

Feb 12, 2010



Dear Applicant:

The Himmelbjerget Danish Camp Committee would like to invite you to apply for the position of camp counselor at the 2010 camp.

The camp, as in the past years, will take place at the Menucha Retreat and Conference Center in Corbett, Oregon, approximately 20 miles outside of Portland. This will be our twenty-second year and our theme is Christmas! Counselors meet on **Friday, June 25, 2010 and depart on Saturday, July 3, 2010.**

Enclosed you will find all forms necessary for camp counselors. For the 2010 camp you will be required to attend the pre camp planning meeting scheduled for May 1 from 10 to 4 and to arrive on Friday, June 25 for a mandatory training session. If you are unable to attend either of the above mentioned sessions we will **NOT** be able to consider your application for camp counselor.

Since the Himmelbjerget Danish Camp is administered as part of a non-profit organization, we cannot offer you a salary. However, you may receive a stipend of \$150.00. If you decide to apply, we ask you to submit your application by **March 1, 2010.** We will NOT accept late applications. We will review the applications immediately. As a new part of our application process we may be conducting phone interviews. Please ensure you provide your most up-to-date contact information.

As most of you are aware we have a limited number of counselor positions available. While we would like to be able to accept all applicants that apply we are unable to do so. We will consider all applications that we receive and choose those that are most qualified.

Thank you for considering participation in the Himmelbjerget Danish Camp!

Sincerely,

Maren Frick-Wright

Maren Frick-Wright
2010 Himmelbjerget Camp Director
Northwest Danish Foundation

Return application by March 1, 2010: Northwest Danish Foundation
4330 NE 37th Ave, Portland, OR 97211; portland@nwdanish.org; Fax: 503.244.2547.

HIMMELBJERGET DANISH CAMP

CAMP COUNSELOR JOB DESCRIPTION



POSITION DESCRIPTION

The camp counselor's main responsibility is for the care and safety of their assigned campers. They will also be responsible for specific assignments from the Camp Director. Camp counselors report to the Camp Director.

Camp takes place June 25 to July 2, 2010 at Menucha Retreat & Conference Center, Corbett, Oregon.

QUALIFICATIONS



At least 18 years of age with at least one year of college, preferred.



Minimum 2 years prior experience working with children in a recreational, day care or camp setting.



Training or education in outdoor or camping industry preferred.



Proven demonstrated ability to plan, organize, and implement program and events.



Ability to deal effectively with youth members and their parents.



Ability to provide supervision and guidance to children while accepting supervision and guidance from the camp Director.



Requires excellent organizational skills as well as oral and written communication skills.



Valid Driver's License and current First Aid and CPR Certification required.



Familiarity with the Danish language or culture, preferred.

RESPONSIBILITIES



Prepare for and actively participate in staff training, and scheduled meetings.



Supervise all aspects of the campers' day including but not limited to morning wake-up, cabin clean-up, meal times, free time, evening activities, getting ready for bed and after-hour duty as assigned.



Guide assigned group of campers and individual campers in participating successfully in all aspects of camp activities.



Instruct campers in emergency procedures as instructed during staff training.



Set a good example for campers and others including cleanliness, punctuality, sharing clean-up chores, sportsmanship and table manners.



Follow camp rules, regulations, and policies, including, but not limited to smoking, alcohol and drug policies.



Display and encourage respect for personal property, camp equipment and facilities.



Attend the pre camp planning meeting.



Work effectively with the Northwest Danish Foundation's administrative team.

HIMMELBJERGET DANISH CAMP 2010 STAFF APPLICATION



Name	Age	
Email	Phone	
Address		

Are you available at **noon on Friday, June 25, 2010** to begin camp? Yes No

Do you have current First Aid and/or CPR training? If not, you need to be **CPR certified by June 1st, 2010**. Please provide a photo copy of your CPR certificate with this application or upon receiving certification. Yes No

Do you have a current life guard or professional rescuer certification? Or are you willing to obtain certification? Yes No

During your stay at camp, will you need bedding provided from Menucha? Yes No

Are you aware of any medical/emotional problems that could interfere with your responsibilities at camp? If yes, please explain. Yes No

**PLEASE ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE PIECE OF PAPER.
PLEASE TYPE YOUR ANSWERS.**

1. What kind of connection or interest do you have in Denmark?
2. Have you visited Denmark? Please explain your visit.
3. Do you speak, read or understand Danish? Please explain.
4. What kind of previous counselor/camp experiences do you have involving middle/high school children? When and where? What were your responsibilities? What do you find the most challenging/rewarding?
5. What can you contribute as a counselor and what area do you see yourself excelling in at Himmelbjerget, and how? (For example: crafts, sports, language class, etc.)
6. What is your level of education? Where did you attend school?
7. Please list 2 references including name, title, relationship, phone number, address & email
8. Please list your health insurance information, including company, policy id & contact info.

To the best of my knowledge all the above information is true. With my signature I give permission for Himmelbjerget to contact my references and I waive the right to know the information given by references. Himmelbjerget can ask questions of the references pertaining to the position as a counselor at Himmelbjerget. With my signature I also give Himmelbjerget permission to perform a criminal background check at the expense of Himmelbjerget.

Print Name		
Signature	Date	

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HIMMELBJERGET DANISH CAMP CODE OF CONDUCT AGREEMENT



During the course of camp, I understand that my employment or voluntary services may be terminated immediately if I am found to be in violation of any of the following:

- Possession of narcotics, controlled substances, alcohol, tobacco, pornography and/or weapons while on the property of the Menucha facility.
- Under the influence of narcotics, controlled substances or alcohol while on the property of the Menucha facility.
- Participation in vandalism, sabotage, theft, arson, murder, and/or property damage during the course of camp.
- Use of inappropriate language or conversation including but not limited to sexual orientation, gender, religion, race or pornography while on the property of the Menucha facility.
- Harassment deemed inappropriate including but not limited to physical abuse, (sexual and/or aggressive) and/or verbal abuse (sexual and/or aggressive) while on the property of the Menucha facility. This includes behavior while alone and/or in the company of campers, staff, volunteers and visitors.
- Use of behavior deemed inappropriate including but not limited to physical abuse, (sexual and/or aggressive) and/or verbal abuse (sexual and/or aggressive) while on the property of the Menucha facility. This includes behavior while alone and/or in the company of campers, staff, volunteers and visitors.
- Leaving the Menucha facility with a camper, camp staff, volunteer or visitor without permission of the Camp Director, such permission must be documented or I will be considered in violation.

The Northwest Danish Foundation abides by a **zero** tolerance policy regarding the above.

By signing below, I agree and attest that I will conduct myself appropriately during the course of camp. I understand that if I am found to be in violation of any of the above I will be immediately excused from the camp facility at my own expense.

Further, I understand that I will forfeit any wages and be held financially responsible for the cost of my room and board for the entire duration of camp.

Print Name		
Signature		Date

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HIMMELBJERGET DANISH CAMP DISCLOSURE STATEMENT

Himmelbjerget Danish Camp promotes the safety of children as its highest priority. In order to facilitate this, all staff members are required to complete this Disclosure Statement indicating conviction of any sex crime, and/or any other crime of violence against minors, and an explanation of such charge(s).

Have you ever been accused or charged with, convicted or received a deferred adjudication with respect to any felony or crime involving violence, sexual molestation, sexual abuse, sexual harassment, child abuse, theft, or the distribution and/or trafficking of narcotics and/or controlled substances? () YES () NO (attached additional pages if necessary)

If Yes, please describe in detail: _____

Have you ever had a complaint filed against you or been convicted of any crime of violence against minors, including but not limited to, those listed below? (circle Yes or No)

*Indecent assault and battery on a child under 14 years of age	YES	NO
*Indecent assault and battery on a person 14 years or older	YES	NO
*Rape	YES	NO
*Rape of a child under 16 years of age with force	YES	NO
*Assault with intent to commit rape	YES	NO
*Kidnapping of a child under 16 years of age with intent to commit rape	YES	NO
*Distribution and trafficking of narcotics or other controlled substances	YES	NO
*Intent to commit any above crimes	YES	NO
*Any other crime or alleged molestation involving a minor	YES	NO

If you answered YES to any of the above, please explain. Attach additional pages if needed.

Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse to a domestic order or protection? () YES () NO If Yes, please explain: _____

Are you subject to any court involving sexual or physical abuse of a minor, but not limited to a domestic order or protection? () YES () NO If Yes, please explain: _____

Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? () YES () NO If yes, please explain: _____

I UNDERSTAND THAT:

The camp may deny employment or service as a volunteer to any person who answers any question above in the affirmative. In applying for a position, the information that I have furnished on this form is subject to verification, which includes a criminal history background check, and a child abuse clearance.

The camp may terminate employment or voluntary service of any person:

- *Found to have a history of complaints of child abuse, sexual or physical abuse, sexual molestation or harassment, distributing and/or trafficking narcotics or controlled substances, violence, theft and/or
- *Found to have resigned, been terminated, if been asked to resign from a position whether paid or unpaid, due to complaints of child abuse, sexual or physical abuse, sexual molestation or harassment, distributing and/or trafficking narcotics or controlled substances, violence, theft and/or
- *Found to have a criminal history of complaints of child abuse, sexual or physical abuse, sexual molestation or harassment, distributing and/or trafficking narcotics or controlled substances, violence, theft.

TO WHOM IT MAY CONCERN: I hereby authorize the Northwest Danish Foundation, bearing this release or copy thereof, to investigate all statements contained in this Application and Disclosure Statement and to perform a criminal background check and/or request of any central registry of child abusers. I hereby authorize you to release such information upon the request of the Northwest Danish Foundation. I release the Northwest Danish Foundation and the Himmelbjerget Danish Camp and all others from liability in connection with the same.

I certify that all statements on or attached to this application and Disclosure Statement are true and correct to the best of my knowledge. I understand that untrue, misleading or omitted information may result in dismissal, regardless of the time of discovery.

Signature Printed Name Date

For Staff Members Under the Age of 18: Northwest Danish Foundation fully subscribes to the principles of equal opportunity employment. It is our policy to seek the best qualified persons in all positions without regard to race, religion, gender, marital status, age, national origin, disability, military service or other legally protected status. This policy of equal opportunity covers all aspects of the employment relationship, including not only the hiring of new employees, but also promotions, transfers, selection for training opportunities and wage and salary administration.

*Please be sure to have a witness present and ensure they sign this form where indicated. Also note it asks for the county you live in, not the country (i.e. Multnomah county, King county, etc.)

NATIONAL BACKGROUND INVESTIGATIONS, INC.
P.O. Box 966, Stevensville, MD 21666
PHONE: 410-604-2430, FAX: 410-604-2496

APPLICANT RELEASE AND AUTHORIZATION FORM- GW

I hereby authorize **THE NORTHWEST DANISH FOUNDATION** or authorized representatives of the company bearing this release to obtain and release any information pertaining to my background, including any of the services noted below, for employment purposes or volunteer status. I hereby fully release and discharge my prospective employer or other source providing information from all claims and damages arising out of or relating to any investigation of my background for said purposes. **PLEASE PROVIDE MINIMUM 7 YEARS RESIDENTIAL HISTORY.**

Name: _____ Alias/Other: _____
(First, Middle, Last - Print Clearly)

Date of Birth _____ Social Sec. No.: _____

Driver's Lic. No.: _____ State _____ Zip Code: _____

Signature: _____

(1) Current Addr: _____ City/State: _____

County: _____ Dates/From: _____ To: _____

(2) Previous Addr: _____ City/State: _____

County: _____ Dates/From: _____ To: _____

(3) Previous Addr: _____ City/State: _____

County: _____ Dates/From: _____ To: _____

Witnessed by: _____ Date: _____

IMPORTANT: FOR CLIENT USE ONLY - Mark an "X" for any of the following:

Would you like NBI to also check Alias/Other name given? : Yes _____ No _____

(Be advised there is an additional charge per alias name)

CRIMINAL HISTORY RECORD SEARCH:

(1)Current Address _____ (2)Previous Address _____ (3)Previous Address _____

Social Sec Number Trace _____ Federal Criminal _____ MVR Driving Record _____

Credit Profile _____ Sexual Offender Registry : List States _____

Maryland (Statewide) _____ MD Traffic Court _____ MD Wants/Warrants _____ MD Reg&Tag _____

Statewide Criminal Search-- Delaware: _____ Florida _____ Georgia _____ Kentucky _____

New Jersey _____ New York _____ North Carolina _____ Pennsylvania _____ South Carolina _____

Verifications (specify # of items) Education _____ Prof.License _____ Employment _____

Federal Civil _____ Civil Judgement: Upper Court _____ Lower Court _____ Workers Comp _____

Federal Tax Lien Search _____ State Tax Lien _____ Bankruptcy Search _____

Other: _____