

Position Description | Fall High School Retreat Counselor

The Diversity Center of Northeast Ohio was founded in 1927 as The National Conference of Christians and Jews (NCCJ), a human relations organization dedicated to eliminating bias, bigotry, and racism in America. The Diversity Center's offers a variety of programs for students, educators, and professionals to engage in meaningful discussions about diversity and inclusion.

The Fall High School Retreat is a gathering of Northeast Ohio's students, who spend 2 ½ days exploring topics of diversity and inclusion through experiential activities and discussions. This year the retreat will be *October 19th – October 21st, 2017* and the theme is *Immigration: A Snapshot*.

Job Summary

Our retreats and conferences provide unique opportunities for youth to share a fun, critical thinking space. Counselors uniquely impact the students by serving as facilitators, active listeners, and guides to student experiences. Camp Counselors are responsible for monitoring students as they participate in Diversity Center Activities, Camp Activities, and Simulations. This is an unpaid volunteer position.

Essential Functions

- Accompany students to all Retreat related activities
- Facilitation of designated Diversity Center curriculum
- Escort students to and from cabins, meals, and activities
- Keep a constant headcount of students before and after transitions
- Sleep in participant cabins as chaperones

Additional Functions

- Socialize with students during meals and breaks
- Model positive active participation for students
- Help lead icebreakers and activities as necessary
- Attend facilitation and curriculum content trainings
- Other tasks as assigned by Diversity Center Staff or Camp Director

Entitlements

- DCNEO Facilitator Training
- Leadership and Facilitation experience
- Room and Board for the duration of the Fall High School Retreat
- Relationship Building with Students, Educators, Counselors, and Diversity Center Staff



September 5, 2017

Greetings!

Thank you for your interest in The Diversity Center of Northeast Ohio's Fall High School Retreat, **Immigration: A Snapshot**. The Fall High School Retreat is a unique three-day opportunity for students and educators of all backgrounds, from all edges of Northeast Ohio, to come together to explore topics of social justice and diversity.

Through large and small group discussions, teambuilding activities, and reflective workshops, led by The Diversity Center staff, peer facilitators, and community partners, students will...

- Practice effective problem solving, collaboration, and leadership.
- Identify instances of prejudice and examine biased behavior or beliefs.
- Build relationships with young people from different backgrounds.
- Shape conflict resolution, self-awareness, and relationship skills.

We at The Diversity Center look forward to this trip every year! The retreat aims to be challenging, insightful and fun. As a counselor you will:

- Monitor students as they participate in Diversity Center Activities, Camp Activities and Simulations
- Help lead icebreakers and activities as necessary
- Sleep in cabins with participants as chaperones
- Help keep activities running on time and facilitate selected icebreakers and activities
- Gain facilitation experience and build relationships with other counselors/staff

This year, our residential host will be Camp Wise, 13164 Taylor Wells Road, Chardon, OH 44024. Please note that you will be staying at a camp, and that all activities are rain or shine. This year, we will have over 10 schools and over 120 students and educators participating in the Retreat.

We will depart via caravan from The Diversity Center office to be at Camp Wise at 12pm. We are asking counselors to arrive at The Diversity Center by 11am on October 19, 2017. If you are willing and able to drive please let us know at the trainings.

Please fill out the following forms and fax to 216-752-4974 or email to kjohnson@diversitycenterneo.org

Thank you!

Kaila "KC" Johnson
Program Specialist, School & Youth

Cierra Hilson
Manager of Special Events & Programs



COUNSELOR AGREEMENT – FALL HIGH SCHOOL RETREAT

I understand that I will act as a counselor for Fall High School Retreat scheduled for October 19-21, 2017 sponsored by The Diversity Center of Northeast Ohio, Inc. In consideration for being permitted to participate in activities with The Diversity Center at Camp Wise, I, _____ (Counselor Name, please print), agree to the following provisions.

Acknowledgement

I understand that there are numerous risks and benefits associated with participating in camping activities, including low initiatives/action challenge activities. I recognize that accidents occur and that all risks cannot be eliminated or controlled. Some, but not all, of the specific risks include:

Weather conditions which may change rapidly, causing injury directly (sunburn, hot/cold temperature extremes) or by affecting other factors (performance of equipment may be impaired). Some activities take place in a natural environment, where unexpected and unmarked objects and conditions create the risk of injury or death from falling, tripping, etc., insect or animal contact, and potentially harmful vegetation. Activities near water involve the risk of injury, illness, and drowning.

These are some but not all of the risks inherent in camping activities. There are also some risks which cannot be anticipated. Other Counselors, The Diversity Center staff, and the site staff will use their best judgment in determining how to react to circumstances including the aforementioned and other unpredictable, natural phenomena.

I acknowledge that I am aware of the possible risks, dangers and hazards associated with travel to and from location(s) to be visited during the retreat including transportation provided by commercial, private and/or public motor vehicles.

I understand that to participate in Fall High School Retreat I must receive both the Facilitator and Content trainings.

Release Provision

I, on behalf of myself, hereby release and waive any claim of liability against The Diversity Center of Northeast Ohio, its agents, employees, officers, directors, successors and assigns with respect to any injury, illness, damage or death occurring to me while in any and all activities that are related to my duties. I understand that this release pertains to any negligence by The Diversity Center, its agents, employees, officers, directors, successors and assigns, as well as the negligence of any other participants. I assume all risk of injury on behalf of myself.

I hereby agree to indemnify and hold harmless The Diversity Center of Northeast Ohio, its agents, employees, officers, directors, successors and assigns, with respect to any claim asserted by or on behalf of me as a result of injury, illness, damage, or death.

Consent and Signatory Acknowledgement

Counselor – Acknowledgment of personal responsibility:

I have read the terms of this agreement. I will abide by the terms of the Agreement and recognize my personal responsibility.

Counselor Signature: _____ Date: _____



COUNSELOR CONTACT INFORMATION

Counselor's Name _____

Address _____

E-mail _____

Cell _____

Gender _____ Age _____

COUNSELOR EMERGENCY CONTACT INFORMATION

Name/Relationship _____

Address _____

Email _____

Phone _____ Cell _____

DESIGNATED ALTERNATE CONTACT (in case first emergency contact cannot be reached):

Name/Relationship _____

Phone _____ Cell _____

CURRENT HEALTH STATUS

Please describe any problems or conditions that could affect participation.

Any special consideration, i.e. dietary needs, restricted activity, lodging preferences, etc.? **PLEASE SPECIFY IF YOU ARE A VEGETARIAN, VEGAN, MAINTAIN A KOSHER DIET OR HAVE FOOD ALLERGIES!**

Are you taking prescribed medication? If so, please list medication & dosage schedule.

ADDITIONAL HEALTH INFORMATION:

Please offer any necessary health information not included on this form:

CONFIDENTIAL

APPLICATION QUESTIONS

Have you participated in The Diversity Center's programs before? Y N

If so, which programs? _____

If not, how did you hear about The Diversity Center? _____

The following questions are intended to help us understand your background with diversity, multiculturalism, and inclusion. Please respond as honestly as possible in a separate document (paragraph format):

1. What is the difference, in your own words, between diversity and multiculturalism? *(if necessary, please reference the definitions)*
2. How does this difference impact the nature of race relations?
3. Elaborate on an experience with diversity and/or multiculturalism that has contributed to your development as a citizen, student, and leader.
4. In the practice of diversity, inclusion, and equity, are there any topics in particular that you are passionate about? In what ways do you want to grow? Are there any topics that you want to know more about?
5. When working with high school aged students, what inspirations or life lessons have you had that you would you share or model with the students? Especially as they pertain to topics of diversity, equity, and inclusion.

Are you able to produce proof of a recent background check? Y N

Applicant Signature _____ Date _____



The Diversity Center of Northeast Ohio

Counselor Reference Form

TO BE COMPLETED BY A NON-RELATIVE

3659 Green Rd., Suite 220 | Cleveland, OH 44122

(p) 216-752-3000 | (f) 216-752-4974 | programs@diveristycenterneo.org

Reference Name _____ Phone _____

APPLICANT'S NAME _____

The individual above has applied for a counselor position of significant influence with students ages 13-18.

Please help us consider the applicant's qualifications by rating them in the following areas:

Responsibility

1 2 3 4 5 6 7 8 9 10 Can always be counted on

Initiative

1 2 3 4 5 6 7 8 9 10 Makes things happen

Relates well with young people

1 2 3 4 5 6 7 8 9 10 Attentive to needs and friendly

Creativity

1 2 3 4 5 6 7 8 9 10 Full of great ideas

Team Player

1 2 3 4 5 6 7 8 9 10 Knows how to lead and how to compromise

Character

1 2 3 4 5 6 7 8 9 10 Works hard to do the right thing

Additional Comments:

What is your relationship and how long have you known the applicant?

- I fully recommend the applicant with no reservations.
- I recommend the applicant with some reservations.
- I do not recommend the applicant.

Reference Signature _____ Date _____

Please fax or email to The Diversity Center: (f) 216-752-4974 | programs@diveristycenterneo.org



PUBLICITY RELEASE

Photographs, slides, quotes and videos may be made during the retreat and participants are likely to be included. These photos, slides and videos may be used in press releases, news stories, various publicity pieces or in similar publications. We hereby request permission to use any photographs, slides or videotapes in which you appear for these purposes. Thank you for your consideration.

I give my consent to use photographs, slides, quotes and videotapes in which my child appear(s) for publicity purposes.

COUNSELORS SIGNATURE **DATE**

COUNSELOR AGREEMENT

I accept the challenge of being a counselor at The Diversity Center of Northeast Ohio's Fall High School Retreat. I acknowledge my responsibility to, myself, other counselors, and student participants.

I agree to be present at the retreat from Thursday, October 19, 2016, through Saturday, October 21, 2016. Unless I have arranged an alternate schedule with The Diversity Center of Northeast Ohio.

I will respect the rights and responsibilities of my counsellorship and will join in the spirit of the Retreat to the best of my ability.

COUNSELOR SIGNATURE **DATE**