

Feb 16, 2012



Dear Applicant:

The Himmelbjerget Danish Camp Committee would like to invite you to apply for the position of camp counselor at the 2012 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-fourth year and our theme is Castles! Counselors meet on **Friday, June 22, 2012 and depart on Saturday, June 30, 2012.**

Enclosed you will find all forms necessary for camp counselors. For the 2012 camp you will be required to attend the pre camp planning meeting tentatively scheduled for May 5 from 10 to 4 and to arrive on Friday, June 22 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 as the budget allows. If you decide to apply, we ask you to submit your application by **March 15, 2012.** 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!

The Himmelbjerget Committee

Return application by March 15, 2012 to

**Joyce Maier
7525 SW 156th Place,
Beaverton, OR 97007**

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.

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 STAFF APPLICATION



Name	Age	
Email	Phone	
Address		

Are you available to begin camp on the Friday preceding camp? Yes No

Do you have current First Aid and/or CPR training? If not, you need to be **CPR certified by June 1st, 2012**. 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	

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	