



# WorkCamp

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## WorkCamp Volunteer Contractor Packet

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### General Information

You are invited you to participate in our annual Diocesan WorkCamp for high school-aged teens which will be taking place in June 2022. Over 800 high school youth are anticipated to sign up to make basic home repairs for those in need. This year, WorkCamp will be held in Frederick County, Virginia. The teens will be working on site Monday, June 20, 2022 through Thursday, June 23, 2022.

The youth will be divided into crews of 5 or 6 teens each. Every crew will be led by an adult leader. This adult leader has many responsibilities, including the safety of the crew and work schedule. In the role of Contractor, your focus will be on the project itself. If you are not available those days or are not comfortable working with teens, we can also use your help before and after the week of WorkCamp.

The time and effort that the Contractors contribute assures the success of WorkCamp. WorkCamp 2022 will only be possible because of the many skilled people who volunteer their time and talents to help make basic home repairs for those in need.

### Contractor Role

A WorkCamp Contractor is not necessarily a licensed contractor; these are men and women who are skilled at basic home repair and maintenance and act as a project leader during WorkCamp. These skills can be anything from interior or exterior painting to building wheelchair ramps or decks and many projects in between.

The parish is required to provide 1 "Lead" Contractor for every 5 youth attending. There are three choices under the Contractor Role:

1. *Lead Contractors* are men and women who are skilled at basic home repair and maintenance and act as a project leader for a crew during WorkCamp.
2. *Assistant Contractors* are individuals who will be assigned to sites that may need some extra help but will not be the primary contractor. This role is very valuable but *does not count toward the parish's requirements*.
3. *Troubleshooters* are individuals who are thoroughly familiar with WorkCamp and have a strong knowledge of various types of home repair. Troubleshooters *do count as a Lead Contractor for the Parish*.

Your project will be selected based upon your experience as well as safety and time constraint considerations. When you register for WorkCamp, you will input your experience level for different areas of construction, which will allow us to assign a project that is suitable for your comfort level. In certain circumstance, you will be assigned an assistant or co-contractor.

### Lead Contractor Responsibilities

- Project Leader: You will be working with an adult leader and a crew to complete your work project as scheduled. As the skilled member of the team, you will be responsible for teaching your crew **how** to do the repairs correctly. It is the crew's job to perform the work under your guidance!
- Safety Role Model: It is important that you and the adult leader work together to ensure that the youth follow all safety rules in general as well as those specifically listed on the project outline. We ask that you set the example and follow the specific safety instructions outlined.
- Tools: You are asked to bring any appropriate tools that you have for the project. If you do not have all the tools, that is fine. The parish you are attending WorkCamp with is required to assist you in

supplying tools for your project. You will be provided with a tool list at least a month prior to WorkCamp.

- You may be asked to assist with trash pickup and disposal during WorkCamp. It may be necessary for you to run to the hardware store to get extra items needed for your project.

### WorkCamp Project's Office

Jamie Chichester is the Assistant WorkCamp Coordinator for the diocesan youth ministry office. She oversees all aspects of WorkCamp project planning and execution. During the week of WorkCamp she is assisted by volunteers that help run the project logistics for the week, which is known as the Project's Office.

During the first week of June, you will receive a project packet with detailed information and instructions that you will review prior to WorkCamp. During the week, you will be assigned a "site coordinator" who you will be in touch each day. They can help with material or tool needs, dispatch a troubleshooter, and provide any other assistance needed. Each site coordinator is paired with a 'troubleshooter'. They will be traveling between their assigned sites to provide technical assistance and will also be available in the evening for consult. When you receive your project packet in June, you will see the WorkCamp contact information for the individual(s) assigned to your site.

### Steps to Volunteer

If you can join us as a Contractor this year, there are three steps you need complete:

1. **Register for WorkCamp.** All WorkCamp Contractors are required to register prior to May 22<sup>nd</sup>, 2022. WorkCamp uses an online registration system that is secure, paper-free, and includes the use of digital signatures. For instructions on how to complete your registration paperwork, see the attached document titled "Contractors: How to register for WorkCamp."
2. **Electronically submit documentation to the Office of Child Protection.** Each WorkCamp Contractor needs to meet the OPCYP threshold of compliance for the WorkCamp Contractor Role. If you are not already fully compliant through volunteering in another role, view the attached document "OPCYP Compliance in the WorkCamp Contractor Role"
3. **Attend meetings.** The youth are required to meet monthly, and you are invited to attend, but we ask contractors to make the following two meetings a priority in your busy schedule.
  - a. **The Parish safety and tool training** to learn about the safety requirements at WorkCamp. This meeting is typically held in May. The time and location will be announced by your parish stakeholder.
  - b. **The Diocesan WorkCamp Contractors' Meeting** is typically scheduled for the first week in June from 7:30am to 9:30pm. Date and Location is TBD and will be communicated through email as soon as possible. This training will discuss tips on how to successfully lead a home repair project with teens, provide project-specific information, and will answer any questions that you have. There is a second, optional, Contractor meeting on the Sunday at our WorkCamp homebase.

### Who to Contact for questions?

Each Parish has a WorkCamp Stakeholder. This person should be your primary point of contact. The parish office of Youth Ministry should be able to connect you.

Jamie Chichester is the primary diocesan contact regarding projects and contractor assignments. You can reach her at 703-841-2559 or by emailing [jamie.chichester@arlingtondiocese.org](mailto:jamie.chichester@arlingtondiocese.org).

Ed Gloninger is the WorkCamp Coordinator. You can reach him at 703-841-2559 or by emailing [Edward.Gloninger@arlingtondiocese.org](mailto:Edward.Gloninger@arlingtondiocese.org).

For any questions regarding OPCYP requirements, please first connect with your OPCYP Parish liaison. For further assistance, contact the Office of Child Protection at [opcyp@arlingtondiocese.org](mailto:opcyp@arlingtondiocese.org).

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## Contractors: How to register for WorkCamp 2022

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Each participant will use the online WorkCamp registration system to sign up for WorkCamp. This site allows for a secure, paper-free registration, that includes digital signatures. Registration is currently open for all volunteers and participants. The deadline for Contractor to register is May 22<sup>nd</sup>, 2022.

### **How to Register:**

Our registration system requires the creation of a Family/Household Portal. This portal will be created for you upon logging in with existing credentials or creating a new account. You may register yourself and/or family members from within the portal by selecting "Register Adult Volunteer" next to your name and complete the registration process through the signature page.

### **New or Existing Diocesan Account?**

If a WorkCamp Contractor has previously created login credentials for any Diocesan Account/Registration system, including WorkCamp Registration or the OPCYP Portal, then those existing credentials should be used to register for WorkCamp 2022. This helps avoid errors in registration and prevents duplicate records from being created in our system.

### **Are your spouse and/or children also attending WorkCamp?**

All members of your household should register under the same account. Click "Add Family Member" to list additional participants in the portal and then click "Register" next to each individual's name to complete the registration process. Parents must register and sign forms for their youth participant. Each adult participant will sign their own forms, which will be emailed.

**Make sure to select the appropriate role.** The parish is required to provide 1 "Lead" Contractor for every 5 youth attending. There are three choices under the Contractor Role:

4. *Lead Contractors* are men and women who are skilled at basic home repair and maintenance and act as a project leader for a crew during WorkCamp.
5. *Assistant Contractors* are individuals who will be assigned to sites that may need some extra help but will not be the primary contractor. This role is very valuable but *does not count toward the parish's requirements*.
6. *Troubleshooters* are individuals who are thoroughly familiar with WorkCamp and have a strong knowledge of various types of home repair. Troubleshooters *do count as a Lead Contractor for the Parish*.

If you encounter difficulty registering, please email to [workcamp@arlingtondiocese.org](mailto:workcamp@arlingtondiocese.org). Please include your name and parish. Please also include a screenshot of error messages that may appear on your screen. You may also contact Clarissa Maciel or Ed Gloninger at the Office of Youth, Campus, and Young Adult Ministries at 703-841-2559. When encountering a registration error, please do not make additional attempts to register but instead, contact our office.

<https://secure4.arlingtondiocese.org/WorkCamp>

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## OPCYP Compliance in the WorkCamp Contractor Role

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The WorkCamp program works closely with the Office for the Protection of Children and Young People (OPCYP) to ensure that all adults working with youth are in compliance with Diocesan policies. Anyone at WorkCamp who will be directly responsible for the care of teens, such as Stakeholders, Adult Crew Leaders, Homebase volunteers, Parish Security, etc. are required to meet all OPCYP compliance standards. This is a non-negotiable requirement.

Certain positions, such as Contractors, are invited to WorkCamp under a different threshold of compliance as they are not directly responsible for the youth in this role. While Contractors are not required to attend VIRTUS training, we ask that each WorkCamp Contractor at a minimum meet the threshold of compliance for the WorkCamp Contractor Role outlined by the following three items:

1. [Diocesan Background Check Release](#) (renews automatically every 5 years)
2. [Acknowledgement of the Code of Conduct](#) (Code of Conduct for Personnel and Volunteers in the Diocese of Arlington)
3. [Acknowledgement of the Policy](#) (Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse)

If a WorkCamp Contractor is missing any (or all) of the above items, or if they need to update their acknowledgment of documents, they will use the OPCYP Online Portal for Volunteers to complete the necessary documentation prior to attending WorkCamp. Contractors who are already OPCYP compliant in another volunteer or employee role will not need to complete this step as this documentation has already been submitted.

When a WorkCamp Contractor signs into the OPCYP Portal:

1. Select **Volunteer** (NOT contractor)
2. Under position, choose "**V-WorkCamp Contractor**"
  - a. By selecting this choice, the only documents that will be generated for electronic signature will be the items that are missing/needed for the individual to meet the Contractor threshold of compliance described above.

If a WorkCamp Contractor has login credentials for any Diocesan Account/Registration system, including the WorkCamp Registration Portal, the same credentials should be used to log into the OPCYP Volunteer Portal. In the case where a Contractor was registered for WorkCamp by another adult family member, they will have different login credentials for the OPCYP Portal that were either automatically generated or existed from another Diocesan Account/Registration. To find the credentials connected to your existing record, please use the find my username and the reset password features on the OPCYP Portal instead of creating a new account.

Use this link to "apply online". <https://www.arlingtondiocese.org/child-protection/>

For any questions regarding OPCYP requirements, please first connect with your parish child protection liaison. For further assistance, contact the Office of Child Protection at [opcyp@arlingtondiocese.org](mailto:opcyp@arlingtondiocese.org).