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# Special Camp for Special Kids 2018

## Counselor Information Sheets

31641 La Novia  
San Juan Capistrano, CA 92675  
Phone: (949) 661-0108, ext.1226  
[www.specialcamp.org](http://www.specialcamp.org)



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Thank you for your interest in Special Camp for Special Kids 2018! Please take a moment to read through the following information regarding the Counselor application process.

The Priority Deadline is March 1, 2018. Returning your application by this deadline allows for our staff to thoroughly review all applicants and begin the enrollment process for those applicants who are accepted.

**While applications are considered in the order that they are received, Special Camp reserves the right to accept only those applicants who demonstrate the qualities necessary to fulfill the responsibilities of a volunteer Counselor.** In order to ensure the safety and well-being of all camp participants, Counselor applicants will be evaluated through a personal one-on-one interviews with a member of the Special Camp staff. Due to the nature of the program we are not able to accept all Counselor applicants. We appreciate your understanding that submitting a Counselor application does not guarantee acceptance as a Counselor participant.

### **APPLICATION PROCESS AND HIGHLIGHTS**

Counselor applicants must personally complete their application. Special Camp will not accept incomplete applications or those completed by persons other than the Counselor applicant.

Counselor applicants must be entering the NINTH GRADE OR ABOVE for the 2018-2019 academic year to be considered for a volunteer position.

By submitting the application, you are agreeing to commit for your entire session(s) of camp. **Failure to do so may result in the Counselor applicant's acceptance being rescinded.**

### **TUITION AND SCHOLARSHIPS**

The Counselor tuition fee is \$100 per session. This fee is used to partially underwrite the cost of meals, transportation, and activities at Special Camp. A Special Camp t-shirt is included with the cost of tuition.

Tuition will be requested once the applicant has been placed in a session. At that time (early April), a confirmation email will be sent with payment instructions. **All balances must be paid by April 30, 2018 and tuition becomes non-refundable thereafter.**

Need-based Counselor tuition scholarships are available. Please contact Lindsay Eres, Executive Director at (949) 661-0108, ext. 1226 or via email at [Lindsay.Eres@smes.org](mailto:Lindsay.Eres@smes.org) to receive a Scholarship Request Form.

## **INTERVIEWS**

You will be invited for an interview after the Special Camp Staff has reviewed your application. Our interviewers are current Directors and Staff members, as we find that they truly understand what makes a strong Counselor candidate.

You will be notified via email once your application has been received. Once you receive this email, new applicants are expected to contact Lindsay Eres at [Lindsay.Eres@smes.org](mailto:Lindsay.Eres@smes.org) to schedule an interview. **We will not accept emails or phone calls from anyone other than the Counselor applicant when scheduling an interview.**

Please also note that returning Counselors may be subject to an interview.

## **COUNSELOR TRAINING SEMINAR**

All new Counselors are required to attend one of the following Counselor Training Seminars: Saturday, June 9, 2018 *or* Saturday, June 16, 2018.

## **ALL COUNSELOR-STAFF MEETING**

All Counselors that have been accepted are required to attend the All Counselor-Staff Meeting on Friday, June 29, 2018 from 1:00pm to 3:00pm. During this meeting, Counselors will receive important information regarding their Camper assignment and session.

## **COUNSELOR HONOR CODE**

All accepted Counselors are asked to sign and adhere to the Special Camp for Special Kids Honor Code at the All-Counselor Staff Meeting on Friday, June 29, 2018. The Honor Code has been established to collectively affirm the standards which bind our volunteer Counselor community. By signing this code, Counselors agree to serve and represent Special Camp for Special Kids and St. Margaret's Episcopal School to the best of their ability. If you would like to see the Counselor Honor Code in advance, please contact Lindsay Eres at [Lindsay.Eres@smes.org](mailto:Lindsay.Eres@smes.org).

## **ADMISSION PROCESS**

Once the interviews have been carried out, the Special Camp Staff will meet to discuss and decide upon your application. The Staff will review every aspect of your application, from your essay to your recommendation and performance in the interviews.

This meeting has four possible outcomes for your application: you may be admitted to the program, not admitted, placed on the official Wait List, or deferred to apply again in the future.

## **SERVICE HOURS**

Counselors may obtain 40 service hours for one session of Special Camp. While the Counselor Training Seminar is mandatory for all new Counselor applicants, hours will not be given for participation. The training is considered a part of the Special Camp experience, so an applicant must attend the entire Counselor Training Seminar to be eligible to participate as a volunteer Counselor.

**Service hours are only awarded to those volunteers that are present for the entire camp session, adhere to the rules of the program, and uphold the Counselor Honor Code.** If these responsibilities are not upheld, Special Camp will contact you and the organization requiring service hours to explain why you were not awarded the

full 40 hours of service. Please note: service hours will also be compromised if the volunteer Counselor does not arrive on time each day of their assigned session.

**All service forms (and other service hour requests) must be turned in to Katie Schwartz, Counselor Coordinator, by June 29, 2018.** Forms are then returned to the school or organization via US Mail once the Counselor has completed their camp session.

## IMPORTANT DATES AND TIMES

Counselor Training Seminar #1  
Saturday, June 9, 2018  
9:00am – 4:00pm

Counselor Training Seminar #2  
Saturday, June 16, 2018  
9:00am – 4:00pm

All Counselor-Staff Meeting  
Friday, June 29, 2018  
1:00pm – 3:00pm

Session One  
July 9-13, 2018

Session Two  
July 16-20, 2018

Session Three  
July 23-27, 2018

Session Four  
July 30-August 3, 2018

### Tentative Camp Hours:

Monday: 9:00am – 4:00pm  
Tuesday: 9:00am – 4:00pm  
Wednesday: 8:00am – 4:00pm  
Thursday: 8:00am – 5:00pm  
Friday: 9:00am – 5:30pm\*

*\*Evening Geraldine Parent Family Picnic and Award Ceremony, All Sessions: Friday 4:00pm – 5:30pm*

*Please also note that Counselors are expected to arrive at 8:15am on Monday mornings of camp. They must also arrive at least 15 minutes prior to the start of camp Tuesday through Friday. Following the conclusion of each camp day, Counselors are required to attend a 20-30 minute Counselor meeting.*