



OKIZU

Supporting Families with
Childhood Cancer

83 Hamilton Drive Suite 200 Novato CA 94949 TEL 415.382.9083 FAX 415.382.8384 www.okizu.org info@okizu.org

January 2018

Dear Friend,

Thank you for your interest in the Okizu Junior Volunteer (JV) Program. JVs play an important role by supporting every aspect of our programs from serving meals to helping with special interest classes to listening to a camper. Camp simply would not have run smoothly without our JVs.

This program is designed to help Okizu get all the work done that is necessary to provide a great week for our campers while offering 17-year-olds a quality volunteer experience where they can have an impact on some very special kids and earn community service hours.

The JV program is open to any and all 17-year-olds. The session dates for the 2018 JV program are:

- SIBS Camp 1: June 16 – 24
- SIBS Camp 2: June 23 – July 1
- SIBS Camp 3: July 7 – 15
- SIBS Camp 4: July 14 – 22
- Oncology Camp 2: July 21 – 29
- Oncology Camp 3: July 28 – August 5

The JV program is nine-day commitment. Selected participants will begin their week by attending our two-day staff training, which will help provide them with the tools they need to be successful during their week at Okizu. For the remainder of their time the JVs will live in a co-ed cabin group with the JV Director and an Administrative Staff member. The JVs will each serve one meal a day, help with one special interest class each day, and help with program areas in the afternoons and evenings. This might include arts & crafts, fishing, archery, helping with a cabin group, activity set up/clean up, etc.

Because staff training begins on a Saturday at 11:00 am, JVs are responsible for their own transportation to camp. Participants may sign up to take the buses home on Sunday with the campers.

Enclosed is an application for the JV program, a Brag Sheet and two reference forms. Please have the reference forms completed by a boss, coach, teacher, etc. and mail them or have them mailed to the Okizu office. **Please DO NOT have the reference forms completed by a member of your family including parents, grandparents, aunts, uncles and cousins.** Please mail your completed application to the Okizu office at 83 Hamilton Drive, Suite 200, Novato, CA 94949.

Applications and reference forms are also available online. Visit www.okizu.org/apply to apply.

Once we have received your completed application, Brag Sheet, and 2 references forms from non-family members, your application will be considered complete. **All completed Junior Volunteer Applications must be submitted by Sunday, April 1, 2018 to be considered for an interview.** During the month of April, we will email you to set up a short phone interview. After the interview, you will move into the selection process and be notified by email in the month of May of acceptance.

Requirements for the program

- A completed Junior Volunteer Application is due by Sunday, April 1, 2018;
- Must be 17-years-old at the time of the session;
- Must have a sincere desire to participate in this volunteer program; and
- Must complete the application and interview process on time and on your own.

How to apply to be a JV

- Complete the JV Program Application and Brag Sheet and return them both to the Okizu office. **Applications and reference forms are also available online. Visit www.okizu.org/apply to apply;**
- Submit two completed reference forms (Please have the reference forms completed by a boss, coach, teacher, etc. and mail them or have them mailed to the Okizu office. Please DO NOT have the reference forms completed by a family member or friend);
- Participate in a phone interview. Once all your information is received, we will review your application, the reference forms, and your ability to complete the application process on time and will contact you to set up a phone interview.

Finally, it is important for us to tell you that we will only offer this program if we have a sufficient number of participants. If we do not have enough applicants, we may have to cancel the program or change the dates.

If you have any questions, please contact the Okizu office at 415.382.9083.

Thank you for considering sharing part of your summer with the kids at Okizu!

Sincerely,



Becca Horton
Director of Volunteer Sustainability
becca@okizu.org



Okizu JV Program Minimum Qualifications, Essential Functions, and General Responsibilities 2018

POSITION: JV (Junior Volunteer)

MINIMUM QUALIFICATIONS AND ESSENTIAL FUNCTIONS:

- Must be 17-years-old.
- Must be able to present a certificate of good health. A form will be provided upon acceptance.
- Must be able to put the kids first and uphold the Okizu philosophy at all times.
- Must understand and demonstrate the values of responsibility, honesty, caring, and respect.
- Must be dependable and reliable.
- Must be flexible and willing to help where needed.
- Must have the ability to work independently and in a team setting.
- Must have the ability to problem solve.
- Must be able to focus on duties and tasks.
- Must possess strong communication skills, oral and listening.
- Must have the ability to accept supervision, guidance, and feedback.
- Must have the desire and ability to work with children in a recreational setting and to put their needs first.
- Must be a positive member of a staff team and a positive role model for youth.
- Ability to communicate and work with groups and provide necessary guidance to campers.
- Ability to observe camper behavior, assesses its appropriateness, and enforces appropriate safety regulations and emergency procedures.
- Visual, auditory, cognitive, and physical ability to assist campers in an emergency situation.
- Must possess strength and endurance. For example, must be able to lift and carry up to 25 pounds, and able to walk a minimum of three miles daily on uneven terrain.
- Must be able to meet physical and cognitive requirements of being responsible for minors in an outdoor living situation and in an emergency.

GENERAL RESPONSIBILITIES:

- Nine day commitment; includes two days of staff training.
- Help in different program areas (fishing, archery, waterfront, arts & crafts, etc.) during Special Interest classes and during Cabin Time. The program areas will rotate.
- Help with cabin groups.
- Help serve meals.
- Assist the program staff and unit leaders as needed, includes moving luggage, working with cabin groups, assisting in program areas, etc.

APPLICATION PROCESS: Application; a Brag Sheet with questions that applicants need to answer about themselves; reference forms that need to be filled out by a boss, teacher, etc.; and a phone interview.

TRANSPORTATION: The JVs participate in staff training so they need to find their own transportation to camp but may ride the bus home from camp.

FYI: Being a JV is not like being a camper. JVs have certain freedoms that campers do not have. With these freedoms come greater responsibilities and certain limitations in camper activities.

2018 DATES: June 16 – 24, June 23 – July 1, July 7 – 15, July 14 – 22, July 21 – 29, July 28 – August 5



Okizu Junior Volunteer (JV) Program Application 2018

Applications are also available online. Visit www.okizu.org/apply to apply.
If you have any questions, please contact Becca at Becca@okizu.org.

Name: _____ Birthdate: _____

Current Address: _____
Street City State Zip

I will be at this address until: _____ Email: _____
Please include an email address that you check regularly

Permanent Address: _____
Street City State Zip

Home Phone: (_____) _____ Cell Phone: (_____) _____

Social Security #: _____ - _____ - _____ Driver's License #: _____ Exp: ____ / ____

Gender: _____ Will you be 17-years-old or older during the time you volunteer? _____

Have you ever been convicted of a felony? _____
If yes, please attach explanation

Have you ever been a camper at Okizu? _____ If yes, when? _____

Have you ever been a Junior Volunteer, TLC, and/or Dishie at Okizu? _____ If yes, when? _____

Have you ever applied for a position at Okizu? _____ If yes, when? _____

How did you hear about Okizu? Please be as specific as possible. _____

At Camp Okizu, use of your cell phone and other electronics will be limited to your time off. Does this pose any issues for you? If yes, please be prepared to discuss this in your phone interview.

_____ No, this will not be an issue for me. _____ Yes, this may be an issue for me; let's discuss it in my interview.

REFERENCES We need two references from each applicant. Please take the two enclosed forms and have them filled out and mailed to Okizu. Family members cannot fill out the reference forms including parents, grandparents, aunts, uncles and cousins.

BRAG SHEET Attached to this application is a JV Program Brag Sheet. The Brag Sheet is a chance for you to tell us a little about yourself. It is also your chance to tell us about your experience at camps and your experience working with kids. Please fill out the Brag Sheet and mail it, with your completed application, to the Okizu office.

2018 JV Sessions

Indicate the session(s) for which you would like to volunteer. Please remember that you must be available for the one(s) you chose:

____ SIBS Camp 1: June 16 – 24

____ SIBS Camp 4: July 14 – 22

____ SIBS Camp 2: June 23 – July 1

____ Oncology Camp 2: July 21 – 29

____ SIBS Camp 3: July 7 – 15

____ Oncology Camp 3: July 28 – August 5

EDUCATION Highest grade or degree completed.

High School

Date completed

EMPLOYMENT HISTORY Please list your two most recent employers. Please include position, employer, supervisor, dates worked, address, phone number, and email address.

1. _____
Position Employer Supervisor Dates Worked

Employer's Address Supervisor's Phone Number Supervisor's Email Address

2. _____
Position Employer Supervisor Dates Worked

Employer's Address Supervisor's Phone Number Supervisor's Email Address

VOLUNTEER HISTORY Please list your two most recent volunteer positions. Please include organization, supervisor, dates volunteered, address, phone number, and email address.

1. _____
Organization Supervisor Dates Volunteered

Organization's Address Supervisor's Phone Number Supervisor's Email Address

2. _____
Organization Supervisor Dates Volunteered

Organization's Address Supervisor's Phone Number Supervisor's Email Address

Please carefully read and sign the following volunteer agreement:

- I have read and understand the Okizu JV Minimum Qualifications.
- I have not been charged with or convicted of any violent or sexual crimes involving children or adults.
- I have never been adjudged liable for civil penalties or damages involving physical or sexual abuse of children.
- I am not subject to any court order involving physical or sexual abuse of children.
- I hereby authorize you to contact my references.
- I agree to present a certificate of good health and physical condition before my starting date as a staff member.
- If selected for a position, I would accept the Okizu philosophy and strive to carry out a program within that framework.
- I agree to make every effort to build the self-esteem of every camper at Camp Okizu and not take any action that would make any children feel badly about themselves.
- I agree not to post or email any photos of minors taken at Camp Okizu.

I understand that making any false statements on this application will be sufficient cause for discharge. I understand that this is an application only and not a guarantee of a position.

Signature: _____ Date: _____

Print Name: _____

Please mail or fax your completed application to:
Okizu, 83 Hamilton Drive, Suite 200, Novato, CA 94949 TEL 415.382.9083 FAX 415.382.8384 www.okizu.org



Okizu Reference Packet

Thank you for considering volunteering at Camp Okizu. Enclosed in this packet, please find two Camp Okizu Reference Forms. Please have the reference forms completed by a supervisor, co-worker, coach, teacher, mentor, neighbor, people you babysit, etc. Please DO NOT have the reference forms completed by a member of your family, including your parents, grandparents, aunt, uncle, or cousin.

Please have the reference forms completed as soon as possible. Please mail or fax the completed forms to:

**Okizu
83 Hamilton Drive, Suite 200
Novato, CA 94949
TEL 415.382.9083
FAX 415.382.8384**

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Okizu Under-18 Program Reference Form 2018

Dear Friend,

Applicant's Name: _____

Applicant's Email Address: _____

The above named applicant has given your name as a reference in applying for a position at our residential summer camp for families affected by childhood cancer. Resident camping is a 24-hour-day, live-in responsibility; therefore it is important that camp staff enjoy and understand children, work well with other adults and have a real love of outdoor living.

As summer camp leadership, our task of selecting the right staff for such important positions is difficult and we appreciate your analyzing, as carefully as possible, the above applicant. Your statements will be considered confidential. As further action depends on your response, please respond within five business days. Thank you for your consideration.

1. How long and in what capacity have you known the applicant? Please be specific. _____

2. In your opinion, is the applicant mature enough to:

- a. Be responsible for children in a camp setting? _____
- b. Guide campers to cooperate and get along with their cabin mates? _____
- c. Get along with co-workers under close living conditions? _____
- d. Assume responsibility for carrying out delegated duties? _____
- e. Accept on-going guidance and supervision? _____
- f. Act calmly and responsibly in emergency situations? _____
- g. Live and work in an outdoor setting? _____

Comments _____

3. Is the applicant capable of motivating children and stimulating their interests? _____ Yes _____ No

Comments _____

Applicant's Name _____

4. Okizu accepts children and staff from all ethnicities, genders, families, religions, and cultures. Do you know of, or see any reason, this would be a problem for the applicant while working with children and staff? _____ Yes _____ No

5. To your knowledge, has the applicant been convicted of any crimes? _____ Yes _____ No

6. If you have or had children, would you trust the applicant to be their camp counselor? _____ Yes _____ No

7. Please mark the statements that best describe this applicant:

a. _____ Almost always seems happy

j. _____ Gets along with people of all types

b. _____ Accepts suggestions and corrections

k. _____ Seems to have self-confidence

c. _____ Is adaptable to new situations

l. _____ Is tolerant of others' ideas

d. _____ Takes initiative

m. _____ Has genuine interest in people

e. _____ Is often moody and depressed

n. _____ Tends to be difficult

f. _____ Seems to be self-centered

o. _____ Does not make good first impressions but wears well

g. _____ Gets angry easily, loses temper

p. _____ Feels that supervisors are unduly critical

h. _____ Seems to lack self-confidence

q. _____ Finds change difficult

i. _____ Seems to enjoy dissension

8. How would you rate the applicant as a potential camp staff member?

_____ Exceptionally Strong _____ Strong _____ Average _____ Below Average

9. Would you feel comfortable knowing that the applicant was your child's camp counselor?

_____ Yes _____ No _____ Questionable

Comments _____

Your Name _____ Your Email Address _____

Signature _____ Date _____

Position _____ Daytime Phone Number _____

Please mail or fax your completed reference form to:

Okizu, 83 Hamilton Drive, Suite 200, Novato, CA 94949 TEL 415.382.9083 FAX 415.382.8384 www.okizu.org



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- d. Assume responsibility for carrying out delegated duties? _____
- e. Accept on-going guidance and supervision? _____
- f. Act calmly and responsibly in emergency situations? _____
- g. Live and work in an outdoor setting? _____

Comments _____

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