**RETURNING Full Time Volunteer Application 2023**

**This form is intended for people who previously applied for the Full Time Volunteer position in the 2023 camp year.**

**Background:**

Due to an extensive amount of interest and a growth in the eligibility of volunteers in the Heads Up! Hartford community, there is a full-time volunteer application. Each person interested in being a full time volunteer (either a team counselor or in administrative training) will be required to read and sign the “Full-Time Volunteer Expectations” and fill out the “Full-Time Volunteer Application” form ifthey are interested in pursuing the position. Applications are due by May 1; please return via email to headsuphartford@gmail.com. Once the applications are reviewed, each and every applicant will be notified of their acceptance status by May 15th.

**What is a “Team Counselor?”**

In a “traditional” camp year, a team counselor is an adult volunteer who will be paired with at least one other counselor during camp week, and together they will be responsible for the wellbeing and safety of approximately 8-12 campers (the team). Counselor responsibilities will entail:

* Supervising at (and participating in): various sites in the Greater Hartford Area during service work such as painting, gardening, and trash clean-up
* Facilitating a safe environment during team discussions and activities
* Providing supervision and enforcement of rules for *all* campers (not just those on their team)
* Being a person any camper can go to with comments, questions, and concerns throughout the camp week

**What does it mean to be in “Leadership Training?”**

Work with camp director in overseeing daily activities; receive mentorship and exposure to leadership and coordination of all of the inner workings and processes of running camp; support in responding to camper and facility challenges and issues; liaise with nurse and camp administration coordinator; support ancillary roles including procurement of supplies and daily lunch delivery to campers at work sites; lead meetings for counselors and campers as needed; and other functions and requests as identified by the camp director.

**What are the expectations of a “Full-Time Volunteer?”**

As a counselor at Heads Up! Hartford, a lot is expected of you as a role model and a leader. The campers look up to the adults in this camp, and as such, we want to provide them with a strong group of mentors. The following is a list of criteria for all full time volunteer positions. We ask that before you apply you carefully consider your ability to serve.

1. **Safety-** First and foremost, the safety of our campers is our number one priority. Volunteers need to provide campers with a safe and secure environment both physically and emotionally when participating in camp activities. You will need to communicate with camp leadership when there are safety issues and seek assistance in situations that may be beyond the scope of your experience or ability.
2. **Positivity/Respect-** At our camp, we thrive on positivity and optimism. Even when times get tough, we look to our volunteers to set the tone for our community. It is important that you are able to bring light and laughter to our sacred space and ensure the campers, counselors and other volunteers are treated respectfully.
3. **Responsibility-** Not only are you responsible for the wellbeing of our campers, but also the good intentions of our camp. Whether it be head counts, helping guide team conversations, or assisting a camper or counselor in an emergency, it is crucial that you are able to act thoughtfully and appropriately in every situation.
4. **Work ethic-** A large portion of our camp week is serving the community at different locations. We expect that our counselors are willing and able to do the work alongside their team to the best of their abilities.
5. **Experience-** Prior experience with youth and service work is a great preparation for your role at camp. We carefully consider what has guided you to Heads Up! Hartford and the counselor position you desire.
6. **Availability-** It is very important you are present at camp for all components during the week, June 22-June 29 as well as counselor training on a future date (TBD). When counselors are present, the team feels balanced and secure; your presence provides unity and trust in our community.
7. **Flexibility-** Over the course of camp, there may be times when plans change and we have to adjust to new and sometimes challenging situations. It is important that you are able to quickly adapt to the new circumstances and what is asked of you.
8. **Training/Planning and Communication-** It is expected that volunteers participate in all required training and planning meetings prior to and during camp as deemed appropriate by the Camp Director. Training this year will be scheduled to accommodate as many volunteers’ availability as possible.
9. **Follow Camp Policies and Procedures-** In addition to what is outlined here, you must also follow the policies outlined in the Heads Up! Hartford Policies and Expectations. Staff will receive training on these protocols.

**I have read and understand the expectations of the role as a Full Time Volunteer and the associated obligations. Should I be selected, I will fulfill these responsibilities.**

**Signature:**

**Date:**

**\*Signature may be typed**

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**Please send in your application by May 1 via email as an attachment to headsuphartford@gmail.com. If you have any questions or concerns about this application or the process, please direct them to that email.**

**You will be notified regarding your eligibility by May 15th.**

***\*\*Please note that your acceptance may be dependent upon a background screening. If you are selected for a full time position, you will receive further instructions via email.\*\****

Name: Phone Number:

Date of Birth: Email:

Years at Camp:

Which full-time position are you applying for?

* AAC (Adult Aged Counselor 25+ years)
* CAC (College Aged Counselor Under 25 years)
* Administration Training (Camp Manager, Director in Training, etc.)\*

\* *Please note, if you are interested in an administration training position, you will be contacted by the camp director*

What is your availability for camp? Please review the schedule below and check the boxes that you **will be able to fully attend**, and comment on any conflicts you may have.

* Counselor-only day June 22
* Camp week June 23-29

Note: There will be one additional counselor training day, the date of which will be announced to counselors as soon as possible.

Conflicts in June:

Are you presently seeking an internship/job that would prevent you from being a fulltime counselor? *If the answer is yes*, we will need your decision about accepting that position no later than June 1st.

* Yes
* No

I agree to have my application from the previous camp year pulled to consider my eligibility for this position. I know that, alternatively, I can choose to fill out the new counselor application should I want to instead update my responses.

❏ Please pull my application from last year and use those responses to consider my eligibility.