

The Hill Volunteer/Camp/Retreat Counselor Application Guidelines

We are excited that you are interested in volunteering to help with summer camp. Please read the following information carefully and let us know if you have any questions. Please keep this portion for reference and mail the following two sheets to The Hill.

Camp Counselors are selected based on the following criteria:

1. First priority must be given to counselors provided by an attending church youth group. Groups are limited to one counselor per five campers. If possible, maintain gender balance among the camper/counselor ratio (in other words, don't bring ten female campers, one male camper and two male counselors). Please have your youth group counselors chosen and applications submitted no less than two months before camp. After that date they will be subject to approval through camp administration (see #3).
2. Second priority is given to youth leaders who may not have enough of one gender to warrant a counselor.
3. Third priority is given to volunteers who have submitted applications without a specific youth group association and late counselor applicant submissions from youth groups still under the camper/counselor ratio.
4. Fourth priority is given to volunteers without youth group affiliation who are less than the required age, but older than the campers, who have submitted applications. (We prefer that counselors be two years older than the oldest camper, 20)

Volunteer applications for summer camp should be submitted to: The Hill, **Attn: Summer Camp (or Winter Retreat)**, PO Box 13, Hardin, KY 42048. Please allow two weeks for us to receive and process your application. We will send you an email confirmation that your application has been received. Please understand that the confirmation email is for the receipt of your application, not acceptance. If after two weeks you have not received any communication from us (please check your spam folder) either send an email to administrator@lifeonthehill.org or call the ministry at 270-437-4172. If you don't hear from us you must assume we did not receive your application.

Unfortunately, we can no longer take any and all who desire to help as a camp counselor. The ratio to campers, available beds, and the priority list above dictate our acceptable limits. The intent is to maximize facility use and allow as many campers to participate as possible.

Volunteer counselors in priority level two and three will be notified of selection as a counselor after youth group counselors have been set (two months before camp). Volunteer counselors in priority level four may not receive notification until the week before camp.

No applications for counselors will be accepted within one month of camp unless requested to fill a vacancy. For liability, all counselors and any volunteers staying overnight with campers must have a background check conducted. This allows time for authorities to process those checks.

We understand that life happens. Plans change. We will try to be flexible if you will try to stick to our guidelines. Thanks.

Camp Administration

The Hill Volunteer/Camp/Retreat Counselor Application

(Please Print)

If you desire to volunteer at The Hill, we are required to conduct a complete background check for the benefit of the campers and the counselors. This may include information on criminal history, driving record, and other reports. Further, we may request information from various federal, state and other agencies for this purpose. Do you authorize The Hill staff to do a complete background check? Yes No

Name (Last, First, MI) _____ Date of Birth _____

Social Security Number _____ Signature _____ Date _____

Date/Times Available to Volunteer _____

Permanent Address _____

City _____ State _____ Zip Code _____

Cell Phone _____ Other Phone _____

Preferred mode of contact: Text Email Phone T-shirt size _____

Email _____ Employer _____

In emergency notify: _____ Phone _____ Relationship _____

Please list two personal references (non-relative):

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

Please list one additional reference (family member):

Name _____ Phone _____ Relationship _____

Do you have a driver's license? _____ US Citizen _____ If not, type of Visa _____

Have you ever been convicted of a crime? Yes No If yes, please explain: (Use additional sheets if necessary)

Date of conviction _____ Offense _____

Sentence/fine: _____

Experience and interests

Please list a brief description of your past volunteer experience _____

Please list your hobbies/interests _____

What do you hope to gain from your volunteer experience? _____

Please list any certifications or specialized skills you may have _____

Please check your area(s) of volunteer interest on The Hill:

Office Support

- Newsletter Production
- Computer/Data Entry
- General Clerical
- Book Binding
- Order Fulfillment

Media

- Video Production
- Website
- Audio Production
- Broadcasting
- Photography
- Art/Design
- Social Media

*Food Services**

- Dining Room Clean Up
- Kitchen Clean Up
- Food Preparation
- Cook
- Stocking Kitchen
- Preparing Dining Room

- Hot Dog Roast
- Charcoal Grilling
- Canteen Host

Construction

- Carpentry
- Painting
- Electrical
- Plumbing

Maintenance

- Building Maintenance
- Housekeeping
- Yard Work
- Tree Trimming
- Debris Clean Up
- Trail Upkeep

Miscellaneous

- Community Service Projects
- Light Farm Work
- Gardening
- Games/Recreation

*The Secretary of Health and Human Services has determined that certain diseases, including hepatitis A, salmonella, shigella, staphylococcus, streptococcus, giardia, E.coli, and campylobacter may prevent you from serving food or handling food equipment in a sanitary or healthy fashion. An essential function of volunteering in Food Services involves handling and serving food, food service equipment and utensils in a sanitary and healthy fashion. Is there any reason you cannot perform the essential functions of working in Food Services? **Yes No**

All volunteers are required to abide by the policies and procedures of The Hill. The Hill reserves the right to deny and/or terminate volunteer services at any time.

Attention College Students

Are you volunteering to meet a class requirement? If yes, please provide the following information:

School _____ Major _____ Year: Fr So Jr Sr Gr

Course _____ Professor _____ # of Hours required _____

Professor email/phone number _____

For office use only

Date Received _____ Date Volunteer Contacted _____

Received By _____

Date Background Check Completed _____ Approved Not Approved

Action _____

Please return original to camp office