

# TENNESSEE CAMP FOR DIABETIC CHILDREN

## Staff Application 2017

Name: \_\_\_\_\_ DOB \_\_\_\_\_

Mailing Address: \_\_\_\_\_ M/F \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_

Parent Contact Name: \_\_\_\_\_

Parent Contact Number: (in case of emergency): \_\_\_\_\_

### **I am interested in one of the following positions at TCDC:**

Positions applied for (list top three in order of preference; please list a position in each spot):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

If your requested positions are already filled, would you accept an assigned position? \_\_\_\_\_

### **Please tell us a little about your diabetes:**

Type 1 Diabetic: Y/N \_\_\_\_\_ How long?: \_\_\_\_\_

Food Restrictions: \_\_\_\_\_

Pump/Shots: \_\_\_\_\_

Short Acting Insulin: \_\_\_\_\_ How Much: \_\_\_\_\_

Long Acting Insulin: \_\_\_\_\_ How much: \_\_\_\_\_

Correction Factor: \_\_\_\_\_ Insulin:Carbs Ratio: \_\_\_\_\_

Target BG: \_\_\_\_\_ A1C: \_\_\_\_\_

**Person Information:**

Current School: \_\_\_\_\_

Year in College/Grade in High School Entering in Fall of 2016 \_\_\_\_\_

Leadership Positions Held at School:

\_\_\_\_\_

Extracurricular Activities in School:

\_\_\_\_\_

Experience in leadership of children:

\_\_\_\_\_

Experience with diabetes:

\_\_\_\_\_

Hobbies and special interests:

\_\_\_\_\_

Swimming ability: \_\_\_\_\_

\*WSI: \_\_\_\_\_ \*Sr. Life Saving: \_\_\_\_\_

\*Please attach a copy of WSI or Sr. Life Saving, CPR/ First Aid, acceptable from the Red Cross, YMCA or Boy Scouts of America. (\*\*If you are acquiring prior to camp, please send when you have completed certification\*\*)

Do you have any health restrictions that might limit your performance? \_\_\_\_\_

If yes, explain:

\_\_\_\_\_

\_\_\_\_\_

**Previous Work Experience :( please list jobs and dates)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**References:**

	Name	Relationship	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**Background Check:**

TCDC is required to run background checks on all employees 18 years and older. Have you ever been arrested and/or convicted of criminal chargers, Yes      No

If yes, please explain on a separate sheet

Social Security Number:

\_\_\_\_\_

Driver's License Number/ State:

\_\_\_\_\_

I, \_\_\_\_\_, give permission for a background check to be preformed for my future employment and understand the results may prohibit from my employment.

I, \_\_\_\_\_, give permission to be drug tested at random should there be suspension of such activity going on. TCDC is an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability or veteran status. Hiring for this term is not a guarantee of future employment. The Director has total discretion to remove any counselor during the camp session with notification to the Board of Directors. Employment is at the will of Director.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing your name, you certify that all statements made by you on this application are true and complete to the best of your knowledge and that you have withheld nothing that would affect this application unfavorably. You further acknowledge that you understand that misrepresentations or omissions may be cause for rejection, or may be cause for subsequent dismissal if you are hired.*

**Staff Questionnaire:**

On separate sheet of paper, please explain the following:

1. Why do you wish to work at TCDC?
2. What contributions do you think you can make to these young people's lives?
3. What type of skills could you bring to enhance the camping environment?

All paperwork can be mailed or faxed to the address listed below by **March 17, 2017.**

Alice Harris

TCDC Camp Director

3395 Mountain View Road

Lenoir City, TN 37771

Email: tcdctype1@gmail.com

Cell: 423-902-3974

## **Staff Rules**

1. TCDC is a two-week commitment. I am committing to work from: **Friday, June 16 through Saturday, July 1, 2017**
2. I have read, understand, and signed the Anti-Bullying Policy enlisted by the Board of Directors. As a staff member of TCDC, I will ensure I am proactive in the commitment TCDC has made to prevent bullying at TCDC.
3. No trips off site will be allowed unless at the request of the director. TCDC will provide you with a list of items you will need while at camp. You should have no reason to leave the premises.
4. ALL staff members will be in their assigned cabin by 11:00 p.m. For a staff member to properly handle their job each day, a good nights rest is needed. To enjoy two full weeks at TCDC, you will need your rest.
5. Cars are to remain in the upper parking lot AT ALL TIMES. When you arrive at camp, park your car. When camp is over, use it then. You do not have any need to be driving at camp, and since you are not going into town on your day off, you will not need to use it. The Street family has requested that medical staff also leave vehicles in the parking lot, not at the infirmary.
6. TCDC is an "unplugged" environment. Cell phones are to be used only in the evenings at the main gate (the only place cell reception can be made). Your calls are to be made while on your evening off. PLEASE do not let the campers know you have a cell phone at camp. Please refrain from posting on Facebook, Twitter, Instagram, or other social media during the two weeks unless asked by the Director to do so. Any use of cell phone by staff or campers at non-designated times will result in the storage of cell phones with the director until the end of camp.
7. Practical jokes or pranks are not permitted during the camp session due to the risk of injury. Any counselors that is encouraging jokes or pranks will be asked to leave camp.
8. Group leaders will participate with their assigned group in ALL activities throughout the day unless the leader has a medical excuse. (i.e. Group leader will be in swimsuit at the pool during instructional swim ready to help the swimming staff when needed, participation in athletics and mountain bikes). If leader does not participate 100% in activities it could deter hire the following year.
9. NO VISITORS!! Visitors are welcome at closing ceremonies or by approval of the Director. If any visitors arrive unexpected, they will be asked to leave
10. NO SMOKING on campgrounds. ABSOLUTELY NO ALCOHOL OR DRUGS AT CAMP. Anyone breaking these rules during their commitment to TCDC (June 16-July 1) will be escorted off the premises immediately.

By signing below, you agree to follow these rules. Please include your signed copy of this sheet with your application.

Staff Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or guardians: \_\_\_\_\_ Date: \_\_\_\_\_

## **Available 2017 TCDC Staff Positions**

**Archery** — Teach basic archery skills and try to get the campers to gradually improve each session they attend. **1 position available**

**Arts & Crafts Instructor** — Duties are to work with the campers by having a variety of arts and craft projects planned. These projects should be planned before the TCDC session begins so arrangements can be made to get the appropriate materials. Each rotation group will come 4 times during the 2 weeks. Please coordinate with Director any specific needs for materials. **1 position available**

**Athletics** — Instructor should have organized group activities each morning getting ALL members of the groups involved. The instructor should spend the afternoon sessions keeping all of the campers busy (i.e. some playing volleyball, some four square, etc.). This is not a time for the campers to sit around and talk. This is the time to really get them ACTIVE!!! Some needs for evening activity ideas might be requested. **2 Positions available**

**Cabin Counselors** — Two staff members assigned per cabin. Each cabin will have up to nine campers each. These people are to be involved in daily activities with their assigned daily groups. **10 female positions and 10 male positions available**

**Canoe Instructor** — At least one WSI certified instructor will teach campers the safe operation of a canoe while accompanied with another waterfront staff member. If needed, will be asked to attend overnight river trip with Cabin 5 and 10. **2 positions available**

**Environmental Awareness-** teaches the kids about nature, leads hikes, takes the campers fishing, and other things in the wilderness. **1 position available**

**Infirmary** — This person is to help the infirmary filling shot boxes, picking up meal sheets, distributing shot boxes to cabin posts. **2 position available**

**Kitchen Staff** — Assists with the preparation of each meal in an orderly and timely fashion keeping the kitchen, dishes, and lodge clean are critical functions of the kitchen staff. Expected to be in the kitchen before and after meal to assist with the process of food prep and clean up. Staff also assists with the distribution of snacks. **5 positions available**

**Mountain Biking** — Two instructors will take the campers on a variety of trails throughout the Double G Ranch facility. Proper handling and safe usage of the bikes should be emphasized. Some maintenance to bikes might be required, a plus if mechanics can be done on site. **2 positions available**

**Photographer-** This person is responsible for taking pictures daily, updating the camp photo site, Facebook, and other social media under the camp log in. **1 position available**

**Waterfront Staff** — Must be or obtaining WSI or CPR/ First Aid certified to oversee a total pool staff of four people. Instructional swim for the campers is to occur each morning, free swim in the afternoon. **5 positions available**

*Junior Counselors (age 16 and 17) are able to use camp hours as volunteer or service hours. They will receive all meals, room and board, and medical supplies.*

*Senior Counselors (age 18 +) will be paid a minimal pay, plus all meals, room and board, and medical supplies.*

## Medical Profile

\* All Type 1 staff members are required to complete meal sheets required by Medical Staff which include logging blood sugars, carbohydrate count, and insulin injections in the Medical Staff iPads. Staff members under the age of 18 will report to Medical Staff for any medications\*

### Staff Information

Name \_\_\_\_\_ M/F \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

DOB \_\_\_\_\_ Age \_\_\_\_\_

### Emergency Contact

Name \_\_\_\_\_

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

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Relation to staff: \_\_\_\_\_

### Insurance Information (include a copy of your insurance card)

Name of Insured: \_\_\_\_\_

Employer: \_\_\_\_\_

Insured SS#: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

Group #: \_\_\_\_\_

**Allergies/Food Restrictions**

Drugs

Food

Other

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**Doctor & Immunization History**

Doctor: \_\_\_\_\_

Doctor Phone # \_\_\_\_\_

Are immunizations current? \_\_\_\_\_ Date of Last Tetanus Shot: \_\_\_\_\_

**Medication (List all medications that you will be taking)**

Medication	Dosage	Frequency	Reason for drug
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**A full medical form to be filled out by current doctor will be sent with the acceptance packet.**

## Release and Disclaimer for Drug Testing

I, \_\_\_\_\_, hereby voluntarily agree to submit to any lawful drug test requested and conducted by Tennessee Camp for Diabetic Children (TCDC) which TCDC deems, in its sole discretion, to be reasonably necessary to provide its campers and workers with a safe working environment.

I, \_\_\_\_\_, acknowledge that in the course of my employment, and as a prerequisite of employment with TCDC, may be asked to submit to a random drug test and provide a urine, blood or breath sample as part of a substance abuse screening test. I hereby consent to such tests and also agree to allow TCDC the right to make lawful searches of my work area and my vehicle while on company property, and other lawful surveillance activities, in an effort to keep the workplace drug free.

I, \_\_\_\_\_, authorize that the results of any drug test be communicated and disclosed to third parties. As a consequence of any positive result obtained by said test, I understand that I may not be offered a job with TCDC or may be disciplined leading up to or including immediate discharge if currently employed by TCDC.

I, \_\_\_\_\_, hereby indemnify, release and forever discharge and hold TCDC and its subsidiaries and affiliated companies, agents and employees harmless from any and all claims, demands, judgments and legal fees arising out of or in connection with such tests, the results, or any lawful use of the results.

Signature of Applicant or Employee: \_\_\_\_\_

Printed Name of Applicant or Employee: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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

Parent's Signature (if Applicant or Employee is under the age of 18):

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



## **Bullying Policy**

Tennessee Camp for Diabetic Children is committed to a safe and healthy educational environment for all our campers and staff that is free from harassment, intimidation or bullying.

Tennessee Camp for Diabetic Children will not tolerate behavior that is harmful to campers or staff members or other adults present during the camp session. TCDC has a zero tolerance policy regarding physical aggressive bullying or behavior. Any camper who commits an act of physical aggression against another camper or adult or self will be immediately taken to Director to determine the severity of the incident. Parents will be notified by the director concerning the determination by the staff if the camper remains at camp or is removed from camp.

All incidents of bullying will be documented by any staff involved with the child(ren) who are part of the incident. The parents will be notified at each incident. On the third incident involving the same person doing the bullying, the determination will be made by Director and administrative staff if the child should be sent home or refused future admission to TCDC or both.

Parents will be notified under the following circumstances:

1. A camper endangers the lives of others or self.
2. A camper consistently disregards staff instruction or breaks camp rules.
3. A camper is involved in an extraordinarily verbal, written, or physical altercations with another camper.

## **Behavior Agreement**

Staff agrees:

- To follow all camp rules.
- To treat campers and adults with respect.
- To show respect for camp equipment and the property of others.
- To use appropriate language at all times.
- To follow the standards set forth in the anti-bullying policy.
- To show courteous and respectful behavior consistently.
- To arrive and remain at camp with a positive attitude.
- To work with counselors and other campers to create a safe and welcoming camp.
- To ask help from an adult to solve conflict(s) in a positive manner.

I understand that doing intentional harm or bullying another camper, either physically or emotionally, my result in my dismissal from camp this session as well as refusal for re-admissions to camp in the future.

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Staff's Signature

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Date