



ROCK 'N' ROLL CAMP FOR GIRLS

WWW.GIRLSROCKCAMP.ORG

JAWS@GIRLSROCKCAMP.ORG

PO BOX 11324 PORTLAND, OR 97211

PH: (503) 445.4991

FAX: (503) 445.4623

updated 2-17-09

SUMMER CAMP 2009 VOLUNTEER APPLICATION & INFORMATION

Session One: June 22-27

Session One Showcase: June 27

Session Two: July 13-18

Session Two Showcase: July 18

Session Three (Hip Hop Elements Track): July 26-August 1

Session Three Showcase: August 1

Session Four (Rock Camp Studio): August 10-15

Session Four Showcase: August 15

Thank you for your interest in volunteering! Many of you are returning once again, and we welcome you back. For those of you who are new, the Rock 'n' Roll Camp for Girls is a year round after school program, Ladies Rock Camp, and a summer day camp in Portland, Oregon for girls ages 8-18. Campers come from all over the world for a full week of our day long Summer Camp to attend classes in instrument instruction, songwriting, workshops, band practice, and more. At the end of the week, campers get to show off their skills in a final Showcase performance at a rock venue in Portland. Some of our volunteer positions require musical knowledge, but many do not. Teaching, coaching, and managing positions are open to female mentors only, but there are several non mentorship positions open to both males and females.

***Please take note: We are always updating our programs and volunteer job descriptions and responsibilities.** Carefully read all the information and important dates below, and review the new shift hours and job descriptions in the Summer Camp 2009 Volunteer Application.

IMPORTANT DATES 2009

Review the following dates to make sure you will be able to complete your volunteer requirements. If you are applying to volunteer for more than one session of camp, please use only one application and follow the dates set for your earliest session. As usual, **apply early for best consideration.**

	Session 1	Session 2	Session 3	Session 4 (Rock Camp Studio)
Application Deadline	June 15	June 25	July 15	July 25
Phone Interviews begin	March 1	March 15	April 5	April 10
Notification of Volunteer Status begins	May 1	May 5	May 10	May 15
Return Packet Due	2 weeks before your first Summer Camp volunteer shift			
Local Volunteer Fingerprint Day	April 7 th 5-7 pm at the Rock Camp Site. (More info about fingerprinting below)			
Volunteer Training (req'd)	June 21	July 12	July 25	Aug 9
First Day of Camp	June 22	July 13	July 26	Aug 10
Showcase	June 27	July 18	Aug 1	Aug 15

Our volunteers are those who put the best interests of youth and their physical and emotional safety above all else; who understand and believe in Rock Camp's mission; who will show up at Camp every day, on time, and ready to work; and who are willing to fully participate in serving the mission of the Camp and be truly present for the girls. Thank you for your interest in volunteering with us!

[Keep This Page for Your Records]

SUMMER CAMP 2009 VOLUNTEER INFORMATION

PHONE INTERVIEW

After we receive your application, we will contact you to schedule a phone interview. Phone interviews will be conducted March through June. All applicants must be interviewed.

WHERE TO SEND YOUR APPLICATION

Rock 'n' Roll Camp for Girls
Attn: SCVC
PO Box 11324
Portland, OR 97211

***DO NOT SEND ANYTHING TO OUR
ADDRESS ON VANCOUVER WAY!**

CONFIRMATION

Return Paperwork: Upon acceptance, you will be contacted to confirm your shifts. If you do not confirm by the appropriate date, we will offer your spot to someone on the waiting list. As part of the confirmation process, you will be required to fill out and return four documents: **The Volunteer Shift Agreement, Code of Conduct Agreement, Assumption of Risk, and Media Release.**

Background Check: Because our work involves minors, we must conduct a background check and fingerprint all volunteers at no cost to you. Local volunteers can attend a fingerprint day at the Camp. Out of town volunteers will be instructed on how to get fingerprinted where you live, and can be reimbursed for the cost if you provide a receipt. We require that volunteers renew fingerprint background checks every 2 years. If you have volunteered with us in the past, we can check to see if your background check needs to be renewed.

The Volunteer Handbook with additional information about your position and your session will be available by mail or email shortly after your volunteer shift is confirmed.

A note about computer/web access: The Volunteer Shift Agreement, Code of Conduct Agreement, Assumption of Risk, Media Release, and Volunteer Handbook will all be available by email. Let us know if you would rather that we send these important documents to you in the mail.

ORIENTATION and TRAINING

There is a **mandatory volunteer orientation and training** on the Sunday before your session starts. Please consider the Sunday before your camp session the first day of your volunteer shift. We will cover all up to date aspects of a safe and fun camp, including teaching strategies, troubleshooting, and what to expect on the first day. This is also a time when volunteers get to know each other, start collaborating, and do last minute camp set up. If you are coming from out of town, you will need to arrive in Portland by Sunday morning at the latest. Volunteers who absolutely cannot be present for the volunteer orientation need to notify staff ahead of time.

OUR LOCATION

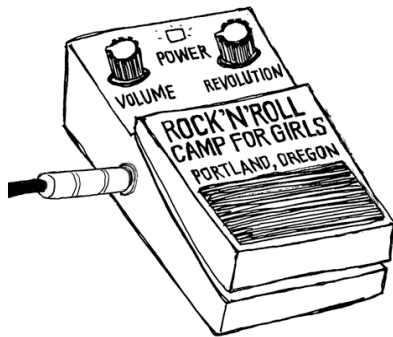
The Rock 'n' Roll Camp for Girls building is located at 8900 'A' NE Vancouver Way in Portland. Directions are on the website: www.girlsrockcamp.org

ACCOMMODATIONS FOR OUT-OF-TOWN VOLUNTEERS

We are not able to provide accommodations for volunteers. However, there are group rates for local hotels posted on the website, and we may be able to help you find a local host. When you confirm your ability to volunteer with us, you will have a chance to request a host, and we'll do our best to find one for you.

The Rock 'n' Roll Camp for girls does not discriminate on the basis of race, religion, national and/or ethnic origin, marital status, sexual orientation, or gender identity. All photos and audio/video created at the camp are Rock 'n' Roll Camp for Girls property and may be used for promotional purposes in the future.

[Keep This Page for Your Records]



Rock 'n' Roll Camp for Girls

SUMMER CAMP 2009

VOLUNTEER APPLICATION

PERSONAL INFORMATION

Name: _____ Name you prefer to be called: _____

Street address: _____

City: _____ State: _____ Zip: _____

Home phone: (____) . ____ . _____ Cell phone: (____) . ____ . _____

Email: _____

• Which is the best way to contact you? e-mail cell home phone

• For which session(s) would you like to volunteer? Signify your preference by marking "1" by your first choice, "2" as your second, and so on.

Session One **Session Two** **Session Three** Note: Session 3 includes a Hip Hop Elements track **Session 4**
(RCS campers are 13+)

• Are you are interested in volunteering for more than one session? Yes No Maybe

• Your T-shirt size preference: Youth M L Adult M L XL XXL

• The Rock Camp provides a meal at the training and lunch every day of camp for our volunteers, interns, and visitors. Please indicate if you are Vegan Vegetarian

• As of Jan. 1, 2009, all volunteers must be 19 or over. Are you, or will you be, 19+ years of age at the time of your volunteer shift? Yes No

• Are you travelling from out of town and would like assistance finding a host? yes no maybe

• Are local to Portland and able to host an out of town volunteer? yes no maybe

• If your band is at least 50% female, would you be available to play a lunch time show? yes

• Do you have previous experience as a volunteer, intern, or camper at our organization? If yes, what did you do and when?

• Can you commit to working the full week of camp, including the orientation session? yes no (If not, explain.)

Your name _____

Please answering the following questions as thoughtfully and thoroughly as you can. (Use a separate sheet of paper if necessary.)

NEW VOLUNTEERS (Please answer the following if you have not volunteered with us in the past 2 years.)

1. Why do you want to volunteer at the Rock 'n' Roll Camp for Girls?
2. What experience do you have working with young people, if any?
3. What age group do you prefer working with and why?
4. What talents and skills can you bring to the camp this year? (not just music-related--anything!)
5. What experience, if any, have you had working with youth or other people with any of the following: attention deficit disorder, learning disabilities, depression, cutting, or other mental, emotional, or physical challenges?

RETURNING VOLUNTEERS (Please answer the following questions if you have volunteered at Summer Camp within the past 2 years.)

1. Please provide feedback for what you liked, and what might need improvement during your most recent Summer Camp experience.
2. What improvements would you like to see in yourself as a volunteer at Summer Camp?
6. [OPTIONAL] Please indicate if you are licensed, certified, or trained in any of the following:
____ First Aid (*indicate date & level of training*) _____
____ CPR (*indicate date & level of training*) _____
____ Teacher license (*indicate subjects and state*) _____
____ RN _____ LPN _____
EMT _____ OLCC _____ other _____

Your name here _____

...: BACKGROUND CHECK ::.....

As you know, the Rock 'n' Roll Camp for Girls is a non-profit organization with a mission to empower girls through music. Because our work involves minors, as part of the application process we must conduct a criminal background check on all volunteers. By signing this application, you authorize the organization to conduct this check.

Social Security number: _____ Date of birth (mm/dd/yy) ___/___/___

Please circle either yes or no and completely fill out all sections that apply to you.

Have you lived outside the State of Oregon anytime during the last 10 years prior to today's date? **Yes / No**

If Yes:

State: _____ City: _____ County: _____ Years: _____ to _____

State: _____ City: _____ County: _____ Years: _____ to _____

Have you ever been convicted of any criminal offense? **Yes / No**

If yes, state offense and date of conviction:

Have you ever been charged with a criminal offense involving children? **Yes / No**

If yes, explain:

Have you been arrested or cited for a crime that has not been resolved or are you in a diversion program?

Yes / No

If yes, explain:

Are you currently awaiting trial? **Yes / No**

If yes, explain:

Please sign below to allow us to perform a criminal background check.

Signature: _____

Date: _____

Your name here _____

. : : FEMALE-ONLY VOLUNTEER POSITIONS : : .

Are you interested in volunteering _____ **Full Day** _____ **Half Day:** _____ **AM** _____ **PM**

___ **Band Manager:** No musical experience necessary for this position

Time commitment: Sunday 2:30-6, Monday 9-6, Tues-Fri 11:30-6, Saturday 11am-9pm (Showcase)

This position is our equivalent to a camp counselor, and is one of the most rewarding jobs for volunteers at Summer Camp. You will serve as a mentor for your assigned band(s) of girls, make sure they are where they need to be at all times, and attend the end of day staff meeting each day. Band Managers with musical experience may also coach campers on their instruments throughout the day and during band practice.

Are you interested in band managing Electric Youth? (ages 8-10) _____ **yes** _____ **no** _____ **maybe**

Mark the instruments, if any, that you feel confident coaching.

___ **Drums** ___ **Vox** ___ **Guitar** ___ **Bass** ___ **DJ (turntables)** ___ **Keyboard** ___ **Hip Hop Elements**
(session 3 only)

___ **Instrument Instructor**

Time commitment: Sunday 1-5:30, Monday-Friday 9-12 noon, Showcase (optional)

Our campers possess a varying range of age and skill level, and many have never touched a musical instrument in their lives. Now it's time to teach them what you know. You may do some collaborative large-group teaching, as well as small-group sessions (generally 3-5 students per teacher.) You will also meet or email with your fellow instrument instructors at least once before orientation to decide on a curriculum and what style and level of experience each instructor is comfortable teaching. This position combines well with band coach, manager, or workshop leader for a full day of volunteering!

Please specify which instrument you'd like to teach. If you can teach more than one, assign a number (1 being greatest) to signify the instruments you would most like to teach:

___ **Drums** ___ **Vox** ___ **Guitar** ___ **Bass** ___ **DJ (turntables)** ___ **Keyboard** ___ **Hip Hop Elements**
(session 3 only)

___ **Band Coach** Must have basic knowledge of songwriting and knowledge of at least 2 instruments

Time commitment: Sunday 2:30-6:30, Monday 9-6, Tues-Fri 11:30-6, Saturday 11am-9pm (Showcase)

Band coaches are assigned 1 or 2 bands to help prepare a song for the Showcase. You will help the girls during band selection on the first day and assist them each camp day in learning how to play as a group, both musically and interpersonally. Band Coaches can coach up to 2 bands.

How many bands would you like to coach? _____ **1** _____ **2**

Are you interested in coaching Electric Youth? (ages 8-10) _____ **yes** _____ **no** _____ **maybe**

Mark the instruments you feel you have the ability to coach:

___ **Drums** ___ **Vox** ___ **Guitar** ___ **Bass** ___ **DJ (turntables)** ___ **Keyboard** ___ **Hip Hop Elements**
(session 3 only)

___ **Rock Camp Studio Recording/Sound Engineer (Rock Camp Studio session only)**

Time commitment: Sunday 1-6:30, Monday 12-3, Tuesday-Wednesday 9-12, Thursday-Friday 9-6

This position requires knowledge of and experience with aspects of live and studio analog and digital recording, including 2-track, 4-track, Cubase and GarageBand. Teach campers how to record fellow camper bands during the week, as well as the setting up to record their live Showcase performance. This is a position for our newest program, so your help may be needed in creating this part of Rock Camp Studio.

Intern Leader/Head Roadie (must have at least 2 sessions of Summer Camp experience)

12:00 – 5 PM on the Saturday before camp session starts, and Sunday 2:30-6 pm

8:30 (7:30 on Monday) AM - 5:30 PM Monday through Friday

12 PM - 10 PM Saturday (load in/load out/set up Showcase)

The intern leader is responsible for directing and managing the intern crew throughout the camp week.

You must be sensitive to the particular needs and boundaries that interns negotiate as peers to campers as well as apprentice volunteers.

You must also be able to help train interns in leadership skills, act as a point person for interns throughout the week, lift and move heavy objects, and ensure intern tasks are completed. Other requirements: know or be willing to learn how to set up a complete practice space, how to run the camp’s various sound boards for panels, lunch time shows, assemblies and workshops, moving sound partitions, ensuring equipment is treated well, and using interpersonal skills to work with other staff so that they can best utilize the intern crew.

Morning/Afternoon Assembly Crew (must have attendend at least 10 camp assemblies!)

Time Commitment: Attend orientation on the Sunday before camp session starts 2:30-6

8:00 - 10 AM, 4:30 - 5:30 Monday

8:30 - 9:30 AM 4:30 - 5:30 Tuesday-Friday

Some hours pre-camp to develop assemblies with Summer Camp Coordinators

Provide an energetic, fun and welcoming atmosphere in the morning and closure upon departure for campers and volunteers, lead warm up and ice breaker activities, help teach the Camp song, help construct and participate in skits, and give announcements and direction when needed. Must be articulate, outgoing, and have a great camp counselor stage presence. Will work with the summer camp coordinators to develop the assembly topics. This position can be added to any number of other positions at camp including instrument instruction, band coaching, and more.

Workshop Leader No musical experience necessary

Time Commitment: 1 or 2 afternoons

Each of our workshops values developing life skills and self-esteem, as well as encouraging creativity, self-expression, and awareness. Each workshop is delivered between 2-4 times over a 1 or 2 day period to groups of 15-25 campers loosely divided by age. This is a great supplemental position for instrument instructors who would like to stay at camp through the afternoon.

• Please check the workshop(s) you would like to lead

- Zine writing and production
- Image and Identity
 - Teen Issues
 - Electric Youth (ages 8-10)
- Showcase Performance Run-Through
- Self-Defense
- Songwriting
- Recording Your Band
- Band T-Shirt Screen Printing

• Submit a proposal for the workshop(s) you would like to lead on a separate piece of paper with this application. Please include answers to the following questions:

1. What is the goal, and plan of your workshop?
2. How do you plan to fit our mission values, such as development of girls self-esteem, creativity, and awareness fit into this workshop?
3. What is your experience working with groups of 20-25 girls? What is your previous Workshop Leader experience, if any?

Your name here _____

Drama Trauma No musical experience necessary

Provide support, conflict-resolution, and crisis management for campers ages 8-18, as well as support for staff, volunteers, and interns throughout the week of camp. In the past, Drama Trauma has often also acted as a receptionist, nurse, instrument instructor, or band coach. Experience with teenagers in a counseling or education environment recommended. Letters of recommendation for graduate programs etc. gladly given on your behalf after you complete a session.

Sunday training: 12-5:30. Please circle the day(s) of the week under the shift(s) you are available. There is scheduling flexibility with this position. If these exact times do not suit you, please indicate your availability.

Morning shifts: 8:30 am-1pm
M T W Th F

Afternoon shifts: 1-6 pm
M T W Th F

... : VOLUNTEER POSITIONS OPEN TO BOTH MALES AND FEMALES: . .

Camp Support Crew

Throughout the week, you will be called upon to help with daily morning set up, camper check in/out, serving lunch to 50 volunteers, merch sales, volunteer/intern break room maintenance, picking up donations, camper lunch supervision/presence, general clean up including sweeping, mopping, vacuuming, taking out trash, bathroom clean-up, moving gear, Showcase assistance, and other tasks that help everyone have a great day at Summer Camp.

[OPTIONAL] Do you have a Food Handler's Card? Yes No

Sunday training: 1:30-5:30 pm

Please circle the day(s) of the week under the shift(s) you are available. There is scheduling flexibility with this position. If these exact times do not suit you, please indicate your availability.

Morning shifts: 8:30 am-1 pm
M (7:30-1pm) T W Th F

Afternoon shifts: 1-6 pm
M T W Th F

Closers: 4-7pm
M T W Th F

Showcase Crew

This is a great position for anyone wanting to help out on the night of the Showcase!

Please check the box you would like to assist us with

- OLCC monitor with current card (Showcase, Saturday evening, 4-9pm)
- Usher/Door Security (Showcase, Saturday evening, 4-9pm)
- Stage Manager's Assistant (Friday 1-5, Saturday Noon-10pm)
- Guitar/Bass Tech/Tuner (Showcase, Saturday evening, 4-9pm) *female only*
- Balcony/camper "Green Room" Monitor (Showcase, Saturday evening, 4-9pm) *female only*
- Roadie (Friday 1-5, Saturday Noon-10pm)
- Sales (Showcase, Saturday evening, 4-9pm)

Front Desk Receptionist

From the front desk, the receptionist helps with Monday morning camper registration, camper check in and out, monitors visitors, handles phone calls, gives directions, answers questions, and sells Showcase and raffle tickets, and camp merchandise. Please attend the mandatory training Sunday 12-5:30 pm.

Please circle the day(s) of the week under the shift(s) you are available. There is scheduling flexibility with this position. If these exact times do not suit you, please indicate your availability.

**Morning shifts: Mon 7:30am-1pm,
Tues-Fri 8:00am-1pm**
M T W Th F

**Afternoon shifts: Mon-Fri 1-6pm,
Sat 11am-4:30pm**
M T W Th F

... : VOLUNTEER POSITIONS OPEN TO BOTH MALES AND FEMALES: ...
(continued)

___ Pre Camp House and Grounds keeping

Help prepare the Rock Camp site for hundreds of campers, staff, volunteers, musicians, parents, and family! Create a clean and safe environment for everyone by coming to a pre camp clean up party! Tasks include clearing yard debris, setting up outside areas, recycling, Rock Room set up, and more. Lunch provided.

Mark the shift(s) you can attend : _____ Saturday, June 20th 12-5
_____ Saturday, July 11th 12-5
_____ Saturday, July 24th 12-5
_____ Saturday, Aug 8th 12-5

.....

___ Nurse/Front Desk Receptionist

Available throughout the day as a point person for medical emergencies, minor accidents, helping campers with special medical needs, prescriptions, and assisting the receptionist and Drama Trauma team as needed. Also includes front desk responsibilities. Please attend the mandatory training on Sunday 12-5:30 pm.

Please circle the day(s) of the week under the shift(s) you are available. There is scheduling flexibility with this position. If these exact times do not suit you, please indicate your availability.

Morning shifts: 8:30 am-1 pm					Afternoon shifts: 1-6 pm				
M	T	W	Th	F	M	T	W	Th	F

.....

___ I would like to host a volunteer

___ Please help me find a host

Each year, people travel from all over the world to be a part of the camp. We need local individuals/families to host campers and volunteers coming in from other cities or countries, so that they'll have a welcome place to rest their heads at night.

.....

___ Airport, Train and Bus Station pick-ups

Available to pick up campers and/or volunteers and take them to their hotels or host families

.....

___ Other

Want to help out in some other way? Have you volunteered at camp before and had an idea for a job that would make camp better? Let us know!