

Dear applicant:

Please read through this entire application before starting to fill it out.

Attached are the following items:

- Written application that you need to complete
- Camp Counsellor and Camp Leader job descriptions
- Program guidelines & important dates

Please complete these forms and return **this page (signed), plus the written application and resume**. Keep the job descriptions, program guidelines and important dates for your future reference. All forms must be returned **no later than April 30th, 2022**. Late applicants will not be contacted for an interview.

Please Note

- All successful job applicants that are 16 years of age or older will be required to submit a police check. A police check is valid for a 3 year period of time. Your police check must be handed in to the director by the first day of training.

You may use the following methods to return your paperwork:

- In person to the office (call ahead for office hours – 519 875 2414)
- Copy, complete and scan your document and send it via email to themission@kwic.com
- Send by mail ensuring delivery by April 30th to
The Mission
1156 Norfolk County Rd. 28
Langton, ON N0E 1G0

Successful candidates will be called the first week of May and given an **interview time slot**.

Please read the attached HSCP and Covid-19 clause, job description, important dates, guidelines and then sign below.

I have read and understand the HSCP and Covid-19 clause, job descriptions, schedule and guidelines attached.

Signature: _____ Date: _____

HSCP and Covid-19

Due to the possibility of safety restrictions being in place by the Government of Ontario, this Summer Camp can only run if these restrictions give us permission to proceed. The Mission is dedicated to the safety of all and will abide by all decisions made by the Government of Ontario and under the leadership of Be In Christ Church of Canada.

Successful applicants will not be given a guaranteed contract of employment. All applicants must understand that we are proceeding with the hiring process in the hopes that restrictions during our set dates will allow for us to proceed as normal. Should the restrictions prevent us from proceeding with HSCP this summer, The Mission has the authority to cancel the Summer Camp and nullify all offers of employment. Successful applicants will be notified in such an event.

The ability to provide these summer employment opportunities is made possible through the Canada Summer Jobs Program as approved by Employment and Social Development Canada, a branch of the Government of Canada.

Our goal is to have a complete staff prepared by the end of May to ensure camp readiness should we be allowed to proceed as scheduled.

If you understand and agree to the above conditions of employment and you wish to proceed to apply, please do so in the manners specified.

Most Sincerely,

The Mission

Houghton Summer Celebration Program 2022

Written Application

Name: _____

Home Telephone Number: _____

Cell Phone #: _____

I can be contacted by text using my cell phone **YES or NO** (please circle one)

E-mail address (please add **only if** you can be contacted using this method and only if you check your email regularly):

Please answer the following questions (questions 2-6 should be answered on a separate piece of paper):

1. I am applying for (you may select more than one option)
 - a) **Full-Time Camp Counsellor Position** – Yes or No (please circle one)
Date of Birth _____.
 - b) **Full-Time Camp Leader Position** – Yes or No (please circle one)
Date of Birth _____
2. Why do you want to be on our 2022 HSCP Summer Team?
3. Please list 5 fun, exciting, and low-cost special activities that we could do with the campers this summer?
4. What are your strengths and how will they help you be an exceptional camp counsellor or camp leader?
5. In as much detail as necessary, explain the game of dodgeball?
6. Do you have experience working with children?
 - a. If yes, please explain how you acquired your experience, and what it has taught you about working with children?
 - b. If not, please explain what experience you have that would be relevant to being a camp counsellor or camp leader?

Houghton Summer Celebration Program
Job Description, Schedule, Guidelines, and Written Application

Instructions:

1. Read the job description, guidelines and the important volunteer and program dates before you fill out the written application.
2. The written application must be submitted to The Mission by April 30, 2022 via any of the fore mentioned methods.
3. Applicants who submit applications after April 30th will **not** be contacted for an interview.
4. Interviews will be held at The Mission Church in May; successful candidates will be contacted with an interview time.

Job Description – Counsellor

Counsellors are required to:

1. Plan and supervise all children's activities which include arts and crafts, inside games and puzzles, music, outside games, water play, and Bible Program.
2. Attend all training sessions and staff meetings.
3. Help with preparing and distributing nutritious snacks for the children daily.
4. Cleanup the church building and playground daily.
5. Counsel the children. This includes motivating, encouraging, listening, and disciplining at times. It also includes teaching values that build confidence, trust, and honesty, as well as behaviour patterns that allow the children to function as part of a larger group in appropriate ways.
6. Take leadership in a number of areas of responsibility on a rotating basis. For example: Some areas of responsibility are i) planning menus and a grocery list ii) organizing craft activities and supplies iii) supervising playground activities and equipment iv) checking the washrooms and kitchen facilities at the end of the day v) planning lessons and teaching bible program. Each counsellor will take one area of responsibility for a period and then rotate to a new area for the next period. It is intended that every counsellor has an opportunity to have all areas of responsibility throughout the summer.
7. From time to time counsellors will be required to perform duties outside the previously mentioned job description. Any duties of this nature would take place to enrich the program and children as well as the counsellors' experience as unexpected opportunities arise. Such events might include accompanying the children to a community event during program time or supervising the children while a special guest provides entertainment. An example of a likely event would be the O.P.P. doing a bicycle rodeo at the beginning of summer.

Job Description – Camp Leader

1. The Camp leader is required to perform the duties of a counsellor.
2. The Camp leader will keep track of attendance and daily donations.
3. The Camp leader will shoulder the responsibility for communication with parents.
4. The Camp leader will supervise the activities of the counselling team throughout each day.
5. The Camp leader will keep campers and counselors on track with the daily routine.
6. The Camp leader will ensure that any unique needs or requests a camper has will be addressed.
7. The Camp leader will report to the Camp Director.

Guidelines

1. All successful applicants and volunteers over 16 years must have a criminal record check.
2. Camp counselors will receive \$15.00/hr; the Camp leader will receive \$16.00/hr
3. Employees will receive eight weeks of employment at thirty-five hours a week.
4. Counsellors are expected to arrive at work prepared to work. This includes being well rested, dressed appropriately and sensitively to a church environment, having eaten breakfast and mentally prepared for the daily tasks.
5. Counsellors with cell phones are expected to have them turned off and stored away safely during program hours. Cell phones may be taken on day trips for use in emergency situations only. All other technology should be left at home (iPods, laptops, etc).
6. Occasionally summer program counsellors deal with issues that are very sensitive and confidential. It is extremely important that counsellors not divulge information into the community or speak about any aspect of the program publicly in a negative way. All counsellors are welcome to invite anyone with questions or comments to speak to the camp director or Pastor.
7. The counsellors of the summer program are expected to operate as a team. This can be achieved through: i) open clear positive communication ii) understanding and solving difficulties as a group iii) willingness to listen iv) appropriate use of one's gifts v) achieving group consensus on direction and purpose vi) demonstrating a spirit of submission, collaboration, and cooperation.
8. *A part of the counsellors' wages are obtained through various fundraising events. It is imperative that counsellors are able to help with fundraising. Not only does it raise funds, but it also increases public awareness and gives counsellors insight into how supportive and caring our community really is. Counsellors are not expected to attend all events for the whole time, but only to take their turn in as many events as possible. Counsellors are encouraged to keep track of their volunteer time so they can be given credit (toward their 40 hours of community service).*
9. If a counsellor is going to miss any work time, it is that counsellor's responsibility to advise the Leader and Director beforehand so that they can prepare for the counsellor's absence. The counsellor will not be paid for time missed. Special consideration can be given in certain circumstances.
10. The camp director and Pastor are actively involved with the daily operations of the program. Counsellors will be encouraged to relate to these people easily and honestly. Both the Pastor and camp director are facilitators and resource personnel for the counsellors. It is their goal to help counsellors achieve an all-around positive work atmosphere and develop skills counsellors will be able to use at other workplaces. All money directed to the program is applied directly to the children through counsellors' wages or operational costs ie. Groceries and craft supplies.

Important volunteer and programing dates for HSCP 2022

All activities will take place at the church unless stated otherwise

Team Building BBQ

- Friday June 3rd, at Pastor Ryan’s house (45 Adams St, Courtland, On), 6:00pm – 9:30pm
- Description: This will be a great time for us to get to know each other as a team, talk about the summer, and place our t-shirt order.

HSCP BBQ

- Sunday, June 12th, at The Mission, 8:00am – 1:00pm
- Description: This post service BBQ and silent auction have become over the years a great opportunity to showcase our counselors to the congregation and raise money for the program. We will be coordinating the fundraiser at our team BBQ.

Please note: if other fundraising opportunities come up, we will capitalize on them as best we can

Training Days

- Monday, June 27th, 8am – 4pm, at The Mission
 - o Counsellors that have an Exam/Culminating Activity Due on this day will be exempt
- Tuesday, June 28th, 8am – 4pm, at The Mission
 - o Mandatory that all Counsellors be present this day
- Wednesday, June 29th, 8am – 4pm, at The Mission
 - o Mandatory that all Counsellors be present this day
- Thursday, June 30th, 8am – 4pm, at The Mission
 - o Mandatory that all Counsellors be present this day

	Monday	Tuesday	Wednesday	Thursday	Friday
Camp Program (July 4 – August 19) <u>Aug 1st - holiday</u>	8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm Planning and cleanup from 1:30pm-4pm