



Counselor Employment Application

(REQUIRED ANNUALLY FOR NEW AND RETURNING COUNSELORS, AGE 16+)

GRACE ART CAMP 2026

STORIES OF CUBA

Submit this completed application on or before: **Monday, MARCH 9, 2026**

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

Camp staff hours:

Mon: 8:00am - 3:45pm,

Tue/Wed: 8:15am - 4:00pm,

Thu/Fri: 8:15am - 4:30pm

Full Name: _____ E-mail: _____
Provide an email you check regularly. Response may be required within 3 days.

Preferred name: _____ Birthdate: _____ Will you be 16+ by June 22, 2026? Yes No
(if different from legal name)

Cell phone: _____ Address: _____ City/State/Zip: _____

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

Current school: _____ Current year or grade in school (2025-26): _____

Required Orientation and Training: Thursday, June 18th, 10:00am – 3:30pm (paid, lunch included)

Please check 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 optional days:

- Set up: Wednesday, June 17th, 10am-3pm Take-down: Monday, August 17th, 10am-3pm

AVAILABILITY

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** that you are available. You must be available for the *entirety* of the weeks selected (Monday through Friday). Schedules will be sent in May.

Check how many weeks would you ideally like to work: 2 3 4 5 or more

Week 1: June 22 – 26

Week 5: July 20 – 24

Week 2: June 29 – July 3

Week 6: July 27 – 31

Week 3: July 6 – 10

Week 7: August 3 – 7

Week 4: July 13 – 17

Week 8: August 10 – 14

POSITIONS

After reading the different job descriptions on the last page, select the role(s) in which you see yourself. (Select all that apply.)

- | | |
|---|---|
| <input type="checkbox"/> Color Counselor | <input type="checkbox"/> Lead Counselor |
| <input type="checkbox"/> Studio Counselor | <input type="checkbox"/> Security Counselor (40 hrs/week) |
| <input type="checkbox"/> Extended Hrs Counselor (3:00–5:45pm) | <input type="checkbox"/> Assistant Studio Artist (ASA) |
| <input type="checkbox"/> Camp Photographer | |

If you are interested in being a Lead Counselor or Security Counselor, please also submit a cover letter and resume. If you are interested in being a Camp Photographer or ASA, please also submit a portfolio of your work: ashleyk@grace-institute.org.

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) | |

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.

- | | |
|---|--|
| <input type="checkbox"/> Animation | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Ceramics | <input type="checkbox"/> Printmaking |
| <input type="checkbox"/> Culinary Arts | <input type="checkbox"/> Puppetry |
| <input type="checkbox"/> Fibre Arts (sewing, weaving) | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Fused Glass & Mosaic | <input type="checkbox"/> T-Shirts |
| <input type="checkbox"/> Music & Dance | <input type="checkbox"/> Visual Arts (painting, collage, etc.) |
| <input type="checkbox"/> Paper & Book Arts | <input type="checkbox"/> Any studio |

Describe your experience or training in specific art disciplines or other creative endeavors.

EXPERIENCE

- 1. If you have previously worked at Grace Art Camp, please tell us when (list all years and camps).**
- 2. If you have previously worked or volunteered at Grace Art Camp, what was your assignment (both color group and studio assignment)?**
- 3. Please list experiences you have working with children (other than at Grace Art Camp). Include where and what ages. Be as specific as possible.**

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

5. How would you help a camper who is feeling frustrated or left out during an activity?

6. Tell us about a time you have to be responsible for something important.

7. In your opinion, what makes a great camp counselor?

8. Please list any relevant certifications or training (CPR, First Aid, special neurodiversity training, etc.). Certifications are helpful but not required.

REFERENCES

Please list at least two references (adults who are not parents or guardians - e.g. teachers, previous employers, someone closely involved with GAC, etc.).

Name: _____ E-mail: _____

Phone: _____ Relationship: _____

Name: _____ E-mail: _____

Phone: _____ Relationship: _____

PLEASE INITIAL THAT YOU HAVE DONE THE FOLLOWING:

- 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 on June 18 and have put it on my 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 work in teams of 2-4 counselors/CITs and are assigned to a “color group cohort” consisting of ~22 campers of a particular age range. This position allows counselors to form a rapport with the campers in their groups; they are with their color group during drop-off, pick-up, assemblies, and studio rotations. During studio time, color counselors support their group in the specific studio rotation.

The youngest color group is the Orange group (also called POD). This group is unique because it has a home room and different schedule than the other color groups. Counselors and CITs who wish to work with the Orange group should have a desire to work with young children and be able to foster a safe and supportive environment for 4-5 year olds.

Studio Counselors are assigned to a specific art studio that they work in all week and provide campers with a bridge between the individual studio and the rest of camp. 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, helping campers during studio time, and keeping the studio tidy.

Extended Hours Counselors monitor and engage with campers who stay after once the camp day ends. Extended Hours counselors typically work Monday-Thursday from 2:30 until 5:45.

Camp Photographer is responsible for documenting the happenings of camp with beautiful and unique photos. The camp photographer may help with 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 and owns their own camera. 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.*

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. *If you are interested in this position, please submit a counselor application as well as a brief cover letter and resume to the Camp Director.*

Security Counselors (ages 18+) 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 weeks of camp. *If you are interested in this position, please submit a counselor application as well as a brief cover letter and resume to the Camp Director.*

Assistant Studio Artist (ASA) is an experienced artist assistant (college-level) in a studio or medium in which they have demonstrated skills and 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 the qualifications that directly relate to this unique position. *If you are interested in this position, please submit a counselor application as well as a portfolio of your work to the Camp Director.*