

Nativity Schools of San José Leadership Camp

Summer, 2008

Application for Summer Camp Counselor Position

We are recruiting energetic college and high school students as counselors for our Leadership Camp for middle school students. Our Lady of Grace Nativity School (for girls) and Sacred Heart Nativity School (for boys) are intensive academic intervention junior high schools that enroll students from economically disadvantaged neighborhoods of downtown San Jose. We need responsible, engaging, and high-energy individuals to participate in all aspects of our overnight camps: academics (reading, math, and writing), leadership activities, reflection groups, swimming, horseback riding, hiking, athletics, and field trips. The following information is meant to give applicants a preliminary understanding of the expectations of leadership camp. If you have follow-up questions, applicants should call the school for further clarification.

Attached are information handouts. Please review the material. If you are interested in applying to work either or both of the summer camps, please complete the application information form and write a brief "Statement of Interest." You should send your completed paperwork to **Becky Bausch @ 310 Edwards Avenue, San Jose, CA 95110**. We will review your application and contact you promptly with information regarding an interview.

NSSJ Camp Counselor Explanations, Expectations, and Limitations

The Camp Counselor position at NSSJ offers individuals an opportunity to serve in a teaching and leadership capacity at our Summer Leadership Camp. The purpose of the position is to attract quality individual models for our Nativity students and to provide a service and justice oriented summer experience for young adults considering the field of education. The Camp Counselor position is a two-week commitment.

Explanations, Expectations, and Limitations:

- **Room and Board:** Lodging/residence and shower on the retreat site at the camp. Most counselors will sleep in the same buildings as the campers. All meals are provided.
- **Transportation:** Transportation between NSSJ and camp is provided. Counselors are expected to use personal vehicles or share a school vehicle on day off.
- **Commitment to NSSJ** must come first and foremost. Each counselor will be assigned a group of campers, an academic teaching assignment, and a full load of activity supervision duties.
- NSSJ has a strict **NO ALCOHOL** and **NO DRUGS** policy. By signing a contract, counselors agree to comply with this policy.
- **Collaborative Work Environment:** Counselors are expected to work cooperatively with other staff to plan and implement activities. Staff is expected to share supervision and planning responsibilities on a scheduled basis.
- **Support:** Camp staff is not expected to deal with serious disciplinary issues, but to report them to the director. If the Director is not immediately available, staff should speak with the Principal or President. Staff is expected to use good judgment, discretion, and common sense when dealing with minor infractions. All counselors and staff should contribute to a positive and open environment of communication. Changes may not be made to any aspect of the camp program without the expressed consent of the Director.
- *The contract stipulates:*
- (Demanding) “Nativity Schools of San Jose’s mission demands that the staff and faculty maintain a commitment to hard work, moral integrity, spiritual values, and the highest professional standards. Its mission also requires that staff and faculty willingly make real personal sacrifices in the areas of salary, time, and commitment to social justice and the education of youth.”
- (Compensation) The college counselor will receive a compensation package for the period of his/her contract. This includes residence and meals at camp, transportation to and from camp, and a \$700 salary. Supplementary compensation may be offered for special camp responsibilities (i.e., certified lifeguards, etc.)—at the discretion of the President and Director.
- (Compensation) The high school counselor will receive a compensation package for the period of his/her contract. This includes residence and meals at camp, transportation to and from camp, and a \$200 per week stipend. Supplementary compensation may be offered for special camp responsibilities (i.e., certified lifeguards, etc.)—at the discretion of the President and Director.

Camp Counselor Responsibilities

The Camp Counselor is an integral person in our camp community, responsible for the direct spiritual, moral, emotional, social and physical development of the students. Emphasis is placed on the formation of students to demonstrate character, leadership, and service for others. The Camp Counselor will work closely with camp staff, school faculty, volunteers and members of the community to ensure the overall success of each student. Based on the scope of this position, an undetermined amount of time will be required in the planning and implementation of your responsibilities over the course of your time at camp. Responsibilities include, but are not limited to, the following:

1. Administrative
 - a. Work with the Director and Principal to establish, refine, and teach a challenging curriculum based on NSSJ student needs;
 - b. Assist in the development and implementation of camp policies and procedures which protect, ensure, and develop the general welfare of the students;
 - c. Communicate student progress with camp staff and students;
 - d. Participate in regularly scheduled staff meetings.
2. Leadership
 - a. Provide a visible role model for the Jesuit mission of the school by emphasizing the development and education of the whole person;
 - b. Assist in establishing a camp culture emphasizing academic and physical well-being, community, service to others, and character growth;
 - c. Provide direct leadership in anticipating and responding to student and staff needs.
3. Instructional
 - a. Foster an environment supportive of academic success;
 - b. Foster student unity and teamwork;
 - c. Assist in implementation and modification of curriculum.
4. Service/Activity
 - a. Daily participation in the planning and implementation of afternoon activities/athletics;
 - b. Oversee and coordinate extracurricular activities and group reflections;
 - c. Supervise “free” time periods, phoning periods, bedtime prep, and patrol cabins as assigned.