



Summer Volunteer Staff Minimum Requirements

Okizu volunteers must:

- have the desire and ability to work with children in an outdoor setting
- be able to commit for nine days
- be 18 at the time of their volunteer work
- not be the parent or guardian of a current or former Okizu camper
- meet the essential functions of the position for which they are applying (as described in the New Staff Application)
- complete the New Staff Application process which includes:
 1. Fill out the New Staff Application
 2. Submit three Okizu Reference Forms
 3. Participate in a phone interview with an Okizu staff member

Once the application process has been completed in full, applicants will move into the selection process.

If selected, Okizu volunteers must also be willing to comply with Okizu's background check policies, complete a health history form and provide a physician's signature.

We would love to meet you over the phone and answer any questions you might have before you start or as you get started filling out the application. Please don't hesitate to call us.



16 Digital Drive, Suite 130 Novato, CA 94949 TEL 415.382.9083 FAX 415.382.8384 info@okizu.org www.okizu.org

January 2010

Dear Friend,

In the summers, Okizu offers seven one-week sessions of camp for children with cancer and their siblings. In the spring and fall, we offer eight weekend-long Family Camps, four Teens & Twenties weekends and two weekends specifically for bereaved teenagers. We rely on volunteers to make every session of camp possible and believe very strongly that the most important element to the success of our programs is our hardworking and talented volunteer staff.

We are delighted that you are interested in volunteering your time to bring smiles to the children of Okizu at SIBS Camp and/or Oncology Camp this summer. Oncology Camp is open to all children ages 6 – 17 who have or have had cancer and SIBS Camp is open to all children ages 6 – 17 who have a sibling who has had cancer. At SIBS and Oncology Camp, volunteers work with the kids 24 hours a day, taking care of their needs and ensuring that they have an amazing week at camp. All sessions of camp take place at our permanent campsite in Berry Creek, California, 70 miles north of Sacramento.

The Camp Okizu 2010 SIBS and Oncology Camp dates are:

SIBS Camp 1: June 19 – 27

SIBS Camp 2: June 26 – July 4

SIBS Camp 3: July 3 – 11

SIBS Camp 4: July 10 – 18

Oncology Camp 5: July 24 – Aug. 1

Oncology Camp 6: July 31 – Aug. 8

Oncology Camp 7: Aug. 7 – 15

If you are interested in volunteering at SIBS and/or Oncology Camp at Camp Okizu, please complete the Summer Camp New Staff Application process, which includes:

1. Fill out the Summer Camp New Staff Application, read the Okizu Volunteer Staff Minimum Qualifications and Essential Functions and return the application to the Okizu office at the address listed below,
2. Have three Okizu Reference Forms completed and returned to the Okizu office – please DO NOT have the reference forms completed by a member of your family,
3. Once we have received your application and reference forms, we will contact you regarding a phone interview.

Thank you for your interest in our programs. Please call us at the Okizu office if you have any questions.

Suzie Randall
Executive Director
Camp Director

Okizu Volunteer Staff Minimum Qualifications

- Desire and ability to work with children outdoors
- Ability to be a positive member of a staff team
- Ability to accept supervision and guidance
- Good character, integrity and adaptability
- High school graduate or equivalent and at least 18 years of age

Cabin Counselor

General Responsibilities

- To identify and meet camper needs
- To monitor the daily health and safety of each camper assigned
- To carry out camp programs

Essential Functions

- Ability to communicate and work with groups and provide necessary guidance to campers
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques
- Visual and auditory ability to identify and respond to environmental conditions and any hazards
- Must possess strength and endurance. For example, must be able to lift and carry up to 25lbs, and able to walk a minimum of a mile daily on uneven terrain. Must be able to meet the physical and cognitive requirements of being responsible for minors in an outdoor living situation.

Activity Counselor (Lifeguard, Archery, Ropes Course, Arts & Crafts)

General Responsibilities

- To teach and help coordinate camp programs
- To help maintain standards that lead to quality programs

Essential Functions

- Ability to communicate and train staff and campers in safety regulations and emergency procedures
- Visual and auditory ability to identify and respond to environmental conditions and any hazards
- Ability to communicate and work with groups and provide necessary instruction to campers and/or staff
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques
- Cognitive and communication abilities to plan and conduct the activities to achieve camper development objectives
- Must possess strength and endurance. For example, must be able to lift and carry up to 25lbs and walk a minimum of a mile daily on uneven terrain. Must be able to meet the physical and cognitive requirements of being responsible for minors in an outdoor living situation.

Kitchen/Other

- Additionally, we are looking for volunteers to help in the kitchen, with camp maintenance (lawn mowing, clean-up, etc.), and driving campers in golf carts. If you are interested in helping in any of these ways, please call Suzie Randall to discuss the details.

Camp Okizu 2010

New Staff Application – Summer Camp

Name _____

Current address _____
Street City, State, Zip

I will be at this address until _____ Email address _____

Permanent address _____

Primary phone number _____ Alt. phone number _____

Social security number _____ Driver's license number _____ Exp ____/____

Sex (M or F) _____ Will you be 18 by the time you volunteer? _____ Will you be 23 by the time you volunteer? _____

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

Have you ever been a Junior Counselor/TLC at Okizu? _____ If so, when? _____

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

Have you been a California resident for the past 12 months? _____ If not, in what state did you reside? _____

How did you hear about Okizu? Please be specific _____

Have you ever had cancer? (If yes, what type, when, and are you currently in treatment?) _____

Being a volunteer at camp requires you to commit 24 hours a day to the campers. This often means that you will have little personal time, less time to get ready in the morning, less time to deal with special dietary needs, etc. 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.

*All of the questions asked in this application are designed to help us decide the most effective placement of volunteers at camp.

Indicate the session(s) for which you would like to volunteer. Please remember that you must be available for all of the dates of the session(s) you choose:

2010 Summer Camp Dates

_____ SIBS Camp 1: June 19 – 27

_____ Oncology Camp 5: July 24 – Aug. 1

_____ SIBS Camp 2: June 26 – July 4

_____ Oncology Camp 6: July 31 – Aug. 8

_____ SIBS Camp 3: July 3 – 11

_____ Oncology Camp 7: Aug. 7 – 15

_____ SIBS Camp 4: July 10 – 18

In an effort to get you to start thinking about the job you are applying to do and about putting the kids first, please answer the following questions on a separate sheet of paper and send it in with your completed application:

1. Why do you want to volunteer at Camp Okizu?
2. What is the value of a camp experience for children?
3. What contribution can you make to the children at camp?
4. Describe the experience(s) you've had working with children.

EDUCATION Highest grade or degree completed

School _____ Major _____ Date completed _____

EMPLOYMENT HISTORY Please list most recent position first and attach extra sheets if necessary. Please include position, employer, dates worked, supervisor, address and phone number.

VOLUNTEER HISTORY Please list most recent position first and attach extra sheets if necessary. Please include organization, dates volunteered, supervisor, address and phone number.

LIST ANY RED CROSS CERTIFICATES OR EQUIVALENT

First Aid: _____ Expiration Date _____ CPR: _____ Expiration Date _____ Lifeguard training: _____ Expiration Date _____

Please carefully read and sign the following volunteer agreement:

- I have read and understand the Okizu Volunteer Staff 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.
- Upon being selected as a volunteer staff member, I will agree to be fingerprinted for a data collection of criminal records.
- Upon being selected as a staff member, I agree to complete a voluntary disclosure statement and authorize Okizu to do a background check.
- I hereby authorize Okizu 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 will be happy to be assigned to work with any age group or to any support staff position needed to help Camp Okizu.
- I agree not to post or email any photos 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 and not a guarantee of a position.

Signature _____ Date _____

Print Name _____

Please mail or fax your completed application to
Okizu, 16 Digital Drive, Suite 130, Novato, CA 94949 TEL 415.382.9083 FAX 415.382.8384 www.okizu.org



Camp Okizu 2010 Reference Packet

Thank you for considering volunteering at Camp Okizu. Enclosed in this packet, please find three Okizu Reference Forms. Please have the reference forms completed by a supervisor, co-worker, coach, instructor, etc. Please DO NOT have the reference forms completed by a member of your family.

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

Okizu

16 Digital Drive, Suite 130

Novato, CA 94949

TEL 415.382.9083

FAX 415.382.8384

Once you have submitted your New Staff Application and three completed reference forms, we will contact you regarding an interview. If you do not hear from us in a reasonable amount of time, please call the Okizu office at 415.382.9083.

Also in this packet, please find further information regarding our Siblings Camp programs. If you have any questions about our Siblings programs, please do not hesitate to call the Okizu office at 415.382.9083.



Camp Okizu 2010 Reference Form

Dear Friend,

_____ has given your name as a reference in applying for a position at our
Applicant's Name

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? _____

Comments _____

3. In your opinion, do you think the applicant is physically able to enjoy a summer of active outdoor living?

_____ Yes _____ No

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

Comments _____

Applicant's Name _____

5. Do you know of any religious, cultural or racial prejudices the applicant might have that would limit his/her ability to work with all children and staff? Yes No

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

7. Is the applicant's moral character and attitude such that his or her influence of children would be desirable?
 Yes No

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

- | | |
|---|---|
| a. <input type="checkbox"/> Almost always seems happy | j. <input type="checkbox"/> Gets along with people of all types |
| b. <input type="checkbox"/> Accepts suggestions and corrections | k. <input type="checkbox"/> Seems to have self-confidence |
| c. <input type="checkbox"/> Is adaptable to new situations | l. <input type="checkbox"/> Is tolerant of others' ideas |
| d. <input type="checkbox"/> Takes initiative | m. <input type="checkbox"/> Has genuine interest in people |
| e. <input type="checkbox"/> Is often moody and depressed | n. <input type="checkbox"/> Tends to be difficult |
| f. <input type="checkbox"/> Seems to be self-centered | o. <input type="checkbox"/> Does not make good first impressions but wears well |
| g. <input type="checkbox"/> Gets angry easily, loses temper | p. <input type="checkbox"/> Feels that supervisors are unduly critical |
| h. <input type="checkbox"/> Seems to lack self-confidence | q. <input type="checkbox"/> Finds change difficult |
| i. <input type="checkbox"/> Seems to enjoy dissension | |

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

Exceptionally Strong Strong Average Below Average

10. 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 () _____

SIBLINGS CAMP NEEDS YOU!!

“Why do siblings of cancer patients need special attention when they don't have cancer?”

Okizu is looking for caring, enthusiastic volunteers to fill counselor positions at our summer camp for the siblings of childhood cancer patients. These SIBS (Special and Important Brothers and Sisters) are a unique group and very much in need of their own programs and very deserving of your time and energy. Why do siblings need their own camp when they don't have cancer? The question itself exemplifies the problem – because they are healthy we assume that they don't have needs. The following excerpt from [Cancer Nursing](#) helps to explain some of the difficulties that siblings face and why they need their own programs. In light of the complexity of the siblings programs, I urge you to read the whole article before deciding which of our programs you would like to apply for.

Impact on Siblings

This information was taken from the article “Childhood Cancer: Meeting the Special Needs of Healthy Siblings” in [Cancer Nursing](#), written by Robin Kramer, R.N., M.S., P.N.P., and Ida Marie More, R.N., M.A.

“The diagnosis of childhood cancer represents a situational crisis suddenly imposed upon the family. A disequilibrium ensues as family life begins to revolve around the sick child whose needs demand enormous amounts of parental nurturance, time and energy. The preoccupation with the sick child limits the parents ability to attend to and support the needs of the healthy children in the family. In fact, research studies have suggested the healthy siblings experience stress similar to that of the ill child, which is of equal or greater intensity.

One of the most disruptive and stressful consequences the healthy siblings face is the frequent family separation caused by repeated hospitalizations and trips to the medical center for treatment. The well children find themselves pushed to the background, often staying at the homes of family and friends. Long distances and strict hospital rules may interfere with visitation. Because of their less integral role, the healthy siblings experience feelings of isolation and find it difficult to keep informed about the child's condition. **More often than not, they are confused and anxious about the cause of the illness, inventing private versions laced with misconceptions or magical thinking.** Fears abound about their own illness vulnerability wondering for example, if cancer is contagious.

Studies have found that the healthy children experience drastic changes in their relationship with parents and the ill sibling. A shift in family dynamics occurs typically with the sick child becoming the focus of parental attention and concerns. The preoccupation results in the well children complaining about diminished parental physical and emotional availability. Also, the ill child receives preferential treatment, with parents tending to be more lenient in discipline as well as overindulgent and overprotective. Consequently, sibling rivalry intensifies with the healthy siblings feeling jealous and resentful of this inequitable treatment. However, they are reticent about confronting their parents. This reluctance has been postulated to stem from insecurity about the precarious position in the family, fearing that complaining may worsen the situation. The healthy siblings are also reported to feel ashamed of these negative feelings, expressing guilt for being the “healthy one” which itself denies the right to complain. **These internalized feelings of shame and guilt can be tormenting especially when intensified by fears of the ill child's possible death.**

The healthy siblings also report that the illness strains relationships with their classmates. Initially, friends, not knowing what to say or fearing that cancer is contagious often make themselves scarce. Out of fear and ignorance insensitive teasing can occur which intensifies feelings of isolation. The well children may even alienate themselves from friends because of temporary changes in their own personality such as moodiness and depression. It is unfortunate that at a time when family support is unavailable the usual camaraderie and emotional exchange provide by peers is also lacking. Clearly, the healthy siblings of cancer patients have a unique set of problems with which they must cope.”

Questions about Okizu's SIBS Programs? Contact us at:

Okizu, 16 Digital Drive, Suite 130, Novato, CA 94949 TEL 415.382.9083 FAX 415.382.8384 www.okizu.org