

# The Bishop's Ranch

5297 Westside Road  
Healdsburg, CA 95448  
Tel (707) 433-2440 x118

Department of Camp Ministries  
Email: [Jack@bishopsranch.org](mailto:Jack@bishopsranch.org)  
Fax (707) 433-3431

Enclosed you will find the Volunteer Summer Staff Application for 2010.

## Job Descriptions

**Cabin counselor/small group facilitator** – Creating and guiding micro-communities within the greater camp. This person is expected to establish and maintain firm boundaries of behavior that allow for trust building and create a safe and inclusive environment.

**Program Aid** – Helps to set up program materials, and coordinate program activities

**Junior Staff** – 17 year old staff members at Music Camp and Jr. High BREAD will develop leadership skills by co-leading a cabin and small group. Junior Staff members will be asked to contribute \$150 for the week.

## Requirements

All staff members must be at least two years older than the oldest camper.

All camp staff members, regardless of their position, are responsible for fulfilling the following requirements:

Completion and submission of a staff application by March 1, 2010

Attend the diocesan Camp Staff Orientation weekend June 4-6, 2010

Attend the program retreat July 16-18, 2010 (B.R.E.A.D. staff only)

Complete online background check and Shield the Vulnerable training

Please note in the past, more applications have been received than there were positions. Applicants will be notified in mid April, 2010.

## Camp Descriptions

**Music Camp** – June 28 to July 3, 2010– for campers entering 4<sup>th</sup> through 9<sup>th</sup> grades

The purpose of this camp is to explore liturgical music for young voices. Campers work on a musical production, which is performed at the end of the week. Lots of fun and games too.

**Sr. High B.R.E.A.D.** – July 18 to 24, 2010 – for those entering 10<sup>th</sup> grade through graduating seniors

**Jr. High B.R.E.A.D.** – July 25 to 31, 2010 – for those entering 7<sup>th</sup> through 9<sup>th</sup> grades

B.R.E.A.D. stands for Bible, Recreation, Education and Discovery. These camps are about getting in touch with God and understanding who God wants us to be in the world, meeting new friends, and having fun.

If you have any questions, please don't hesitate to call me. I look forward to hearing from you soon, and hopefully working with you.

Peace,

Jack Dowling

## THE BISHOP'S RANCH VOLUNTEER SUMMER STAFF APPLICATION

Return to: The Bishop's Ranch, 5297 Westside Road, Healdsburg, CA 95448

<b>PERSONAL INFORMATION:</b> Please print or type – Fill out completely		
NAME: LAST, FIRST, MIDDLE	SOCIAL SECURITY #	DRIVERS'S LIC. #/STATE
STREET ADDRESS	CITY	STATE ZIP CODE
HOME PHONE	CELL PHONE	BIRTH DATE
EMAIL ADDRESS	Have you ever been convicted of a felony? If yes, please explain. <i>(The Bishop's Ranch will not deny employment to any applicant based solely on the conviction of a felony.)</i>	Yes No
Have you ever been accused of physically, sexually or emotionally abusing a child or an adult? If yes, please explain.	Yes No	
AFFILIATION		
CHURCH/CITY		
CHURCH REFERENCE	POSITION	PHONE NUMBER

<b>CAMP PREFERENCE:</b> Please indicate your order of preference, ie. 1 <sup>st</sup> , 2 <sup>nd</sup> etc.	
<input type="checkbox"/> Music Camp (You must be at least 17) June 28 to July 3	<input type="checkbox"/> Jr. High B.R.E.A.D. (You must be at least 17) July 25-31
<input type="checkbox"/> Sr. High B.R.E.A.D. (You must be at least 20) July 18-24	

<b>REFERENCES:</b> Please provide the names and phone numbers of people with whom you have worked closely, and their position and/or relation to you. These references should be different than the one listed in the Affiliation portion of the application. Include a letter of recommendation from each reference, or ask them to email a reference to <a href="mailto:jack@bishopsranch.org">jack@bishopsranch.org</a> .			
	NAME	TELEPHONE NUMBER	RELATIONSHIP TO YOU Eg. Former Employer, Youth Minister, Coach
1.			
2.			
3.			

<b>LEADERSHIP EXPERIENCE:</b> Please list any situations in which you have had a leadership role. Include any classes or seminars you may have attended.	
CAMP AFFILIATED:	
NON-CAMP AFFILIATED:	

**SKILLS:** *What particular strengths/skills do you have?*

- listening     small group facilitator     program planning     music leadership/instruction arts & crafts  
 first aid     recreation/sports     program leadership     worship planning/leadership  
 lifeguard     other:

*Please list your qualifications, certification, etc. Also, use this space to elaborate on anything checked above.*

Why do you want to staff camps at The Bishop's Ranch?

**STAFF AGREEMENT:** As a staff member at a diocesan sponsored camp, I agree:

1. to keep a safe place for all participants by respecting the needs and property of others;
2. to comply with the Behavior Standards for Camp Staff as defined in the Camp Manual;
3. to actively participate in all scheduled activities including community chores, to be in designated places, and not to leave the conference center grounds without the permission of the Dean or Program Director.
4. I will not bring or use alcohol or any other illegal, non-prescription drugs or drugs not prescribed to me. I understand that I will be asked to leave camp immediately if I violate this agreement.
5. I will not participate in any sexual or violent behavior. I will not bring or carry a weapon. Violating this agreement will also be cause for immediate dismissal from camp.
6. I will not smoke or chew tobacco\*.
7. I will care for the physical space of the camp facility.
8. In the event that I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations.

I understand that these agreements are designed to make camps at The Bishop's Ranch the best and safest events possible for everyone and that if I violate any of the agreements the Dean will have the authority to determine appropriate consequences.

I have read the above and agree to live by these standards throughout camp. \_\_\_\_\_  
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 volunteer 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 driving record, criminal conviction record, sexual offender registry or other qualifications for my volunteering. I also authorize The Bishop's Ranch to request and receive such information.

In applying for this position I understand that I am applying to be a member of a faith centered program development and implementation team. I desire to create a safe, loving, and God filled community for the campers at The Bishop's Ranch. If chosen, I commit to attending camp training events.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_