

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 _____
<input type="checkbox"/> Offer <input type="checkbox"/> Pending <input type="checkbox"/> Reject	Position: _____
Remarks: _____	

Position Applying for
(Please check)

- CIT - Counselor in Training (Volunteer)
- Camp Counselor
- Camp Coordinator (Adventure / Sports / Specialty/ Residential/ Lamma)

General Information

Camping HR No.: _____ Last Worked on: _____ Position in Last Season: _____
 Name: Mr. /Ms./ Miss _____ (English) _____ (Chinese)
 Mobile: _____ Email : _____
 Mailing Address: _____
 Name of School/University : _____ Year/Grade : _____
 Programme/Major: _____ Location if not in Hong Kong : _____

(A) Types of Camp I worked before:

Day Camps (Adventure/ Sports/ Specialty)

Types of Camp I prefer to work in this season:

Day Camps (Adventure/ Sports/ Specialty)

(A) My Availability

Please be responsible to the date you have chosen. Staff/volunteer must commit to the whole camp they are assigned to. Please write down your available dates when you cannot commit to the whole session. 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

All Staff Training is mandatory for all coordinators, counselors as well as volunteers (CIT).

All Staff Training (For all Coordinators, Counselors and CIT) Date: 10 December 2022 (Sat) Time: 0900-1800 Venue: YMCA of Hong Kong

****Important Notice**** Please enclose the following documents and submit your application to campinghr@ymcahk.org.hk

- Copies of Resume and relevant certificate (e.g. First-Aid)
- Parental Approval (if you are under 18)

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:

<input type="checkbox"/> Physical abuse --strike, spank, shake, slap;	Mental abuse --shaming, withholding love, cruelty;
<input type="checkbox"/> 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 person's 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, or
- YMCA Human Resources Department 22687715

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. I understand YMCA Camping Section reserves the right to credit my service hours if there is obligation of my commitment in training and camps.

Name: _____

Signature: _____

Date: _____