

SUMMER STAFF GENERAL INFORMATION

The Board of Directors has recommended that a minimum and optimum staffing level be established. Applicants will be either accepted, wait-listed, or placed on reserve hold. On or about April 21 the applications will be reviewed and applicants will be notified of their status. Early decisions will be granted for key positions (Nurses, etc).

ADULT AND ADMINISTRATIVE STAFF

Certain key positions including nurses, boat drivers, and head cooks are filled by adults that need to plan their vacation time a full year in advance. You may begin the process at any time. If you have bunny campers (children that are NOT camper age please see below). Key adult positions (Director, Speaker, and Nurse) usually have their own room and may bring their spouse. **SPOUSES MUST HAVE LEVEL TWO CLEARANCE** - therefore they will need to complete a staff application.

COLLEGIAN AND YOUTH STAFF

Training Camp is required for all new staff ages 15-20 (Collegian and Youth Staff).
Training Camp is optional for Collegian Staff 18 and older who have been to Training Camp twice.

DEADLINES

APPLICATIONS ARE DUE BY APRIL 20 & SIGNED AFFIDAVITS OF GOOD MORAL CHARACTER ARE ALL DUE BY APRIL 26

This applies to all ages and all positions.

We will request and obtain references from the names and contact information you provide.

Do not schedule fingerprinting until you have been told that you have been accepted.

Once told to do so, fingerprinting must be completed by May 31.

STAFFING LIMITS

Once we have a complete staff for each week of camp, all other applicants will be placed on HOLD STATUS.

In general - the first to complete the application process (not just apply - but complete everything) are given priority.

Adults with bunny campers will be accepted only if there is a need for their particular role.

HERE IS THE PROCESS

1) Complete the online staff application or a paper application.

---You must have a clear testimony of faith in Jesus Christ as Savior.

---You must be in regular fellowship in a local assembly.

---You must have a clear legal record (see Affidavit of Good Moral Character).

---You must have recommendations and an accountability contact person.

2) Sign and submit the Affidavit of Good Moral Character (must be the required form).

3) Wait for us to notify you that we have received your references and are offering you a position on Summer Staff.

4) Complete Level Two Screening (Wait until you have been offered a position).

--- [If you have current level II screening and you can submit documentation you are exempt from Live-Scan portion, but not the local check]

--- Screening must be completed **less than 60 days from the start of camp**. Do not schedule fingerprinting before May 1 or after May 31.

EVERYONE THAT HAS CAMPER CONTACT AND/OR STAYS OVERNIGHT DURING THE SUMMER PROGRAM MUST BE SCREENED THERE ARE NO EXCEPTIONS. THEREFORE - WE CANNOT ALLOW OVERNIGHT GUESTS WHILE CAMP IS IN SESSION.

4A) "Fingerprinting" - Actually only LIVE-SCAN through our preferred vendor is accepted by DCF.

--- DO NOT SUBMIT FINGERPRINT CARDS! We cannot process them.

---Schedule a live-scan appointment between May 1 and May 31 - NO EARLIER AND NO LATER

---This applies to all staff and to all ages.

4B) LOCAL BACKGROUND CHECK - If you do not live in Florida - Read This Carefully!

[NO EXCEPTIONS - EVEN IF YOU HAVE CURRENT LEVEL TWO SCREENING THROUGH YOUR EMPLOYER]

---Minors must obtain a local background check through a local law enforcement agency (applies to all States).

---Adults that live outside of Florida must request a local background check through a local law enforcement agency.

---Adults that live in Florida: We are able to obtain your local background check.

---Local Background Screening Requests must be made between April 15 and May 31 - NO EARLIER AND NO LATER

BUNNY CAMPERS

Bunny campers are children of adult staff that are too young for staff and not camper age for the week of service.

Bunny campers may not be "staff age" (15+). If they are staff age, they must apply, be screened, and attend Training Camp.

If you are not a Director, Speaker, or Nurse you should schedule your service for weeks when your children are campers. We will fill positions with folks that do not have a bunny camper first.

YOU MUST DECLARE BUNNY CAMPERS WHEN YOU APPLY - PLEASE DO NOT SURPRISE US LATER.

You may not bring your own "baby sitter". NO EXCEPTIONS!

-----EVERYONE MUST COMPLETE A STAFF APPLICATION & EVERYONE MUST HAVE LEVEL TWO CLEARANCE-----

Counselors may not have a bunny camper on-site. NO EXCEPTIONS!

GUESTS, VENDORS, AND SPECIAL VOLUNTEERS

Application guidelines are necessary to meet state requirements for screening of Residential Summer Camp volunteers and employees.

This does not apply to guests during registration and time between camps. There is an exception for volunteers and vendors that do not have direct or unsupervised camper contact. That limit includes a time element that is essentially one day.

THIS IS DIRECTLY FROM THE CAMP HORIZON WEBSITE

Online application is preferred. Paper applications are available on request.
Email: info@camphorizon.org Phone: (352) 728-5822 Fax: (352) 728-8694