

### Have you ever thought about staffing a Seminar Camp?

*"The best thing about staffing a Seminar Camp is when you can see a person really change during the camp and when that person goes back home and becomes very active in the local community."*

Nina Forsman, CISV Finland

*"As staff we have to know how to encourage the participants when they seem too lazy to do activities. Know how to slow them down when they face never ending discussions. Know how to be their friends but not their parents. To be a Seminar Camp staff requires a lot of effort! But the reward is zillion times bigger."*

Yuliana Dewi CISV Indonesia

*"People can tell you what it is like, and you can read the guide over and over again, but for really figuring out what a staff in a Seminar Camp is, you should try it".*

Gonzalo Gully CISV Argentina

### How to Apply

- 1) Please read these notes before completing your application.
  - The deadline for your national Seminar Camp Committee / Contact Person to have submitted the complete application from their NAs to the International Seminar Camp Committee Staff Coordinator is **1st December**. So please ensure you send your application to your coordinator as soon as possible. (it is a good idea to keep a copy of everything yourself). Do not send your application package directly to the Seminar Camp Committee – **it must go through your NA SCC contact person**. Applications made after this date may be considered for the wait pool.
  - A complete application consists of staff leader application form plus 2 references plus proof of age document and a police check (the proof of age and police check will remain with your NA coordinator). Applications must be given approval by your National Association.
  - Costs. Keep in mind the travel costs, which you will be reimbursed for (up to the amount estimated on your Staff/Leader Application Form), only cover staff travel and airport taxes to the programme. You will not be reimbursed for health forms checks, accommodation, visa applications or the cost of traveling to, or attending training workshops. If your travel cost to the Seminar Camp is more than your estimate please contact Seminar Camp Committee at [seminarcamp.staffassignment@cisv.org](mailto:seminarcamp.staffassignment@cisv.org) before purchasing. AON Insurance is available through CISV, or if you have private insurance then up to £30 of this cost will be covered.
  - If you are not informed immediately that you have a staff position then you are automatically added to the wait pool of applicants as different variables (eg. gender, region, budget, availability etc.) are taken into account when positions are given.
- 2) Staff Application Form (*updated for 2012*)  
<http://resources.cisv.org/docs/main?action=document.view&id=153>
- 3) References  
2 x Reference Form (to be filled by two different Referees).  
<http://resources.cisv.org/docs/main?action=document.view&id=513>

4) Seminar Camp List. Dates and locations of all Seminar Camps are available either through your National Secretary or by going to the Seminar Camp Committee website/Upcoming Events. Any late changes (dates etc) will also be available here. Remember that as staff you must attend both the Staff Pre-Camp (4 days) and Post Camp days (2-3 days). So for staff members the camp lasts 4 weeks.

5) Workshops. All staff members have to participate in a Seminar Camp Staff Training Workshop before the camp, unless they have attended a Staff Training Workshop in the last three years or been Staff at a Seminar Camp within the last three years. Workshops planned for your region can be found in the Training area of Resources(<http://resources.cisv.org/training/>). The costs of travelling to and attending a training workshop are not included in your expenses. Where you are not assigned to a Seminar Camp, it is still very worthwhile attending a training. It will be valid for next years camps, and in case of cancellations, will make it easier to assign you from the waitlist.

For any further information please see the Seminar Camp website(<http://resources.cisv.org/scc/index.html>) or get in touch with your National Seminar Camp Contact ([http://resources.cisv.org/scc/information/na\\_contact.html](http://resources.cisv.org/scc/information/na_contact.html))

#### **After you have applied**

- 1) You will be contacted during December when we will confirm receipt of your application.
- 2) Between January 15th and March 1st , you will be contacted again with an update on the status of your application. Please check your e-mail regularly as you will be given 1 week to accept your position by completing and returning a [Staff Acceptance Form](#)
  - Initial assignments will start in January, and continue through February. During this period, you may be contacted directly by a member of the Seminar Camp Staff assignment team to discuss possibilities. It is important for you to remember that these are informal enquiries - you will not be assigned to a camp until you have received an official invitation from the International Office, and returned your staff acceptance form. Please do not make travel arrangements until you have formally accepted this invitation.
  - If you are not assigned a position initially, we will contact you again and ask to add you to the wait pool. We do receive staff cancellations throughout the year, so we really appreciate having a wait pool to turn to!
- 3) If you receive and accept an assignment, you will be contacted with more information on what to do next. Your priority should be to ensure that you have proper training – workshops usually take place in March and April and more information on where Seminar Camp Staff Training Workshops will be taking place can be found at (<http://resources.cisv.org/training/>).
  - Download [Seminar Camp Staff-Practical Information](#). This includes important information about costs and reimbursements, insurance options, your administrative responsibilities as a staff member, and more!

**We look forward to receiving your application!**

**International Seminar Camp Committee**

**Staff Assignment Team**

[seminarcamp.staffassignment@cisv.org](mailto:seminarcamp.staffassignment@cisv.org)