



Summer Staff Application Handbook 2010



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About Our Staff...

Individuals from various backgrounds choose to work at CYO Camp. As you read through this handbook you will see Staff Profiles of staff members who worked at camp this past summer. Many are returning for 2010. As you will see their passion and love for children are highlighted in their reflections of their personal camp experiences.

STAFF PROFILE

VICKY



College: Marian College

Interests: Reading, hanging out with friends, going on walks in nature, & enjoying life!

Dream Job: My absolute dream job would be to work at a camp helping campers with disabilities. I would also love to be a clinical psychologist for children.

Why I work at camp: I applied to work at camp because of a suggestion from a good friend. I was just looking for a fun, summer job. Luckily, I found so much more. Camp has given me so much: learning how to interact with people at a deeper level (both children and adults), a call for the rest of my life (helping children), great friends who I know I will keep with me for the rest of my life, & a family. I also get a sense of peace and hope. Peace comes from being out in the awe inspiring surroundings of the hills of Brown County. Hope comes from the children I am able to serve. These kids inspire me to be a better person and to have faith like they do. What more could I ask for?

Favorite thing at camp: Number one all time favorite thing about camp is the campers themselves!

Without their humor and energy, camp would not be what it is today! I have learned so much from the kids I serve, especially the ones I am able to serve on a one to one basis. They have allowed me to see the world through their eyes and I have been forever changed.

"Always look on the bright side of life!" Monty Python

About CYO Camp Rancho Framasa...

CYO Camp Rancho Framasa, established in 1946, facilitates a residential, inclusive Summer Camp; an Outdoor Education program; Leadership/Community Building programs and youth and adult Retreats. It is located on 295 acres in Nashville, Indiana, just 65 miles south of Indianapolis. The site is very rural with moderate to steep hills, deciduous forest, a small lake, trails, pastures and fields. Camp facilities include 8 cabins with attached shower/bathroom facilities; an outdoor program center/dining hall; an amphitheater; an activity pavilion; health care center; 2 program offices, an administrative office, 2 staff resident homes outdoor pool and climbing tower.

The mission of CYO Camp is to enhance the physical, emotional and spiritual development of youth through experiences in the outdoors. Summer camp sessions are typically 6 days long, with approximately 200 campers attending each session. Campers are grouped with 7 to 10 of their same-aged peers and live together with staff in cabins. Campers participate in swimming, canoeing, campfires, parables, horseback riding, handicrafts, low challenge, high challenge, climbing tower, faith services, drama, archery, games, sports, social events, Mass, environmental studies, campercraft, and sleeping/cooking out. Camp Rancho Framasa is inclusive of campers of all abilities. Trained staff members provide support as needed to campers with support needs. School year programs run August-May. Various groups from the Archdiocese of Indianapolis attend programs to supplement their curriculum and/or ministry.

All programs are guided by 5 core values: Catholic, Inclusive, Stewards of the Earth, Staff Development and Camper-Participant Centered. These 5 values are integral to the way camp is organized and ran on a daily basis. Camp Rancho Framasa is a program of the Catholic Youth Organization (CYO), operated by the Archdiocese of Indianapolis and a United Way agency.

Why Work at Camp?

At camp, amazing things happen! Lives are changed as friendships are formed; new skills are learned, and games are played. At camp, you will find that working with children is an extremely rewarding experience. Children will look up to you and see you as a role model. They will want to be just like you. Much of what you say and do will stick with them and can change the way they think about themselves and the world.

Another reason to work at camp is that you will be a part of an environment that supports positive interactions with children. Unlike many environments, camp allows kids to "get dirty" and explore hands-on. Camp encourages campers to try new things and challenge themselves beyond what they thought they could do. No matter what the activity is - from drama to the high challenge course - camp provides the cheerleaders, the coaches, and even the other players in the form of camp counselors.

Camp counselors at CYO Camp are trained to carefully balance fun with safety and a sense of accomplishment. The camp experience enables campers to make new friends and develop new skills. In addition many campers leave camp with an increased ability to compromise and to live in community, the ability to communicate more effectively, and an increased desire to share with and help others! As a camp counselor you would be instrumental in this change in a child.

Is there more? Yes! Camp is fun! For most of the summer, you will be outside, playing with campers and peers all day. You will participate in and lead activities. You will grow as a person and make friends who will touch your life.

Finally, working at camp is an opportunity to develop organizational, people, and leadership skills. By working as part of a team and by accomplishing individual goals, you will experience growth in the above areas. You will also care for and manage groups of children, which will show that you are trustworthy, responsible, and compassionate. These skills can be transferred to any profession.

The Camp Family...

At CYO Camp Rancho Framasa, we are truly a camp family! Some of us live at camp year round, others live close by. By working at camp, all staff members become a part of the extended camp family. Those of us who are devoted to camp year round spend much of the year planning and organizing for the 12 very exciting months of the camp calendar.

YEAR ROUND STAFF

Kevin & Angi Sullivan, Camp Directors

Andy Miller, Assistant Camp Director

Steve Connaughton, Summer Program Director

Ruth Voils, Food Service Manager

Chris Bryan, Facility Manager

Mary Beth O'Brien, Assistant Camp Director

Sara Bouchard, School Year Program Coord.

Shelle Hertz, Registrar

SUMMER STAFF

CYO Camp Rancho Framasa's summer staff is made up of about 60 college age individuals. Many are in college studying a field that will enable them to work with children such as education, special education, human development and family studies, outdoor education, therapeutic recreation and more!

PROGRAM STAFF

CYO Camp Rancho Framasa's program staff is made up of 5-6 adults who have completed their studies in environmental education, outdoor recreation, education a related field. Their job is to facilitate the school year camp calendar, August through May, which involves outdoor education, retreats, community building & leadership programs.

Typical summer camp day...

8:00	Wake-up
8:30 am	Prayer/Breakfast
9:30 am	Flag Up, Scripture, Group Campers
10:00 am	Activity with cabin group
11:00 am	Activity with cabin group
12:00 pm	Prayer/Lunch
1:00 pm	Rest Period
2:00 pm	Activity with cabin group
3:00 pm	Activity with cabin group
4:00 pm	Activity with cabin group
5:00 pm	St. John Bosco Bead Time
5:30 pm	Prayer/Dinner
6:30 pm	Evening Game Intro/ Cabin Time—get ready for the game!
7:30 -9:30 pm	All Camp Evening Game, Snack and Campfire, Campfire Closing
9:30-10:30 pm	Cabin Prayer, Get Ready for bed, stories
10:30 pm	Lights out



ACA Accreditation...

CYO Camp Rancho Framasa is proud to be accredited by the American Camping Association. Developed exclusively for the camp profession, this nationally recognized program focuses on program quality, health and safety issues, and requires us to review every facet of our operation. CYO Camp Rancho Framasa has voluntarily submitted to this independent appraisal done by camp experts and has earned this mark of distinction.

RESIDENT SUMMER CAMP STAFF POSITION LISTING

The following pages (6-8) list the positions available, basic requirements and job responsibilities. Many of the positions have one or more assignments throughout the summer. All staff members will have instructional duties. In addition all CYO Camp staff members are expected to participate in activities with campers, to have good proximity to campers and to engage campers in conversation and activity. Staff members are assisted by and provided time off by other scheduled staff members at camp.

Please note the following...

1. The majority of Summer Staff members (60) fill GENERAL STAFF positions each week.
2. General Staff members rotate every week between the Group Counselor, Area Counselor and Group Floater Counselor roles.
3. Inclusive Programming staff members rotate between the One to One Counselor, Floater Counselor and Area Counselor roles.
4. "Check" SUMMER GENERAL STAFF on the application unless you are specifically applying for Inclusive Programming Staff OR one of the following permanent positions: Area Manager, Assistant Area Manager, Counselor Manager, Program Coordinator, Inclusive Programming Manager, Camp Nurse, Health Care Manager, Adventure Coordinator, Challenge Course Counselor, Wrangler, Assistant Wrangler.
5. "Partial summers" are available for General Staff and Inclusive Programming Staff positions only. A limited number of "partial" staff members will be hired. Partial summers include a commitment to the training week plus four weeks of camp. It is possible to attend training and complete the four weeks later in the summer. Please indicate on the application if you are applying for a partial summer position.
6. A one week time off from camp is available for most positions. Please indicate on the application the week you would like to request. The week may not be split up. This week off may be denied if camper numbers exceed expectations. In addition staff members may be asked to take a week if camper numbers fall below expectations.
7. Substitute staff positions are available for returning staff. Please indicate on the application if you are applying for a substitute staff position.
8. Internships are available. Please contact Angi Sullivan at angi@campranchoframasa.org or 812-988-2839, x25 for more information.
9. Base salary is \$240 for ALL positions except volunteer Camp Nurses. Returning staff members earn \$10 more per week for each year worked to a maximum of \$280.

STAFF PROFILES



College: University of Dayton
Interests: Dancing (especially the Hoedown Throwdown!), volleyball, ultimate frisbee, disc golf, country music, playing guitar, yoga, lasagna, blueberries, Chunky Monkey ice cream, canoeing, chopping wood, hiking, flowers, leaves, trees, creeks, stars, sunsets, puppies, and building fires.
Dream Job: High-school guidance counselor. I dream to affirm, encourage, and inspire youth to be themselves, to dream, and to reach for those dreams with everything they have!

Favorite Quote:

"Remember there is only one important time, and that time is now. The most important one is always the one you are with. And the most important thing to do is to do good for the one who is standing at your side. For these, my dear boy, are the answers to what is most important in the world."
Leo the Turtle

Why I work at camp: I work at camp because it is a place where I get to live out my dream. It is a place where my job is to tell kids how cool they are, to help them take risks, to share new discoveries with them, to teach them, to show them that they are valuable and special, to play with them, to laugh with them, to build relationships with them, and to send them on their way knowing that they can be and do something great in this world.

Favorite thing at camp: My favorite thing at camp is when I'm able to let go of being a counselor, let go of being in control, and allow the kids to lead the way. It's a lot harder to do than I ever would have expected, but when it happens, it's MAGIC. I also LOVE Canada Game, Ranchfest, and Ruth's cooking!

ANDY



LYNDSEY

College: IUPUI

Interests: finding humor in life, reading, bazooka bubblegum, cinematic adventures, geocaching, family, CYO camp, jokes, Christmas, singing out loud, kids, tennis.

Dream Job: To work as an Elf at the mall during Christmas.

Why I work at camp: The kids, the staff, the atmosphere, the adventures, and the laughter. You are truly surrounded by God in every way.

Favorite thing at camp: Campfire, gets me every time!

Favorite Quote: "I believe you should live each day as if it is your last, which is why I don't have any clean laundry, because, come on, who wants to wash clothes on the last day of their life?"

POSITION	JOB DUTIES	QUALIFICATIONS	COMMITMENT
<p>GENERAL STAFF (GS) rotating position</p> <p>GS rotate weekly between the three roles listed under "Job Responsibilities."</p> <p>Staff members are given the opportunity to request their assignments. Preference is given to program needs, staff skills and/or certification.</p> <p>All GS have instructional duties.</p>	<p>GROUP COUNSELOR Live with and supervise 7-10 campers of all abilities, ages 7-16.</p> <p>AREA COUNSELOR Implement activity plans for assigned area. Areas are: drama, parables (faith), fire building/outdoor cooking, archery, horses, waterfront, crafts, art, campercraft, nature, low challenge course.</p> <p>GROUP FLOATER Provide daily time-off for Group Counselors.</p>	<p>Interest or background in child-care and camping.</p> <p>Certification in applicable areas.</p> <p>Interest or skill in other areas.</p> <p>Minimum age: 19</p>	<p>1 week of training</p> <p>4-9 weeks of camp</p>
<p>INCLUSIVE PROGRAMMING STAFF (IPS) rotating position 6 positions open</p> <p>IPS rotate weekly between the three roles listed under "Job Responsibilities."</p>	<p>ONE TO ONE COUNSELOR Provide one to one support for children who have disabilities.</p> <p>FLOATER COUNSELOR Provide time-off for one to one counselor.</p> <p>AREA COUNSELOR Implement activity plans for assigned area. Areas are: drama, parables (faith), fire building/outdoor cooking, archery, horses, waterfront, crafts, art, campercraft, nature, challenge course.</p>	<p>Experience and/or formal education working with children who have disabilities.</p> <p>Experience in camping preferred.</p> <p>Minimum age: 19</p>	<p>1 1/2 weeks of training</p> <p>4-9 weeks of camp</p>
<p>COUNSELOR MANAGER permanent position 4 positions open</p>	<p>Supervise and support General Staff daily. Teach, counsel, & evaluate counselors.</p> <p>Assist in planning and coordinating "all camp" activities</p>	<p>Ability to model and teach positive staff and camper relations.</p> <p>Supervisory and camp experience preferred.</p> <p>Minimum age: 21</p>	<p>2 weeks of training</p> <p>9 weeks of camp</p>



POSITION	JOB DUTIES	QUALIFICATIONS	COMMITMENT
INCLUSIVE PROGRAMMING MANAGER permanent position 1 position open	Supervise and support Inclusive Programming Staff daily. Teach, counsel, & evaluate counselors. Coordinate the daily implementation of inclusive programming.	Experience and/or formal education working with children who have disabilities. Experience in camping preferred. Ability to model and teach positive staff and camper relations. Supervisory and camp experience preferred. Minimum age: 21	2 weeks of training 9 weeks of camp
AREA MANAGER permanent position 1 position open	Plan activity areas with staff. Facilitate activity plans with staff and alone. Open and close areas daily. Inventory & monitor area supplies. Assist with planning & implementing "all camp" activities.	Ability to plan recreation activities, to teach others and model positive staff and camper relations. Camping experience preferred. Minimum age: 20	2 weeks of training 9 weeks of camp
ASSISTANT AREA MANAGER permanent position 1 position open	The Assistant Area Manager assists with the above as well as leads one activity area each session.	Ability to plan recreation activities, to teach others and model positive staff and camper relations. Minimum age: 19	2 weeks of training 9 weeks of camp
PROGRAM COORDINATOR permanent position 1 position open	Overall scheduling of camp activities. Coordinate staff to complete program prep; work in office; assist in planning & implementing evening games.	Ability to schedule recreation activities, to teach others and model positive staff and camper relations. Camping experience preferred. Minimum age: 20	2 weeks of training 9 weeks of camp

STAFF PROFILE



LISA

College: The University of Wisconsin Stout

Interests: camping, Newman center, hiking, kayaking, reading, volunteering for Special Olympics, running and spending time with my friends and family

Dream Job: Special Education Teacher

Why I work at camp: I work at camp because of the opportunity to make a positive impact on the lives of campers in a fun faith filled environment. I also love the inclusive programming and the focus on being camper centered. These unique focuses camp has makes it amazing! Camp not only makes a positive impact on the lives of the campers, it also makes a positive impact on the lives of the counselors!

Favorite Quote: "For it is in giving that we receive" St. Francis

Favorite thing at camp: Evening Games, Camp Fires and Inclusive Programming!

POSITION	JOB DUTIES	QUALIFICATIONS	COMMITMENT
<p>HEALTH CARE MANAGER permanent position</p>	<p>Work with camp nurses to maintain health care area & equipment; coordinate the registration & dispensing of medication, documentation of incidents forms, health forms, etc.</p> <p>Assist in training nurses & staff in Health Care policy & related areas. Provide health care & first aid to staff & campers.</p>	<p>First Aid/CPR certified. Other training helpful. Interest or background in childcare and camping.</p> <p>Minimum age: 20</p>	<p>2 weeks of training 9 weeks of camp</p>
<p>CAMP NURSE volunteer position 2 per session/week</p> <p>(More information can be found on camp's website; click nurse packet)</p>	<p>Work with the Health Care Manager to maintain health care area & equipment; coordinate the registration and dispensing of medication, documentation of incidents forms, health forms, etc.</p> <p>Assist in training staff in Health Care policy & related areas. Provide health care & first aid to staff & campers.</p>	<p>Indiana State licensed Registered Nurse who has experience working with children & ability/desire to work in the camp setting.</p> <p>Minimum age: 21</p>	<p>1 day of training 1 week of camp</p>
<p>ADVENTURE COORDINATOR permanent position 3 positions open</p>	<p>Implement & supervise teen trip & travel program. Activities include canoeing, hiking, tent camping, spelunking, indoor rock climbing; includes driving camp bus.</p>	<p>Outdoor programming experience; willing to obtain Commercial Driver's license & first aid/cpr certification. Training provided through CYO Camp. Experience with teens helpful.</p> <p>Minimum age: 21</p>	<p>3 weeks of training 9 weeks of camp</p>
<p>WRANGLER permanent position 1 positions open</p>	<p>Teach basic horse program. Provide care for horses and tack; maintain trail; participate in "all camp" activities; assist with cabin groups.</p>	<p>Experience working with horses and children.</p> <p>Minimum age: 21</p>	<p>3 weeks of training 9 weeks of camp</p>
<p>ASSISTANT WRANGLER permanent position 1 position open</p>	<p>Assist. Wrangler assists in all areas listed above.</p>	<p>Experience working with horses and children.</p> <p>Minimum age: 19</p>	<p>2 weeks of training 9 weeks of camp</p>
<p>CHALLENGE COURSE COUNSELOR permanent position 2 positions available</p>	<p>Facilitate low & high ropes activity areas; participate in "all camp" activities; assist with cabin groups.</p>	<p>Must become a CYO high ropes facilitator. Training provided through CYO. Experience with ropes courses helpful.</p> <p>Minimum age: 21</p>	<p>2 weeks of training 9 weeks of camp</p>

A MESSAGE FOR SUBSTITUTE & PARTIAL SUMMER STAFF APPLICANTS--

CYO Camp Sub/Partial Summer Staff members are a burst of energy, open minded, friendly, and helpful. He/she brings and uses his or her camp "bag o' tricks", has a positive attitude, and knows how to have a rockin' good time at camp!

- ▲ The substitute staff position is for returning staff only for up to 3 weeks.
- ▲ Sub Staff fill a general staff spot, usually group counselor and earn \$240 per week.
- ▲ Sub Staff are invited to visit camp during pre-camp.
- ▲ The Sub Staff position is challenging and rewarding. Sub Staff will be expected to work hard and have a positive attitude throughout the length of their agreement period. Substitute Staff will be expected to focus their time and energy on the campers, not the staff.
- ▲ Partial summers are available for General Staff and Inclusive Programming Staff positions (new & returning staff). A limited number of partial staff members will be hired.
- ▲ Partial summers include a commitment to the training week plus 4 weeks of camp.
- ▲ It is possible to attend training and complete the four weeks later in the summer. It is also possible to work non-consecutive weeks.

CERTIFICATION TRAINING SESSIONS

Staff members who are interested AND qualified may attend one of the following trainings.

1. American Red Cross Life guarding (new guards and recertification available)--May 25-28.

Qualifications:

- o Swim 500 yards continuously, using these strokes in the following order:
 1. 200 yards for front crawl (freestyle) using rhythmic breathing and a stabilizing, propellant kick. Rhythmic breathing can be performed either by breathing to the side or to the front.
 2. 100 yards of breaststroke.
 3. 200 yards of either front crawl using rhythmic breathing or breaststroke. These 200 yards may be a mixture of front crawl and breaststroke.
- o Swim 20 yards using front crawl or breaststroke, surface dive to a depth of 7-10 feet, retrieve a 10-pound object, return to the surface, and swim 20 yards back to the starting point.
- o Be a strong swimmer. Applicants may need to "train" for this class as it is rigorous and requires swimming laps on the first day. Students in this class are expected to study and pass all requirements. Students not passing all requirements will not be a lifeguard at camp. Students who pass all of the requirements will be lifeguards at camp and along with other camp lifeguards be required to participate in 2 in-services throughout the summer. In-services are held on Fridays from 3:45-5pm.

2. American Red Cross CPR Re-certification Challenge (must have held this certification previously)--May 27

3. High Ropes Challenge Course Counselor—May 25-27

Qualifications:

- o Climbing experience helpful.
- o Comfortable climbing heights
- o Challenge Course Counselors be required to participate in in-services throughout the summer. In-services are held on Fridays from 3:45-5pm.

4. Assistant Wrangler—May 25-27

Qualifications:

- o Experience working with horses and people together.

Certification training will be discussed in interviews. An interview will help determine if applicants are a good match for the classes. Placement in these trainings are subject to availability and at the discretion of the interviewer.



The Benefits of Working at CYO Camp Rancho Framasa

Many of the benefits of working at camp are intangible, such as the stories, memories, laughter... Then there are those tangible and priceless artifacts such as a lanyard key chain, camp shirt, staff handbook, photos and song book that we consider benefits. However, you may be wondering about the more practical side of things.

- Comprehensive training
- Competitive salary
- Room and board
- Staff lounge with food storage, TV, VCR, DVD
- Shared Wired & Wireless Internet access
- Laundry Area—soap provided
- Weekends off (Friday at 5pm through Sunday at 10am)



A Benefit for your Resume!

Working at camp also gives you the benefit of adding to your skills, knowledge, and experience. You will have made a difference in the lives of children...you will have been responsible for their well being... you will have been a part of a team that truly lived in community. How do you describe this in the future? How do you tell future employers about this real job?

Take a look at this sample description; you can use this verbatim to describe your new skills on a resume:

Supervised and facilitated the growth and development of young people; worked within a team to provide care and guidance to a cabin of ten 12 year olds for 9 weeks; planned and executed unique activity programs. Duties included child/teen supervision, leading and motivating campers in various activities, conflict mediation and resolution, enforcing camp policies, and effective communication with campers, peers, and supervisors.

Keywords for your resume: teamwork, communication, organizational skills, leadership, conflict mediation/resolution, problem solving, child development, setting and achieving goals.

STAFF PROFILE

College: Ball State University

Interests: Traveling, Teaching, "Alone in the Car" professional singing, Pick-up game sports

Dream Job: Teaching in some kind of continuously traveling school.

Why I work at camp: Camp gave me an opportunity to help make a large impact on children's lives, while growing as an individual, in a extremely low stress environment. I have had no other job that has been so important and fulfilling, but so naturally enjoyable.

Favorite thing at camp: Being around nightly campfire when all of the staff and campers share a "Yeah, this doesn't get any better" moment.



PAUL

Favorite Quote: "The sun will rise again tomorrow."

The Challenges of Working at CYO Camp Rancho Framasa...

While working at camp is fun and a great learning experience, you will also find challenges. We like to let you in on the challenges so you can make an informed decision about your choice to work at CYO Camp. Having strategies to work through these types of challenges or having the ability to do so can set you up for success in a camp position. Take care to determine if you have the skills to work at camp.

Common challenges at camp:

Lack Of Privacy And "Alone Time." Living in a cabin with campers and staff members is a great way to build relationships; however, it can be difficult as you will have a small amount of personal space for you and your belongings. You will have to respect others' needs for space as well as help them respect yours. There is very little alone time. You will be with people for most hours of the day.

The Need To Always Be "On." You will work long hours! You work 6 days a week, almost 24 hours a day. You are expected to participate and support campers in activities every moment. It is your responsibility to be involved—having close proximity and engaging campers! You will also be expected to be upbeat and positive and to keep the campers safe. You will be provided with ample time off, but are still considered "on the clock" in terms of your personal habits. When on your time away from camp, you will be asked to adjust your personal habits (if needed) to reflect the mission and core values of CYO Camp Rancho Framasa.

"Envelope Of Safety." Keeping campers safe—emotionally and physically is your job! To be able to do this you will sometimes need to find a balance between being the fun counselor who is a "friend" and being the responsible adult who sets and enforces rules. This "envelope" that you create with clear boundaries will allow campers to explore and take risks in a healthy way. When hanging out with the campers, you may feel a "regressive pull" and have the tendency to act like a kid—just when you most need to act like an adult. You'll need to resist the temptation to act childishly.

Difficulties With Campers. Campers are not perfect. They may assert their independence in difficult ways, such as disagreeing with you or complaining about seemingly everything. Campers will get homesick. They may fight and call each other names. They might bully one another. They may be loud when you wish they'd be quiet and quiet when you wish they'd be loud. All of these things can happen at camp. You will learn & develop strategies during training and throughout the summer to solve these issues, but there is no cure-all; your patience may be tested.

"Restrictive" Policies. Staff members are expected to follow the policies of camp. At times this may feel restrictive. You may disagree with a few of the policies or how the camp is run. However, it is expected that staff members will have a positive attitude about camp, the staff, and the leaders of the camp when working. It is also expected that staff members will approach the camp leaders with concerns and questions in a mature and thoughtful manner and not "gossip" about things they do not like.

Other challenges to think about:

Working at camp has to be something you really want to do! Besides the challenges listed above, you may also face obstacles when deciding if camp is right for you. One of those obstacles is MONEY! If you only wish to make money—don't work at camp—any camp. You can make as much or more working fast food, landscaping or retail. If you are looking for something deeper that has meaning beyond money, camp is for you!

Another challenge is that the people closest to you may not understand your **motivation or desire** to work at camp. Many staff have shared that their parents or friends feel this way. Parents are often concerned about missing their son or daughter and also are thinking of the financial end of it. Friends are often concerned about missing time with a good friend. By sharing CYO Camp Rancho Framasa materials with your family and friends, you will be letting them "in" on the experience. Often people change their opinions and find it easier to let their loved one be a part of camp once they see for themselves the camp dynamic and its important ministry. Visits to camp can be arranged.



CYO Camp Rancho Framasa Staff Information

It is imperative that we provide every camper and staff member with a comfortable & safe living environment. To do this, we have specific rules that govern the way we treat people and property at camp & during camp sponsored activities. Take a look below at some of the information and guidelines for camp staff that would be important for you to know before accepting a job; other guidelines and policies are covered during training.

1. All staff members must attend "pre-camp" training--May 28-June 4 for returning staff & May 29-June 4 for new staff. Please note this includes the weekend. This training is mandatory.
2. Inclusive Programming Staff must attend Inclusive Programming training May 25-27.
3. Support Staff must attend Support Staff training and prep week May 24-28.
4. Camp Nurses attend an orientation day prior to their week at camp. Dates: tba.
5. Smoking is permitted on a limited basis. There is a private area and limited time for smoking.
6. Cell phones may be used at camp on a limited basis when campers are in session. Please note: Cell phones MAY NOT be visible to campers; used as clocks or alarms; stored in backpacks, pockets or other bags when moving about camp; AND/OR charged in the cabins. Cell phones MAY be used freely on the weekend time off break; charged in the staff lounge; used for calling & texting on scheduled time off; used just outside the OPC staff lounge; used in the evening (for staff not on cabin duty) outside the cabin; at least 50 yards from any cabin and not be heard by or visible to any campers.
6. The illegal use of any controlled substance is prohibited while employed by CYO Camp Rancho Framasa. Underage drinking is prohibited. Staff members 21 years of age and older are expected to drink alcohol responsibly, keeping within the legal limits. No alcoholic beverages may be brought onto camp property, and no one is to return to camp under the influence. Possession or use of alcoholic beverages at camp or during camp activities, illegal use of alcohol at any time during a counselors' employment (including time off) and returning to camp under the influence of alcohol is grounds for dismissal.
7. Personal medications are not allowed in cabins/backpacks and must be stored and administered by the Health Care staff. The health of staff members is closely monitored. Illness or injury may preclude staff members from continuing work at camp. Workman's compensation may not cover all cases; a staff member's insurance provider would be financially responsible when so deemed. Decisions made regarding continued employment will be made by the camp administration and they will use several factors; the factors are: recommendation of the in-house camp nurse, the recommendation of a licensed physician and the recommendation of the staff member's direct support person.
8. Pay is directly deposited into staff members personal accounts 2 times per month. First year staff members earn \$240 per week. Returning staff members earn \$10 extra per week for every summer worked to a maximum of \$280.
9. Staff members have daily time-off of 1-2 hours, a weekly extended time-off and a weekend break from Friday at 5pm to Sunday at 10am.
10. Physical abuse, verbal abuse, sexual abuse or harassment of campers and/or staff is prohibited and will result in dismissal.
11. Gossip and negativity among the staff community are not tolerated and are grounds for dismissal.
12. Attempts will be made to accommodate the dietary needs of staff. A vegetarian meal is offered at each meal.
13. Personal pets or other animals may not be brought to camp.
14. Although CYO Camp Rancho Framasa has strong faith programming that is based on the Catholic faith, staff do not have to be Catholic to work at CYO Camp Rancho Framasa. Camp is a faith filled place and staff members will be expected to be active members of the faith community. Staff members are expected to pray with staff and campers, to lead prayer, and to attend services (Mass) with campers one time per session.
15. Each staff member will be given a staff shirt to be worn on opening and closing day. The following are the basic guidelines for what not to wear at camp:
An easy way to gauge what is OK is to think about the type of work you will be doing - a lot of movement, bending over, etc...
 - a. Shorts, not too tight nor too short nor too "low riding." Shirts, same as shorts. No tube tops or midriffs.
 - b. Clothing should not display beer or alcohol labels, sexual innuendos, divisive topics, inappropriate themes or cuss words.
 - c. All females must have proper undergarments - bras, and sports bras. This includes when wearing tank tops.
 - d. Swimsuits: Female staff—one piece suits, only. Male staff—swim trunks, only.

STAFF PROFILE



Briana

College: Ball State University

Interests: I love to read, watch movies, hang out with friends, be outside, and play with my dog.

Dream Job: My dream job is to work as a pediatric nurse.

Why I work at camp: I work at camp because I love working with children. Also, camp gives me the opportunity to be a kid again for the summer. I think that everyone needs a little kid inside of them to keep young.

Favorite thing at camp: My favorite thing at camp is the growth I see in my campers from the first day that they arrive to when they leave. It's amazing how much they grow and change. I also love the atmosphere that camp brings, it's nice to be surrounded by kids and know that they look up to you.

Favorite Quote: "God grant me the serenity to accept the things I cannot change, courage to change the things I can, and wisdom to know the difference."

How do I apply?

We hope you like what you have read about CYO Camp Rancho Framasa. We invite you to complete the online application. If you need more information before doing so, please contact Angi Sullivan. Her information is below. We want you to make the best decision you can for a great summer!

The following are the steps to take to ensure your application/hiring process goes smoothly.

1. Complete the application online at www.campranchoframasa.org. Please be honest; failure to fully disclose information can be cause for rejection of your application or withdraw of any offer of employment at any time. There is not a deadline for submitting an application however the majority of the positions will be filled by May 1, 2010. Applying early can be important in securing a position.
2. New staff are required to provide 2 references. Please send the camp's website address (www.campranchoframasa.org) to your chosen references so they can complete the online reference form. Please choose teachers, past or present employers or a member of the clergy. References completed by co-workers, family members or friends will not be considered and will hold up the application process.
3. Returning staff may be asked to provide a reference letter. References should be mailed by the person completing them, not by the applicant.
4. Someone may contact you within one to two weeks to either arrange for an interview or to let you know the status of your application.
5. If you are offered a position, please take the time to think over what was discussed at your interview. You may even want to review the application handbook. Camp is a big commitment. Please be sure this is the right job for you before you accept a position.

Please direct staff inquiries to:

CYO Camp Rancho Framasa: Angi Sullivan, 812-988-2839, x25 or angi@campranchoframasa.org

STAFF PROFILE



"THE ONLY PROOF HE NEEDED FOR THE
EXISTENCE OF GOD WAS MUSIC."

· Kurt Vonnegut

College: Ball State University

Interests: Music, guitar, traveling

Dream Job: musician

Why I work at camp: I am an education major and wanted a summer job where I could gain skills to use in my classroom. I love working with youth and the outdoors so it was a perfect match!

Favorite thing at camp: All the amazing campers and counselors you get to meet and gain relationships with.

Daniel