

Huston Camp and Conference Center

Diocese of Olympia

PO Box 140 / Gold Bar WA 98251

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

Counselor 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 in small age-divided "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. Counselor Application Form
2. Counselor Application Questionnaire
3. Staff Personnel Policies and Expectations
4. Camp Huston's Philosophy and Goals
5. Summer Schedule
6. Counselor Availability Form
7. Job Description

Any questions can be directed to Bill Tubbs at 360.793.0441 or bill@huston.org. Please return completed and signed applications along with the application questionnaire and résumé to:

Staff Application / PO Box 140 / Gold Bar WA 98251

I am looking forward to spending more time together and getting to know you more during Counselor Training June 22-July 1, 2021!

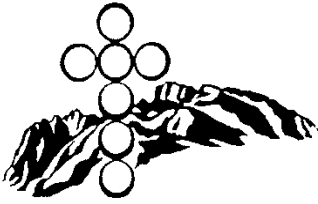
All non-resident counselor applicants must register for the Counselor Training program online.

I look forward to receiving your application!

Bill Tubbs

Director

bill@huston.org



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Counselor Application Form

Today's Date: _____

Attended CT Before? (please circle) Yes / No

Name: _____
First M.I Last

Social Networks Used: _____

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) Other: _____
(certificates, training, skills relevant for job)

Previous Employment

(1) 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

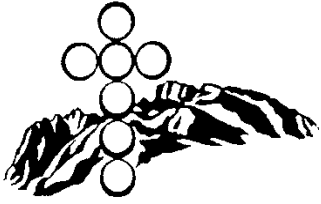
Upon completion, each step of the application process is to be initialed and dated.

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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Counselor Training 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 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 –

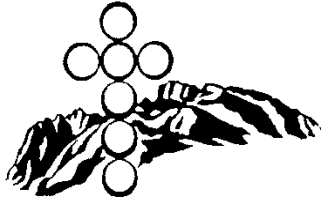
Living in community -

Are you interested in 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.

COVID-19 Policies: Failure to comply with COVID-19 protocol (listed separately) will result in disciplinary action, including dismissal.

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.

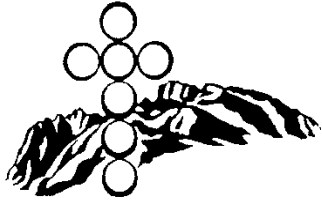
Vehicles: All staff vehicles should be kept in the parking lot east of the water tank. The speed limit on Camp Huston property is 10 mph. Staff vehicles may not enter the Lower Camp area while programs are in session. Staff cars cannot be in the Lower Camp area at any time without permission from Camp 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

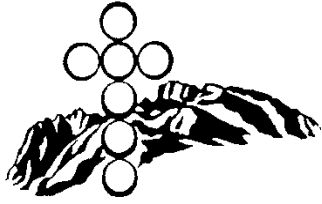
Camp Huston's goal is to enable the individual to relate to God; as a recipient of God's gifts, as a steward of creation, and as a member of a Christian community.

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 2021 Schedule

Lifeguard Training

Date TBD.

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

Resident Staff Move-In Day

June 16, 2021

Resident Staff Training

June 16-20, 2021

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

Counselor Training

June 22-July 1, 2021

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

Discovery Camp 1

July 5-11, 2021

Mini Camp

July 13-16, 2021

Discovery Camp 2

July 19-25, 2021

Family Camp 1

July 27-30, 2021

Discovery Camp 3

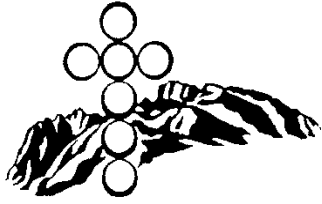
August 2-8, 2021

Family Camp 2

August 10-13, 2021

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

August 14, 2021



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Counselor Availability Form

Date: _____

Name: _____ Gender: _____
First Middle Last

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

List the sessions you would like to work in order of preference – 1 being your first choice, 2 your second, etc. Leave sessions you cannot work blank.

_____ Discovery Camp 1: July 5-11

_____ Mini Camp: July 13-16

_____ Discover Camp 2: July 19-25

_____ Family Camp 1: July 27-30 (support role)

_____ Discover Camp 3: August 2-8

_____ Family Camp 2: August 10-13 (support role)

All counselors are expected to attend and register online for Counselor Training June 22 - July 1.

What does it mean to be a returning counselor?

It is your role as a returning counselor to be welcoming, inviting, and act as a resource to those who are experiencing this session for the first time. While you have been through this process once already, it is still important to participate and grow as an effective counselor and a member of our Christian community. We still want to see you demonstrate and continue to develop your skills. It's also important to show us that you can be a leader. There will be opportunities to develop and deepen your leadership skills as a counselor through participation and feedback.

We want you to be successful as a returning counselor but you can still disqualify yourself from working at camp through inappropriate behavior or lack of participation. We hope this week will be full of fun and learning. Please feel free to ask questions!

Additional comments concerning your availability:

Signature: _____

Date: ____/____/____

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

Counselor Job Description 2021

Desired qualifications and experience:

- Minimum age 16 years old
- Completed the 10th grade
- Able to work in a participative model
- Experience with young people preferable
- First Aid, CPR, Lifeguard Certification helpful
- Fully vaccinated against COVID-19 helpful
- Successful participation in Counselor Training program
- Interested in participating in the development of Christian community

Responsible to: Directors, Discovery Group Leaders

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 problem solving
- Congeniality in working cooperatively with Huston staff to achieve individual and group goals
- Understanding of community-building and ability to work toward this goal

General and specific responsibilities:

Plan, implement, and facilitate Discovery Group activities –

- With Discovery Group staff, plan and lead 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 them at all times, including sleeping hours
- Explain and implement the policies and procedures necessary for community living
- Respond to emergency situations in a responsible, mature manner

Facilitate appropriate camper behavior –

- Encourage acceptance, and positive interaction and behavior among campers
- Help individuals face their problems and facilitate problem solving 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 –

- Counselor Training, June 22-July 1, 2021
- Staff in-services

Compensation: Counselors are provided with:

- Room and board
- Accident and sickness insurance, State labor and industry insurance
- First-time Counselors: after first session counseled, \$15 per day honorarium
- Returning Counselors: \$25 per day honorarium
- Counselors receive 2 hours off each day