

MAKEMIE WOODS
DOVE PROGRAM

Thank you for your interest in our DOVE volunteer program! I am so glad you are interested in serving with us this summer. Hopefully the following will answer any questions you have.

What is DOVE? This program recruits and trains persons who are interested in serving as Volunteer Staff during the summer camp program at Makemie Woods. DOVEs are trained to specific tasks within the camp program, especially helping with campers with special needs.

Who can be a DOVE? Anyone aged 16 to 116 with a sincere desire to work with children and serve Jesus Christ. Because there will be some physical aspects to this service, and because it is required by the American Camp Association, we do ask that DOVEs have a physical exam prior to volunteering (a physical already completed for some other purpose is fine). In some cases, the physical aspects may simply involve being able to walk a half-mile; for those who will be working with mobility impaired persons, there will be some lifting involved. We will make every effort to match your skills and abilities to the appropriate tasks, and would certainly not ask you to do anything that would be unwise for your health.

How do I become a DOVE?

1. Fill out and submit the application form.
2. Have two persons who are adults (not relatives and NOT recent Makemie Woods staff) fill out and return the reference forms. One of them should be your pastor.
3. Submit a completed physical examination form (A physical less than 2 years ago for a another purpose will suffice)
4. Have an interview with the Director and/or Program Director
5. Sign and return the Volunteer Covenant and Contract (after the interview)
6. If all of the above checks out, attend and satisfactorily complete the training event scheduled for June 11-13, and do some reading in advance of this event.

If you are 18 or older (in addition to the above):

- A. You will need to fill out and have notarized the Criminal History Check form. Return it to the Camp Office. Do not send it to the state office!
- B. Please fill out and have notarized the Child Protective Services form. Return it to the Camp Office. Do not send it to the state office!

What else is required of a DOVE? A DOVE is expected to agree to abide by and enforce all camp policies, especially those regarding being a good Christian role model: not using profane language, not smoking, not using alcohol or illegal drugs, and disciplining campers in ways that are appropriate--there is no corporal punishment or verbal abuse permitted. DOVEs are expected to participate in as much of the camp program as they are able, and to work cooperatively with other staff. **DOVEs serve for one week. Stays beyond one week must be negotiated with the Program Director.** Due to policy and liability reasons, DOVEs may not stay on camp property on weekends before or after camp sessions.

How long is this training good? Once a DOVE, always a DOVE. We will need to you to keep up with policy changes and you will need a new physical every two years. When you complete your training, you will receive a certificate and a special volunteer staff t-shirt.

If you have other questions or would like to discuss any of the above, please contact me at sherri@makwoods.org or 800.566.1496. I look forward to hearing more from you!

Blessings,

Sherri Egerton
Program Director, Makemie Woods

Makemie Woods 2010 Volunteer Summer Staff Application (DOVE)

Date of Application:	Social Security Number:	Will you be at least 16 by June 20?
Name:	Drivers License (state and number if applicable):	
Permanent Address:		
		Phone number:
		Email (home):
School Presently Attending:	Major:	
School Mailing Address:	Phone number:	
		Email (school):
Church Membership (Name of Church, denomination, and location):		
How are you active in your church?		

Camp Skills:

Rate yourself in **each area**, using the following scale: 4 = certification or extensive training; 3 = able to teach or lead; 2 = comfortable assisting; 1 = little to no experience, but would like to learn; 0 = no experience and no interest. Please understand you must not be proficient in all these skills; we simply like to see where particular gifts lay, and we do hope to find a great deal of willingness to learn.

<input type="checkbox"/> outdoor worship <input type="checkbox"/> Bible study <input type="checkbox"/> devotions <input type="checkbox"/> song leading <input type="checkbox"/> supervising youth <input type="checkbox"/> nature crafts <input type="checkbox"/> other crafts	<input type="checkbox"/> game leadership <input type="checkbox"/> acting <input type="checkbox"/> skit night <input type="checkbox"/> storytelling <input type="checkbox"/> stars <input type="checkbox"/> sign language <input type="checkbox"/> orienteering	<input type="checkbox"/> soccer <input type="checkbox"/> volleyball <input type="checkbox"/> basketball <input type="checkbox"/> ropes course <input type="checkbox"/> knot tying <input type="checkbox"/> carpentry <input type="checkbox"/> reptiles	<input type="checkbox"/> swimming lessons <input type="checkbox"/> rowboating <input type="checkbox"/> canoeing <input type="checkbox"/> whitewater rafting <input type="checkbox"/> sailing <input type="checkbox"/> lifeguarding	<input type="checkbox"/> fire starting <input type="checkbox"/> outdoor cooking <input type="checkbox"/> tent camping <input type="checkbox"/> backpacking <input type="checkbox"/> plants <input type="checkbox"/> animals/insects <input type="checkbox"/> other: _____
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Please comment on any skills listed as "3" or "4". Include any certifications that will be current for the entire summer, especially lifeguarding, first aid, and CPR.

References:

List two adults, other than relatives, fellow students, or past/present members of the Makemie Woods staff, who have worked closely with you and have knowledge of your character, experience, and your ability to work with children and/or peers. **If possible, one should be a pastor.**

1. Name:	Phone number:
Address:	Relationship to you:
2. Name:	Phone number:
Address:	Relationship to you:

Dates and special needs:

I am able to serve (please check all that apply):

- June 20 – June 26
- June 27 – July 3
- July 4 – July 10
- July 15 – July 24
- July 25 – July 31
- August 1 – August 7

I am willing to work with (please check all that apply):

- campers with mobility impairments
- campers with learning disabilities
- campers with Down’s Syndrome
- campers with ADD or ADHD
- kitchen and dishwashing
- camp store

Volunteer Training:

DOVE volunteers are required to attend a training session held June 11 through June 13. School commitments are excusable and the missed material will be made up with the director.

Please answer the following questions on a separate piece of paper. Your answers do not need to be long, but should cover the scope of the question.

1. One phrase that you will hear over and over again is that “Camp is for the Camper.” What does this phrase mean to you? How will you go about implementing this? If you have been a camper before, how will you handle the transition from being served to serving others?
2. Why do you want to volunteer at Makemie Woods? What do you hope to gain by volunteering at MW?
3. What do you have to offer to the Makemie Woods summer camp program?

Have you been convicted or are you currently charged with a felony or misdemeanor? If yes, please explain.
Have you been convicted or are you currently charged with child or spouse abuse, or sexual molestation? If yes, please explain.
Do you have any health condition (physical or emotional) which might limit your full participation in this extremely demanding job? If yes, please explain.*

*An answer of “yes” does not automatically disqualify you from consideration. Please explain your situation and circumstances.

The information that I have given is correct to the best of my knowledge. I understand that by signing this application I indicate my desire to serve as a volunteer on the Makemie Woods Summer Staff. I understand that there will be an extensive check of my background, and that there will be no cash remuneration for this service. I agree to attend the training event, to submit a physical examination form, to uphold camp policies, and to be a positive Christian role model to the best of my ability. I agree that I will serve as a volunteer at Makemie Woods only during the sessions agreed upon with the director or program director.

Signature: _____ **Date:** _____

Please send your completed application to:

Makemie Woods
 Attn: Sherri Egerton, Program Director
 PO Box 39
 Barhamsville, VA 23011
 or
 Fax: (757) 566-8803

Makemie Woods

Volunteer Summer Staff Reference Form

Please return to: Makemie Woods † Attn: Sherri Egerton
P.O. Box 39 † Barhamsville, VA † 23011
800.566.1496 † Fax: 757.566.8803 † www.makwoods.org
sherri@makwoods.org

Name of Applicant: _____

This person has applied for a volunteer summer staff position at Makemie Woods and has selected you as a reference. Makemie Woods is a Presbyterian camp operated by the Presbytery of Eastern Virginia as a means of ministry to campers in all stages of faith development, helping them to grow and develop as Christians and as people. Please indicate NA for any questions you feel unqualified to answer. Please mail this form to the above address at your earliest convenience. Thank you.

1. How long have you known the applicant? _____ In what capacity? _____

2. Would you consider this person for employment? _____ If no, why? _____

3. Are you recommending the applicant because of what he/she can contribute to our program? _____ or because of what we can do for him/her? _____ or both? _____

4. Please check the box that describes the applicant in the following areas:

Leadership Ability: prefers to follow makes some effort to lead
 good ability exceptional ability

Emotional Temperament: over-responds emotionally fairly moody
 relatively stable balanced and controlled

5. How well have you witnessed the applicant working with others for the good of the group?
 cooperates grudgingly; makes trouble limited cooperation; own interest first priority
 cooperates willingly and actively exceptionally successful in working with others

6. How well does the applicant respond to suggestions or criticism?
 takes criticism as a personal insult listens to suggestions, does not change behavior
 follows suggestions willingly asks for suggestions to better his/her performance

7. How responsible is the applicant?
 irresponsible even under supervision with constant supervision will do satisfactory job
 needs detailed instructions, check behind carries out activities on own responsibility

8. What are some of the applicants strong points?

9. What are some of the applicants weak points?

10. In what ways does the applicant need to be nurtured and encouraged to grow?

11. Why would you recommend the applicant for working with children at camp?

12. Would the applicant be able to interact well with children as a Christian? Have you observed the applicant doing this?

13. Some of our finest staff members possess the following characteristics, while some of our less successful staff members have sorely lacked these characteristics. Please rate the applicant using a scale of 1 to 5 (5 being the highest). **Please assign a "5" rank to no more than 5 characteristics, and only to those you feel truly stand out among others when you think of this individual.** If you feel a significant absence of one or more characteristics, please note this as well.

- | | | |
|-------------------------------|----------------------------|----------------------------------|
| ___ maturity | ___ moral behavior | ___ sensitivity to others |
| ___ good example | ___ works well with others | ___ able to take & use criticism |
| ___ cooperates with peers | ___ respected by peers | ___ able to give criticism |
| ___ outgoing | ___ optimistic | ___ cheerful |
| ___ consistent positive moods | ___ conscientious | ___ use of good judgment |

Please check here if you *prefer* to discuss personally any of the above.

Name: _____

Phone number: _____ Date: _____

Occupation: _____ Church (if applicable): _____

Thank you very much for your time and effort—we genuinely appreciate it!