



# Application Instructions and Information

## VOLUNTEER BIG SKY KIDS CAMP STAFF

Thank you for your interest in volunteering!

All applicants must be at least 19 years of age.

**Application Deadline: March 4, 2011.** This deadline is for primary consideration. Applications for any remaining positions will be accepted on a rolling basis.

**Application Process:** After the March 4th deadline, we will review all applications together and schedule phone interviews (new applicants only). If your application is received by March 4th, you will be contacted no later than March 25th, either to schedule an interview or with a selection decision. Staff selection is based upon compiling the best possible staff team. You will be contacted with our decision regardless of whether we can offer you a position.

### Aspects of Application and Requirements:

- **Application Form**- be sure that you have the appropriate form- for new or returning volunteers. Former volunteers who missed two or more summers with Big Sky Kids will be considered new volunteers for application purposes.
- **Reference Forms (new volunteers only)**- Three reference forms are required. At least one must be a professional reference. References from family or close friends will not be accepted. You may submit them along with your application enclosed in sealed envelopes, with the reference's signature across the seal or have your references send them in separately. If you do the latter, advise your references that they should also be received by March 4th.
  - Note- if you have been a Big Sky Kids camper or counselor within the past two summers, only two reference forms are required.
- **Phone Interview (new volunteers only)**- We will call after receipt of your application to schedule an interview.
- **Volunteer Staff Job Descriptions**- These are available for your reference on [www.eaglemount.org/programs\\_cancer\\_forms.html](http://www.eaglemount.org/programs_cancer_forms.html). They include information on what is required of volunteers, as well as what qualifications are necessary and/or desired. The descriptions for general volunteer staff for each of our three camps are provided. If you need a hard copy sent to you or need the descriptions for any specialized positions, please contact the Big Sky Kids staff.

The following is not required for initial application, but must be completed prior to the beginning of your training. We will send them with your acceptance packet:

- **Health History Form**
- **Assumption of Risk and Release Form**
- **Motor Vehicle Record Disclosure and Release Form (if applicant is 25 years or older)**
- **Release for Criminal Background Check.** All staff must have a background check run once every two years. We run these from the office through a company called VeriFirst. All information is kept strictly confidential.

While lodging and other limitations render us unable to guarantee a volunteer position, we are deeply grateful for your interest and willingness to give your time and talents to improve the lives of others.