



**LUTHERAN
SOCIAL SERVICES**

National Capital Area

Dear Prospective Volunteer,

Thank you for your interest in volunteering at our upcoming Camp Kids Haven and Teen Haven Retreats. We are proud to have your interest and commitment. This package of information attempts to derive the best snapshot of each person wishing to be considered as a Youth Haven volunteer. It is very important that each section be filled out completely. The safety and well being of all those involved in each camp activity rests upon our assurance that each volunteer brings to the table qualities that will benefit the campers. And so we ask that you take the time to have each section filled out accurately and completely. We will follow up on each reference you list for us.

LSS/NCA is required to run **criminal background checks** and assess the **Sex Offender Registry Checks** for all prospective volunteers.

On behalf of all of the children involved in Camp Kids Haven and Teen Haven Retreats, as well as Lutheran Social Services of the National Capital Area, we wish to offer our appreciation to you for expressing your desire to volunteer with us. We look forward to working with you. We hold all information in strict confidence.

SEND ALL INFO TO:

**Lutheran Social Services / NCA
Youth Haven Counselor Application
4406 Georgia Ave., NW
Washington, D.C. 20011**

**DEADLINE
April 30, 2010**

If you have any questions or concerns, please feel free to contact our part time staff at 202-723-3000 ext. 261 or email youthhaven@lssnca.org.

Sincerely,

**Deacon Katherine Miller-Holland
Director, Church and Community Ministries**



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RESPONSIBILITIES AND EXPECTATIONS

As a camp counselor and or team leader your duties and responsibilities shall include, but may not be limited to the following:

- attend and be on time for all staff training sessions and all subsequent staff meeting and activities while at camp
- participate and or lead campers in all scheduled camp activities
- account for, accompany and assist campers assigned to your team. Particular attention should be paid toward maintaining consistent monitoring of campers' medical protocol and physical needs
- comply with any and all regulations, policies and procedures that LSS/NCA has issued, or may issue from time to time, including but not limited to policies on smoking, alcohol, controlled substances, and fraternization
- consumption of alcohol, tobacco products, and other substances is prohibited while on the campsite or at camp-related activities in the community. This includes all break and rest periods during the camp experience.
- by accepting this position, it is understood that I will receive no compensation for my services. No employee benefits such as health or life insurance, or severance are available.
- LSS/NCA will provide training, breakfast, lunch and dinners during program duration. Actual work day hours will vary according to the needs of the program and are solely at the discretion of LSS/NCA

FREQUENTLY ASKED QUESTIONS

WHERE IS THE CAMP LOCATED? LSS/NCA holds the Summer teen retreat at Camp Maria in Leonardtown, Maryland and children's camp at MAR-LU RIDGE Retreat and Conference Center in Jefferson, Maryland. Camping is comfortable yet rustic with cabins and traditional camp style facilities. Sleeping facilities are not air conditioned.

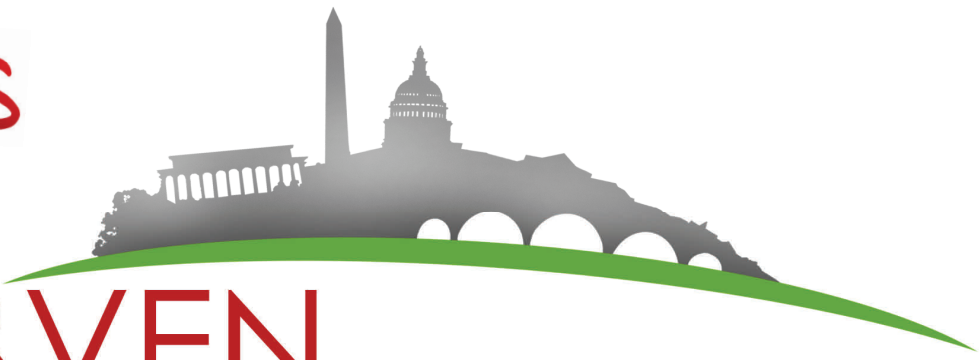
HOW MANY CAMPERS ARE THERE? Each year the children's camp hosts approximately 30-50 young people primarily from the greater Washington D.C. and Maryland areas. Teen Haven Retreats include about 15 campers.

HOW MANY COUNSELORS ARE SELECTED? Each camp needs a ratio of one counselor to three campers. Thus, we select approximately 15 counselors (with an adequate male female ratio to match the campers) for the August camp and 5 for each Teen Retreat. In addition, we may include Junior Counselors (ages 17 - 20) for the August camp who will work under the supervision of regular counseling staff.

IS WORKING WITH CHILDREN WITH AIDS SAFE? The answer to this is yes. The HIV virus is not transmitted casually. Counseling staff is not required to become involved with a campers medical care, injections etc and thus are not at risk. In addition, all counseling staff is trained in universal precautions and the pathology of HIV infection.

HOW WILL I KNOW IF I HAVE BEEN SELECTED AS A COUNSELOR? Each applicant must completely fill out the counselor application package and send it to us before the deadline. We will consider applications in the order they are received. It is our goal to contact each applicant as soon as possible regarding the status of their application.

KIDS
&
TEEN



HAVEN

2010 Volunteer Application

Applicant Name

Camp(s) applying for (check):

Teen Retreat (July 13-15, 2010) Kids Haven (August 8-15, 2010)

How were you referred to this program? _____

May we contact you about future volunteer opportunities? Y / N

DOB: _____ Age: _____ Gender: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Phone 1: (____) _____ Phone 2: (____) _____

Email address: _____

Race/Ethnicity (please circle): African-American Hispanic/Latino White Asian Other

Parent Name (if under 18): _____

Lutheran Social Services / NCA
Teen Haven Retreats
4406 Georgia Ave., NW
Washington, D.C. 20011



More Info:
Phone: 202-723-3000 ext. 261
E-mail: youthhaven@LSSNCA.org
FAX: 202-723-3303 Attn: Youth Haven

GENERAL INFORMATION

Applicant Name _____

Driver's License Number _____ State _____ Expiration _____

Make/Model Vehicle _____ Year _____ Plate _____

Maiden/Other Name(s) _____

How did you hear about Camp Kids Haven? _____

Emergency Contact Name _____

Emergency Phone _____ Relationship _____

Occupation _____

Employer Name _____

Address, Phone _____

How will your work schedule impact your availability to volunteer with camp? _____

Last 2 Employers (Please include employment dates)

High School attended (inc. date graduated) _____

College/Other attended and Degree/Certification (inc. date graduated or last year completed)

PERSONAL INFORMATION

Previous Camp Experience: _____

Child Care Experience: _____

HIV/AIDS Experience: _____

Interest, hobbies, special skills: _____

Your reason(s) for applying: _____

Do you prefer to work with a specific age group of children? If so, explain specific experience and/or training with this group. _____

Do you have any health conditions or special needs that we should be aware of?

Have you ever been arrested, charged with, convicted of, or received deferred adjudication with respect to any infraction resulting in a fine of less than \$200.00 or jail time? If so, explain:

In the last five (5) years, have you ever been convicted of Driving While Intoxicated or Driving While Under the Influence? If so, please explain:

Has your driver's license ever been suspended or revoked? If so, explain:

Have you ever been terminated for cause, asked to resign from a job for misconduct, or suspended or expelled from school? If so, explain: _____

Please note skills, experience and training you have in any of these areas:

Skill	Certification?	Skill	Certification?
First Aid		American Sign Language	
CPR Certification		Bilingual English/Spanish	
Prevention and Management of Aggressive Behavior		Medical Training	
Life Saving/ Lifeguard		Arts:	
Athletics:		Other:	

REFERENCES

NAME	PHONE	RELATIONSHIP
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I give my permission to LSS/NCA to contact my references and/or conduct a police background check. I assert that the above information is true and understand that providing false information can disqualify me from appointment as a volunteer for this agency.

Applicant Signature

Date

Parent Signature (if applicant is under age 18)

Date