

Dear Friend,

Thank you so much for your inquiry about the opportunity to serve as an Assistant Counselor for the Friends of Tryon Creek State Park Nature Day Camp 2007.

Assistant Counselors work closely with a designated Counselor and the Camp Director to help children ages 5-13 have a wonderful week in the woods of Tryon Creek State Park. We are looking for responsible, fun, creative people who enjoy the outdoors and are willing to learn. If that's you then come join us... it's sure to be a lot of fun!

I am pleased to send you the enclosed application packet. If you are still interested in working with us after reviewing the job description, please complete and return the application form, code of conduct, and volunteer insurance coverage form as soon as possible. Please read the code of conduct very carefully before you sign it. You will be expected to follow all of the guidelines throughout the summer

This year the initial training session for Assistant Counselors will be held on Saturday, May 19th from 12:30 to 4:30 pm. This will be an afternoon for you to learn more about the program and the responsibilities of being an Assistant Counselor. After this training we will be assigning selected AC's to 1-3 weeks of camp during the summer. These AC's will need to attend a second training on Thursday, June 21st from 1:00 to 4:00 pm. Your skills as an Assistant Counselors are important to the camp's success; therefore attendance at these sessions is required. Please give me a call if you have conflicts with either date so that we can work out alternate arrangements.

If you have any questions please feel free to call me at 503-636-4398 or e-mail me at Sheilagh@TryonFriends.org.

Sincerely,



Sheilagh Diez
Nature Day Camp Director

ASSISTANT COUNSELOR JOB DESCRIPTION AND INFORMATION

Volunteers of high school age, assist Nature Day Camp staff in the creation of a safe, fun and educational outdoor experience for first through eight grade children. Each assistant counselor is assigned to a hiking group of 8 to 10 children led by an adult counselor. Care is taken to match the volunteer with an age group she or he can work with effectively.

Campers will attend day camps that correspond to the grade they will enter in the fall. Camp hours extend from 9 am – 3 pm or 9 am – 12 pm Monday through Friday. The Assistant Counselor's day begins ½ hour before and lasts ½ hour after camp hours. Therefore hours are either from 8:30 am to 3:30 pm or 8:30 am – 12:30 pm. Our day camp sessions begin June 25 and end August 24th.

Typical duties include the following:

- Assisting with arts and crafts, songs and skits
- Escorting campers to rest rooms
- Helping guide hiking groups
- Assisting in setting up activity stations
- Assisting in teaching activities
- Helping counselors to manage groups of children
- Playing games with children during stall times
- Supervising children in all activities

Assistant counseling involves listening, sharing, guiding and advising campers. Assistant Counselors help campers adjust to new situations, giving encouragement and showing care about each camper as an individual.

We ask for a commitment of at least **two week long camp sessions** (not necessarily consecutive weeks). Assistant Counselors are required to attend **2 training workshops** on Saturday, May 19, 2007 from 12:30 to 4:30 pm and Thursday, June 21 from 1:00 to 4:00 pm.

For more information please contact Sheilagh Diez, Education Director, 503-636-4398 or Sheilagh@TryonFriends.org.

ASSISTANT COUNSELOR JOB APPLICATION

Instructions: Please type or print clearly.

Name: _____ T-shirt size: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell: _____ Which do you prefer for mgs? Home Cell

E-mail: _____ Do you check your e-mail regularly? Y N

Current School: _____ Grade entering this fall: _____

How did you hear about becoming an Assistant Counselor?

Please list relevant experience (working with children, camp, etc.): _____

PHYSICAL RECORD: List any physical limitation, illness, allergy or other disability which might limit your work performance: (This information will not be shared or used to exclude you from being an Assistant Counselor.)

REFERENCES: List 2 persons who have knowledge of your ability.

Name Title Phone number

PARENTS OF MINORS: My child has my permission to participate in the summer Nature Day Camp to be held at Tryon Creek State Park. In case of emergency, if the camp staff cannot contact me, I give permission to the physician selected by the Education Director to secure medical treatment for my child.

In case of an emergency I can be reached at: _____

OR my friend/relative _____ can be reached at: _____

Parent's Printed Name Parent's Signature

Code of Conduct

Friends of Tryon Creek State Park Nature Day Camp

Nature Day Camp Assistant Counselors are expected to adhere to the guidelines described below.

1. Attend scheduled sessions of the planned program (including training). Inform the Camp Director as early as possible if you are not feeling well or have an emergency that prevents you from fulfilling your responsibilities.
2. Observe time schedules and allow them for adequate preparation and clean up time. Plan to arrive at least 1/2 hour before camper's day begins and remain 1/2 hour after.
3. Dress appropriately. Please wear camp shirts as often as possible. Torn clothing or clothing advertising subject matter inappropriate to children is prohibited.
4. Be a positive role model for the campers (being courteous, caring, patient and polite). Your language must be restrained and appropriate for day campers.
5. Refrain from smoking, alcohol, drugs or other mood altering substances.
6. Treat all persons fairly, being sensitive to issues of race, class, gender, religion and ethnicity. Harassment of any kind will not be tolerated. Harassment should be reported to your supervisor immediately.

Violators should expect:

1. To be able to explain actions to staff in charge.
2. To be dismissed if violations continue.
3. To be dismissed immediately, if number five above is violated.

I have read and understand the Code of Conduct.

Applicant _____ Date _____
Signature

Please return completed application to: Sheilagh Diez, Education Director
Friends of Tryon Creek State Park
11321 SW Terwilliger Blvd. Portland, OR 97219