

Huston Camp and Conference Center

Diocese of Olympia

PO Box 140 / Gold Bar WA 98251

360.793.0441 / info@huston.org / www.huston.org

Summer Resident Staff Application

Thank you for your interest in working at Camp Huston this summer! The success of our program depends on hiring enthusiastic and devoted staff. Our mission is to enable individuals to relate to God. We hope to provide the space for children and adults to be recipients of God's gifts, stewards of creation, and members of a loving community. If you feel a strong commitment to the goals of Camp Huston then we encourage you to apply for summer employment as a Discovery Group Leader, Resident Counselor, or Counselor. We hire individuals to serve as positive role models to campers and active contributors to the Huston community.

Camp Huston, located on 70 acres in the Cascade foothills, is part of the educational and missionary outreach of the Episcopal Church. Our strong and welcoming community offers adults and children alike the opportunity to develop a sense of self in the world, discover their place in nature, build self-esteem, and grow into leaders. Each week the Camp is split into small age based "Discovery Groups" where campers participate in numerous activities during the week including cooking out, swimming, archery, chapel, interactive games, arts & crafts, hiking, campfires, and more!

The subsequent pages describe our employment process more in depth and include:

1. Application Form
2. Application Questionnaire
3. Staff Personnel Policies and Expectations
4. Camp Huston's Philosophy and Goals
5. Summer Schedule
6. Job Description – resident counselor, and discovery group leader are *both* attached.

Applications will be considered in the order received.

Please return completed and signed applications along with the application questionnaire and résumé to:

Staff Application / PO Box 140 / Gold Bar WA 98251

Any questions can be directed to Bill Tubbs at 360.793.0441 or bill@huston.org. After review of your application, we will schedule an in-person, phone, or video chat interviews during April 2019. Applicants are required to complete an interview prior to May 1st so please plan accordingly.

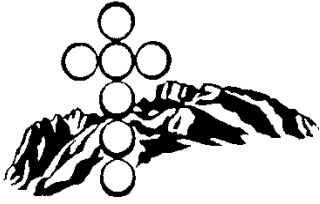
For those interested in becoming a lifeguard, **Lifeguard Training** will be around June 12-15, 2019. **Resident Staff Training** is June 17-22, 2019, and **Counselor Training** is June 25-July 4, 2019.

I look forward to receiving your application!

Bill Tubbs

Director

bill@huston.org



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Application Form

Position Applying For: _____ Today's Date: _____

Returning Staff? Yes / No Gender: _____

Name: _____ Social Networks Used: _____
First M.I Last

Current Address: _____
Street City State Zip

Contact Number: (____) ____ - _____ Email: _____

References (3 teachers, clergy, employers, or volunteers required – no relatives or friends please)

(1) Name: _____ Phone: (____) ____ - _____
Years Known: _____ Relationship: _____
Type of Reference: (personal, professional, etc.) _____
Address: _____
Street City State Zip

(2) Name: _____ Phone: (____) ____ - _____
Years Known: _____ Relationship: _____
Type of Reference: (personal, professional, etc.) _____
Address: _____
Street City State Zip

(3) Name: _____ Phone: (____) ____ - _____
Years Known: _____ Relationship: _____
Type of Reference: (personal, professional, etc.) _____
Address: _____
Street City State Zip

Education

(1) High School: _____ Graduation Year: _____
(2) College: _____ Graduation Year: _____
(3) Other: _____
(certificates, training, skills relevant for job)

Previous Employment

(1) Employer: _____ Position Held: _____
Dates of Employment: ____/____ to ____/____
(2) Employer: _____ Position Held: _____
Dates of Employment: ____/____ to ____/____

All fields are required for employment consideration. Completed applications, forms, questionnaire, and resume can be sent to Staff Application / PO Box 140 / Gold Bar WA 98251 or faxed to 360.793.3822

Acknowledgement, Release, and 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 hiring me or for my discharge, if I have already been hired.

I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record or other qualification.

If hired, I agree to be bound by Diocese of Olympia Inc. bylaws and policies. I understand that these may be changed, withdrawn, added or interpreted at any time without prior notice to me.

I understand my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with our without prior notice at the option of the Diocese or myself.

Nothing contained in this application or in any pre-employment communication is intended to or creates a contract between myself and the Diocese of Olympia for either employment or the providing of any benefit.

I am legally eligible to work in the United States. If I am hired, I will be required to show documentation verifying employment eligibility and identity.

I have not been convicted of, pled guilty to, or contested to a crime other than minor traffic violation. If I have, I understand I am liable to provide a written explanation to Camp Huston. All applicants are subject to criminal and sex offender background checks prior to employment.

I understand Huston Camp and Conference Center Staff are subject to comply with all policies set forth by the Directors and included in this application packet.

I have read and understand the above provisions.

Signature of Applicant: _____ **Date:** ___/___/_____

Huston Camp and Conference Center is an equal opportunity employer and does not discriminate on the basis of race, sexual orientation, creed, gender, color, or national origin.

For Employer Use Only

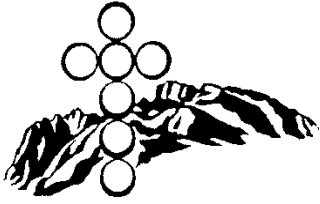
Upon completion, each step of the application process is to be initialed and dated.

Application Step	Date	Initials
Application, questionnaire, and resume reviewed		
Reference #1 contacted by phone		
Reference #2 contacted by phone		
Reference #3 contacted by phone		
Applicant interviews (by phone or in person)		
Background check completed		
If accepted, health history, confirmation letter, I-9, W-4, contract, and release form sent to applicant		
If accepted, health history, confirmation letter, I-9, W-4, contract, and release form returned and processed		

Hired - Date of Employment: _____

Not Hired - Reason: More qualified candidate hired Offer rejected Other

Signature: _____ **Title:** _____ **Date:** _____



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Application Questionnaire

The goal of Camp Huston is to enable individuals to relate to God. Our hope is to provide the space for children and adults to be recipients of God's gifts, stewards of creation, and members of a Christian community. How can you help Camp Huston achieve its mission?

What do you hope to gain from working at Camp Huston?

It is important for an effective staff member or counselor to have the following characteristics...

Describe your core values. What makes these important to you?

Personally and professionally, what skills do you have to contribute to the Camp Huston community?

Describe what you hope your role will be at Camp Huston in the community and professionally.

What challenges do you expect to encounter this summer? How will you work through them?

Describe specific talents or skills you possess in the follow areas:

Working with children –

Living in community -

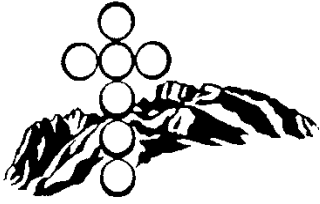
Are you interested in participating in Horse Camp? Yes ___ No___

Are you interested in Lifeguard Training to become a Camp Huston lifeguard? Yes ___ No___

Applicant Signature: _____

Date: ___/___/_____

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Summer Staff Personnel Policies

Conduct: All staff members must conduct themselves in a responsible manner, which sets a good example for others and reflects positively on Huston programs. This includes all that you do and say as well as your appearance. Staff members must not engage in romantic relationships with campers, on or off site, or in public displays of affection with other staff.

Smoking, Tobacco Products, Drugs, Alcohol, Marijuana: Smoking, the use of tobacco products or drugs, and the consumption of alcoholic beverages or marijuana are not permitted on Huston property, or on program trips outside of Huston property. It is not in the best interest of the staff to engage in the use of tobacco products, consumption of alcohol or marijuana at other times. Any illegal drug activity is, of course, prohibited.

Cell Phones: Cell phones are expected to remain off during program hours and not turned on at any time other than during a staff member's two hour break. Resident staff must leave cell phones in their dorms or mailboxes and new or returning staff must leave them in their cabin mailbox located in the Orange Room. Cell phones are unacceptable in the Camp program. The only exception is one staff member's cell phone used as the emergency contact during a hike. Verizon carriers are preferred for best signal.

Social Networking: Staff members are required to represent Camp Huston in a respectful and adult manner on all social media platforms including but not limited to Facebook, Instagram, Snapchat, and Twitter. Staff seen underage drinking, in the presence of, or using illegal drugs are subject to immediate termination. Staff members may not post pictures of, be friends with, or follow campers or Counselor Training Participants who are not yet part of the Huston Staff. Failure to follow these policies will result in disciplinary action.

Gratuities: Staff members are not permitted to accept tips from parents or campers.

Property and Equipment: Camp Huston is not responsible for the loss of or damage to personal equipment or belongings. Any personal equipment brought to Huston by the staff must be checked by the Directors to ensure that it is appropriate to be used in the camp program. Huston property and equipment is only to be used for the camping program in the prescribed manner. Any other uses must first be cleared by the Directors.

Weapons: Weapons of any kind are not permitted except a personal pocketknife used for outdoor program.

Time Off: Each staff member receives two hours of time off each day, as the program will allow. In addition, all staff members will receive one day off per week, taken in between sessions. Regardless of reason or status of the individual, all departures from the property must be reported to the Director or Program Director.

Visitors: In general, outside visitors are not allowed. Directors may approve staff member requests for onsite visitors who do not interfere with camp programs. Visitors must sign in at the office. Staff must accompany guests at all times.

Laundry: Laundry facilities are located in the Olympic bathhouse and are available to Resident Staff only. This area must be kept clean and free of personal belongings. Staff must follow Laundry Norms

Telephone: Huston phones cannot be used for personal calls without permission from the Director.

Living Area: Resident staff members are provided an individual room in Barker (B) or Keator (C) lodge. Only Resident Staff are permitted in these lodges. When guests are present in rooms, the door must remain open. Each staff member is responsible for the cleanliness of their own living area (including shared restroom facilities) and final clean-up. Final payment is contingent upon cleanliness approval by the Directors.

Health History: All staff members must provide a current health history form prior to employment.

Hospitalization: Camps are required by law to comply with Washington Labor and Industry Insurance requirements. This insurance covers on-the-job-injuries. Expenses caused by injury away from the job are the responsibility of the individual.

Absence Benefits: Employment does not include vacation, sick leave or other paid absence benefits. In the case of short-term illness not requiring absence from the site or short family emergency absences not detracting materially from program accomplishment, consideration will be given for compensation.

Performance Evaluation Process: Staff members are expected to receive both positive and constructive feedback from co-workers and Directors and help others improve their performance by giving feedback when appropriate. Staff members agree to work on their own behavior when necessary. Formal written evaluations are completed at the end of each session by co-workers and at the end of the summer.

Discipline: Whenever possible, co-workers and Directors expect to work cooperatively with a staff member to correct behavior. The Directors are available for consultation at all times. Corrective action may include discussions with the Directors, discipline warnings, a behavioral change plan, or termination.

Resignation: Staff members are expected to provide a minimum of one week's notice of resignation. During the time between notice and departure, the employee shall protect the interests of Camp Huston.

Termination: In the event of termination, the staff member will be compensated for the end of the terminating period of one week. In the case of early departure, dismissal, or if Camp Huston is closed by fire, epidemic, accident, or the like, the salary will be prorated for days actually worked.

Sexual Harassment: Staff members who believe they were sexually harassed are encouraged to talk with the Directors. Recourse is available through the procedure established by the Diocese of Olympia and outlined in the Guidelines and Procedures in Cases of Sexual Abuse and Sexual Misconduct handbook, located in your Counselor Training Manual.

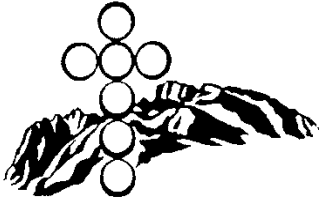
Vehicles: All staff vehicles should be kept in the parking lot east of the water tank. The speed limit on Camp Huston property is 10 mph. Staff vehicles may not enter the Lower Camp area while programs are in session. Staff cars cannot be in the Lower Camp area at any time without permission from Camp Directors. Campers may not ride in or on any staff vehicles. Staff may not ride on any vehicle. Staff may use bicycles, but must obey posted speed limits and are strongly encouraged to wear a cycling helmet.

Animals: Animals are not allowed on the property unless prior permission is granted from the Directors.

Dismissal: Failing to follow any of the above mentioned Personnel Policies, Negligence, unsatisfactory performance, and other unacceptable behavior may result in dismissal.

Equal Employment: Camp Huston is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, or national origin.

Huston Camp and Conference Center applicants acknowledge and agree to uphold the above policies at all times.



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Philosophy & Goals

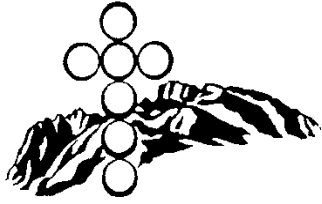
As part of the missionary and educational outreach of the Diocese of Olympia, the purpose of Camp Huston is to provide a Christian community experience, which will allow individuals to actively identify and discern religious truths for themselves.

Camp Huston's Goal

Camp Huston's goal is to enable the individual to relate to God; as a recipient of God's gifts, as a steward of creation, and as a member of a Christian community.

Objectives

1. *As a recipient of God's gifts the individual will*
 - Discover a previously unknown aspect of oneself
 - Develop a positive self-image
 - See oneself as an important part of a Christian community
 - Discover and appreciate individual gifts and talents
 - Try new activities
2. *As a steward of creation the individual will*
 - Learn to take responsibility for behavior that effects the environment
 - Develop good judgment that enables safe participation in activities
 - Develop and deepen an appreciation of nature
 - Discover a new aspect of their relationship to the natural world
 - Participate in conservation projects at Camp
 - Develop respect for the Camp property and grounds
3. *As a member of a Christian community the individual will*
 - Participate in Camp activities
 - Show an awareness and sensitivity to others' needs
 - Enjoy being at Camp
 - Accept others as they are
 - Show an increased interest in the Christian life
 - Learn to develop trust in self and others
 - Cooperate and share with others
 - Learn to resolve conflicts constructively



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Summer 2019 Schedule

Lifeguard Training

June 12-15, 2019 ***date not yet confirmed***

Any staff members wishing to lifeguard during the summer program are required to attend.

Resident Staff Move-In Day

June 16, 2019

Resident Staff Training

June 17-22, 2019

All resident staff members (DGLs and Resident Counselors) are required to attend.

Counselor Training

June 25-July 4, 2019

All resident staff members, returning counselors, new counselors, and applicants are required to attend.

Discovery Camp 1 & Horse Camp

July 6-12, 2019

Missoula Children's Theater (MCT)

July 14-19, 2019

This session may not be paid for counselors depending on number of registered campers.

Camp I-VY

July 22-26, 2019

Camp Huston works with the Bleeding Disorders Foundation of Washington to run "Camp I-Vy" for campers affected by hemophilia and Von Willebrand's disease, and their siblings.

Discovery Camp 2 & Intermediate Horse Camp

July 28-August 3, 2019

Mini Camp

August 5-8, 2019

International Discovery Camp & Buckaroo Camp

August 11-17, 2019

Final Camp Clean-Up & Resident Staff Move-Out Day

August 18, 2019

Resident Counselor Job Description 2019

Desired qualifications and experience:

- Minimum age 18 years old
- Completed the 11th grade
- Able to work in a participative model
- Experience with young people preferable
- First Aid, CPR, Lifeguard Certification helpful
- Interested in participating in the development of Christian community
- Available June 17-August 17, 2019

Responsible to: Directors

Essential Functions:

- Physical ability to fully participate in camp activities such as hiking and games
- Responsible for supervising young people with support from Huston staff
- Good communication skills, including listening, leading activities, and conflict resolution
- Congeniality in working cooperatively with Huston staff to achieve individual and group goals
- Understanding of community-building and ability to plan activities toward this goal

General and specific responsibilities:

Plan, implement, and facilitate Discovery Group activities –

- With Discovery Group staff, plan and facilitate each session's activities with an eye to community-building
- Create opportunities for campers to reflect, learn from their experiences, and plan their own activities
- Use programming to foster a sense of community and trust as a primary goal of each session

Look out for campers' physical safety –

- Know their general whereabouts at all times
- Supervise and be with campers at all times, including sleeping hours
- Explain and implement the policies and procedures necessary for community living
- Respond to emergency situations in a mature, responsible manner

Facilitate appropriate camper behavior –

- Encourage acceptance, and positive interaction and behavior among campers
- Help individuals face their problems and facilitate conflict resolution between individuals
- Confront inappropriate behavior and assist the camper in changing it
- Role model appropriate behavior in a Christian community
- Follow all staff personnel policies
- Use appropriate methods of feedback, communication, conflict mediation, and discipline
- Be receptive to feedback and work towards changing your own behavior when appropriate

Help campers assume responsibility for –

- Cleaning, hosting, and stewardship duties
- Their own safety and others'
- Their own behavior, learning, and fun

Participate in –

- Resident Staff Training, June 17-22, 2019
- Counselor Training, June 25-July 4, 2019
- Staff in-services
- All summer camp sessions

Compensation: Resident Counselors are provided with:

- Room and board
- Accident and sickness insurance, state labor and industry insurance
- A salary range from \$2,450 to \$2,700 - DOE
- Two hours off each day and at least one day off each week taken between sessions

Discovery Group Leader Job Description 2019

Desired qualifications and experience:

- At least 19 years old
- Comfortable in the outdoors
- Able to work in a participative model
- Experience with young people preferable
- Basic Lifeguarding or Lifeguard Training, First Aid, and CPR Certification helpful
- Interested in participating in the development of Christian community
- Available June 17-August 17, 2019

Responsible to: Directors

Essential functions:

- Physical ability to fully participate in camp activities such as hiking and games
- Responsible for supervising young people with support from Huston staff
- High level of communication skills, including listening, group facilitation and conflict resolution
- Congeniality in working cooperatively with Huston staff to achieve individual and group goals
- Understanding of community-building and ability to plan activities toward this goal
- Supervise and mentor Resident and Returning Counselors and CTPs on a daily basis

General and specific responsibilities:

Plan, implement and facilitate Camp activities –

- With Discovery Group staff, plan and facilitate each session's activities with an eye to community-building
- Create opportunities for campers to reflect, learn from their experiences, and plan their own activities
- Use programming to foster a sense of community and trust as a primary goal of each session
- With DGL and Resident Staff, plan and lead all-camp activities

Look out for campers' physical safety –

- Responsible for well-being and supervision of campers assigned to your Discovery Group
- Respond to emergency situations in a mature, responsible manner
- Uphold the policies and procedures necessary for community living
- Be available to answer questions, give suggestions, show techniques and/or refer to other staff members or resources

Facilitate appropriate camper behavior –

- Encourage acceptance, and positive interaction and behavior among campers
- Help individuals face their problems and facilitate conflict resolution between individuals
- Confront inappropriate behavior and assist the camper in changing it
- Role model appropriate behavior in a Christian community
- Follow all staff personnel policies
- Use appropriate methods of feedback, communication, conflict mediation and discipline
- Be receptive to feedback and work towards changing your own behavior when appropriate

Help campers assume responsibility for –

- Cleaning, hosting and stewardship duties
- Their own safety and others'
- Their own behavior, learning and fun

Participate in –

- Nightly Discovery Group Leader meetings
- Resident Staff Training, June 17-22, 2019
- Counselor Training, June 25-July 4, 2019
- Staff in-services
- All summer camp sessions

Compensation: Discovery Group Leaders are provided with:

- Room and board
- Accident insurance, state labor and industry insurance
- A salary range from \$3,050 to \$3,250 - DOE
- Two hours off each day and at least one day off each week, taken between sessions.