



Camp Goodtimes West

Camp Goodtimes West
American Cancer Society
2120 1 Ave N.
Seattle, WA 98109

Camp Goodtimes Volunteer Staff Application Packet

Thank you for your interest in volunteering at Camp Goodtimes. This application packet is to be used for applying to serve on staff for Camp Goodtimes, a program of the Great West Division of the American Cancer Society.

This packet includes:

- A staff application form
- A background check form – “Volunteer Applicant Disclosure and Consent for Release of Information”
- A Washington State Department of Motor Vehicles Form
- A reference form for you to distribute to three people and have returned to the camp office. Please make two additional copies of the form to give to your references.

This application packet may be used to apply for a position as staff for Camp Goodtimes West in the Seattle area. *Please indicate which session(s) you are applying for on the application.*

Applying for a staff position at Camp Goodtimes West is a competitive process. Not all applicants will be accepted to volunteer at Camp Goodtimes.

**Please return your application and reference forms to the
Camp Goodtimes West office by March 1, 2010.**

**Mail To: Camp Goodtimes West / American Cancer Society
2120 1 Ave N. / Seattle, WA 98109**

The dates for camp are:

June 27 – July 3, 2010

and

July 25 – 31, 2010

Mandatory training starting Friday, June 27 and Friday, July 25
Both camps will be held on Vashon Island at Camp Burton

If you have questions please call: Karee Boone, 206-674-4105, 800-729-1151 or
campgoodtimeswest@cancer.org

Staff Position Descriptions

MUSCLE

Ever wanted to be the stage manager behind the scenes of a camp? Does the life of a child friendly roadie intrigue you? Come be the muscle that allows the body of camp to move.

- Lifting and bending are required
- Maintain and setup all camp equipment (A/V, water jugs, tables, golf carts, etc.)
- Setup activities such as field games and candle making
- Assist all of camp with building props, stages or any-thing to help pull off an awesome week!

SPONTINATORS

Do you love being in front of an audience? Would you throw whipped cream on yourself to make a kid laugh? If your middle name is spontaneous FUN then this is the role for you! When the red phone of “No fun being had at camp” rings we want you to be part of the strike team of joy!

- Lead camp through the week in all things fun! Insert yourself in to cabins and inject goofy spontaneity wherever you are. Use a waffle as a tissue!
- Do announcements during meals, put on skits and guide the camp through the theme
- Kick off songs and camp activities and get kids involved
- Assist individual campers or cabins who might need a little extra joy in their day

ACTIVITY CREW

Are you interested in facilitating a specific activity throughout the week of camp? Would you be willing to become an expert in something and help kids learn to love it? Would you be willing to float around camp when your activity isn't being run?

- Become an expert in one of the camp activities such as fishing, art, biking, candle making, leather working, etc..
- Throughout the week learn what works with kids and what doesn't. Follow up with campers who show an interest in a specific activity
- Help kids having trouble and show them how much fun new things can be

CAP (Cabin Assistance Personnel)

Like the idea of being a cabin counselor but wish you could see more of camp? Want to work with lots of different kids? CAPs work with two cabins all week to assist counselors in the cabin and provide a fresh face every day.

- Insert yourself in two cabins for the entire week
- Fill in for regular cabin counselors during their daily breaks
- Be a consistent but fun breath of fresh air in your as-signed cabins

UL (Unit Leader)

Do you have great people management skills or a knack for handling child behavioral issues? Come and dawn the hat of the UL. UL's work as a team to ensure the camper management portion of camp runs smoothly.

- Oversee a group of cabins and help grow and guide the associated counselors
- Insert yourself in to sometimes rough cabin dynamics when you see an issue with either the counselors or campers
- Assist cabins with problem solving staff or camper needs
- Help pull off cabin or group special activities during the week

Staff Position Descriptions, cont.

COUNSELOR

Are you good at working with young kids, tweens or teens? Do you like interacting with kids in small groups of 8 to 10? Can you collaborate with another counselor and provide a fun and safe week for your kids but also help them grow?

- Sleep in a cabin with a co-counselor and 8 to 10 kids for the entire week
- Work not just on providing a good time but one that allows your cabin to grow socially and emotionally in a safe environment
- Be able to adapt to meet needs of campers with a variety of physical/developmental needs

ACTIVITY DIRECTOR

Are you a natural born event planner or one by trade? Does executing a schedule and managing teams of people from behind the scenes to pull off the most AWESOME week of camp sound fun? Then come help us run the best week of camp and work with some of the best camp staff in the world.

- Oversee the Activity Crew, Spontinators, Camp Crew and Arts & Crafts staff
- Implement camp plan: make sure the week runs on schedule and on time
- Balance the assigned duties of your team with the last minute needs of the campers and other staff to deliver a safe and fun week for all parties
- Problem solve activities and help drive creative events throughout the week

OFFICE ASSISTANT

Are you an expert on HIPPA, ACA and ACS policy? Would you like to learn? If you are a more behind the scenes person that loves rules and office management then this is the role for you! Come help and ensure that the paperwork side of camp runs smooth and help us deliver an amazing week for the campers.

- Manage all camper/staff paperwork ensuring we are in compliance with all relevant policies
- Help drive camper and staff check in and check out
- Deliver camper and staff mail throughout the week and assist campers with letters home
- Posses a general knowledge of camp so you can assist with any questions that come through the camp office during the week

A&C (Arts and Crafts)

Are you that person who loves to draw, paint or love playing with colors? Do you have the patience and creativity to work with kids both young and old on camp art projects? If so then we are looking for you!

- Design and/or implement art projects throughout the week
- Work with cabins/individual campers to keep them engaged and encouraged to finish projects
- Support camp wide decorating or impromptu events during the week

NURSE

Are you a pediatric oncology nurse that LOVES their job and would like to interact with kids outside of the hospital or clinic? If that sounds like you we would love to join our team of nurses and doctors in the "MedShed" and at camp activities to ensure the safety of our campers.

- Administer meds assigned by child's physician
- Monitor physical and mental well being of campers and sometimes staff
- Be present at activities around camp and off-site activities
- Be on call during the day and sometimes at night to respond to medical concerns

Volunteer Application

Each summer, 160 volunteers will be selected as *Muscle*, *Spontinators*, *Activity Crew*, *CAPs*, *ULs*, *Counselors*, *Activity Director*, *Office Assistant*, *A&C* and *Nurses*.

Application Deadline: March 1, 2010 (Goodtimes West)

I am applying to be on staff for: Camp Goodtimes West June 27 – July 3, 2010
 Camp Goodtimes West July 25 – 31, 2010
 Both weeks of Camp Goodtimes West

Name: _____ Camp Name: _____
First Middle Last

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Work/School: _____ Cell: _____

E-mail: _____

Social Network Site Address: _____
(MySpace; FaceBook, Xanga, etc. We will be doing random checks as part of our qualification process)

Date Of Birth: ____/____/____ Gender: Male Female

Emergency Contact: _____ Phone: _____

Alternate Phone: _____ Years experience at Camp Goodtimes _____

T-Shirt Size (circle one): XS S M L XL XXL XXXL

Sweatshirt/Jacket Size (circle one): XS S M L XL XXL XXXL

My top three choices for volunteering at Camp Goodtimes are (list in order of preference, #1, 2, 3):

Muscle

Counselor

Spontinators

Activity Director

Activity Crew

Office Assistant

CAP (Cabin Assistance Personnel)

A&C

UL (Unit Leader)

Nurse

Employment Information

Current or Most Recent Employer: _____

Telephone: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Position/Title: _____ **Supervisor's Name:** _____

Previous Employer: _____ **Telephone:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Position/Title: _____ **Supervisor's Name:** _____

Do you have a valid driver's license? YES NO **State / Number:** _____

.....
Education

Highest level of education attained (circle):

High School Some College Bachelor's Degree Masters Graduate school

Medical training - list institutions, medical degrees, certifications, etc: _____

Year degree received: _____

.....
Please List Volunteer Experience

Agency

Position

Supervisor

Phone

References

Form will be returned if not completed with phone and entire reference address. Your application will not be considered until all references are provided. **Camp Goodtimes requires three references for new staff. Alumni staff must list two references.**

Give names of persons (not relatives, significant others, or room/house mates) who have knowledge of your character, experience and ability. It is your responsibility to distribute enclosed reference forms to the people listed below and have them returned by the application deadline.

1. Name: _____
Phone: _____
Address: _____
City: _____ State: _____ Zip: _____

2. Name: _____
Phone: _____
Address: _____
City: _____ State: _____ Zip: _____

3. Name: _____
Phone: _____
Address: _____
City: _____ State: _____ Zip: _____

Statement Of Absence Of Criminal Record

We will also be conducting a criminal background check. This is covered on "Volunteer Applicant Disclosure & Consent for Release of Information" form. You must return this form to us with this application. The information we ask for deals with criminal history only.

I certify that I have not been convicted of any felony, or offence against children. And, that all information in this application is accurate. I further authorize the American Cancer Society, or its agents, to contact references and current and former employers for reference checks. I understand that any false statements made by me on this application or any supplement thereto, may be grounds for rejection of my application or dismissal from subsequent employment.

Signature

Date

Questions for New Staff

Please respond to the following questions on a separate sheet of paper

- 1) How/from whom did you hear about the American Cancer Society Camp Goodtimes West?
- 2) Why would you like to be a volunteer for Camp?
- 3) What would you like to do as a Camp volunteer?
- 4) What are your expectations for Camp Goodtimes? For the campers?
- 5) What experience do you have working with children?
- 6) Describe your camping knowledge and experiences.
- 7) Describe your experience with pediatric cancer patients.
- 8) Describe any experience you may have working with the physically or emotionally disabled.
- 9) If you see a camper hanging back from the group during the bike activity how would you approach the situation?

For Alumni Staff

Please use this space to let us know why you would like the positions you have chosen. It will help us in determining where each volunteer can be best utilized.

Volunteer Reference Form

American Cancer Society Great West Division Camp Goodtimes

_____ is applying for a position as a volunteer for Camp. He/she has given your name as a reference and permission to obtain information on his/her past work performance.

Because of the important responsibilities in a program involving children and youth, your considered appraisal of the applicant is important and greatly appreciated. The information you give will remain entirely confidential. Because the information you provide will have a direct impact on the selection of the applicant, please return this form by March 1, 2010.

Name of Reference

Date

Position/Title

Relationship to applicant

Company Name

How long have you known applicant?

City State Zip

Daytime phone number

Performance Evaluation

	Excellent	Above Avg.	Average	Poor	N/A
Attendance					
Work Habits					
Productivity					
Attitude					
Ability to Work Alone					
Relationships w/Co-Workers					
Attitude Toward Supervisors					
Ability to Learn New Skills					
Honesty/Dependability					

Continued

Under each general heading, check the phrase that most accurately describes the applicant's usual behavior with regard to that specific trait. Add your comments if they help make your answers more precise.

1. Ability to direct and influence others along definite lines of actions:
 - Exceptional leader, inspires others along desirable lines of action
 - Normally successful in leading others
 - Poor leader, incapable of directing others

2. Ability to work with associates and others for the good of the group:
 - Exceptionally successful in working with others
 - Cooperates willingly and actively regardless of self benefit
 - Gives limited cooperation, neglects common good for own interest

3. Ability to apply attention, energy and persistence in following through with a job or assignment:
 - Unusual perseverance; does more than expected
 - Completes assigned tasks of own accord
 - Needs much prodding to complete work

4. Ability to control emotions:
 - Exceptional balance between responsiveness and control
 - Well balanced, in control
 - Tends to be unresponsive
 - Tends to be over-emotional
 - Easily irritated, depressed, or elated

5. Impressions of suitability for service: Would you be willing to have your children under the applicant's supervision for a period of two or more weeks?

6. How would you rate the applicant as a role model for children?

7. Do you have any concerns or questions about the applicant's behavior or attitude toward children?

8. General recommendations or comments:

Signature

Please Return This Form By March 1, 2010. Thank You!
Camp Goodtimes West / American Cancer Society
2120 1 Ave N. / Seattle, WA 98109

Volunteer Applicant Disclosure & Consent for Release Information

GWD Camp Name: Camp Goodtimes West Account: 101-101-559 Billing Code: CGT/W
Applicant Information (Please print NEATLY and complete thoroughly to avoid result delays)

First Name: _____ Middle: _____ Last: _____

Other Name(s) Used (like Maiden): _____ Other Name(s) Used: _____

*Social Security No: _____ -- _____ -- _____ *Date of Birth (MM/DD/YYYY): _____ / _____ / _____

*Gender: ___ Male ___ Female Driver's License #: _____ State issued: _____

Current Street Address, City, State, Zip: _____

Former Addresses (1) City, State, Zip: _____ (2) City, State, Zip: _____

** This information will be used for the purposes of background screening only and will not be used in making any volunteer decisions.*

1. Have you ever, under your name or another name, been convicted of or pleaded guilty or no contest to a criminal offense, felony or misdemeanor (including child abuse, neglect or any sexual offense) or participated in a pre-trial deferral or diversion program? ___ Yes ___ No

2. Have you ever, under your name or another name, been convicted of a crime which resulted in your being in prison and released from prison or paroled? ___ Yes ___ No

3. Are you presently out on bail or pending trial for the alleged commission of any crime? ___ Yes ___ No

4. Are there any other facts or circumstances involving your background or the background of others in your household that would call into question your being trusted with the supervision, guidance and care of children/teenagers? ___ Yes ___ No

5. If you answered "Yes" to any of the above, please explain. Indicate date(s) of conviction and the type(s) of offense(s); include those matters for which you have pleaded guilty, no contest, or participated in a pre-trial diversion program (attach additional sheets of paper as necessary): _____

Falsification, misrepresentation and/or omission of criminal conviction are grounds for refusal to accept your volunteer application or to terminate volunteer status. NOTE: A conviction does not automatically disqualify a volunteer applicant. The date, nature and seriousness of the offense will be considered.

NOTICE REGARDING BACKGROUND INVESTIGATION: Please read this disclosure and consent form carefully before signing acknowledgment. Volunteer status is contingent on the results of the background check. In order to maintain the trust of our donors and demonstrate the integrity of our volunteers and professionals, it is the policy of the American Cancer Society (ACS) to perform volunteer background investigations. In performing these background investigations, we may also request a "consumer report" which may include information about your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, and/or mode of living. The investigation may also include motor vehicle record driving checks, credit bureau files, employment references, professional/personal references, any educational and licensing institution or military branch and receipt of any criminal record information (including sexual offenders) pertaining to you which may be in the files of any Federal, State or Local Criminal Justice Agency. These reports may be obtained at any time after receipt of your authorization and, if you become an ACS volunteer, throughout your volunteer career. ACS complies with the Fair Credit Reporting Act (and applicable state law) which provides prospective or current volunteers with rights regarding consumer reports. According to the Fair Credit Reporting Act, if ACS makes any adverse decision with regard to your volunteer status, you will be entitled to receive, upon request and within 60 days, a copy of the background check prepared by InfoMart, 1582 Terrell Mill Road, Marietta, GA 30067, 800-800-3774. You have the right to dispute the accuracy of the information on the background check with InfoMart. Your signature on this document, the ACS volunteer application, and any other volunteer forms indicates your understanding that ACS may initiate the discussed background investigation. Your signature authorizes ACS to obtain a consumer report for volunteer purposes, including for purposes of making any future decisions concerning your volunteering, promotion or retention as a volunteer. ACS will permit you to revoke (in writing) your permission allowing ACS to obtain this kind of personal information; however, ACS may not consider you for current or future volunteering if not allowed to perform background investigations.

ACKNOWLEDGMENT AND AUTHORIZATION: I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of volunteering is true and complete to the best of my knowledge. I understand that if I become a volunteer, any false or omitted statements will be considered as a cause for possible termination of the volunteer assignment. I acknowledge receipt and certify that I have read and understand or had explained to me the above information and A Summary of Your Rights Under the Fair Credit Reporting Act. I hereby authorize ACS to verify information within an application or resume and to obtain a background check and/or consumer report(s) at any time after receipt of this authorization. I understand that this consent will apply if I am hired or at any time during the course of volunteering and remain in effect until revoked in writing. I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by the consumer reporting agency, another outside organization acting on behalf of ACS, and/or ACS itself. This authorization does not include a release of my medical information. I agree that a facsimile (fax), photocopy or scan of this authorization shall be as valid as the original.

Name (Please Print Neatly): _____ Date: _____ / _____ / _____

Signature: _____

Attachment G
Employee or Prospective Employee Request

That I, _____, am an employee or prospective employee of the company named below and that I request a copy of my official Driving Record in the State of Washington be released to my employer or their agent.

Authorization of employee or prospective employee for release of abstract of driving record

Signature Date WA License # or print full name and date of birth

Employer Attestation

- A. That the company named below is an employer or prospective employer of the above named individual and that I am a representative authorized to bind said company
B. That SOFTECH INTERNATIONAL INC is acting as agent on our behalf to obtain the abstract of driver records of the above named individual.
C. That abstracts of driver records shall be used exclusively to determine whether the above named individual should be employed to operate a school bus or commercial vehicle upon the public highways, and that no information contained therein shall be divulged, sold, assigned, or otherwise transferred to any third person or party.
D. That the information contained in the abstracts of driver records obtained from the DEPARTMENT shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130, attached in part for easy reference.

By affirming my signature below, I declare under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct.

American Cancer Society, Camp Goodtimes West 2120 1st Ave. N., Seattle, WA 98109
Company Name Address

Karee Boone Camp Director
Name (print) Title Signature Date

The employer or prospective employer must maintain this record for a period of not less than two (2) years from the date of the most recent request. Failure to obtain all signatures or misuse of records obtained from the State of Washington may result in prosecution under RCW 46.52.130.

DOL File Name: K-42.doc 4/18/2007
Employee Request, Attachment G

Attention Washington Resident: Please complete this form and return with Form 2015 Volunteer Applicant Disclosure & Consent for Release of Information to Camp Manager.

Attention ACS Camp Manager: Please print/sign name, title and date in the "Employer Attestation" section then fax this form to InfoMart at 770-984-8997. No cover sheet required.