



**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 Volunteer:

You are receiving this letter because of your service in the past or because you have expressed an interest in serving this year and have a desire to become a part of the magic that St. Vartan Camp offers each summer. Our team of volunteers is an integral part of the quality, integrity and success of the St. Vartan Camp program. Volunteers 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 week, or even 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 three two-week sessions. As dedicated members of your parish community, I am sure you know of young adults that would make excellent staff members. We hope that you will help us in spreading the word and recruiting this year. In addition, if you know of other adult volunteers that would benefit our program, then please pass this information on to them and ask them to contact us. The areas that we are most in need of adult volunteers are: camp nurses, classroom volunteers, nighttime security, lifeguards, Armenian Language instructors, and Religion instructors.

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 to me directly from your pastor. Please postmark all of your application materials, including the clergy recommendation form, by **MARCH 1** so we can plan accordingly. As you know, our space is limited but our need for your support is great.

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*  
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# St. Vartan Camp

Diocese of the Armenian Church of America (Eastern)

Department of Youth and Young Adult Ministries

## VOLUNTEER 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 25 years of age by **June 25 (A), July 9 (B), or July 23(C)**.
- b) The following **must be complete and received 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)

### 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:**

Name	Relationship to Applicant	Phone No.

**VOLUNTEER 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.*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Camp Office Support  | <input type="checkbox"/> Nighttime Security (over 25)                     | <input type="checkbox"/> Arts & Crafts Instructor       |
| <input type="checkbox"/> Camp Nurse   | <input type="checkbox"/> Lifeguard  | <input type="checkbox"/> Armenian Language Instructor   |
| <input type="checkbox"/> Public Relations (Blogs, photos, <i>The Vartan Voice</i> , etc.) | <input type="checkbox"/> Driver (Airport, shopping, ER, etc.)             | <input type="checkbox"/> Religious Education Instructor |
| <input type="checkbox"/> Other (please specify):  | <input type="checkbox"/> Camp Support (laundry, inventory, canteen, etc.) | <input type="checkbox"/> Cultural Music Instructor      |
|   |   | <input type="checkbox"/> Armenian Dance Instructor      |

**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.

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

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**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](mailto: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



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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 Volunteer 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?

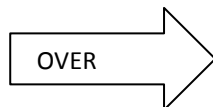
\_\_\_\_\_  
\_\_\_\_\_

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](mailto:KathrynA@armeniandiocese.org)