



Counselor Employment Application

PEOPLE, SALMON, LAND, BIG RIVER

GRACE ART CAMP 2025

REQUIRED FOR NEW AND RETURNING COUNSELORS:

Name: _____ Birthdate: _____ Will you be 16 by June 14, 2025? ☐ Yes ☐ No

Address: _____ City: _____ State: _____ Zip: _____

Cell phone: _____ Alternative phone: _____ E-mail: _____

Personal pronouns: ☐ she/her/hers ☐ he/him/his ☐ they/their/theirs ☐ other (please specify) _____

Current school _____ Current year or grade in school (2024-25): _____

Submit this completed 3-page Application (plus an optional simple resume) on or before:
Sunday, MARCH 9, 2025, via e-mail to Ashley Klump (ashleyk@grace-institute.org) or by mail to:
Camp Director, Grace Art Camp, 1535 NE 17th Ave, Portland, OR 97232
(Emailed applications **MUST** be sent as a PDF document;
Please **DO NOT** load into Google Docs platform, it obscures the formatting and you will need to resubmit.)

Camp staff hours:

Mondays: 8:00am to 3:45pm; Tuesdays & Wednesdays: 8:15am to 4:00pm
Thursdays & Fridays: 8:15am to 4:30pm

Required Orientation and In-Depth Training: Saturday, JUNE 14th 9:00am – 2:30 pm (lunch included)

Trainings include situational in-studio activities, techniques for working with children, and an overview of camp. This critical and valuable training is difficult to make up. Please initial that you have:

_____ marked this date on your calendar _____ shared this date with your family

Please check if you are available for either or both of the following additional volunteer days:

☐ Set up: Thursday, June 12th time 10am-3pm ☐ Take-down: Monday, August 18th time 10am-3pm

Check all weeks that you are available:

To allow time for personal growth and foster a cohesive and consistent core staff, we prefer that all counselors work a minimum of two weeks. Please be sure you check off **at least two weeks** and that you are available. You must be available for the *entirety* of the weeks selected. Schedules will be sent in May.

Check how many weeks would you ideally like to work: ☐ 2 ☐ 3 ☐ 4 ☐ more than 4

- ☐ **Week 1, 3-Day:** June 16 – 18
- ☐ **Week 2:** June 23 – 27
- ☐ **Week 3, 4-Day:** June 30 – July 3
- ☐ **Week 4:** July 7 – 11
- ☐ **Week 5:** July 14 – 18

- ☐ **Week 6:** July 21 – 25
- ☐ **Week 7, 3-Day:** July 28 – 30
- ☐ **Week 8:** August 4 – 8
- ☐ **Week 9:** August 12 – 14

1. If you have previously worked at Grace Art Camp, please list all years and assignments (both color group and studio assignment):

2. Please list experiences you have working with children (other than at Grace Art Camp). Include where and what ages; be as specific as possible:

3. After reading the different job descriptions on the last page, select the roles in which you see yourself. Select all that apply, with a star next to your top choice:

<input type="checkbox"/> Color Counselor	<input type="checkbox"/> Security Counselor (40 hrs/week)
<input type="checkbox"/> Studio Counselor	<input type="checkbox"/> Lead Counselor
<input type="checkbox"/> Extended Hrs Counselor (3:00–5:30pm)	<input type="checkbox"/> Camp Photographer, social media
<input type="checkbox"/> Clean-Up Crew (3:30–4:30pm)	<input type="checkbox"/> Assistant Studio Artist (ASA)

4. Please select at least two groups/ages (color groups) you prefer and enjoy working with most:

<input type="checkbox"/> Orange/POD (ages 4-5)	<input type="checkbox"/> Green (ages 8-10)
<input type="checkbox"/> Blue (ages 5-7)	<input type="checkbox"/> Purple (ages 9-11)
<input type="checkbox"/> Red (ages 6-7)	<input type="checkbox"/> Silver (ages 10-12)
<input type="checkbox"/> Yellow (ages 7-8)	<input type="checkbox"/> Any (ages 4 -12)
<input type="checkbox"/> Magenta (ages 8-9)	

5. All counselors spend time with campers in the art studios. In which studios would you be interested in working? Please select at least three options, with a star next to your top choice.

<input type="checkbox"/> Book & Paper Arts	<input type="checkbox"/> Podcasting
<input type="checkbox"/> Ceramics & Sculpture	<input type="checkbox"/> Printmaking
<input type="checkbox"/> Culinary	<input type="checkbox"/> T-Shirts
<input type="checkbox"/> Fibre Arts (sewing, weaving)	<input type="checkbox"/> Theatre
<input type="checkbox"/> Fused Glass & Mosaic	<input type="checkbox"/> Visual Arts (painting, collage, etc.)
<input type="checkbox"/> Mural	<input type="checkbox"/> Any studio!

6. Are you interested in leading any songs during assemblies? ☐ Yes ☐ No
Favorite songs?

7. Please share your personal experience or training in specific art disciplines or other creative endeavors:

8. Why do you want to work at Grace Art Camp?

9. Please share a few of your unique skills, hidden talents, additional languages spoken, or a fact about yourself that would help us get to know you better:

10. Please list any certifications (e.g., CPR, First Aid, special neurodiversity training):

REFERENCES: Please list three references (non-relatives – e.g., teachers, previous employers)

Name: _____ E-mail: _____

Phone: _____ Relationship: _____

Name: _____ E-mail: _____

Phone: _____ Relationship: _____

Name: _____ E-mail: _____

Phone: _____ Relationship: _____

PLEASE INITIAL THAT YOU HAVE:

- I have read and understand the attached job descriptions. **Initial:** _____
- I have read and agree to abide by the Grace Art Camp Code of Conduct (attached). **Initial:** _____
- I am available for orientation and have put the date on my personal and my family calendar. **Initial:** _____
- To the best of my ability, I certify that the information on this form is true and complete. **Initial:** _____

Signature: _____ **Today's date:** _____

Grace Institute is an equal opportunity employer/organization working toward cultivating a set of attitudes, perspectives, behaviors, and policies that continuously promote equity, diversity, inclusion, and cultural responsiveness.

GRACE INSTITUTE / GRACE ART CAMPS

Code of Conduct

PLEASE READ AND UNDERSTAND; SIGNING IS PART OF FINAL HIRING PROCESS

Grace Institute is a non-profit organization serving children, youth, and adults, where providing a safe and appropriate environment is critical. ANY breach of this Code of Conduct may result in immediate termination.

As a volunteer or employee of Grace Institute, I will:

- Treat everyone I serve and work... with respect, patience, integrity, courtesy, dignity, and consideration.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children, youth, vulnerable adults, or peers.
- Maintain confidentiality about staff, campers, and their family information, including on all social media posts and platforms.
- Wear appropriate and modest clothing; comply with the Grace Institute Dress Code.
- Cooperate fully in any investigation of abuse of children, youth, or vulnerable adults.

As a volunteer or employee of Grace Institute, I will NOT:

- Touch or speak to a child, youth, or adult in a sexual, angry, or other inappropriate manner, nor use profanity.
- Humiliate, ridicule, threaten, or degrade children, youth, or vulnerable adults.
- Smoke, vape or use tobacco products during hours of employment, or on Grace Institute Campus Grounds.
- Use, possess, or be under the influence of alcohol, marijuana, or illegal drugs at any time before or during employment hours.
- Discriminate against any individual based on race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex, or gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law, or for any other circumstances.

SEXUAL HARASSMENT POLICY

- Grace Institute prohibits sexual harassment of its employees and volunteers by any employee, non-employee, or applicant. Such conduct will result in immediate discharge.
- Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature.
- Employees are entitled to work in an environment free from sexual harassment and a hostile or offensive working environment.
- Romantic or sexual interaction of any kind (even when consensual) while on Grace Institute Campus is considered inappropriate and is grounds for immediate dismissal.

Print Name: _____

Signature: _____ **[form is signed during on-boarding as part of hiring process]**

Grace Art Camp Job Descriptions

Color Counselors are assigned to one of the eight color groups that consist of 15-22 campers of a certain age group. Color counselors work in teams of 2-4 counselors/counselors-in-training (CITs) and lead their group together. This position allows counselors to form a rapport with the campers in their color group. These counselors are with their color group during drop-off, pick-up, assemblies, and studio rotations on Monday and Tuesday. During studio time color counselors are assigned to a specific studio where they help campers of all ages with their projects.

The youngest color group is the Orange group (also called POD). This group is unique because it has a homeroom and a different schedule than the other color groups. Counselors and CITs who wish to work with Orange should have a desire to work with very young children and possess good techniques for working with 4- and 5-year-olds.

Studio Counselors are assigned to a specific art studio that they work in all week. In most cases, they have previously worked with and are skilled in the medium of their studio. A Studio Counselor's primary function is to assist the artist leading the studio including prepping materials, proactively assisting campers during studio time, and keeping the studio tidy.

Extended Hours Counselors monitor and engage with campers who stay after the camp day ends. Extended Hours counselors typically work Monday-Friday from 2:30 until around 6:00. For counselors who wish to work extended hours in addition to a regular week at camp, hours are 3:00 to around 5:30.

Camp Security Counselors are the face of camp, possessing great energy, enthusiasm, related experience, and the ability to engage positively with children and families. Security counselors ensure the safety of campers and the campus facilities, lead, and monitor camper recess. This includes ensuring that the camp premises are free of any disturbances, nuisances, or hazardous materials on an ongoing basis; readying the campus each morning and closing the campus down each afternoon. Security counselors possess the ability to be firm and diplomatic with strangers who approach the campus before, during, and after camp hours. Hours run between 38-40 hours per week and may encompass all 9 weeks of camp. (Please include a simple resume for this position.)

Lead Counselors have past experience at Grace Art Camp and show strong leadership skills. Lead counselors work closely with the Camp Director assisting in managing day-to-day needs and guiding counselors and CITs. Lead counselors help maintain an enthusiastic environment for staff and campers. (Please include a simple resume for this position.)

Camp Photographer is responsible for documenting the happenings of camp with beautiful and unique photos. The camp photographer also helps with social media posts and other camp duties depending on their skillset and the needs of camp. This position is filled by someone who is a skilled photographer and editor, owns their own camera, and has previously worked with *Lightroom*. The camp photographer typically works half-days. *If you are interested in this position, please submit a counselor application as well as a portfolio of your work to the Camp Director.*

Assistant Studio Artist (ASA) is an experienced artist assistant in a studio or medium in which they have previous work experience. The ASA positions are generally only needed in the Glass, Ceramics or Fibre Arts studios. Please indicate on your application or highlight your resume qualifications that directly relate to this unique position. (Please include a simple resume for this position.)

Senior and Junior counselor placement is based on experience and performance:

Senior counselors (ages 17+) are generally college students who possess strong leadership and mentoring capabilities, and who go above and beyond the needs of camp. Senior counselors are selected based on demonstrated experience and skill, as well as past performance evaluations. Senior counselors are usually selected to work 4-7 weeks of camp.

Junior counselors (ages 16-18) usually work 2-5 weeks depending on level of experience, past performance evaluations, and camp needs.