

# Clarkson Community Church Summer Camps Job Application

Please submit this application to [summercamps@clarksonchurch.ca](mailto:summercamps@clarksonchurch.ca) with your cover letter and resume by Feb. 15, 2019. Date (mmdyyyy): \_\_\_\_\_

## Personal Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Summer Employment

Our desire is to employ a staff team based on complementary skill sets. Please indicate which positions you are interested in and we will plan the staff teams accordingly. Please rate the roles based on your preference; 1 being the greatest.

### Day Camp Roles (Grades 1-4)

Day Camp Program Coordinator

Day Camp Sports Coordinator

Day Camp Program Support

### Spin Camp Roles (Grades 2-7)

Spin Camp Sports Coordinator

Spin Camp Program Support

### Extended Care Roles (split shift)

Extended Care Manager (7:30am-12pm / 2:30-6pm)

Extended Care Support (7:30 - 10:30am / 3-6pm)

### Admin Team Roles

Admin Support

(Please see the attached Job Descriptions for an overview of each of these roles and start dates. The job descriptions are preliminary and will be finalized as a result of the interviews.)

**Areas of strength** (please check as many as are appropriate):

Management

Behaviour Management

Bible Teaching

Crafts

Creativity

Leadership

Program implementation

Sports

Support Roles

Technology

Mentoring

Acting

Other \_\_\_\_\_

Other \_\_\_\_\_

**Date You Can Start working at Saga:** \_\_\_\_\_

**What were you doing for the past year?:** \_\_\_\_\_

**Plans for September 2019:** \_\_\_\_\_

**Are you currently employed?** YES NO Details: \_\_\_\_\_

**Have you ever applied to work at Saga before?** YES NO When: \_\_\_\_\_ Role: \_\_\_\_\_

## General

**Special Courses/ Training (ie. CPR, First Aid, MHFA, behavior management, babysitting.):**

\_\_\_\_\_  
\_\_\_\_\_

## Volunteer History

List any experience not listed above that most directly relates to the job for which you are now applying.

Organisation	Position	Years	Core Duties	Relevant Skills

## Education History

Please list your education history (university, college, trade, high school etc.), with the most recent first. Preference for staff roles is given to those who have completed Grade 12 by July 2019.

School	Program	Years	Graduation

## References

Please list three people we could contact as references. At least one must be from an employment setting, and at least one from a Christian volunteer setting.

Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Position/Organization: \_\_\_\_\_

Phone Contact: \_\_\_\_\_ E-mail Contact: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Position/Organization: \_\_\_\_\_

Phone Contact: \_\_\_\_\_ E-mail Contact: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Position/Organization: \_\_\_\_\_

Phone Contact: \_\_\_\_\_ E-mail Contact: \_\_\_\_\_

**I certify that the information provided is true and correct.**      **Signature** \_\_\_\_\_

We are an equal opportunity employer, dedicated to a policy of nondiscrimination on any basis including race, color, age, sex, disability or national origin.

**Please respond to the following questions with your summer staff application**

1. Why did you decide to apply for a position at SAGA summer camps?
2. As a staff member, it is very important that you are able to commit to being present during the planning of camp, volunteer training nights as well as during the camp day. With the exception of a family emergency or illness, we desire all staff to be present at all times. Are there any days that you would like to request off? (examples: prom, graduation, etc). If so, please list the date and the time off work required as well as the reason for request of absence. Any time off requested that has been approved by pastoral staff must be made up.
- 3., We will be having our volunteer training dates during the week of June 24-28 during the evening. Are there any dates that you would **not** be able to attend this training? If so, please list the date and the reason. If you are employed, we will provide the exact date for the training as soon as possible.
4. Is there anything in your past or present life circumstances that if brought to light, could seriously hinder the effectiveness of your ministry at SAGA summer camps?

**Please answer the following questions:**

1. Please list your experience planning and running program activities with children and youth aged 6-14 such as games, crafts, sports, Bible lessons, skits, leading small groups or anything else that's program related.
2. Please list your experience participating in sports activities.
3. Please list your experience coaching or training a team and/or player. What principles and values were you able to instil into child and youth athletes through sport?

**If you are interested in working on Administration:**

1. Please list your experience related to customer service, promotional material and managing files and paperwork.

## Job Descriptions for Summer Camps Staff 2019

Our desire is to be live by faith, be known for love and be a voice of hope. This is especially true of those in leadership roles and staff positions. For that reason, all staff will be people who are committed to following the example of Christ and the vision of Chartwell in all they do.

Alongside working within a specific team at Saga Summer Camps, all staff will contribute to the larger summer staff team by working towards a 'one-team' culture and being available for needs related to the other teams as needed.

### **Saga Day Camp**

#### Program Coordinator (two positions available)

The Day Camp Program Coordinator will be part of the Day Camp team working alongside the Day Camp Director. Together the Day Camp team will be responsible for the implementation of Saga Day Camp at Clarkson Community Church.

The Day Camp Program Coordinator will be responsible for the following:

- Developing, resourcing and implementing a fun, safe and effective program for campers
- Providing clear responsibilities to the program support staff
- Working with admin toward the ordering and purchasing of equipment for an effective program
- Overseeing the development of camper teams for weekly programming
- Providing on-the-job training, support and encouragement for volunteers at Day Camp
- Ensuring volunteers are resourced with all they need to perform their roles effectively

The Day Camp Program Coordinator will report to the Day Camp Director. It is an 10 week position, beginning on June 10, 2019, and ending on August 16, 2019.

#### Sports Coordinator

The Day Camp Sports Coordinator will be part of the Day Camp team working alongside the Day Camp Director as well as the Spin Camp Sports Coordinator. They will be responsible for the implementation of Saga Day Camp and the Sports Program at Clarkson Community Church.

The Day Camp Program Coordinator will be responsible for the following:

- Developing, resourcing and implementing a fun, safe and effective program for campers
- Providing clear responsibilities to the program support staff
- Developing and implementing skills, scrimmage, games and activities
- Working with admin toward the planning, ordering and implementation of sports equipment
- Overseeing the development of camper teams for weekly programming
- Providing on-the-job training, support and encouragement for volunteers at Day Camp
- Ensuring volunteers are resourced with all they need to perform their roles effectively

The Day Camp Sports Coordinator will report to the Day Camp Director. It is an 10 week position, beginning on June 6, 2019, and ending on August 16, 2019.

#### Program Support

The Day Camp Program Support will be part of the Day Camp team working alongside the Day Camp Director. Together the Day Camp team will be responsible for the implementation of Saga Day Camp at Clarkson Community Church.

The Day Camp Program Support staff will be responsible for the following:

- Supporting the program coordinator toward a fun, safe and effective program for campers.
- Developing and implementing themes, crafts, games and activities
- Supporting the weekly camp BBQ

The Day Camp Program Support will report to the Day Camp Director. It is an 8 week position beginning on June 24, 2019 and ending on August 16, 2019.

## **Administrative Team**

### Admin Support

The Admin Coordinator will be part of the Admin team, working alongside the Admin Director. Together the Admin team will be responsible for the administration of all summer camps at Clarkson Community Church.

The Admin Coordinator will be responsible for the following:

- Registration and application process including forms, database and fees
- Communication with parents from all camps via newsletters and emails, as well as regarding missing information on registration forms and day to day absences
- Provide support to Volunteer Director for data-entry and record keeping for volunteers
- Bookings for venues, transport and equipment as needed by the camp teams

The role of Admin Support will report to the Admin Director and will be an 8 week position, beginning on June 24, 2019 and ending on August 16, 2019.

## **Spin Camp**

### Sports Coordinator

The Spin Camp Sports Coordinator will be part of the Spin Camp team working alongside the Spin Camp Director as well as the Day Camp Sports Coordinator. They will be responsible for the implementation of Saga Spin Camp and the Sports Program at Clarkson Community Church.

The Spin Camp Program Coordinator will be responsible for the following:

- Developing, resourcing and implementing a fun, safe and effective program for campers
- Providing clear responsibilities to the program support staff
- Developing and implementing skills, scrimmage, games and activities
- Working with admin toward the planning, ordering and implementation of sports equipment
- Overseeing the development of camper teams for weekly programming
- Providing on-the-job training, support and encouragement for volunteers at Spin Camp
- Ensuring volunteers are resourced with all they need to perform their roles effectively

The Spin Camp Sports Coordinator will report to the Spin Camp Director. It is an 10 week position, beginning on June 10, 2019, and ending on August 16, 2019.

### Program Support

The Spin Camp Program Support will be part of the Spin Camp team working alongside the Spin Camp Director. Together the Spin Camp team will be responsible for the implementation of Spin Camp at Clarkson Community Church.

The Spin Camp Program Support staff will be responsible for the following:

- Supporting the program coordinator/director toward a fun, safe and effective program for campers.
- Developing and implementing themes, games and activities
- Supporting the weekly camp BBQ

The role of Spin Camp Program Support will report to the Spin Camp Director. It is an 8 week position, beginning on June 24, 2019 and ending on August 16, 2019.

## **Extended Care**

### Extended Care Manager

The Extended Care Manager will lead a team of staff who will be responsible for Extended Care at Clarkson Community Church. The manager will need to be able to manage a staff team for Extended Care as well as working collaboratively with the directors of the other teams.

The Extended Care Manager will be responsible for the following:

- Overseeing and leading the Extended Care team.
- Caring for and managing campers and their behavior to ensure the safety and enjoyment of all who attend
- Overseeing a fun, safe and effective program for campers.
- Ensuring that all aspects of the Extended Care program work together
- Overseeing sign-in and sign-out process for Extended Care campers
- Ensuring accurate communication with parents of Extended Care campers regarding camp related information

The role of Extended Care Manager will report to the Admin Director. It will be an 8 week position beginning on June 24, 2019 and ending on August 16, 2019.

### Extended Care Support *(two positions available)*

The Extended Care Support staff will be part of the Extended Care team, working alongside the Extended Manager. Together the Extended Care Camp team will be responsible for the implementation of Extended Care at Clarkson Community Church.

The Extended Care Support staff will be responsible for the following:

- Supporting the Extended Care Manager in providing a fun, safe and effective program for campers
- Ensuring appropriate games and equipment are prepared and available
- Ensuring that Extended Care space/venues are adequately prepared and cleaned up
- Caring for and managing campers and their behavior to ensure the safety and enjoyment of all who attend

The role of Extended Care Support will report to the Extended Care Manager. It is a 8 week position beginning on June 24, 2019 and ending on August 16, 2019.