



**Penn Wissahickon Hospice**  
150 Monument Road, Suite 300  
Bala Cynwyd, PA 19004  
610-617-2400  
Fax: 610-617-2412  
CampErinPhila@uphs.upenn.edu  
www.PennMedicine.org/CampErin

Dear Camp Erin® - Philadelphia Volunteer,

Thank you for your interest in returning to Camp Erin - Philadelphia 2014!

The Camp will be held **May 16-18, 2014**, at College Settlement Camp in Horsham, Pennsylvania. There will be a volunteer on boarding day on **Saturday, March 22, 2014**, from 12pm-3pm to allow you to come in and do your background checks and receive your annual PPD (if needed). Training and Team Building Day is mandatory and will be held **Saturday, April 12, 2014**, from approximately 11am - 2pm for **ALL** volunteers at our offices in Bala Cynwyd. The pre-party will be held on **Saturday, May 3, 2014**, at College Settlement Camp in Horsham, PA. Please make sure that you will be available.

Enclosed you will find the following forms

- Camp Erin - Philadelphia Returning Volunteer application form.
- Camp Volunteer Job description.

Please return the renewal and agreement by **January 4, 2014** (to secure your spot).

As you know, we are required to complete a thorough background check including criminal record, child abuse clearance, and fingerprinting annually. We will also request copies of your driver's license and current auto insurance cards. Once we receive your application, we will give you instructions for completing these checks, as well as a medical clearance form.

Please let me us know if you have any questions. Thank you again for your interest in joining us!

Sincerely,

Sarah Abramovitz, Clinical Camp Director  
(610)617-2471 direct, (610)617-2412 fax  
Email: [Sarah.Abramovitz@uphs.upenn.edu](mailto:Sarah.Abramovitz@uphs.upenn.edu)

& Jeri A. Timm, Volunteer Services Manager  
(610)617-2486 direct, (610)617-2412 fax  
Email: [Jeri.Timm@uphs.upenn.edu](mailto:Jeri.Timm@uphs.upenn.edu)

Please return application to: Jeri A Timm, Volunteer Services Manager  
Penn Home Care & Hospice Services  
150 Monument Road, Suite 300  
Bala Cynwyd, PA 19004  
Fax: 610-617-2412



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## Camp Erin® – Philadelphia Returning Volunteer Application 2014

Name: \_\_\_\_\_  
First Last Preferred First

Address: \_\_\_\_\_

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

Telephone: Home ( ) Cell ( ) Work ( )

Preferred contact number (circle choice): **Home** **Cell** **Work**

**E-Mail** \_\_\_\_\_ (please write large and legibly)

Volunteer Ethnicity: \_\_\_ American Indian / Alaskan Native \_\_\_ Latino / Hispanic  
 \_\_\_ Asian \_\_\_ African American  
 \_\_\_ Native Hawaiian / Other Pacific Islander \_\_\_ Other \_\_\_\_\_  
 \_\_\_ Caucasian

Are you active or veteran Military?  Yes  No

Previous Camp Erin Volunteer Experience:  2008  2009  2010  2011  2012  2013

**T-Shirt Size:** (Note: All Camp Volunteers receive 2 shirts). Circle your size.

Unisex sizes S M L XL XXL XXXL

**1a.** What is your area of interest? *(Please check all that apply.)*

**As a returning volunteer, we will make every effort to give you your first choice.**

Training is mandatory for all positions and will be provided. See enclosed form for position descriptions.

- Arts / Performing Arts Committee  Arts Coordinator  Performing Arts Coordinator  
 Cabin Buddy Assistant  Cabin Buddy  Lead Cabin Buddy  
 Games and Sports Committee  Games and Sports Coordinator  
 Rituals Committee  Rituals Coordinator  
 Snacks Committee  Welcome & Registration Committee

*First choice:* \_\_\_\_\_ *Second choice:* \_\_\_\_\_

**1b.** Cabin Buddy / Cabin Buddy Assistants only:

Preferred Age Group: \_\_\_\_\_ Gender: \_\_\_\_\_ Cabin \_\_\_\_\_

**1c.** I am able to be at the Camp for the entire weekend of May 16-18, 2014 including sleeping over in Camp facilities.

Yes  No

**1d.** \_\_\_\_\_ I am unable to participate as a volunteer at Camp Erin – Philadelphia 2014, but would like to assist in pre-camp preparations.

**1e.** Please list any other types of activities you would like to see at the Camp and / or ways you would like to support the Camp.

2. Do you drive?  Yes  No (If yes, we require a copy of your driver's license and car insurance.)

3. Are you currently employed?  Yes  No

If yes, name of employer \_\_\_\_\_

Your occupation \_\_\_\_\_

4. Since you last volunteered at Camp Erin-Philadelphia, have you experienced the death of a loved one? Please explain \_\_\_\_\_

5. (OPTIONAL) Do you have any physical restrictions that might affect your volunteer placement with Camp Erin – Philadelphia and your ability to perform the duties of the position in a safe and competent manner with or without reasonable accommodations? (Example: bad back, hearing or visual problems) If so, please specify. \_\_\_\_\_

6. Who should we notify in case of an emergency?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

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

Telephone: ( ) ( ) ( ) \_\_\_\_\_

Dr.'s Name / Phone: \_\_\_\_\_

Health Insurance: \_\_\_\_\_

Group Number: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

*Hospice does not discriminate against any person on the basis of race, color, national origin, creed, religion disability, marital status, sexual orientation, veteran status, or age in admission, treatment, or participation in its programs, services and activities, or employment.*

*Although we attempt to place every volunteer, we reserve the right to reject a volunteer candidate based on other criteria.*

I certify that the information supplied is true and complete to the best of my knowledge.

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Signature of applicant

Date

Please return this application to: Jeri A. Timm, Volunteer Services Manager  
Penn Home Care & Hospice Services  
150 Monument Road, Suite 300  
Bala Cynwyd, PA 19004  
Jeri.Timm@uphs.upenn.edu  
Fax: 610-617-2412

Camp Erin-Philadelphia is always in need of donations, financial or otherwise. If you wish to make a financial donation to Camp Erin - Philadelphia, please enclose check or money order payable to, Wissahickon Hospice, with your updated form (please include on your check or money order in the comment section that this donation is for Camp Erin - Philadelphia). If you wish to donate supplies or other items, please contact Jeri Timm for a copy of the Camp Erin Philadelphia-Wish List: [Jeri.Timm@uphs.upenn.edu](mailto:Jeri.Timm@uphs.upenn.edu)

# Vaccination and Background Check Requirements

(610) 617-2486

Fax (610) 617-2412

Dear Returning Volunteers,

You are required to have an updated PPD prior to the Preview Party in order to attend camp, as you have been cleared for all other vaccination requirements last year.

- We suggest scheduling your PPD test on a Monday or Tuesday so your results can be read during regular business hours. *\*If you have a PPD that is within a year of camp we can accept that as one of the two PPDs you are required to complete.*
- *We will be providing the opportunity for PPDs to be initiated during the On Boarding Sessions and the volunteer will then need to come back to Bala Cynwyd on Monday to complete.*
- *Please submit your documentation in one of the following ways:*
  - Fax: 610-617-2412
  - Scan and Email: [Jeri.Timm@uphs.upenn.edu](mailto:Jeri.Timm@uphs.upenn.edu)
  - Mail: Attn: Jeri Timm, 150 Monument Rd, Suite 300, Bala Cynwyd, PA 19004
- Penn Medicine employees can obtain records by contacting the Occupational Health office you visited for your annual PPD Test.

## Background Check, Fingerprinting and Child Abuse Clearance

**In order to volunteer at Camp Erin, you must complete all three clearances, even if you volunteered last year. You will not be required to make any payment. Fees will be paid for by UPHS.** Please let us know, as soon as possible, if you do not have access to a computer or printer. We will be holding a Volunteer On Boarding Meeting on [March 22, 2014](#), to give volunteers the opportunity to turn in PPD records, and complete Fingerprinting, Child Abuse and Background Checks.

For questions regarding compliances please contact Jeri Timm at 610-617-2486.

### 1. Federal and State Background Clearances

### 2. FBI Fingerprint Clearance

### 3. Child Abuse Clearance



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## **Camp Erin® – Philadelphia Volunteer Position Descriptions**

*Camp Erin offers numerous opportunities to make a difference in the life of a grieving child. The Camp Erin experience is full of vitality—with creative activities, games, new friendships, and quiet moments to remember. It is both fun and intensely meaningful. To make it all happen, we need a village of big-hearted volunteers. Please join us!*

### **Cabin Buddies**

Cabin Buddies attend all camp activities with the children and sleep over in the cabins.

**Three or four Cabin Buddies will be assigned to each cabin.** Becoming a Cabin Buddy is a unique and rewarding experience! Cabin Buddies can make a lasting, positive impression on a grieving child by providing support, facilitating bonding with other children, and guiding campers through the Camp Erin experience.

Cabin Buddy responsibilities include the following:

- Greet the campers and their families in your cabin and assist them during the registration process (Friday)
- Keep campers on schedule through-out the weekend.
- Facilitate talking circles and informal group activities through-out the weekend.
- Assist activity coordinators during various activities through-out the weekend
- Apprise campers of Camp Erin rules and enforce Camp rules as needed.
- Help maintain a physically and emotionally safe environment for campers.
- Work as a team with other Cabin Buddies and ensure that campers are accompanied at all times, even during “Free Time” and breaks.
- Direct Cabin Buddy Assistants as needed.
- Staying on-site from pre-camp preparation and registration to Sunday’s closing ceremonies.

Special skills and experience needed:

- Experience working closely with children and/or teens. Experience in bereavement recommended.
- Ability to develop warm and nurturing bonds with children at the Camp.
- Group facilitation skills.
- Ability and comfort level setting boundaries with campers to maintain appropriate order and safety.
- Sense of humor.
- Ability to work effectively as part of a team.
- Camp counselor/Camp Erin experience a plus.

### **Lead Cabin Buddies**

**One Lead Cabin Buddy is assigned to each cabin.**

In addition to the responsibilities of the Cabin Buddies, Lead Cabin Buddy responsibilities include the following:

- Facilitate pickup (before camp weekend) and drop off (after camp weekend) of the Cabin Bin from/to the Bala Cynwyd office.
- Keep cabin on schedule throughout the weekend.
- Act as a liaison between Cabin Buddies and Camp Director.

Special skills and experience needed, in addition to those listed above for Cabin Buddies:

- Exemplary organizational and time management skills.
- Ability to motivate and create a team.
- Camp Erin experience required.
- Demonstrated ability to manage camper and volunteer concerns in a calm, professional and kind manner.

### **Cabin Buddy Assistants**

The Cabin Buddy Assistants assist Cabin Buddies with general care and supervision of the campers in a specified cabin. Cabin Buddy Assistants sleep over at the Camp in staff quarters, or in the cabins.

Cabin Buddy Assistants responsibilities include:

- Accompany campers to activities and meals as an added support to the Cabin Buddies.
- Assist Cabin Buddies and Activity Coordinators during various activities.
- Provide coverage during Cabin Buddy breaks.
- Apprise campers of Camp Erin rules and enforce Camp rules as needed.
- Help maintain a physically and emotionally safe environment for campers.

Special skills and experience needed:

- Experience working closely with children and/or teens.
- Ability to develop warm and nurturing bonds with children at the Camp.
- Ability and comfort level setting boundaries with campers to maintain appropriate order and safety.
- Sense of humor.
- Ability to work effectively as part of a team.

### **Art Coordinator:**

This position is an opportunity to help grieving children through artistic expression.

The Arts Coordinator, working with the Camp Director, will design and implement age appropriate activities for Campers. Camper groups will move through the art area and their scheduled activities through-out the weekend. Overnight stay at Camp in staff quarters.

Responsibilities include:

- Pre-camp planning meetings with the Camp Director to determine all activities planned including extra activities in case of rain.
- Submission of supply needs list prior to camp with ample time to order supplies and/or obtain donations.
- Inventory and set up of art supplies through-out the weekend in the art area.
- At camp: Run arts workshops and provide instructions to campers.
- Direct Arts Committee members, Cabin Buddies, and Cabin Buddy Assistants in assisting campers.
- Help maintain a physically and emotionally safe environment for campers.
- Overnight stay at Camp in staff quarters.

Special skills and experience needed:

- Experience working closely with children and/or teens.
- Experience in art therapy and/or use of arts in children's bereavement.
- Teaching/Instruction skills.
- Sense of humor.
- Ability to work effectively as part of a team.

### **Performing Arts Coordinator**

This position is an opportunity to help grieving children through expressive, performance arts such as drama, dance, singing, and storytelling. The Performing Arts Coordinator, working with the Lead Cabin Buddies, will facilitate all aspects of the Camp Erin- Philadelphia showcase. The showcase is an opportunity for each cabin to perform a skit, song or dance relating to their experience of grief or Camp Erin – Philadelphia. It also serves as a whole camp bonding experience. Overnight stay at Camp in staff quarters.

Responsibilities include:

- Pre-camp planning meetings with the Camp Director.
- Submission of supply needs list prior to camp with ample time to order supplies and/or obtain donations.
- Inventory and set up of supplies, equipment, and costumes.
- At camp: Provide instructions to campers and coordinate skits with Cabin Buddies.
- Direct Arts Committee members, Cabin Buddies, and Cabin Buddy Assistants in assisting campers as needed.

- Help maintain a physically and emotionally safe environment for campers.

Special skills and experience needed:

- Experience working closely with children and/or teens.
- Experience in teaching performing arts or their use as therapeutic intervention.
- Teaching/Instruction skills.
- Sense of humor.
- Ability to work effectively as part of a team.

### **Arts/Performing Arts Committee Members\***

Arts Committee members will work closely with the Arts and Performing Arts Coordinators to plan and implement arts activities. This is a great opportunity to have a lighter role in the Camp, but still work hands-on in grief activities. Overnight stay at Camp in staff quarters.

Responsibilities include:

- Pre-Camp; confer with assigned Arts Coordinator to prepare camp activities and roles.
- Arrive at scheduled workshops in a timely manner.
- Assist Coordinator with set-up and take down of arts supplies and equipment.
- Help ensure materials are secure at the camp.
- Help maintain a physically and emotionally safe environment for campers

### **Games and Sports Coordinator**

This position is all about fun and working off energy! The Games and Sports Coordinator will make sure the children have fun, age appropriate physical activities and competitions through-out the weekend. This includes all outdoor sports activities including ga-ga ball, boating, basketball, tug of war, and relay races. There is also a ropes course on-site where the Camp staff will assist. The Coordinator will work with the Camp Director to determine scheduling of activities with camper groups. Overnight stay at Camp in staff quarters.

Responsibilities include:

- Pre-camp planning meeting with the Camp Director to determine all activities planned including indoor activities in case of rain.
- Submission of supply needs list prior to camp with ample time to order supplies and/or obtain donations.
- Inventory and set up of supplies, prizes, and equipment through-out the weekend.
- Organize and direct the Games and Sports Committee.
- Run camper activities at the Camp.
- Help maintain a physically and emotionally safe environment for campers.

Special skills and experience needed:

- Experience working closely with children and/or teens.
- Experience in coaching, scouting, and or camp counseling.
- Teaching/Instruction skills.
- Sense of humor.
- Ability to work effectively as part of a team.

### **Games and Sports Committee\***

The Games and Sports Committee works with the Coordinator to plan and implement activities (see above for description). The Committee will be meeting prior to the start of camp to plan and organize each of these events. This committee will also be responsible for ensuring supplies for each event are obtained prior to camp and managing supplies after the event. Overnight stay at Camp in staff quarters.

### **Rituals (grief related) Coordinator**

The Rituals Coordinator will be responsible for remembrance activities that the Camp participates in as a community. These rituals deal with an extremely important and healing part of the Camp Erin experience—giving children the opportunity to share their loss and receive public support. These activities include the Luminary Ceremony on Saturday evening, rituals for Opening and Closing Ceremonies, and the Memory Board (where children will post pictures of the person who died). These activities are mandated at each Camp Erin across the country, and descriptions are available. Responsibilities include:

- Pre-camp planning with the Camp Director.
- Submission of supply needs list prior to camp with ample time to order supplies and/or obtain donations.
- Organize and direct the Rituals Committee.
- Stage the ceremonies.
- Help maintain a physically and emotionally safe environment for campers.

Special skills and experience needed:

- Experience in bereavement.
- Strong organizational skills.
- An appreciation for the role of rituals in healing.
- Ability to work effectively as part of a team.
- Overnight stay at Camp in staff quarters.

### **Rituals Committee Members\***

The Rituals Committee works with the Rituals Coordinator to plan and implement Camp Erin ritual activities (see above for description). The Committee will be meeting prior to the start of Camp to plan and organize each of these events. This committee will also be responsible for ensuring supplies for each event are obtained prior to camp and managing supplies after the event. Overnight stay at Camp in staff quarters.

### **Snacks Committee\***

The Snacks Committee will support staff and volunteers through-out the weekend by maintaining the “Relaxation Station” for breaks. This Committee will work together pre-camp to plan snack and beverage distribution to the camper cabins. Overnight stay at Camp in staff quarters.

### **Welcome and Registration Committee\***

These positions help make coming and going from Camp a positive experience for campers and their families. These volunteers are vital in setting the tone for the weekend and making the ending positive. Families and campers need to feel secure that Camp is a safe and friendly place to be. *Welcome & Registration Committee* will report to a Camp Erin staff member directing the process. Overnight stay at Camp in staff quarters.

Responsibilities are varied within the committee, but may include:

- Attend pre-camp training in registration procedures on Friday afternoon.
- Organize the arrival and registration of campers and their parents/guardians at camp on Friday.
- Assist with check-in, luggage drop/placement, and cabin assignments.
- Assist in camper check out on Sunday.
- Camp close and pack-up.

\* In some cases, a volunteer may be able to serve on 2 committees.