



Antiochian Village 2012

201 Saint Ignatius Trail, Bolivar, PA 15923
phone: 724-238-9565—fax: 724-238-6415
E-mail: CampOffice@antiochianvillage.org
www.AVCamp.org



Volunteer Staff Application Instructions

Thank you for your interest in helping with our Camping Program at the Antiochian Village! Being a part of our Village community has been a positive, rewarding experience for campers, staff and volunteers for many years. In addition to being a valued part of what we do, we hope you will also gain from the time and energy you spend while here at the Village.

"Psalm 110:3 says 'Your people will offer themselves freely on the day you lead our host upon the holy mountains.' Volunteers are needed to come to the Village each year, ready to work hard and give of themselves whenever and wherever they are needed. Our Volunteers range from age 19-75 and beyond. There is a place for you if you wish to know the warmth of the Village. When the end of camp arrives, you can quietly sit back, reflect, and feel all the love and sense of accomplishment the Village has given you. It will truly light up your soul."

Though an integral part of our camping program, volunteer staff have roles distinctly different from our summer staff and counselors. While the summer staff is trained to interact directly with the campers on a regular basis, volunteer staff are the "silent partners" in the operation, taking care of all the details that allow the summer staff to do their work ministering to the campers.

On this information sheet, we offer an overview of what you can expect by being a Volunteer Staff member. Please read the information carefully before detaching and sending in the application. Thank you for your willingness to serve our Church and our children in this demanding, but much appreciated effort.

Volunteer Staff Overview

The following are brief summaries of the type of work that Volunteer Staff do during each session.

Meals

- ☉ Distribute pre-set items to tables
- ☉ Assist camper-waiters in table set-up, cleanup

Gimme Shop (Afternoon Snack)

- ☺ Set up and serve soft drinks, candy, snacks, and ice cream
- ☺ Clean up

Evening Snack

- ☺ Assist Evening Program Director with preparing and serving of snacks

Laundry

- ☹ Do Campers' laundry (mid-session)

Camp Bookstore

- 📦 Assist campers with purchases
- 📦 Record keeping
- 📦 Restocking and maintaining an inventory

Mail delivery

- ✉ Sort and deliver camper mail and Vmail

Cabin inspection

- ☑ Inspect the campers' cabins and rate how clean the cabins are kept

Lawn care and maintenance

- ✂ Landscaping and weeding
- ✂ Bush trimming

General Information for Volunteer Staff

Selection: *Volunteer Staff must stay a minimum of five (5) days in order to be selected.* Volunteer Staff must be at least 19 years of age. Volunteer Staff are selected with preference given to those applications postmarked prior to March 1, 2012, the applicant's ability to stay the full two-week session, those who are not parents of campers, the application essay, and previous performance as a staff member. Notification of selection will be around April 15, 2012.

Screening: Applicants must provide previous work & volunteer history and are required to fill out, sign and return the *Voluntary Disclosure and Release for Background Check* form, included with this application. Two references must be provided, one to be completed by your parish priest, and a second to be completed by a non-relative adult who has knowledge of your suitability for the position (i.e., an employer). It is your responsibility to either collect the completed, sealed references and include them with your application or make sure they are sent to the Camp by the appropriate deadline. Please follow the instructions given on the reference forms.

Medical Records: All Village participants must complete the Volunteer Staff Health History and Examination Form, which may be downloaded from our website after you are selected. Return the completed form no later than two weeks prior to your arrival.

Daily Schedule: Volunteer Staff will be given a work schedule on the first day of the session. In addition to morning and afternoon work assignments, Volunteer Staff will be expected to be present at all Church services and meals. Following Vespers and dinner, Volunteer Staff have the option of observing the campers' evening program or may choose to take some time off if not helping with the evening snack.

Camp Rules and Appropriate Dress: Volunteer Staff are expected to follow all general camp rules listed in the Volunteer Staff Handbook which may be downloaded from our website. It is expected that all Volunteer Staff read through the handbook prior to arrival at camp. This handbook includes a section containing both appropriate and inappropriate apparel.

Interaction with Campers: Volunteer Staff are most effective when working as a team and focusing on their specific responsibilities rather than the activities of campers or hired staff. Interaction with campers will be minimal, as our Volunteer Staff tend to be behind the scenes and not ministering to the campers directly. In order to facilitate the campers' growth in a setting away from home, we discourage parents from applying to volunteer while their children are at camp. Parents who are selected as Volunteer Staff during their child's camp session ought to expect almost no interaction with their child. Questions or problems should always be referred to the Volunteer Staff Coordinator or the Camp Director.

Housing: Room & board are provided free of charge for those staying on camp grounds. Volunteer Staff are housed in two cabins, one for men and one for women. Unfortunately, we are unable to accommodate married couples in the same living quarters in these cabins. Volunteer Staff cabins have four bedrooms, with two beds in each room. The beds are single, and pillows, sheets, and blankets are provided. If space is available, Volunteer Staff may elect to stay in the Antiochian Village Conference Center, with hotel-style accommodations, at their own expense. The Center may be contacted at 724-238-3677 for details and reservations.

Transportation to the Village: The Village provides round-trip ground transportation for Volunteer Staff flying into the Pittsburgh airport, or arriving by bus or train. All travel information, including airline, flight number, arrival and departure times must be received by the Village at least two weeks prior to arrival to guarantee that transportation will be provided. Volunteer Staff will be met at the gate by uniformed Village Staff members. Flight arrival times must fall between 10:00 A.M. and 4:00 P.M. on the first day of the session, and departures must fall between 9:00 A.M. and 2:00 P.M. on the last day of the session. Any deviation from this schedule must be approved by the Camp Director in order to guarantee that transportation will be provided. Because of the camp schedule, we are unable to provide transportation from/to the airport on days other than the first and last of each session.



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Volunteer Staff Application

Applicant Information

NAME: _____
 Preferred First Name MI Last Name Legal First Name (if different)

HOME ADDRESS: _____
 Street (include Apt. No.)

 City State/Province Zip Country

E-MAIL ADDRESS: _____ MOBILE PHONE: (____) _____

HOME PHONE: (____) _____ WORK PHONE: (____) _____

PARISH NAME: _____ CITY _____ ST/PR _____

NAME OF PARISH PRIEST: _____

EMERGENCY CONTACT: _____ RELATIONSHIP TO VOLUNTEER: _____

EMERGENCY PHONE NO.: (____) _____ (Day) (____) _____ (Evening)

T-SHIRT SIZE (circle one): SMALL MEDIUM LARGE X-LARGE XX-LARGE XXX-LARGE

Most Recent Work (Including Volunteer) History

Company	Position	Supervisor	Phone Number	Dates of Employment
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

References

In addition to my parish priest, I have given the remaining reference form to the following person:

 Name Phone Number Relationship to Applicant

Housing

Sessions (choose only one)

Please choose one:

- I would like to be housed in the Male Volunteer Cabin.
- I would like to be housed in the Female Volunteer Cabin.
- I will contact the Conference Center and request to have a room reserved.

✓	Session Number	Session Dates
	Session 1 (2 weeks)	June 17 — June 29, 2012
	Session 2 (2 weeks)	July 1 — July 13, 2012
	Session 3 (2 weeks)	July 15 — July 27, 2012
	Session 4 (2 weeks)	July 29 — August 10, 2012

- I am requesting to volunteer for the following dates only _____, keeping in mind that there is a 5-day minimum requirement & that preference will be given to applicants who can stay for the entire session.

ANTIOCHIAN VILLAGE
AUTHORIZATION FOR BACKGROUND CHECK AND VOLUNTARY DISCLOSURE

SECTION I. RESIDENTIAL HISTORY--Please provide your current and previous addresses of the last seven years, including temporary addresses (school, etc.)

Name: _____
(First, Middle, Last)

Alias/Other: _____

Date of Birth: _____ Social Security # _____

Driver's License #: _____ State _____ Exp. Date: _____

(1) Current Address: _____

City/State/Zip: _____ County: _____ Dates: _____

(2) Previous Address: _____

City/State/Zip: _____ County: _____ Dates: _____

(3) Previous Address: _____

City/State/Zip: _____ County: _____ Dates: _____

(Provide additional addresses on separate sheet if necessary)

SECTION II: AUTHORIZATION FOR BACKGROUND CHECK

I hereby authorize the Antiochian Village and the agency or agencies it employs for background services, to obtain and release any information pertaining to my background, including any of the services noted below, for employment or volunteer purposes. I hereby fully release, indemnify and discharge my prospective employer or other source providing information from any and all claims, liabilities and/or damages arising out of or relating to any investigation of my background for said purposes.

I further authorize ongoing procurement of the above mentioned background services at any time during my employment (or contract). I also agree that a fax or photocopy of this authorization with my signature be accepted with the same authority as the original.

Applicant Signature _____ Date: _____

Witness Signature _____

Witness Printed Name _____

(Please continue on next page)

SECTION III: VOLUNTARY DISCLOSURE

1. Have you ever been convicted of any crime of violence against minors, including but not limited to:

- Indecent assault and battery on a child under fourteen
- Indecent assault and battery on a mentally retarded person, indecent assault and battery on a person who has obtained the age of fourteen
- Rape
- Rape of a child under sixteen with force
- Assault with intent to commit rape
- Kidnapping of a child under sixteen with intent to commit rape
- Distribution and trafficking of narcotics or other controlled substances
- Intent to commit any of these listed crimes

Yes No

If yes, please explain (use a separate sheet if necessary):

2. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children? Yes No

If yes, please explain (use a separate sheet if necessary): _____

3. Are you subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection? Yes No

If yes, please explain (use a separate sheet if necessary): _____

4. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? Yes No

If yes, please explain (use a separate sheet if necessary): _____

SECTION IV: AGREEMENT

I understand that:

1. The Antiochian Village may deny employment to any person who answers any of the questions numbered 1-4 above in the affirmative.
2. In applying for a camp position, the information which I have furnished on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers.
3. The Antiochian Village may terminate employment or volunteer service of any person:
 - a. Found to have a history of complaints of abuse of a minor and/or
 - b. Found to have resigned, been terminated or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor.
4. This disclosure statement must be updated yearly.

Applicant Signature _____ Date: _____

