



SAINT NICHOLAS RANCH & RETREAT CENTER

A Ministry of the Greek Orthodox Metropolis of San Francisco

P.O. Box 400 · Dunlap, CA 93621 · Phone (559) 338-2103 · Fax (559) 338-0065
www.stnicholasranch.org · e-mail: info@stnicholasranch.org

Staff Applicant
Saint Nicholas Ranch
& Retreat Center

Dear Friend,

I am pleased to hear of your interest in becoming a staff member this summer with the Saint Nicholas Ranch Summer Camp program. This year's application process consists of the following:

- 1. Written Application.** The application includes: a) personal background information, b) three written references, and c) four completed essay questions; all postmarked by April 15, 2012.
- 2. Evaluative Interview.** All applicants will be interviewed. Your interview will be scheduled after the receipt of your written application. We will try to schedule the interview in or near a major city close to your present address. If that is not possible, we will schedule a phone interview.

Keep in mind that to be eligible for a position as a **Regular Staff** member, you must be an Orthodox Christian, 21 years of age or older by July 1, 2012. **Counselors in Training** must be 19-20 years of age. Notification of final selections will be given by the end of April 2012.

Enclosed you will find a Staff Application and three Reference Request Forms. Also enclosed is a sheet entitled "*Important Information for Staff Applicants*" and a *Job Description* providing an introduction as to what is expected of staff members. Please read these carefully. To give you an idea of what the Saint Nicholas Ranch program consists of, please visit our website at www.stnicholasranch.org. If you have any questions or require further information, feel free to contact us at (559) 338-2103.

Thank you for your interest in the Saint Nicholas Ranch program. I look forward to hearing from you soon.

In Christ,

Michael A. Pappas
Director, Saint Nicholas Ranch

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Greek Orthodox Metropolis of San Francisco

JOB DESCRIPTION

POSITION: Resident camp counselor at Saint Nicholas Ranch and Retreat Center.

DATES: July 2 to August 4, 2012

PURPOSE

As a counselor, it will be your aim to ensure that the goals of the Saint Nicholas Ranch are met for each and every camper. The goals of the camp are:

- For all the participants to have a safe, positive and fun experience.
- For participants to discover the fullness of their Orthodox faith.
- For participants to return to their homes with an enthusiasm to continue the learning and growth that started at Saint Nicholas Ranch.

DUTIES

As a counselor your assigned duties will include, but not be limited to:

- Being assigned to a cabin of 8-12 campers with one or two other counselors.
- Being assigned to a department area, such as Arts and Crafts, Athletics, Aquatics, Music, Orthodox Life or the Infirmary.
- Being assigned to specific duties while on trips.

RESPONSIBILITIES AND EXPECTATIONS

- To be a positive role model for campers and others including adhering to camp policies and rules, cleanliness, punctuality, sharing clean up and chores, sportsmanship, table manners, proper dress and attire, and Orthodox Christian faith and morality.
- To desire and be able to work with children and teenagers, ages 8-18.
- To have enthusiasm, a sense of humor, patience and self-control.
- To ensure the physical, emotional and spiritual health and safety of your campers.
- To execute and support the camp policies and procedures.
- To supervise all assigned aspects of the campers' day: including worship, cabin clean up, meal times, daily activities, cabin time, getting ready for bed, as well as other aspects specified by the Camp Director.
- To work well in close proximity with others throughout the summer.
- To be able to take charge and motivate others.
- To be able to take direction from others at appropriate times.
- To believe that being a counselor at Saint Nicholas Ranch will be one of the most rewarding and challenging experiences of your life.

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Important information and requirements for staff applicants:

- Saint Nicholas Ranch is a summer camp for young people, ages 8-17, operated by the Greek Orthodox Metropolis of San Francisco. There are four sessions: Week 1, July 8-14; Week 2, July 15-21; Week 3, July 22-28; Week 4, July 29-August 4.
- In order to be considered for a **Regular Staff** position you must be an Orthodox Christian and 21 years of age or older by July 1, 2012. For a **Counselor in Training** position you must be 19-20 years of age and a high school graduate.
- You must be available to work July 2-August 4, 2012. A limited number of returning staff will be accepted for one or more individual sessions.
- Saint Nicholas Ranch is an Orthodox Christian program and staff members are expected to adhere to standards of behavior that are appropriate to the morals and values of the Orthodox Church. Staff will also be expected to model Christian modesty in their choice of attire.
- Consistent with the Orthodox Christian teachings of respect for the body as the temple of the Holy Spirit, staff may not have tattoos, brandings or body piercings that are visible at any time. Male staff may not wear earrings. Female staff may wear no more than one earring in each ear.
- Staff Compensation: Contact our office for more information on staff compensation for the summer.
- While camp is in session, Staff Members will receive one afternoon and evening off per week, beginning after camper departure on Saturday of each session and ending Sunday morning prior to camper arrival.
- Look forward to a rewarding and enjoyable summer. But remember: Saint Nicholas Ranch is not a vacation! You will be expected to work hard and give 100%.

Keep in mind...

- We receive a very large number of applications for only a limited number of openings. We cannot possibly accept everyone who applies. If you are not accepted this year we encourage you to reapply at a later date.
- Each year, a certain number of counselors from previous years are accepted to return in order to maintain continuity in programs and administration. Everyone must go through the re-application process and no one is guaranteed of returning. Again, the number of returning staff accepted each year is limited due to the large number of applications received.

Application deadline is April 15, 2012.
Your application must be postmarked by that date.

Return this application to:

Saint Nicholas Ranch □ P.O. Box 400 □ Dunlap, CA 93621
Tel: (559) 338-2103 □ Fax: (559) 338-0065 □ E-mail: info@stnicholasranch.org

SAINT NICHOLAS RANCH & RETREAT CENTER

SUMMER CAMP STAFF APPLICATION

Please type or print

Date of this Application: _____

Name: _____ Email: _____
Las First Middle

Current Mailing Address: _____
Street & Number City State Zip

Permanent Address: _____
Street & Number City State Zip

Telephone: (Day) _____ (Evening) _____

Date of Birth: _____ Citizen of: _____

Are you an Orthodox Christian? Yes No

Parish: _____ Parish Priest: _____

Major city in which you can be interviewed: _____

Will you be available to work from July 2 – August 4, 2012? Yes ____ No ____

If applying to work at only one or two sessions, indicate which sessions you want to work at.

Week 1: July 8-14 ____ Week 2: July 15-21 ____ Week 3: July 22-28 ____ Week 4: July 29-Aug 4 ____

Regular Staff and Counselor in Training

Are you applying to be a **Regular Staff Member** (21 years of age or older by July 1, 2012) or a **Counselor in Training** (19-20 years of age high school graduates)? **Regular Staff** _____
Counselor in Training _____

Medical Staff and Life Guard Applicants

If you are applying to work as Medical Staff (Doctor or Nurse) or as a Life Guard, please indicate below your qualifications and certifications.

Medical Staff (RN or MD required) _____

Lifeguard (Certification required) _____

All Staff Applicants

List any relevant current certifications: (EMT, First Aid, CPR, Wilderness skills, etc.) Attach copies, including expiration dates. _____

Education

Name of Institution	Dates	Major	Degree

Work Experience

Employer	Address/Phone	Dates	Position & Job Description

Camp and/or Youth Ministry Experience

Name of Camp or Youth Ministry Program	Dates	Supervisor's Name	Your Job Title

REFERENCES (List three non-relatives, one must be your parish priest. These three persons must complete and return the enclosed Reference Request forms.)

Name	Address/Phone	Relationship to You

Are there any reasons you may have difficulty in performing any duties of camp counselor?

If yes, explain: _____

Have you ever been convicted of any misdemeanor or felony? Do not include traffic infractions.

If yes, please give dates, country, state, county and sentence information. _____

SKILL ASSESSMENT

Mark "T" those areas you can organize and TEACH, and "A" those areas you can ASSIST in organizing or teaching.

ATHLETICS

___ archery
 ___ soccer
 ___ basketball
 ___ volleyball
 ___ softball
 ___ ping pong
 ___ other

AQUATICS

___ ALS (yes, no)
 ___ WSI (yes, no)
 ___ canoeing
 ___ water aerobics
 ___ water games
 ___ other _____

MUSIC

___ song leading
 ___ guitar
 ___ Greek dancing
 ___ Greek music
 ___ piano
 ___ other _____

ARTS & CRAFTS

___ ceramics/pottery
 ___ decoupage
 ___ drawing/sketching
 ___ iconography
 ___ painting
 ___ photography
 ___ leather work
 ___ other _____

ORTHODOX LIFE

___ theology
 ___ counseling
 ___ Byzantine music
 ___ other _____

PLEASE RESPOND TO THE FOLLOWING AND SUBMIT ON A SEPARATE SHEET OF PAPER.

1. Why are you interested in working in a camp setting and why specifically does the **Saint Nicholas Ranch** interest you?
2. What contributions do you think you can make at camp?
3. What contributions do you think a well-run camp can make to children?
4. Describe an experience that has had a major impact on your life.

Date: _____

Signature: _____

Application Deadline: April 15, 2012

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