

# VOLUNTEER APPLICATION

(Please print neatly)

Name \_\_\_\_\_ Sex \_\_\_\_ Soc. Sec. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
First Int. Last

Mailing Address \_\_\_\_\_  
Street/P O Box City State Zip

Parent's Names \_\_\_\_\_

Telephone Numbers: Day (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Night (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

Grade you are in now (if applicable) \_\_\_\_\_ Date of Birth \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Age \_\_\_\_\_

Present Church Membership \_\_\_\_\_  
Church Name City Pastor's Name Phone Number

Reference Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Reference Complete Address \_\_\_\_\_

Reference Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Reference Complete Address \_\_\_\_\_

Date(s) you want to volunteer \_\_\_\_\_

Please answer on a separate sheet of paper (put your name on all pages).

1. Why do you want to volunteer?
2. What are your expectations as a volunteer? What do you want to get out of being a volunteer?
3. Describe your relationship with your church.
4. What five descriptive words apply to you?
5. Describe your skills and qualifications for volunteering.
6. Within the past 6 months have you abused the use of alcohol, legal or illegal drugs?
7. What weeks do you want to volunteer?

The information that I have provided may be verified by contacting persons or organizations that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless Mount Shepherd Retreat Center and the officers, employees, and volunteers thereof from any use of this application or information. I waive any right that I may have to inspect references provided on my behalf.

I certify that the information I have provided is true and correct; if it is found that the answers given are untrue, I understand it may be cause for dismissal.

Applicants Signature \_\_\_\_\_

Date \_\_\_\_\_

## Personnel Policies

### LEAVE OF ABSENCES:

Emergency leave will be granted if such need arises.

### ABSENCES:

A staff member shall not have an absence during camp. Exception: sick leave, leave of absence.

### WORK RULES AND PERSONAL CONDUCT:

Drugs: Use of alcohol, tobacco, weapons and illegal drugs of any kind while under contract is forbidden. An abuse of this policy warrants dismissal from duty.

Dress: Each counselor will be expected to maintain a high standard of personal dress and appearance that will serve as a model for his/her campers. Specifically, shoes must be worn at all times to prevent injuries. Exceptions: in the pool, bed, and shower. For women, halter tops, skimpy bathing suits, the bra less look and other revealing clothing are not allowed. For males, bikini bathing suits are not allowed. Clothing should not have obscenities nor words or pictures with images relating to beer, alcohol, cigarettes, professional wrestling, etc. Use common sense when choosing jewelry to wear at camp. For safety - **DO NOT** wear flip flops, sandals or boat shoes on campouts and in field activities.

Profanity: The administration of MSRC will not tolerate profanity by camp personnel. Occasionally, you will encounter campers who use profanity in their vocabulary. Your responsibility is to create a good example for him/her to follow and to help campers understand the inappropriateness of profanity.

Discipline: Discipline of a camper can take many forms. Recommended ways of discipline will be discussed during staff training. At no time will camp personnel use physical punishment, put downs, labeling or other abusive behavior. Counselors having discipline problems should seek help from the Summer Program Director or Director.

Harassment: MSRC is committed to a work environment in which relationships are characterized by dignity, courtesy, respect and equitable treatment. It is the policy of MSRC to provide all employees, volunteers and campers with an environment free from all forms of discrimination, including sexual harassment.

### **Mount Shepherd Retreat Center will not condone nor tolerate:**

1. Sexual advances or activities between and/or among staff and volunteers
2. Sexual advances or activities between staff and campers
3. Sexual harassment of any staff member, volunteer or camper by any staff member. Such activities are contrary to the ministry of MSRC and are illegal. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, other physical acts, and comments of a sexual nature that create an intimidating, hostile or offensive working environment.
4. Verbal abuse, racial discrimination, and other harmful actions. Persons believing they are victims of harassment should go immediately to the Director. In the event the complaint is against the Director, the High Point District Superintendent is to be notified at (336) 861-5517. Staff members who have knowledge of harassment by others at a camp shall report this behavior to the Director.

### TIPS AND GRATUITIES:

Staff shall not accept tips or gratuities from campers or parents. Please explain this policy to persons offering such. Parents/Guardians/Campers usually know this is not expected. However, if someone offers you a tip or gratuity, please ask him or her to donate it to Mount Shepherd Retreat Center in honor of a staff person.

### EXTRA WORK:

Throughout the year Mount Shepherd has groups that come for retreats, meetings; seminars or training events. Lifeguards, kitchen staff and others may be needed to help with these events. If you would like to earn some extra money please ask the director for more information.

**VEHICLES:**

Private vehicles may be driven to camp and parked in designated areas of the parking lot. All staff vehicles are expected to be parked in the parking lot before campers arrive. Exceptions: Executive Director, Administrative Assistant, Cooks, and Maintenance Manager.

You must have permission from the Director in order to transport campers in private or camp vehicles. When transporting campers, each passenger must be wearing a seat belt. The number of passengers in a vehicle must never exceed the number of working seat belts. All passengers must remain seated with their seat belts buckled while the vehicle is in motion. Campers or counselors are never to ride in the back of open vehicles or trailers. Always ride inside a vehicle with safety belts buckled.

Cars should not be driven when camp is in session except on approved camp duty.

**THE SPEED LIMIT THROUGHOUT MOUNT SHEPHERD RETREAT CENTER IS 10 MPH UNLESS OTHERWISE POSTED AND MUST BE OBEYED.**

Camp vehicles are for camp use only. Permission from the Director must be obtained in order to drive a camp vehicle. Any church vans borrowed and used by Mount Shepherd Retreat Center also fall under this policy.