



Counselor Employment Application  
GRACE ART CAMP 2019

*Krik? Krak! Stories from Haiti*

REQUIRED FOR NEW AND RETURNING COUNSELORS:

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Will you be 16 by July 4, 2018? \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Personal pronouns (please circle): she/her/hers he/him/his they/theirs/their other (please specify) \_\_\_\_\_

Current school \_\_\_\_\_ Current year or grade in school: \_\_\_\_\_

Submit completed 3-page Application, Resume, and Code of Conduct by  
**FEBRUARY 15, 2019**, in person or by mail to:

Camp Director, Grace Art Camp, 1535 NE 17<sup>th</sup> Ave, Portland, OR 97232

*(Emailed applications MUST be sent as a PDF attachment and be identical to this form)*

**Camp staff hours:**

Mondays: 8:00am to 3:30pm

Tuesdays & Wednesdays: 8:30am to 3:30pm

Thursdays & Fridays: 8:30am to 4:30pm

**Required Orientation Training: SATURDAY, JUNE 22, 2019, 9am – 12:30 pm**

Trainings include team building activities, techniques for working with children, and an overview of camp and are impossible to make up and. Please initial that you have:

\_\_\_\_\_ marked this date on your calendar \_\_\_\_\_ shared this date with you family

Please check if you are available for either or both of the following additional work days:

\_\_\_\_\_ Camp set up (paid): June 19 or 20, 2019 \_\_\_\_\_ Camp take down (paid): August 17, 2019

**Check all weeks that you are available:**

To allow time for personal growth as well as foster a cohesive and consistent core staff, we prefer all counselors work a minimum of 3 weeks. Please be sure you check off at least one two-week block (consecutive weeks) and that you are available for the entirety of those weeks. Schedules will be sent out mid-late March.

How many weeks would you ideally like to work? \_\_\_\_\_

WEEK 1: June 24 – 28

July 1-3: possible 3-day camp

WEEK 2: July 8 – 12

WEEK 3: July 15 – 19

WEEK 4: July 22 – 26

WEEK 5: July 29 – August 2

WEEK 6: August 5 – 9

WEEK 7: August 12 – 16

1. If you have previously worked at Grace Art Camp, please list all years and assignments (both color group and studio assignment) and share your favorite job duty you have had:

2. Please list experiences you have working with children (other than Grace Art Camp). Include where and what ages; be as specific as possible:

3. After reading the different job descriptions on the last page, select the roles you see yourself in. Select all that apply, with a star next to your top choice.

- |   |   |
|---|---|
| <input type="checkbox"/> Color counselor                      | <input type="checkbox"/> Security counselor (40 hrs/week) |
| <input type="checkbox"/> Studio counselor                     | <input type="checkbox"/> Camp Admin assistant             |
| <input type="checkbox"/> Extended Hours counselor (2:30 –6pm) | <input type="checkbox"/> Camp photographer                |
| <input type="checkbox"/> Clean-up crew (3:30 – 4:30 pm)       |   |

4. Please select at least two groups/ages (color groups) you prefer an enjoy working with most:

- |  |  |
|--|--|
| <input type="checkbox"/> Orange/Pod (ages 4-5) | <input type="checkbox"/> Green (ages 8-9)    |
| <input type="checkbox"/> Blue (ages 6-7)       | <input type="checkbox"/> Purple (ages 9-10)  |
| <input type="checkbox"/> Red (ages 6-7)        | <input type="checkbox"/> Silver (ages 10-12) |
| <input type="checkbox"/> Yellow (ages 7-8)     | <input type="checkbox"/> Any (ages 4 -12)    |

5. All counselors spend time with campers in the art studios. Which studios would you be interested in working in? Please select at least three options, with a star next to your top choice.

- |   |  |
|---|--|
| <input type="checkbox"/> Visual Arts / Paper Arts (painting, collage) | <input type="checkbox"/> Theater       |
| <input type="checkbox"/> Fused glass & mosaic                         | <input type="checkbox"/> Music & Dance |
| <input type="checkbox"/> Animation (stop motion videos)               | <input type="checkbox"/> T-Shirts      |
| <input type="checkbox"/> Fiber Arts (sewing, weaving)                 | <input type="checkbox"/> Book arts     |
| <input type="checkbox"/> Printmaking                                  | <input type="checkbox"/> Illustration  |
| <input type="checkbox"/> Ceramics & Sculpture                         | <input type="checkbox"/> Any studio!   |

6. Are you interested in leading any songs during assemblies? \_\_\_ Yes \_\_\_ No  
Favorite songs?

7. Please share your personal experience or training in specific art disciplines or other creative endeavors.

8. Why do you want to work at Grace Art Camp?

9. Describe how you have contributed to, helped create, or participated in a community (e.g. school, family, work . . .) and describe what you have learned from your experience.

10. Please share a few of your unique skills, hidden talents, or a fact about yourself that would help us get to know you better:

11. Please list any certifications (CPR, Food Handler's License, first aid, etc.).

**REFERENCES:** Please list three references (non-relatives – e.g. teachers, previous employers etc.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**PLEASE INITIAL THAT YOU HAVE:**

- I have read and understand the attached job descriptions. **Initial:** \_\_\_\_\_
- I have read and agree to abide by the Grace Art Camp Code of Conduct (attached). **Initial:** \_\_\_\_\_
- I am available for orientation and have put the date on my personal and my family calendar. **Initial:** \_\_\_\_\_
- To the best of my ability, I certify that the information on this form is true and complete. **Initial:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Today's date:** \_\_\_\_\_

*Grace Institute is an equal opportunity employer working toward cultivating a set of attitudes, perspectives, behaviors and policies that continuously promote equity, diversity, inclusion and cultural responsiveness.*

**GRACE INSTITUTE / GRACE ART CAMPS**  
**Code of Conduct**

Inasmuch as Grace Institute is a non-profit organization, serving children, providing a safe and appropriate environment is critical. ANY breach of this code of conduct could result in immediate termination.

**As a volunteer or employee of Grace Institute, I will:**

- Treat everyone I serve and work with, with respect, patience, integrity, courtesy, dignity, and consideration.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children, youth, vulnerable adults, or peers.
- Maintain confidentiality in all matters related to normal business.
- Wear appropriate and modest clothing and comply with the Grace Institute Dress Code.
- Comply with the mandatory reporting regulations of the State of Oregon sexual abuse policy to report suspected child abuse. I understand that failure to report suspected child abuse to civil authorities is against the law.
- Cooperate fully in any investigation of abuse of children, youth or vulnerable adults.

**As a volunteer or employee of Grace Institute, I will NOT:**

- Touch or speak to a child, youth or adult in a sexual, angry, or other inappropriate manner, nor use profanity.
- Humiliate, ridicule, threaten, or degrade children, youth, or vulnerable adults.
- Accept or give pills to children or youth without the permission of their parents or guardians.
- Smoke or use tobacco products before or during hours of employment, or on Grace Institute Campus Grounds.
- Use, possess, or be under the influence of alcohol, marijuana, or illegal drugs at any time before or during employment hours.
- Discriminate any individual based on *race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law, or for any other circumstances.*

**SEXUAL HARASSMENT POLICY**

- Grace Institute prohibits sexual harassment of its employees and volunteers by any employee, non-employee or applicant. Such conduct will result in immediate discharge.
- Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature.
- Employees are entitled to work in an environment free from sexual harassment and a hostile or offensive working environment.
- Romantic or sexual interaction of any kind (even when consensual) while on Grace Institute Campus is considered inappropriate and is grounds for immediate dismissal.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

# Grace Art Camp Job Descriptions

*Note that most counselors are either color or studio counselors.*

**Color Counselors** are assigned to one of the seven “color groups” that consist of 20-23 campers of a certain age group. Color counselors work in teams of 3-5 counselors/CITs and lead their group together. This position is unique because counselors can form close relationships with the campers in their groups. These counselors are with their color group during drop-off, pick-up, assemblies, and Monday studio rotations. During studio time color counselors are assigned to a specific studio where they help campers of all ages with their projects.

The youngest color group is the orange group (also called POD). This group is unique because it has a specific room and different schedule than the other color groups. Counselors and CITs who wish to work with orange should have a desire to work with very young kids and possess good techniques for working with young children.

**Studio Counselors** are assigned to a specific art studio that they work in all week and provide a bridge between the individual studio and the rest of camp. They have previously worked with and are skilled in the medium of their studio. Their main function is to assist the artist leading the studio. This includes prepping materials, helping campers during studio time, and keeping the studio tidy.

**Extended Hours Counselors** monitor and play with campers who are in “after-care” once the camp day ends. Extended Hours counselors typically work Monday-Friday from 2:30 until around 6:00 or 6:30. For counselors who wish to work extended hours in addition to a regular week at camp, hours are 3:00 to around 5:30.

**Camp Security Counselors** are the face of camp, possessing great energy, enthusiasm, and the ability to engage positively with children and families. Security counselors ensure the safety of campers and the campus facilities, lead and monitor camper recess. This includes ensuring that the camp premises are free of any disturbances, nuisances, or hazardous materials on an ongoing basis, readying the campus each morning, and closing the campus down each afternoon. Security counselors possess the ability to be firm and diplomatic with strangers who approach the campus before, during, and after camp hours. Hours run between 35-40 hours per week and may work all seven weeks of camp.

**Camp Administrative Assistant** works closely with the administrative staff to support the “behind the scenes” side of camp. Responsibilities include a lot of daily and weekly organization, related to all aspects of camp. Tasks include copying, name buttons, data entry, typing, and weekly pre-sets. The admin assistant works 40 hours a week and can work one week before and after camp. Includes camper first aid interactions.

**Camp Photographer** is responsible for documenting the happenings of camp with beautiful and unique photos. The camp photographer also helps with social media and other camp duties depending on their skillset and the needs of camp. This position is filled by someone who is a skilled photographer and editor, owns their own camera, and has previously worked with drop box. The camp photographer typically works half-days. *If you are interested in this position, please submit a counselor application as well as a portfolio of your work to: [ashleys@grace-institute.org](mailto:ashleys@grace-institute.org)*

**Senior and junior counselor placement is based on age, experience, and performance:**

**Senior counselors** (ages 17+) are generally college students who go above and beyond for the needs of camp. Senior counselors are selected based on demonstrated experience and skill, as well as past performance evaluations. These counselors are required to work 3-7 weeks of camp.

**Junior counselors** (ages 16-19) usually work 2-5 weeks depending on level of experience, past performance evaluations, and camp needs.