



## Camp Keaton 2019 Volunteer Application

Thank you for your interest in volunteering with Camp Keaton (*formerly Camp Erin Hamilton*). This portion of the package will give you a better idea of what it means to be a Camp Keaton volunteer and will hopefully help answer any questions you may have.

Volunteering at Camp Keaton is a big commitment of your time and energy, but, as past volunteers will tell you, it is a life-changing experience for campers and volunteers alike. **Please read over this helpful document to learn about the volunteer opportunities and other important information.**

### Camp Keaton Volunteer Policies and Requirements:

As a volunteer, you are part of the Camp Keaton family. You will be a major part of the camp experience for the campers and therefore we ask that everyone conducts themselves accordingly.

**Core Criteria** - volunteers must have qualities of warmth and compassion, the ability to communicate clearly and effectively. Volunteers provide non-judgmental and empathetic support to campers throughout the weekend.

**Personal Loss History** - if you have experienced a loss in the past 12 months please determine your readiness to work with campers with the Camp Keaton Director. It is important to remember that camp is a time for children to grieve and heal. Volunteers are there to support them during that process.

**Time Involvement** - At Camp Keaton volunteers are responsible for the supervision and care of campers for three days. This is no small responsibility. You should plan to spend 2 - 3 evenings and 2 - 3 full days engaging in Camp Keaton training and team building activities leading up to the weekend at camp. This will make sure you are prepared for camp and that the weekend is a success for campers and volunteers. The two positions are Cabin Big Buddies and Grief Activity Facilitators.

**Training** - All volunteers are required to participate in an interview to see if they are the right 'fit' for Camp Keaton. Volunteers attending the camp weekend are **required to attend:**

- Volunteer Training – approx. 25 hours, 5 dates completed consecutively
- Volunteer Meet & Greet/Training for Cabin Buddies/Grief Activity Facilitators – Tuesday, May 14, 2019 evening
- Camp Keaton Meet & Greet – Tuesday, May 21, 2019 evening
- Post Camp Reunion – held after camp to meet up again with campers TBA

**Personal File and Police Check with Vulnerable Sector Screening** - Volunteers must submit all required personal file documentation including personal references prior to starting active volunteer services.

Obtaining a **Police Check with Vulnerable Sector Screening can take a long time and it is a mandatory requirement.** You must obtain a **Vulnerable Sector Screening Police Check** for the **current year**. Returning volunteers must obtain a **new Vulnerable Sector Screening Police Check** for the **current year**. There is a fee and it can be done by going to your local Police Central Records Branch. You may require a letter stating that you are volunteering for Camp Keaton. Please email Karen Nowicki, Camp Keaton Administrator, at [knowicki@kemphospice.org](mailto:knowicki@kemphospice.org) and she will attach the required letter.



**Transportation** - All volunteers who attend camp travel up to camp together with the campers on a bus provided by Camp Keaton. More information on this will be provided at a later date.

**Confidentiality** – Information about campers is strictly confidential and all volunteers must sign a confidentiality form.

## The BIG Picture

Camp Keaton is a three-day overnight camp for children and teens, ages 7 to 17, who have experienced the death of a significant person in their life. It will be held **Friday, June 7<sup>th</sup> to Sunday, June 9<sup>th</sup>, 2019**. At Camp Keaton, children have an opportunity to be around other children who have experienced similar losses. The camp is located at Camp Wenonah, 1324 Bird Lake Road, Bracebridge, ON P1L 1X1, 705-645-3342.

We are looking forward to embarking on our seventh year of Camp Keaton and have spots open for approximately 30 - 40 volunteers to assist us. We will be accepting 50 campers this year on a first come first serve basis. It is vital that all camp volunteers play a role in keeping our campers safe and that the activities run as smoothly as possible.

## Ways to Volunteer

### Grief Activity Facilitators (GAF)

1. Meet with the Grief Counsellor to check in about campers and camp activities. Strong communication skills are important.
2. Participate in mandatory pre-camp training to develop skills concerning your awareness of hearing camper stories and your personal boundaries.
3. Serve as a support to the Cabin Big Buddies of one or two cabins, helping with any issues that may arise during the weekend.
4. Help facilitate the various grief activities for campers and help the various teams as needed.
5. Help as needed throughout the year, in training or at meetings.
6. Attend the Volunteer Meet & Greet/Training evening - Tuesday, May 14, 2019.
7. Attend the Camp Keaton Meet and Greet evening event to meet with the campers and assist them in getting to know one another – May 21, 2019.
8. Attend the Volunteer Appreciation and Post Camp Reunion event - TBA.

### Cabin Big Buddies (CBB):

1. Responsible for the four to six children in your cabin for the entire weekend. Some cabins may have 2 or 3 buddies in them at a time. Eat all meals and share a cabin with assigned campers.
2. Participate in mandatory pre-camp training to develop skills concerning your awareness of hearing camper stories and your personal boundaries.
3. Greet the campers in your cabin and facilitating rule setting and cabin-group bonding.
4. Responsibility to know where your campers are at **ALL** times and to accompany them to each activity on time per the camp schedule.
5. Ensure that coverage of campers is maintained at all times, even during break time.
6. Update and communicate with Grief Activity Facilitators and the Clinical Director throughout camp as needed.
7. Attend the Volunteer Meet & Greet/Training evening – Tuesday, May 14, 2019.
8. Attend the Camp Keaton Meet and Greet to meet with the campers and assist them in getting to know one another – Tuesday, May 21, 2019.
9. Attend the Volunteer Appreciation and Post Camp Reunion event - TBA.



## Volunteer Application

Camp Keaton is an annual weekend camp for children and youth (ages 7 to 17) who are grieving the death of a loved one. Camp will be held **Friday, June 7<sup>th</sup> to Sunday, June 9<sup>th</sup>, 2019** at Camp Wenonah in Bracebridge, Ontario. For more information please contact Karen Nowicki, Camp Keaton Administrator, at 905-387-2448 ext. 2208 or email [knowicki@kemphospice.org](mailto:knowicki@kemphospice.org).

Volunteers must be 18 years or older and be in good physical condition. All volunteers must complete a police check with vulnerable sector screening. They must attend all required volunteer trainings and relevant meetings. Please note that although we attempt to place every volunteer applicant, we may not be able to place all applicants due to the large number of applications received. You will be contacted for an interview following your submission if application requirements are met. **Applications must be submitted by Friday, March 15, 2019.**

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### PERSONAL INFORMATION (PLEASE PRINT)

Full Name: \_\_\_\_\_ I prefer to be called: \_\_\_\_\_

Check one: I am 18 years or older    Yes     No

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

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

What is the best time/way to reach you?     Morning     Afternoon     Evening

Phone     Email

Emergency contact name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency contact phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Have you experienced a personal loss in the last 2 years?    Yes     No



**VOLUNTEER INTERESTS (Attach extra sheet if you need more space)**

**Why are you interested in volunteering at Camp Keaton?**

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**Which camp role(s) are you interested in? (check all that apply)**

**At Camp:**

Cabin Big Buddy

Grief Activity Facilitator

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

**What age group are you most interested in working with? (e.g., 7 - 9 years or teens):** \_\_\_\_\_

**Dietary requirements/restrictions (specify):** \_\_\_\_\_  
\_\_\_\_\_

**Do you have any health concerns that may affect your functioning as a volunteer?**

(Please specify any chronic conditions (e.g. back injuries, allergies))

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**T-shirt Size (check one):** S  M  L  XL  2X  3X  4X

Male  Female

**How did you hear about volunteering for Camp Keaton?**

Friend/family member  Internet  Flyer  Other: (please specify) \_\_\_\_\_

**We provide a volunteer contact list to all camp volunteers to be used for communication related to camp only.**

**May we include your contact information on this list?**  Yes (all)  Yes (email only)  No



**EXPERIENCE AND EDUCATION (Attach extra sheet if you need more space)**

**VOLUNTEER EXPERIENCE:**

Organization	Duties	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Life experiences (hobbies, skills, interests, talents):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Languages spoken:** \_\_\_\_\_

**EDUCATION / SPECIAL TRAINING:**

School	Dates	Major/Topic	Degree/Certificate
_____	_____	_____	_____
_____	_____	_____	_____

**Have you ever received Grief and Bereavement training?** Yes  No

**If yes, please describe:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECENT EMPLOYMENT HISTORY:**

Employer	Job Title	How long?
<b>Current:</b>	_____	_____
<b>Previous:</b>	_____	_____
	_____	_____



**Do you have experience working with children and/or teenagers?**

Yes

No

If yes, please provide details (setting, age range of children/teenagers, etc.)

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**Are there any additional experiences/qualifications you have that you feel would make you a good Camp Keaton volunteer?**

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**Please read the following carefully before signing this application form.**

I understand that the information provided in this application form is on permanent file with the Dr. Bob Kemp Hospice, will be kept confidential, and will be used only to assist in the Dr. Bob Kemp/Camp Keaton screening process and then in making the best possible placement for me in an appropriate volunteer position.

**I also understand that the following will be required:**

- A police reference/ vulnerable sector check as part of the screening process
- Attending volunteer training and relevant meetings
- Abiding by the Camp Keaton Policies and Procedures

**I certify that the information provided on this application is true and complete to the best of my knowledge.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return by March 15, 2019 to:**

Dr. Bob Kemp Hospice  
Attention: Karen Nowicki, Camp Keaton Administrator  
277 Stone Church Road East  
Hamilton, Ontario L9B 1B1

**Email:** [knowicki@kemphospice.org](mailto:knowicki@kemphospice.org)  
**Phone:** 905-387-2448 ext. 2208  
**Fax:** 905-387-7822



## Volunteer Personal References

1. Please contact **TWO** people who will act as references for you (Note: must be 20 years of age, should know you for more than 2 years, e.g. friend, neighbour, co-worker, clergy, employer, doctor, lawyer).
2. Please do not use family members, spouse, or partner as references.
3. List their names and contact information. (Email required)
4. One written reference may be attached with the application.
5. Sign the release statement below.
6. Return this form and any written reference with your application.

Name of Volunteer: \_\_\_\_\_

### Reference #1

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_  
(please include)

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

### Reference #2

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_  
(please include)

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

### Release Statement:

I, \_\_\_\_\_ (please print), will contact the people listed above as personal references. I give my permission to Camp Keaton Director and Administrator to contact these individuals.

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

### For office use only:

Reference #1: Date Received

Reference #2: Date Received