



# Archdiocese of Kansas City in Kansas Camp Kateri Tekakwitha Employment Application for Summer 2018

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*PLEASE READ THE FIRST THREE PAGES CLOSELY BEFORE BEGINNING YOUR APPLICATION.  
PLEASE DO NOT MAIL THE FIRST THREE PAGES BACK TO THE DIRECTORS*

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**\*Application Deadline: January 15, 2018\***

Dear Brothers and Sisters in Christ,

Camp Tekakwitha is a high-energy adventure based Catholic camp in Williamsburg, Kansas, about an hour south of Kansas City. We engage in vigorous outdoor activities such as canoeing, rock climbing, high ropes challenges, and archery, as well as the faith activities of prayer, scripture and Catechism study, and Catholic Christian community building. Camp Tekakwitha is a ministry of the Archdiocese of Kansas City in Kansas. Camp Tekakwitha is an adventure into the outdoors, and an adventure into your relationship with yourself, others, and Jesus Christ. A caring and challenging atmosphere will push campers to new limits. Please read all of the expectations before signing this document or returning your application. We want to assemble a Team that is consistent with our philosophy.

**Here are the core responsibilities of staff members, in order of importance:**

- 1. Safety of our campers.**
- 2. Sound spiritual instruction and example.**
- 3. Be an example of fun and excitement.**
- 4. Be punctual and supportive of campers and staff.**
- 5. Encourage listening and discussion in small group settings.**

All theological questions that are outside of the camp curriculum will be directed to the camp directors. The camp directors may designate others to field theological questions. The purpose of the Archdiocese involvement in camp is to connect camp participants in deeper relationships with Jesus. We are focusing on the development of communication between the camper and the Trinity. Peripheral theological teaching and knowledge should be left on the periphery. Liturgical practices and the theological content of Camp Kateri and Tekakwitha have been screened by the Archdiocese of Kansas City in Kansas and are under the Office of the Archbishop. Team members will focus their energies on teaching the established curriculum and in nurturing the participant's relationship with Christ.

**Team members have strict duties and strict bedtimes, generally 11:00 p.m. The safety of children is at stake. Phones and computers can be used only during your off times and you may not carry them while on duty.** Team generally has two hours off daily in the late afternoon to conduct personal business. If you have any questions about your willingness to put your personal freedoms on hold for the needs of the kids, please do not apply. "I am third" is something that we live as Team. The calendar of camps is included. Please carefully review your availability. Camp is hard work. We are on call 22 hours a day; we work long days. We focus on spiritual, physical and emotional development of children. All medication, prescription and non-prescription medication

will be collected at registration and dispensed by the assigned team person. Your medication(s) are your private information, but Team may not keep ANY medication outside of first aid area. A document explaining the Professional Code of Ethics for Archdiocesan Youth Ministry is also enclosed for you to review and sign as part of the application. Our appearance is important. Many activities do not allow piercings to be worn for safety reasons. We assume that, if hired, you will show up for all camps looking professional and sharp. We do not display **tattoos**, facial **piercings**, excessive ear **piercings**, and any unnatural **hair colors**, such as green or pink; any concerns or clarification desired should be noted in your application.

All hired team will additionally be mailed the Archdiocese’s policy and procedures concerning sexual misconduct and ethics to sign before employment agreements will be offered.

**In the application, you will have the opportunity to select position(s) you would like to be considered for. While applicants are asked to note their preferences and the position(s) in which they feel that they best fit, staff assignments fluctuate frequently and flexibility is a must. All work assignments are at the discretion of the Directors and may change based on the needs of a particular camp.**

As a staff member at Camp Tekakwitha, it is important to have a strong faith foundation, but equally important to respect differences in others beliefs. Lack of personal space, long and exhausting days, and intense communal relationships are realities at camp. Flexibility and the ability to adapt to changes in schedules are imperative. An example of a typical day, as well as the schedule for this summer’s camps, are included here for you to review before applying, and to keep for your records. Camp Tekakwitha is deeply spiritual, fun and deeply rewarding. If these attributes and expectations appeal to you please apply.

We will be in touch with you as the hiring process continues over the coming weeks. We look forward to learning more about you through this process, and please pray for the Holy Spirit to guide us in building a great team for this summer. Thank you for your interest in working at Camp Tekakwitha.

In Christ, Dcn. Dana and Debbie Nearmyer

### **What does a typical day at Camp Tekakwitha look like?**

This is not representative of opening, closing or many days when Mass is offered. This list is offered to illustrate the rigor of the camp experience and to show the attention to detail that is required in order to ensure that each camper has a safe, fun and rich spiritual experience.

6:15 am	Showering and personal preparations for the day begin
6:50 am	Move campers to chapel for morning prayers
7:00 am	Morning prayer for campers and a team meeting and individual prayer experience for Team begins
8:00 am	Breakfast served family style after prayer
8:05 am	Send campers who require breakfast meds to first aid
8:30 am	Morning chores begin
8:50 am	Begin hike to first activity (bug spray, sun screen and Bible double-check)
9:00 am	First activity begins after prayer-either an experiential formation session or adventure activity

10:20 am	Complete closure of first activity after prayer and hike to second activity
10:30 am	Second activity begins after prayer and is the counterpart of the first activity. (Every morning and afternoon has one "pod" which includes an experiential formation session as well as one or two adventure activities such as rock climbing, horses, canoeing etc.)
11:50 am	Complete closure of second activity after prayer and hike to lunch
12:00 pm	Pray the Angelus as a camp then eat family style lunch in air conditioned lodge
12:05 pm	Send campers who require lunch meds to first aid
12:20 pm	Skits, heckles, and crazy camp fun escalates
12:50 pm	Begin hike to third activity (triple-check that campers have their 5 required items)
1:00 pm	Third activity begins after prayer- either an experiential formation session or adventure activity
2:20 pm	Complete closure of third activity after prayer and hike to fourth activity
2:30 pm	Fourth activity begins after prayer and is the counterpart of the third activity.
3:50 pm	Complete closure of fourth activity after prayer and hike to Flat on Bunk (FOB) time
4:00 pm	Hand-over cabin and medication bag to FOB Team (campers rest quietly- most Team are off until 6:00pm)
4:05 pm	Most Team heads to: Apostles Lodge to use cell phones and computers; Mass; Williamsburg (sign out); run, lift weights or to take naps. This is the Team's only opportunity to use cell phones or computers. This is your off time most days, 4-6.
5:00 pm	Some team: Hands-over of cabins and medication bags from FOB staff to Time on Deck (TOD) Blue Team members- campers check mail in lodge, play cards and talk
5:50 pm	Team off-time activities end and Team heads to lodge to meet campers for dinner
6:00 pm	Dinner is served family style in air conditioned lodge after prayer
6:05 pm	Send campers who require dinner meds to first aid
6:40 pm	Any evening chores are completed
7:00 pm	Whole camp activities take place each evening. Each night features different events. For example: 7:00-8:00pm- Salvation history through the narrative talk and prayer experience in the Grotto. 8:00-9:30pm- Christian Band is featured in DiscoTek .9:35- Snack is served, and campers who require night meds go to first aid.
9:45 pm	Bed prep and showers in cabins.
10:15 pm	High/Low sharing in cabins (favorite and least favorite experiences of the day)
10:30 pm	Latest camper bed time- Lights Out (L.O.) – serious end of talking and activity. Sherpa leave the cabins for Logos and Lead Counselors (LCOs) lock up and prepare to check-in.
11:00 pm	Staff Lights Out – serious end of talking and activity.

STAFF TRAINING

Saturday, May 26-Wednesday, May 30(All Staff)

*TERM ONE*

Kateri 1	May 30-June 2
Junior Hi 1	June 3-9
Junior Hi 2	June 10-16
HS Max	June 17-23
Kateri 2	June 24-27
Family SN Camp	June 28- July 1

BREAK

July 1- July 8

*TERM TWO*

Kateri 3	July 8-11
Family Camp	July 12-15
Junior Hi 3	July 15-21
T Xtreme	July 22-31
Kateri 4	July 31- Aug. 3
Camp Shut Down	Aug 4

## Professional Code of Ethics for Archdiocesan Youth Ministry

All those of who serve in Archdiocesan programs will refer to this document, our Code of Ethics and the Policies and Procedures Concerning Sexual Misconduct for direction concerning the policies and procedures concerning sexual misconduct. All of the kids in the archdiocese deserve to have our Catholic youth programs run by leaders that behave professionally. In order to work as a youth leader for Archdiocese of Kansas City in Kansas programs, you must agree to conduct yourself as a professional.

Professional youth ministers:

1. Actively seek personal spiritual growth experiences.
2. Go to Mass and engage in sacramental life.
3. Do not have alcoholic beverages at their professional events.
4. Do not drink alcohol with under age persons.
5. Do not drink alcoholic beverages excessively or illegally use drugs.
6. Let the Holy Spirit guide the words that they speak.
7. Do not use tobacco products at youth events or around kids.
8. Avoid debasing jokes, sexual innuendo, racial slurs and abusive language.
9. Follow the Policies and Procedures Concerning Ethics, Sexual Misconduct, Transportation, Lodging and Sexual Harassment.
10. Foster the Godly mental, spiritual and social maturation of children. We protect the innocence of children.
11. Use positive reinforcement and communication rather than criticism, unhealthy competition or comparison.
12. Avoid any form of excessive familiarity, inappropriate language, or any situation and conduct that exploits or could give the appearance of exploiting another.
13. Do not purchase or download, possess, or distribute pornography.

1 Corinthians 8: 8-13 calls us to be conscious of the example that we set for those in our care. "Now food will not bring us closer to God. We are no worse off if we do not eat, nor are we better off if we do. But, make sure that this liberty of yours in no way becomes a stumbling block to the weak. If someone sees you, with your knowledge, reclining at table in the temple of an idol, may not his conscience too, weak as it is, be "built up" to eat the meat sacrificed to idols? Thus through your knowledge, the weak person is brought to destruction, the brother for whom Christ died. When you sin in this way, against your brothers and wound their consciences, weak as they are, you are sinning against Christ. Therefore, if food causes my brother to sin, I will never eat meat again, so that I may not cause my brother to sin." 1 Corinthians 8: 8-13

I have read, understood, and will act on the expectations for me as an Archdiocese of Kansas City in Kansas youth leader. My signature says that I agree to uphold these standards. Any misrepresentation of information on pages 1-6 of this document may be considered grounds for termination.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# Camp Kateri Tekakwitha 2018 Application for Employment

## 1. General Information

Name (Mr. Mrs. Ms.): \_\_\_\_\_

Sex (M/F): \_\_\_\_\_

Best phone number to reach you: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

School Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Driver's License #:

Issuing State:

Class/Type of license:

Current Parish:

City/State:

Number of Years:

Previous Parish:

City/State:

Number of Years:

Were you ever a camper at Camp Tekakwitha? YES \_\_\_ NO \_\_\_

If yes, what years?

## 2. Schedule and Term Selection

Please refer to the schedule on page 2. I would like to work (check either or both):

**TERM 1:** May 31- July 1

**TERM 2:** July 9- August 4

Are you available for the mandatory staff training May 26- May 30? YES \_\_\_ NO \_\_\_

If you are applying for Ropes Crew, are you available for Ropes Crew Training May 18-May 22?  
YES \_\_\_ NO \_\_\_ Not applying for ropes \_\_\_

Are you a lifeguard? YES \_\_\_ NO \_\_\_ Are willing to be trained as a lifeguard? YES \_\_\_ NO \_\_\_

Are you very experienced with horses? YES \_\_\_ NO \_\_\_ Can you saddle and bridle? YES \_\_\_ NO \_\_\_

Are you a talented bike mechanic? YES \_\_\_ NO \_\_\_ Can you change a tire? YES \_\_\_ NO \_\_\_

If you have a conflict with any part of the training(s) you are required to attend, please note it here:

It is imperative that you note here any conflicts that you have with the term(s) for which you are seeking employment. If any develop after being hired, you must notify Deborah Nearmyer immediately at [dnearmyer@sjakeepingfaith.org](mailto:dnearmyer@sjakeepingfaith.org). Concerts and appointments are not reasons to leave camp. The kids are counting on us, and everybody on Team has an important job.

Color in the boxes for the sessions that you are interested in working.

<input type="checkbox"/> Staff Training	<u>Saturday May 26-Wednesday, May 30(All Staff)</u>
<input type="checkbox"/> Kateri 1	May 30-June 2
<input type="checkbox"/> Junior Hi 1	June 3-9
<input type="checkbox"/> Junior Hi 2	June 10-16
<input type="checkbox"/> HS Max	June 17-23
<input type="checkbox"/> Kateri 2	June 24-27
<input type="checkbox"/> Family SN Camp	June 28- July 1 (Unique Staffing Arrangement)
<u>Break</u>	<u>July 1- July 8</u>
<input type="checkbox"/> Kateri 3	July 8-11
<input type="checkbox"/> Family Camp	July 12-15
<input type="checkbox"/> Junior Hi 3	July 15-21
<input type="checkbox"/> T Xtreme	July 22-31
<input type="checkbox"/> Kateri 4	July 31- Aug. 3
<input type="checkbox"/> Camp Shut Down	Aug 4

### 3. Education Information

Will you be a high school graduate by the summer? YES \_\_\_\_ NO \_\_\_\_ HS Graduation Year:

Name of High School: City: State:

Name of College: City: State:

Year in College: College Graduation Year:

Bachelor's Degree in:

Master's Degree in:

### 4. Employment Information

Current Employer: Position:

Work Address: Work Phone:

Immediate Supervisor: Supervisor's Phone:

Please answer the following questions about your last job:

- a) What were you responsible for?
  
- b) What did you enjoy the most?
  
- c) What was your biggest challenge?
  
- d) Who was your greatest influence?

**5. Employee Conduct**

*a) Background Check Authorization:* Background checks will be conducted (at no cost to you) as a condition of employment before employment agreements will be offered to sign.

I, \_\_\_\_\_, hereby give permission for a background check to commence.  
(Please print name here)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*b) Phone agreement:* I, \_\_\_\_\_, will not carry my cell phone, except during breaks.  
(Your signature)

*c) Substance Abuse:* Have you used any illegal substance(s) in the last year or are you addicted to ANY substance? If yes, please explain.



**6. Spirituality:** *Please answer the following questions. Use the back or an attached sheet if necessary.*

a) An important part of the role of any Camp Tekakwitha Employee is witnessing to their love for Jesus and the power of faith in their lives. Briefly describe part of your testimony. Explain how your testimony calls you to be a role model? If you are returning staff, please share specifically developments from the previous year.

b) What has been your biggest struggle this year? How has this struggle helped you grow spiritually? What has been the role of prayer and Christian joy in this process?

c) Explain your relationship with Jesus Christ, and how it impacts your daily life, specifically your work habits?

d) My experience with the Catholic Church has been? My experience with youth ministry has been?

e) What is your greatest accomplishment in past few years? Why are you proud of this?

f) Why do you want to work at Camp Tekakwitha?

g) Gossiping is a poison to a Christian community, frequently cautioned against in the Bible. A couple of dictionaries define gossip as, "A conversation about other people; an instance of gossiping," and "A person who likes talking about other people's private lives." Please explain what you do to avoid gossiping in your relationships and how you will be a staff member that is social but not gossipy.

**7. Position Descriptions:** Check one or both boxes and fill out all of the associated Yes/No boxes.

**I am applying for the position of Sherpa Counselor. In addition to cabin duties, Sherpa lead adventure activities and provide logistical support to the camp in ways listed below. Training is provided for all Sherpa adventures to ensure task readiness.**

Y N

		I strongly desire to be certified as a challenge course instructor (ropes crew). Ropes certified Sherpa are required to attend additional 40 hour training provided by the camp, and they must be comfortable with heights.
		I love kids and water, and want to be a lifeguard at camp. I plan to be a Red Cross Certified Lifeguard by summer.
		I have extensive experience with horses and am a skilled with saddling, bridling and riding horses. I would like to spend my summer working at facilitating horseback riding for campers.
		Physical labor and service for others is an important part of my service to God.
		I have experience in bike maintenance or safety instruction.
		I am proficient at canoeing.
		I am an experienced babysitter with young children, toddlers and infants.
		I consider myself skilled and careful with tools, including power tools.
		Others see me as gifted in the area of office management because I pay attention to details, and I have excellent people skills. I enjoy the office environment.
		I would enjoy instructing archery, and I am a serious about safety.
		Food Service is what I want to do this summer. I see preparing meals as part of my ministry.
		Dance instruction is one of my strong gifts. I can teach both boys and girls.
		Vocal music is a gift that I have and would love to share.
		Mountain Boarding is an activity that I would love to regularly facilitate!
		I am certified to use an AED and to give CPR.
		I have earned my Eagle Scout or Gold Award.
		Kids energize me. I realize that kids and parents expect me to be fully present from opening to closing. I realize that this very hard work.
		I love playing the guitar, and people do not leave the room when I play.

**I am applying for the position of Lead Counselor. Lead counselors travel with their cabin to each activity—the daily schedule on page 2 outlines most of the typical responsibilities of the lead counselors. Prior Tekakwitha experience is helpful as an LCO, but not required.**

Y N

		I have read page 3 “What is does a typical day at Camp Tekakwitha looks like?” twice.
		I have carefully looked over the weeks that I am applying for, and I realize that kids and parents expect their counselor to be fully present from opening to closing.
		I can manage a demanding schedule and still ooze with welcome and hospitality.
		Punctuality is very important to me, and I can bring my cabin to activities on-time.
		I am aware that I am applying to be a role model of virtue and Holiness.
		I can be compassionate and communicative with the directors and resolute in following a plan in working with homesick campers.
		I am excellent at facilitating discussions. I realize that listening is my greatest asset.
		I understand most of my conversations will be with 5th to 12th graders.
		I will teach only the approved camp curriculum.
		I can include an assistant counselor in the dynamics of my cabin.
		I will show as much enthusiasm to campers about each formation session, activity, chore, and experience at camp in the last week of camp as I did in the first week of camp.
		I want each camper to see God exactly like I do., regardless of their life experiences.
		I have a devotion or belief that I will to teach to kids, even if it is not in the approved curriculum.

**8. Additional Qualifications:** Please rate yourself in the following areas on a scale of 1 to 10, 1 being the least amount of skills, and 10 being the most about of skills. Comment (no more than a sentence) on each in the space provided.

Rate your skills as a discussion facilitator. 1 2 3 4 5 6 7 8 9 10

Rate your ability to work hard when in arduous situations. 1 2 3 4 5 6 7 8 9 10

Rate your desire to work hard and be an example of joy. 1 2 3 4 5 6 7 8 9 10

Rate your empathy for those that you live with. 1 2 3 4 5 6 7 8 9 10

Rate your flexibility. 1 2 3 4 5 6 7 8 9 10

**9. Health Information:** The activities of camp typically include horseback riding, high ropes challenge, kayaking, canoeing, hiking, orienteering, rock climbing, rappelling, mountain boards, basketball, soccer, swimming, group party games, archery, moving heavy boxes, volleyball, mountain biking, outdoor camping, working hot conditions, softball, numerous Catholic prayer experiences, and other vigorous outdoor camp activities.

Are you in good health and able to participate in normal camp activities? YES \_\_\_\_ NO \_\_\_\_

**10. References:** Please list the two supervisors/mentors (not peers or relatives) whom you have asked to fill out your reference forms.

1) Name: Phone Number:

2) Name: Phone Number:

**The application deadline is January 15, 2018.**

*\*If you want to be considered for employment after the deadline, please contact the Office of Evangelization and Catechesis to check for any positions that might still be available.\**

To ensure your application is complete, please check off each box that you have completed:

- Thoroughly read the first three pages of this document
- Completed general application (Includes Sections 1-10 on pages 5-8)
- Signed Professional Code of Ethics for Archdiocesan Youth Ministry
- Enclosed a picture of yourself (will not be returned)
- Sent the reference form to 2 supervisors/mentors who are aware of the deadline
- Additional postage added—the Post Office will not deliver it with one stamp

**Please send completed reference forms to:  
Debbie Nearmyer, 12615 Parallel Pkwy, Kansas City, Kansas 66109**

## Reference Form-Camp Kateri Tekakwitha 2018 Camping Season

Two supervisors/mentors, not peers or relatives, are to complete reference forms.

All information is confidential. Please be honest. The kids are counting on us to bring them closer to the heart of Christ. We need you to help us assemble the finest Team. We need these recommendations for every employee in order to complete their child protection file. Without these recommendations we will be unable to hire them. Please answer the following questions and check the boxes that apply, using the back or an attached sheet if more space is needed.

Applicant's Name:

Your name:

Your address:

Your phone number:

I have known this applicant for \_\_\_\_\_ years.

How do you know this person?

\_\_\_ Shy

\_\_\_ Distant/Cold

\_\_\_ Aloof

\_\_\_ Draws Attention to oneself

\_\_\_ Gets Along

\_\_\_ Happy

\_\_\_ Causes Friction

\_\_\_ Avoided by Others

\_\_\_ Tolerated by Others

\_\_\_ Dominating

\_\_\_ Honest and Open

\_\_\_ Reliable, Dependable

\_\_\_ Not Dependable

\_\_\_ Dishonest and Secretive

\_\_\_ Not Considerate in Words

How would you describe the applicant's spirituality?

\_\_\_ Strong Catholic Background

\_\_\_ Nominal Catholic

\_\_\_ Has a Personal Relationship With Jesus

\_\_\_ Prayerful

\_\_\_ Involved With Church Community

\_\_\_ Unknown With Church Community

\_\_\_ Overly-devotional Catholic

\_\_\_ Overly concerned with matters of faith

In Relationships they are:

\_\_\_ Friendly

\_\_\_ Outgoing

\_\_\_ Fearful

\_\_\_ Withdrawn

\_\_\_ Gossipy

\_\_\_ Follower

\_\_\_ Kind

\_\_\_ Confident

I would describe the applicant's motivation as:

\_\_\_ Highly Motivated

\_\_\_ Effectively Motivated

\_\_\_ Usually Purposeful

\_\_\_ Vacillating

\_\_\_ Purposeless

Check one box.

I would trust the person named above to work with children in a residential church camp setting without reservation.

I have some concerns about the person named above working in a residential church camp setting.

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- \_\_\_ Aloof
- \_\_\_ Draws Attention to oneself
- \_\_\_ Gets Along
- \_\_\_ Happy
- \_\_\_ Causes Friction
- \_\_\_ Avoided by Others
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