the safety and general health of all campers and staff as set forth in the guidelines for UOCCP Medical Procedures.

Note: Additional staff requirement may be located within the staff application.

If you are interested in applying for camp facility staff such as kitchen work or maintenance staff, contact All Saints Camp Manager at 724-867-5811. Facility positions (paid and volunteer) are available for limited periods or for the entire summer season.