

Camping Section

New Camp Staff Application Form (Christmas Camp 2022 & LNY 2023)

Application Deadline: 2 Dec 2022

Office Use Only

Date received: _____ Interview on _____ at _____

- Camping Form HR Form
 HKID Copy/ Visa Bank Account Copy
 Academic Cert/Qualification/Resume
 Interview Record

Remarks: _____

Offer Pending Reject Position: _____

Position Applying for
(Please check)

- CIT - Counselor in Training (Volunteer)
 Camp Counselor
 Camp Coordinator

General Information

Name: Mr. /Ms/ Miss _____ (English) _____ (Chinese)

I.D. Card No.: _____ HK Permanent Resident: Yes No

Date of Birth: ____/____/____ Age: ____ Place of Birth: _____ Nationality: _____
DD MM YYYY

Please place a picture here.

Don't forget to smile!

Contact Information

*** Please print clearly**

Mobile: _____ Home Phone: _____ Email: _____

Mailing Address: _____

***If application is successful, mobile, home phone and email information will be released to Coordinators for internal contact use.**

Emergency Contact:

Contact Person: _____ Relationship to applicant: _____ Contact No.: _____

Name of School/University _____ Year/Grade _____

Programme/Major _____ Location if not in Hong Kong _____

Do you currently hold a job or commitment with other organization/company? Yes No

Name of organization: _____

What Languages do you speak? _____

English competency: Strong Fair Weak First Aid Certified? Yes No

About You

1. Why have you decided to work at the YMCA of Hong Kong Camping Section this season?

2. Tell us your relevant experience

3. Please use 3 words to describe yourself.

4. What Camping skills do you have? *Please indicate your level of skills or abilities on a scale of 1 - 4 by each activity.*

1- Teaching Experience		2- Participated in Activity		3- No Experience		4- I Rather not Try					
Outdoor Skills		Sports		Performing Arts		Arts		Others			
Tent Pitching	_____	Tennis	_____	Swimming	_____	Song Leading	_____	Painting	_____	Teambuilding	_____
Outdoor Cooking	_____	Soccer	_____	Sailing	_____	Story Telling	_____	Drawing	_____	Group Games	_____
Campfire	_____	Basketball	_____	Sport Climbing	_____	Dance	_____	Needlework	_____	Special Needs Child Care	_____
Rope Course	_____	Ice Skating	_____	Golf	_____	Drama	_____	Cookery	_____	Eco Touring	_____
Hiking / Backpacking	_____	Badminton	_____	Orienteering	_____						
Others, please specify: _____											

Please state any related certificate or qualification, and provide copy of them along with the application form:

5. Types of camp I prefer to work in:

- Children English Sports Specialty

6. My Availability

- i. Please be responsible to the date you have chosen. Staff roster is set according to your availability
- ii. Staff/volunteer must commit to the whole camp they are assigned to
- iii. Please write down your available dates when you cannot commit to the whole session
- iv. Staff have to commit at least 3 camps

Christmas Camp 2022 & Chinese New Year Camp 2023	
Session 1 <input type="checkbox"/> 15 – 16 Dec (Thu – Fri)	Session 2 <input type="checkbox"/> 19 – 21 Dec (Mon – Wed)
Session 3 <input type="checkbox"/> 22 – 23 Dec (Thu – Fri)	Session 4 <input type="checkbox"/> 26 –28 Dec (Mon – Wed)
Session 5 <input type="checkbox"/> 29 – 30 Dec (Thu – Fri)	CNY <input type="checkbox"/> 25 –26 Jan (Thu – Fri)

Date returning to HK if you are currently abroad: _____

Staff Training

Coordinator Training, All Staff Training and CIT Volunteer Training are mandatory for all coordinators, counselors as well as volunteers(CITs).

All Staff Training (For All Coordinators, Counselors and CITs) Date: 10 December 2022 (Sat) Time: 0900-1800 Venue: YMCA of Hong Kong
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****Important Notice**** Please enclose the following documents and submit your application to campinghr@ymcahk.org.hk

- YMCA of Hong Kong Part-Time Job Application Form attached with photo (Not applicable to CIT)
- Copies of Resume and relevant certificate (e.g. First-Aid)
- Parental Approval (if you are under 18)

By signing this form, I acknowledge the information I provided is accurate, and I will put full involvement in the week of camps that I have confirmed above.

Signature: _____

Date: _____

Camping Section

Code of Conduct for All Staff and Volunteer CITs

1. Usage of mobile phone is prohibited at camp(Except for pre-approved situations)
2. Staff/Volunteer CITs are required to be at the site at 8:00am each day. The workday will end at 5:00pm unless you are required to stay for childcare. If the child has not been picked up by 6:00pm, call the parents.
3. If you are sick or delayed on any day, immediately contact your Coordinator. In this circumstance it is mandatory that you call by 6:00pm on the day before. You will not be paid for missed days and will be reprimanded for late arrivals, unless authorized by your supervisor. You need to present a doctor certificate or some other document to co-ordinator if you are absent from work.
4. In order to protect YMCA staff, volunteers, and programme participants--at no time during the YMCA programme may a staff or volunteer be alone with a single child where they cannot be observed by others. They should space themselves in a way that other staff/volunteers can see them.
5. Staff/volunteers shall never leave a child unsupervised!! (Especially on a field trip, bathroom break off site, e.g. mall) Stay with your assigned children.
6. Avoid free time if possible. This will help to curb accidents, unproductive staff/volunteers, and bored children.
7. Restroom supervision: Staff/Volunteers will make sure suspicious or unknown individuals do not occupy the restroom before allowing children to use the facilities. Staff/Volunteers will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff/volunteers are assisting younger children, doors to the facility must remain open. **No child regardless of age should ever enter a bathroom alone on a field trip!** Always send children in pairs, whenever possible, with staff.
8. Staff/Volunteers, shall not abuse children including:

Physical abuse -- strike, spank, shake, slap;	Mental abuse -- shaming, withholding love, cruelty;
Verbal abuse -- humiliate, degrade, threaten;	Neglect -- withholding food, water, basic care, etc ;
Sexual abuse -- inappropriate touch or verbal exchange;	
9. No questionable/inappropriate touching of campers' bodies including:

- No hugging	- No bringing children onto the lap area
- No kissing	(*Only exception is for female staff only to hug or comfort very young campers)
- No slapping of bottoms	
10. Staff/Volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff/Volunteers will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
11. Staff/Volunteers respond to children with respect and consideration and treat all children equally regardless of sex, race, religion or culture!!
12. Staff/Volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
No displaying affection for other staff at, or directly before or after, a YMCA camp or training.
Examples of such behaviour:

- Holding hands	- Overly affectionate touching
- Hugging	- Any touching of another persons bottom or chest area
- Kissing	- No sitting on another person's lap area
13. Staff/Volunteers are to ensure that children are served lunch prior to all others. If there is a lack of food due to high enrollment the coordinator is required to purchase more. (please order the same or similar to the original)
14. Staff/Volunteers must appear clean, neat, and appropriately attired. (YMCA shirts are not to be worn for personal use
 - No inappropriate clothing or attire at camps (e.g denim, crazily coloured hair, visible body piercing, obscene language on clothing, any sexually suggestive clothing like mini-skirts, exposed belly buttons, skin tight clothing, etc....) and no violent or obscene tattoo
15. While the YMCA embraces individual's differences in lifestyle and believes, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA. YMCA is a not a political organization. While on duty, or in the presence of campers, parents or programme participants, all staffs/volunteers are required to refrain from expressing or identifying personal political views (verbal, written, symbolic). YMCA camp is a place for children to have fun and build developmental characters. Staffs/volunteers are also expected to redirect campers' attention to the camp theme should such political discussions arise within campers' communication.

16. Using, the possessing, or being under the influence of alcohol or illegal drugs during work hours is prohibited.
17. Smoking or the use of tobacco in the presence of children or parents during work hours is prohibited.
18. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited. Staff/Volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
19. All YMCA Staff and volunteers are not permitted to distribute their personal mobile, email address, social networking IDs (Facebook, Myspace, etc) or Messenger Service (MSN, Yahoo, etc) to any campers or parents. Should a camper want to contact staff, they must do so through the Camp Office. Also, staff and volunteers are reminded that any image, photo or video of YMCA campers are not be posted on personal internet sites.
****Social networking sites are very open to public access and images portraying inappropriate acts or behaviour can reflect poorly both on yourself and the YMCA of HK.**
20. Camps are based in English with Chinese translation.

21. Sexual and Other Forms of Harassment

The YMCA is committed to providing a harmonious and professional environment that is free from harassment and where all staff, volunteers, members and participants are afforded the right to be treated fairly and with respect. We aim to prevent harassment in any form from occurring, or if it does occur we shall deal with it promptly, sensitively and effectively.

Sexual Harassment, as a matter of law consists of any unwelcome sexual behaviour in circumstances where a reasonable person would have anticipated that the harassed person would be offended, humiliated or intimidated. It includes unwelcome sexual advances, unwelcome requests for sexual favours and other unwelcome conduct of a sexual nature.

Examples of behaviour constituting sexual harassment include:-

- a) Unwelcome sexual advances – leering or lewd gestures, touching, grabbing or deliberately brushing up against another person, sexually offensive gestures
- b) Unwelcome requests for sexual favours – suggestions that sexual co-operation or the tolerance of sexual advances may further a person's career or otherwise win favour with their supervisor
- c) Unwelcome verbal, non-verbal or physical conduct of a sexual nature – sexually derogatory or stereotypical remarks; persistent questioning about a person's sex life;
- d) Conduct of a sexual nature that creates a hostile or intimidating work environment – sexual or obscene jokes, displaying sexist or other sexually offensive pictures or posters, indecent exposure

Misuse of authority (e.g. abusing one's job position and authority to solicit personal advantages or to threaten other co-workers) can also constitute harassment. We regard sexual and other harassment as an injustice to the victim and thus a serious misconduct, which will not be tolerated. Staff and volunteers are reminded to be sensitive to cultural differences and take measures to avoid any behaviour that may be offensive to people of a different culture and upbringing.

If anyone feels they are being sexually harassed or made to feel uncomfortable in any situation, they can contact the following people who will confidentially assist them:

- ☐ Regional Co-ordinator, or
- ☐ Camping Section HR Department, or
Terence Chan, Camping Manager, CS&P or
- ☐ YMCA Human Resources Department 2268 7715

I have read, understand, and agree to abide the above stated code. Failure to observe the code will result in the termination of my employment and/or voluntary work with the YMCA of Hong Kong, Camping and Lamma Island Outdoor Centre I understand YMCA Camping and Lamma Outdoor Centre reserves the right to credit my service hours if there is obligation of my commitment in training and camps.

Full Name: _____

Signature: _____

Date: _____