



St. Vartan Camp

Diocese of the Armenian Church of America (Eastern)

Department of Youth and Young Adult Ministries

December 2016

Dear prospective St. Vartan Camp Staff member:

You are receiving this application packet because you have either been a past camper/CIT/Staff or because you have heard about the magic of St. Vartan Camp, and want to be part of it this summer. Our staff is an integral part of the quality, integrity and success of the St. Vartan Camp program. Staff members are expected to serve as mentors and Christian role models, and as such, not only have a positive and lasting impact on campers, but also bear a tremendous responsibility. Accordingly, we are seeking fun-loving, dedicated, and faithful individuals who welcome the opportunity to spend the summer mentoring young Armenian Christians and strengthening their own faith in the process.

Each summer, St. Vartan Camp returns home to the Ararat Youth and Conference Center in Greenville, NY. This summer, we will once again offer 3 two-week sessions. If you are accepted as a staff member, you must arrive at camp on *Wednesday, June 21* for participation in mandatory training and pre-camp preparations, as required by New York State regulations governing youth camps. This training session is for all staff, regardless of the number of weeks on staff. All staff must plan on attending the pre-camp on-site training, commencing June 21 and concluding on June 24.

Staff will receive a modest stipend in appreciation of their efforts. A Staff Stipend Schedule, including brief job descriptions, has been enclosed for your information. St. Vartan Camp prefers staff available for all three sessions, but will accept staff who can only attend one session, if available. If you know others whom you think would be welcome additions to the St. Vartan Camp family, please pass this opportunity on to them and ask them to contact us.

Your application and clergy recommendation form are enclosed. Please take time to complete each section fully. Also, be sure to give the clergy recommendation form to your pastor as soon as possible so that he has sufficient time to submit it before the deadline. The clergy recommendation form should be sent directly from your pastor. All application materials, including the clergy recommendation form, must be postmarked by **MARCH 1**. We will inform you of our decision by April 1.

We hope you will be part of the exciting ministry that awaits us all at St. Vartan Camp during the upcoming camp season. We look forward to hearing from you soon!

Sincerely,

Jennifer Morris

Director, Youth and Young Adult Ministries



Diocese of the Armenian Church (Eastern) • Department of Youth and Young Adult Ministries • St. Vartan Camp

Jennifer Morris, Director, Youth and Young Adult Ministries • JenniferM@armeniandiocese.org • (248) 648-0702

Lorie Odabashian, Coordinator, Youth and Young Adult Ministries • LorieO@armeniandiocese.org • (215) 452-8322

Kathryn Ashbahian, Associate, Youth and Young Adult Ministries • KathrynA@armeniandiocese.org • (212) 686-0710 ex. 258

www.armenianchurch-ed.net • www.diocesansummercamps.org



St. Vartan Camp

Diocese of the Armenian Church of America (Eastern)

Department of Youth and Young Adult Ministries

STAFF APPLICATION

Session A: June 25– July 8, 2017

Session B: July 9 – July 22, 2017

Session C: July 23 – August 5, 2017

Please attach a copy of your Driver's License .

In order to qualify as a staff member, an applicant must:

- a) be at least 18 years of age by the first day of the session.
- b) complete the following forms and return it, postmarked by **MARCH 1**:
 - i. this Staff Application
 - ii. the enclosed Voluntary Disclosure Statement;
 - iii. a photocopy of your Driver's License or other Government issued ID; and
 - iv. the enclosed Clergy Recommendation Form (to be completed and submitted **directly** by applicant's pastor)
- a) attend pre-camp onsite Staff Training from **Wednesday, June 21 to Saturday, June 24**.
- b) Arrive at camp one day before your designated session begins: **Saturday, June 24 (Session A); Saturday, July 8 (Session B); or Saturday, July 22 (Session C).**

Applicant Information

NAME: _____ EMAIL: _____

CURRENT ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

HOME ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

PARISH (name and city): _____

BIRTHDAY: ____/____/____ AGE (at start of session): _____

Do you have a Facebook?: YES NO If so, what is your display name?: _____

SHIRT SIZE (Adult sizes, please circle choice): S M L XL XXL

Please check off below if you are certified and provide copies of certification with this application:

Babysitting: _____ CPR: _____ First Aid: _____ Water Safety/Lifeguarding: _____

Please check all sessions you are able to attend:

- _____ Session A (June 25– July 8, 2017)
- _____ Session B (July 9 – July 22, 2017)
- _____ Session C (July 23 – August 5, 2017)

Please rank your preferred session(s) (1st, 2nd, 3rd):

- _____ Session A (June 25– July 8, 2017)
- _____ Session B (July 9 – July 22, 2017)
- _____ Session C (July 23 – August 5, 2017)

CAMP EXPERIENCE:

Dates Attended	Name of Camp	Position (camper/CIT/counselor/staff)

EDUCATION:

Dates Attended	Name of School	Major	Degree Completed	Grad. Date

WORK EXPERIENCE:

Employer/Company Name	Position	Duties	Phone No.	Dates

REFERENCES: Give two name of persons having known your character, experience, and ability. Do not include relatives or your pastor.

Name	Relationship to Applicant	Phone No.

COUNSELOR POSITIONS: Rank your age group preference in order from 1st, 2nd, 3rd & 4th choice.

_____ Youngest Juniors (Ages 8, 9 & 10) _____ Oldest Juniors (Ages 11 & 12)
 _____ Youngest Teens (Age 13) _____ Oldest Teens (Ages 14 & 15)

ADMINISTRATIVE/PROGRAMMING POSITIONS: Please indicate the positions desired in order from 1st, 2nd, 3rd, 4th, etc. choice. Be aware that we cannot guarantee offering you your preference.

_____ Camp Office Coordinator (over 21) _____ Head Counselor _____ Arts & Crafts Instructor
 _____ CIT Coordinator (over 21) _____ Nighttime Security (over 25) _____ Armenian Language Instructor
 _____ Programs Coordinator _____ Lifeguard _____ Religious Education Instructor
 _____ Athletics Director _____ Head Lifeguard _____ Cultural Music Instructor
 _____ Public Relations Coordinator (Blogs, photos, *The Vartan Voice*, etc.) _____ Aquatics Director (WSI certified, over 21) _____ Armenian Dance Instructor

Please check off below all activities you would like to assist in this summer as a Staff member.

Please note, as a Staff member, you may be asked to participate in any of the following activities.

- | | | |
|--|--|---|
| <input type="checkbox"/> Armenian Language Instruction | <input type="checkbox"/> IT, Computers, etc. | <input type="checkbox"/> Photos/Daily Blogs |
| <input type="checkbox"/> Chapel (altar servers, choir, etc.) | <input type="checkbox"/> Campfires/Storytelling | <input type="checkbox"/> Music Instruction |
| <input type="checkbox"/> Administrative aide (camp office) | <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Dance Instruction |
| <input type="checkbox"/> <i>The Vartan Voice</i> (camp newsletter) | <input type="checkbox"/> Pool (<i>lifeguard certification</i>) | <input type="checkbox"/> Talent Shows |
| <input type="checkbox"/> Other (describe): | <input type="checkbox"/> Sports (specify areas of interest/expertise): | |

NARRATIVE RESPONSE

Answer the following questions in short answer form. Use the back of this paper if necessary.

1. Describe your involvement in Church related activities and experiences (Sunday School, ACYOA, altar server/choir, Parish Council/Women's Guild, etc.), and any involvement with non-church related organizations.

2. Why do you want to join the staff of St. Vartan Camp?

3. What contributions do you think you could bring to St. Vartan Camp?

4. What do you hope to gain by serving as staff at St. Vartan Camp?

5. Do you have any specialized training or experience which would be of benefit as a staff member?

6. How does a well-run camp enrich the lives of its campers?

7. What do you feel are the most important qualities of a camp counselor?

8. How will you be a Christian role model for your campers? Please be specific.

9. Inevitably, camp will have its stressful moments. What are some ways you will relieve this stress?

Possible Restrictions:

1. Are there any reasons you may have difficulty in performing any of the essential elements of the position for which you have applied? If so, please explain.

2. Are there any conditions to your accepting a position if one is offered to you? If so, please explain.

I understand that I am an ambassador of St. Vartan Camp and the Armenian Church before, during, and after the summer camp season. I also understand that I am expected to both lead a Christian lifestyle and encourage campers to do the same. I will portray myself as an exemplary representative of St. Vartan Camp and the Armenian Church in all social realms including but not limited to: the internet (i.e Facebook, Twitter, YouTube, etc.) social functions where campers, their families, or other staff members may be in attendance (such as Sports Weekend), etc. I understand that my failure to do so may impact my position at St. Vartan Camp.

SIGNATURE: _____ Date: ____/____/____

I authorize investigation of all statements herein and release St. Vartan Camp, the Diocese of the Armenian Church of America (Eastern) and all of its Departments and Organizations and all others from liability in connection with it. I understand that, if accepted, I will be an employee of St. Vartan Camp and will receive financial compensation for the work performed and that any agreement to the contrary must be in writing and signed by the St. Vartan Camp Director designated by the Diocese of the Armenian Church of America (Eastern). I also understand that untrue, misleading, or omitted information herein may result in dismissal, regardless of the time of discovery.

SIGNATURE: _____ Date: ____/____/____

*** APPLICATIONS MUST BE POSTMARKED BY MARCH 1 ***

You will be notified of your acceptance no later than April 1.

Please send application to:

Diocese of the Armenian Church (Eastern)
630 Second Avenue
New York, NY 10016
Attn: St. Vartan Camp

All statements become part of any future personnel files.

*Please direct all questions to
Kathryn Ashbahian at KathrynA@armeniandiocese.org or (212) 686-0710 ex. 258*



St. Vartan Camp
 Diocese of the Armenian Church of America (Eastern)
 Department of Youth and Young Adult Ministries

Voluntary Disclosure Statement

All Staff and Volunteers must complete this form.

NAME: _____ BIRTH DAY: ____/____/____

HOME ADDRESS: _____

OTHER NAMES BY WHICH KNOWN (E.G., MAIDEN NAME): _____

HOME PHONE: _____ BUSINESS PHONE: _____

CELL PHONE _____ E-MAIL ADDRESS: _____

SCHOOL OR COLLEGE: _____

SCHOOL/COLLEGE ADDRESS: _____

DRIVER'S LICENSE # _____ STATE _____ EXPIRATION DATE _____

1. Previous residence(s) for the last five years, including college and home residences:

CITY _____	STATE _____	YEARS _____
CITY _____	STATE _____	YEARS _____
CITY _____	STATE _____	YEARS _____
CITY _____	STATE _____	YEARS _____
CITY _____	STATE _____	YEARS _____

2. Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them?

Yes _____ No _____

If yes, please explain: _____

3. Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below?

- 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 the above crimes

Yes _____ No _____

If yes, please explain: _____

4. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children?

Yes _____ No _____

If yes, please explain: _____

5. Are you now or have you ever been 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: _____

6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children?

Yes _____ No _____

If yes, please explain: _____

I understand that:

- a. The camp may deny employment to any person who answers “yes” to any one of questions 2-6. If hired and the employer later discovers circumstances that would indicate a “yes” answer to any of the above questions, employment may be terminated.
- b. The information provided on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers.
- c. The camp may terminate employment or volunteer service of any person if that person is found, regardless of when discovered, to:
 - Have a history of complaints of abuse of a minor;
 - 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; and/or
 - Have falsified or omitted information in this disclosure statement.
- d. This disclosure statement must be updated yearly.

SIGNATURE: _____ DATE: ____/____/____

Mail this form with your application, postmarked no later than **MARCH 1**, to:

Diocese of the Armenian Church (Eastern)
630 Second Avenue
New York, NY 10016
Attn: St. Vartan Camp



Diocese of the Armenian Church (Eastern) • Department of Youth and Young Adult Ministries • St. Vartan Camp
Jennifer Morris, Director, Youth and Young Adult Ministries • JenniferM@armeniandiocese.org • (248) 648-0702
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Clergy Recommendation Form

INSTRUCTIONS TO APPLICANT: Please be sure to fill in your name and hand this application to your pastor.

*INSTRUCTIONS TO THE CLERGY: Please return this form to the address on the following page by **MARCH 1**. In the absence of a pastor, then a youth advisor or a parish council chairman may complete this form.*

PASTOR: _____ PARISH: _____

Your parishioner _____ is applying to be a Staff member for St. Vartan Camp. As his/her pastor, please evaluate the applicant's past performance as well as potential for the position for which they are applying. The clergy reference is an important part of the application process and your thoughtful and frank comments will be appreciated. Your comments will be kept confidential.

To be completed by pastor:

Under each question, check the phrase that most accurately describes the applicant's habitual behavior. Please remember that it will be the truly exceptional person who ranks high in *all* categories.

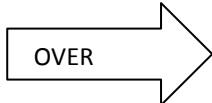
1. How long and in what capacity have you known this applicant?

2. In what areas has the applicant been involved in parish life?

- ◇ Sunday School
- ◇ ACYOA Juniors
- ◇ ACYOA Seniors
- ◇ Altar Server
- ◇ Choir
- ◇ Other: _____

3. How well is the applicant able to direct others?

- ◇ Poor leader; incapable of leading others
- ◇ Usually follows lead of others
- ◇ Normally successful in leading others
- ◇ Very successful in leading others
- ◇ Exceptional leader; inspires others along desirable lines of action



4. How well does the applicant work with others for the good of the group?
- ◇ Cooperates grudgingly; makes trouble – obstructionist
 - ◇ Gives limited cooperation; neglects common good
 - ◇ Cooperates with others toward accomplishment of common cause
 - ◇ Cooperates willingly and actively regardless of self-benefit; makes things go smoothly
 - ◇ Exceptionally successful in working with others and inspiring confidence
5. How does this applicant react to suggestions or criticisms of others?
- ◇ Takes criticism as a personal insult or resents suggestions
 - ◇ Listens to suggestions but may act without considering them
 - ◇ Follows suggestions willingly or asks for constructive feedback
6. How responsible is the applicant? Is he/she able to competently get things done independently?
- ◇ Irresponsible even under supervision
 - ◇ With constant supervision will do satisfactory work
 - ◇ Usually needs detailed direction with checks on work
 - ◇ Carries out activity on own responsibility
 - ◇ Exceptionally able to accomplish work without supervision
7. How spiritually mature is the applicant?
- ◇ Rarely expresses or exhibits spiritual maturity
 - ◇ Seems indifferent to spiritual growth
 - ◇ Actively engages in discussions; asks questions about his/her faith
 - ◇ Faith plays an integral part of his/her everyday life
8. How well does this applicant control his/her emotions?
- ◇ Easily depressed, irritated or elated
 - ◇ Tends to be over-emotional
 - ◇ Unresponsive; apathetic
 - ◇ Usually well-balanced
9. **Narrative Report - Please use an additional sheet of paper to share your thoughts on the following:**
- Explain why you feel this applicant is a worthy candidate.
 - List any concerns you may have that will help us ensure this candidate's success.
 - State whether or not you have any concerns about this applicant working with children and why.
 - Share any general thoughts or comments.

SIGNATURE: _____ DATE: _____

Please send this form, **postmarked by MARCH 1**, by mail to:

Diocese of the Armenian Church (Eastern)
630 Second Avenue
New York, NY 10016
Attn: St. Vartan Camp

Or fax it to: (212) 779-3558
Or scan and email to: KathrynA@armeniandiocese.org

St. Vartan Camp Staff Stipend Schedule

POSITION (All positions require minimum age of 18, unless otherwise stated)	Duration Weekly Pay	TOTAL SALARY
Camp Office Coordinator: Minimum age of 21. Responsible for all camp office administration, including the registration of participants and collection of tuition, answering phones, photocopying, faxing, maintaining database, creating documents, etc. Responsible for the daily operation of the camp office. Works with Youth Outreach Coordinator and Camp Director.	*Six weeks \$300/week	\$ 1,800.00
CIT Coordinator: Minimum age 21. Responsible for leading and teaching daily CIT classes, as well as the management and supervision of all CITs. Will assist and provide support around campus as needed and/or directed.	*Six weeks \$150/week	\$ 900.00
Public Relations Coordinator: Responsible for all public relations, including daily blog, photography, compiling and publishing of the Vartan Voice. Will serve as Office Assistant with daily tasks and provide support around campus as needed and/or directed.	*Six weeks \$150/week	\$ 900.00
Program Coordinator: Responsible for the development, organization and implementation of daily and evening programs, as well as the weekend schedule. Works directly with Youth Outreach Coordinator in the organization of the daily schedule. Previous camp experience is strongly desired.	*Six weeks \$150/week	\$ 900.00
Aquatics Director and/or Head Lifeguard: Responsible for operation of pool, overseeing and implementing all pool activities and safety, assessing swimmer proficiency and supervising lifeguards. Must possess current ARC Lifeguard Training, CPR for the Professional Rescuer and First Aid Certifications. The Aquatics Director must be at least 21 and possess an ARC WSI certification. Qualifications are state regulated.	*Six weeks \$150/week	\$ 900.00
Athletics Director: Responsible for the development, organization and implementation of daily sports and games, including special sporting events such as the Olympics. Collaborates with the Program Coordinator for evening and weekend activities, as well as supervise the sports staff. Physical education background is a plus.	*Six weeks \$150/week	\$ 900.00
Lifeguard (3 positions): Supervision of campers engaged in pool activities; program helpers during non-pool time. Lifeguard Training, CPR for the Professional Rescuer, and First Aid Certifications. Qualifications are state regulated.	*Six weeks \$140/week	\$ 840.00
Head Counselor - Male or Female: In addition to general counselor responsibilities (see below), supervising male counseling staff in camper safety, appropriateness of supervision, and daily staff meetings.	*Six weeks \$150/week	\$ 900.00
Counselor (4-6 positions each for male and female): Responsible for supervision and punctuality of campers through daily activities, including rise and shine, bedtime, meals, program schedule, as well as for camper overall well-being; help foster group and individual development through positive reinforcement and affirmation.	*Six weeks \$125/week	\$ 750.00
Armenian Language Coordinator: Responsible for executing Diocesan Camp Curriculum through hands-on instruction and the use of technology and software. Must possess a strong knowledge of the Armenian Language and be prepared to instruct a range of ability levels. Oversee volunteer instructors.	*Six weeks \$150/week	\$ 900.00
Arts & Crafts Coordinator: Responsible for executing Diocesan Camp Curriculum through hands-on instruction during daily classes. Must maintain supplies and classroom cleanliness on a daily basis. Personal creativity is welcomed.	*Six weeks \$150/week	\$ 900.00
Religious Education and Heritage Studies Coordinator: Responsible for the coordination of instructors and the instruction of the daily religion and heritage studies (dance and music) classes in compliance with the Diocesan Camp Curriculum. Must be able to serve as an instructor when visiting clergy/volunteers are not present to teach.	*Six weeks \$150/week	\$ 900.00
Nighttime Security: Minimum age of 21. Responsible for patrol of grounds, ensuring camper safety, and enforcing campwide curfews between the hours of midnight and 7 am.	*Six weeks \$150/week	\$ 900.00

Note: Staff will also receive a \$50 stipend for their attendance at staff training, commencing on Wednesday, June 21 and concluding on Saturday, June 24. All staff are expected to undergo this training, regardless of the number of weeks on staff. Those that stay on staff four or more weeks will receive the following bonuses: \$50 for four weeks; \$75 for five weeks; or \$100 for six weeks. Staff applications must be postmarked by **MARCH 1**, so that you can be notified of your acceptance by April 1. Detailed job descriptions are available for each position. Contact the Coordinator of Youth and Young Adult Ministries, Lorie Odabashian at LorieO@armeniandiocese.org for more information.