

# Position Description | Fall High School Retreat Counselor

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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 18<sup>th</sup> – October 20<sup>th</sup>, 2018* and the theme is *From the Inside, Out: Body Image to Gender Identity*.

## 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 that requires a background check.*

## 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



June 5, 2018

Greetings,

Thank you for your interest in The Diversity Center of Northeast Ohio's Fall High School Retreat. 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. **The retreat will take place October 18<sup>th</sup> - October 20<sup>th</sup>, 2018 at Camp Wise in Chardon, OH.**

Through large and small group discussions, teambuilding activities, and reflective workshops, 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 look forward to this retreat 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/facilitate icebreakers, activities, and content as necessary
- Chaperone student participants in cabins for entirety of retreat
- Help keep activities running on time and facilitate selected icebreakers and activities
- Gain facilitation experience and build relationships with other counselors/staff
- Practice and develop leadership skills for facilitating conversations around diversity and inclusion

Our residential host is 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. Each year, we have over 10 schools with approximately 130 students and educators participating in the Retreat.

A mandatory Counselor Orientation will take place on August 11, 2018 from 12 noon until 6 pm with dinner and bowling afterwards. All counselors are expected to be present for this orientation.

On October 18<sup>th</sup>, DCNEO staff and all counselors should be present at Camp Wise no later than 12 pm. If you are willing and able to drive to Camp Wise please let us know at Counselor Orientation. We will work with you to secure transportation, if necessary.

Please fill out the following forms and fax to 216-752-4974 or email to [kjohnson@diversitycenterneo.org](mailto:kjohnson@diversitycenterneo.org)

Thank you!

Kaila "KC" Johnson  
Program Specialist, Higher Education & Young Adults

Cierra Edwards  
Manager, Special Events



**COUNSELOR AGREEMENT – FALL HIGH SCHOOL RETREAT**

I understand that I will act as a counselor for Fall High School Retreat scheduled for October 18<sup>th</sup> -20<sup>th</sup>, 2018 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 in order to be a part of Fall High School Retreat, I must attend and review both the Facilitator and Content trainings (insert dates, times, locations).

**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.

\_\_\_\_\_

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**ADDITIONAL HEALTH INFORMATION:**

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

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**LEADERSHIP STRENGTHS:**

Please identify your leadership strengths, specifically as they are related to working with high school students:

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**BACKGROUND CHECK:**

This unpaid counselor position requires a background check in order to work with schools and their youth.

Are you able to provide a recent background check?      YES      NO

Please attach a physical copy of your background check to your application.

*Upon application, DCNEO staff will provide you with options for obtaining a background check if you do not have one. The background check needs to be completed approximately three weeks prior to the first day of beginning your counselor position.*

**\*CONFIDENTIAL INFORMATION (for internal use only)\***

**APPLICATION QUESTIONS & REFERENCE FORM (to be completed by First-Time Counselor Applicants ONLY)**

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.

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](mailto: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](mailto: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.

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**COUNSELOR 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 6, 2016, through Saturday, October 8, 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.

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**COUNSELOR SIGNATURE**

**DATE**