

# APPLICATION 2024

Dear applicant:

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

Attached are the following items:

- Written Application
- Camp Counsellor and Camp Leader Job Descriptions
- Program Guidelines & Important Dates
- HSCP Program Covenant

Please complete and return **this page, the Written Application, your resume, and the HSCP Covenant**. Keep the Job Descriptions, Program Guidelines, and Important Dates for your future reference. All forms must be returned **no later than April 30<sup>th</sup>, 2024** for the **Camp Leader** position and **no later than May 10<sup>th</sup>, 2024** for the **Camp Counsellor** position. Late applicants may not be contacted for an interview.

Please Note

- All successful job applicants that are (or will be by the end of HSCP 2024) 18 years of age or older will be required to submit a clear vulnerable sectors check in order to begin work. If you require a vulnerable sector's check, please apply for one as soon as you can. Please let us know if you need any help or have any questions about applying for your vulnerable sector's check.

You may use the following methods to return your paperwork:

- In person to the office (call ahead for office hours – 519-875-2414)
- Send a scanned copy of these forms via email to [themission@kwic.com](mailto:themission@kwic.com) (please send documents as a PDF)
- Send by mail ensuring delivery by April 30<sup>th</sup> or May 10<sup>th</sup> to:  
The Mission  
1156 Norfolk County Rd. 28  
Langton, ON N0E 1G0

Successful candidates for the **Camp Leader** position will be called shortly after April 30<sup>th</sup> and given an interview time slot.

Successful candidates for the **Camp Counsellor** position will be called shortly after May 10<sup>th</sup> and given an interview time slot.

Please read the attached Job Description, Important Dates, Program Guidelines, and HSCP Covenant; then, sign below.

**I have read and understand the attached job descriptions, program guidelines, important dates, and the HSCP Staff Covenant.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Written Application**

Please select the position(s) you would like to apply for.

- Full-Time Camp Leader
- Full-Time Camp Counsellor
- Part-Time Camp Counsellor

**General Information**

Name: _____	Date of Birth: _____
Home Phone #: _____	Cell Phone #: _____
Can you be contacted by text on your cell phone?	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
Email Address: _____	
Only add your email if you can be contacted using this method and you check your email regularly.	

**Spiritual Information**

Do you regularly attend a church on Sunday morning?	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
If so, what is the name of your church? _____		

**Please answer the following questions (These questions should be answered on a separate piece of paper):**

1. Why do you want to be on our 2024 HSCP Summer Team?
2. If you are leading a game of tag outside with our HSCP campers and the game seems to be falling apart, what would you do?
3. What are your strengths and how will they help you be an exceptional camp counsellor or camp leader?
4. In as much detail as necessary, explain your favourite game.
5. 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.

## **Job Descriptions**

### **Job Description – Camp Counsellor**

#### **Counsellors are required to:**

1. Supervise children from the time they arrive until they are picked up. This includes supervising children during recess, lunch, and during programming.
2. Attend all training sessions and staff meetings.
3. Cleanup the church building and playground daily.
4. 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.
5. Lead others in following the camper code of conduct.
6. Take leadership in a number of areas of responsibility on a rotating basis. For example: Some areas of responsibility include i) setting up and leading assigned activity stations and managing supplies ii) cleaning and maintaining a clean camp iii) overseeing belongings and church equipment at recess and lunch iv) help with preparing and distributing nutritious snacks. Each counsellor will take one area of responsibility for a period of time 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. Give direction and leadership to volunteers assigned to your station.
8. Participate in the planning and execution of camp wide activities.
9. Occasionally, 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 a trip to Deer Creek.

### **Job Description – Camp Leader**

#### **The Camp Leader is required to:**

1. Participate in pre-planning specific activities (games, crafts, lessons, etc.) for all six weeks of HSCP 2024.
2. Work with the camp director in planning and organizing special trips and special features for HSCP.
3. Provide some training during the counsellor's training week.
4. Perform the duties of a counsellor.
5. Help keep track of attendance and daily donations.
6. Shoulder the responsibility for communication with parents.
7. Supervise the activities of the counselling team throughout each day.
8. Help organize and manage supplies for crafts, games, snack, etc.
9. Keep campers and counsellors on track with the daily routine.
10. Ensure that any unique needs or requests a camper has will be addressed.
11. Report to the Camp Director.

## Program Guidelines

### Guidelines

1. All successful applicants and volunteers over 18 years must have a clear vulnerable sector check.
2. Camp Counsellors will receive **\$16.55/hr**; the Camp Leader will receive **\$17.55/hr**
3. Full-Time Camp Counsellors will receive **seven weeks (July 1<sup>st</sup> to August 16<sup>th</sup>)** of employment at forty hours a week (**Part-Time** Counsellors will receive **four weeks**), and our Camp Leader will receive **up to fifteen weeks (May 6<sup>th</sup> to August 16<sup>th</sup>)** at forty hours a week.
4. Staff 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) unless special permission has been given.
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, and 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) and 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. **No vacation time is permitted.**
10. The Camp Director and Pastor are actively involved with the daily operations of the program. The Camp Leader and Camp Counsellors will be encouraged to relate to these people easily and honestly. Both the Camp Director and Pastor are facilitators and resource personnel for the Camp Leader and Camp Counsellors. It is their goal to help them achieve an all-around positive work atmosphere and develop skills that they will be able to use at other workplaces. All money directed to the program is applied directly to the children attending HSCP by supporting staff wages or operational costs ie. groceries and craft supplies.



## Important Dates

All activities will take place at the church unless stated otherwise

### Team Building BBQ

- Friday June 7<sup>th</sup>, 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 23<sup>rd</sup>, 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 HSCP Summer Team 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

**Camp Leader** tentative Starting Date: May 6<sup>th</sup>, 2024 – 8:00am to 4:00pm, at The Mission

Training Week for **Camp Counsellors** (Mandatory that all Camp Counsellors be present for these dates):

- Monday, July 1<sup>st</sup> to Friday, July 5<sup>th</sup>
  - o Monday, Tuesday, Thursday, and Friday – 8:00am to 4:00pm.
  - o Wednesday – 12:00pm to 8:00pm

### Camp Program

- Monday to Friday from July 8<sup>th</sup> to August 16<sup>th</sup>
  - o August 5<sup>th</sup> - Holiday

Monday	Tuesday	Wednesday	Thursday	Friday
8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm
Staff Meeting 8am-8:15am	Staff Meeting 8am-8:15am	Staff Meeting 8am-8:15am	Staff Meeting 8am-8:15am	Staff Meeting 8am-8:15am
Set up 8:15am-8:30am	Set up 8:15am-8:30am	Set up 8:15am-8:30am	Set up 8:15am-8:30am	Set up 8:15am-8:30am
Program 8:30am-3:30pm	Program 8:30am-3:30pm	Program 8:30am-3:30pm	Program 8:30am-3:30pm	Program 8:30am-1:30pm
Clean up 3:30pm-4:00pm	Clean up 3:30pm-4:00pm	Clean up 3:30pm-4:00pm	Clean up 3:30pm-4:00pm	Planning and cleanup 1:30pm-4pm

## Staff Code of Conduct

### RESPECT FOR SELF AND OTHERS

Every individual at HSCP (Staff and Campers) has the right to be treated with dignity and respect. Everyone associated with HSCP is expected to be courteous and considerate in dealing with others. Appearance and behavior reflect good judgment and respect for self and others. Failure to comply with the rules could result in the removal of an individual from HSCP.

#### Cell Phones and Personal Devices:

As stated in the guidelines above as well, 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) unless special permission has been given. The Camp Leader will have permission to use a phone for work related purposes, such as taking photos throughout the program.

#### Respect and responsibility are demonstrated when staff:

- Come to work prepared, on time, and ready to lead
- Show respect for themselves, for others, and for those in authority
- Refrain from bringing anything to camp that may compromise the safety of others
- Follow the established rules and take responsibility for their own actions

#### The following behaviours are not acceptable:

- Physical, verbal, written, electronic, sexual, or psychological abuse
- Bullying or intimidation
- Swearing or other inappropriate language
- Discrimination on the basis of race, culture, language, religion, gender, disability, sexual orientation, or any other personal attribute
- Roughhousing in the halls, classes, or on church property

### RESPECT FOR PROPERTY

- Staff are expected to treat all church property with care and respect. Staff who damage or destroy church property will be required to pay the full cost of repair or replacement. Police may be called.
- Staff are responsible for taking care of their own personal belongings. The Mission assumes no responsibility for damaged, lost or stolen property.

## **DRESS CODE**

Everyone is encouraged to make responsible decisions about wearing apparel. Staff are expected to arrive at HSCP dressed appropriately for the work environment. Clothing should project a positive image and reflect an attitude of respect for self and others. Furthermore, staff should always wear the HSCP Staff T-shirt provided in order to demonstrate being a part of the HSCP Summer Team, and so that they can be easily identified as staff by children and parents.

### **Respect and responsibility are demonstrated when staff:**

- Clothing that promotes materials or themes which are demeaning to any racial, gender, culture or religious group is not permitted
- Clothing that would be considered gang related, or with offensive language/graphics, including drug, alcohol or tobacco promotion is not permitted
- Shoulders, chest, back and midriff must be covered (exceptions during water activities)
- Undergarments must not be visible
- Footwear is required at all times (exceptions during water activities)

### **During water activities, respect and responsibility are demonstrated when staff:**

- wear a modest one-piece bathing suit. The Camp Director and Camp Leader reserve the right to deem a particular choice inappropriate.

## **SMOKING, DRUGS, AND ALCOHOL**

- Smoke Free Ontario Act: Under provincial regulations, smoking or vaping on public property is prohibited including inside or outside of the building or in areas within 20 meters of the church grounds. This includes smoking or holding of lighted tobacco or cannabis, and the use of e-cigarettes and electronic smoking devices. Failure to comply could result in staff discipline (e.g. suspension, contact parent/legal guardian/police) and/or charges and fines issued by an Officer of a Provincial Enforcement Agency.
- Shisha, smokeless tobacco, and/or cannabis products (unless medically prescribed) and all related accessories are prohibited on church property.
- The possession, distribution, and/or use of alcohol or illicit drugs are not permitted on church property.
- Possession of illegal substances is a crime. Parent/legal guardian and/or police may be contacted.
- Staff that come to camp under the influence of alcohol or drugs will be sent home.

## PUNCTUALITY AND ABSENCES

- Come to work prepared, on time, and ready to lead
- Due to the compressed time frame of HSCP, staff must be available to attend ALL program dates. Daily attendance and punctuality are mandatory. Accommodations will not be made for family vacation plans or personal activities.
- When a staff member has to leave during the work day or if they feel ill, they are to report to the Camp Director to sign out. A note or phone call from a parent/legal guardian is required to excuse a staff who is under the age of 18. The parent/legal guardian may be asked to pick up the staff from HSCP.
- HSCP personnel are not allowed to dispense any form of medication without a completed medication form.

I have read and agree to follow the *HSCP Staff Code of Conduct*.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_