

General Information for Volunteer Staff

Selection: *Volunteer Staff must stay a minimum of five (5) days in order to be selected.*

Volunteer Staff must be at least 19 years of age. Volunteer Staff are selected with preference given to those applications completed prior to March 1, the applicant's ability to stay the full two-week session, those who are not parents of campers, the application essay and information supplied by the references, and previous performance as a staff member or volunteer.

Notification of selection will be around April 15.

Screening: Applicants must provide previous work & volunteer history and, if selected, are required to fill out, sign and return the *Voluntary Disclosure and Release for Background Check* form prior to being confirmed. Two references must be provided, one to be completed by your parish priest, and a second to be completed by a non-relative adult who has knowledge of your suitability for the position (i.e., an employer). It is your responsibility to ensure that the references are completed by the appropriate deadline.

Medical Records: All selected volunteers must complete the Volunteer Staff Health History and Examination Form, which may be downloaded from our website after you are selected. Return the completed form no later than two weeks prior to your arrival.

Daily Schedule: Volunteer Staff will be given a work schedule on the first day of the session. In addition to morning and afternoon work assignments, Volunteer Staff will be expected to be present at all Church services and meals. Following Vespers and dinner, Volunteer Staff have the option of observing the campers' evening program or may choose to take some time off if not helping with the evening snack.

Camp Rules and Appropriate Dress: Volunteer Staff are expected to follow all general camp rules listed in the Volunteer Staff Manual which may be downloaded from our website. It is expected that all Volunteer Staff read through the manual prior to arrival at camp. This manual includes a section containing both appropriate and inappropriate apparel.

Interaction with Campers: Volunteer Staff are most effective when working as a team and focusing on their specific responsibilities rather than the activities of campers or hired staff. Interaction with campers will be minimal, as our Volunteer Staff tend to be behind the scenes and not ministering to the campers directly. In order to facilitate the campers' growth in a setting away from home, we discourage parents from applying to volunteer while their children are at camp. Parents who are selected as Volunteer Staff during their child's camp session ought to expect almost no interaction with their child. Questions or problems should always be referred to the Volunteer Staff Coordinator, Assistant Camp Directors or the Camp Director.

Housing: Room & board are provided free of charge for those staying on camp grounds. Volunteer Staff are housed in two cabins, one for men and one for women. Unfortunately, we are unable to accommodate married couples in the same living quarters in these cabins. Volunteer Staff cabins have four bedrooms, with two beds in each room. The beds are single, and pillows, sheets, and blankets are provided. If space is available, Volunteer Staff may elect to stay in the Antiochian Village Conference Center, with hotel-style accommodations, at their own expense. If selected to volunteer, the Center may be contacted at 724-238-3677 for details and reservations.

Transportation to the Village: The Village provides round-trip ground transportation only on Session Arrival & Departure Dates for Volunteer Staff flying into the Pittsburgh and Latrobe airports, or arriving by bus or train into Johnstown, PA. All travel information, including airline, flight number, arrival and departure times must be received by the Village at least two weeks prior to arrival to guarantee that transportation will be provided. Volunteer Staff will be met at the gate by uniformed Village Staff members. Flight arrival times must fall between 10:00 A.M. and 4:00 P.M. on the first day of the session, and departures must fall between 9:00 A.M. and 2:00 P.M. on the last day of the session. Any deviation from this schedule must be approved by the Camp Director in order to guarantee that transportation will be provided. **Because of the camp schedule, we are unable to provide transportation from/to the airport on days other than the first and last of each session.**