**Camp Keir**

**Summer Camp Staff Application**

**2017 Camp Season**

**Our Aim:**

The summer camp program at Camp Keir seeks to promote growth

in Christian Character and foster a great awareness of God, the Creator. It also aims

to help campers know the Lord Jesus Christ as a living presence in their lives and encourage them

towards a personal commitment to Him as Lord and Saviour in an atmosphere of fun and recreation.

**Please Print or Type**

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

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

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sex: M or F Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position applying for: Mark with a X

Junior Counsellor (age 16 as of July 1, 2017): 4 week position (one of which is Training Week) \_\_\_\_\_

Senior Counsellor (age 17 as of July 1, 2017): 8 week position \_\_\_\_\_\_

Waterfront Director/Senior Counsellor (age 17 as of July 1, 2017) 8 week position \_\_\_\_\_

Leader-In-Training Coordinator/Senior Counsellor (age 17 as of July 1, 2017) 8 week position \_\_\_\_\_\_

Cook (age 17 as of July 1, 2017) 8 week position \_\_\_\_\_

Camp Keir dates for 2017

You must be available for these dates to apply

Camp Keir Cleanup Day - TBA

Training Week June 25 – June 30

Camping Dates: July 2 – Aug 19

*Please submit answers to the following on separate paper*

*if they are not covered in your resume.*

A. Job-related experience and Qualifications

1. List any previous or volunteer experience that is related to this position.

2. List any qualifications (i.e. lifeguard, first-aid, CPR, food handling, etc.)

B. Previous Camping Experience

1. Outline your previous camp experiences as a camper and/or as Camp Staff.

2. What do you feel you have learned through your camp experiences?

C. Group Participation and Personal Interests

1 . In what activities have you participated in, both inside and outside the Church?

2. What are your hobbies and interests?

3. Why do you want to work at Camp Keir this year?

D. Camping and Faith Development

I What value do you see in camping for children and teens?

2. In what ways have the teachings of Christ affected you and the way you live?

References - please list 3 personal references that the Committee may contact.

(No relatives, please). Suggestions: Minister, Elder, Teacher, Supervisor, Employer.

You will be required to undergo a Criminal Records Background Check before your employment for the summer is confirmed.This must be received **no later than JUNE 1st, 2017**

Please send a completed copy of this formalong with your resume to:

Rev. Mike Hamilton

35 Gardiner Road

Summerside, PEI C1N 4J9

Or e-mail at: [northtryonpc@gmail.com](mailto:northtryonpc@gmail.com)

**DUE DATE for these APPLICATIONS is February 17, 2017**

**Interviews for these positions will occur February 25, 2017 at St. James Presbyterian Church in Charlottetown, PE.**

Junior Counsellor: $175.00 per week and Room and Board

Senior Counsellor Position: eight weeks @ $400.00 per week and Room and Board

Waterfront Director/Senior Counsellor: eight weeks @ $450.00 per week and Room and Board

Leader-In-Training Co-ordinator/Senior Counsellor: eight weeks @ $425 per week and Room and Board

Cook: eight weeks @ $500.00 per week and Room and Board

**Camp Keir**

**Job Descriptions 2017**

**Summer Camp Senior Counsellor**

A camper’s positive experience at camp often relies on the Counsellors. With that in mind, we are looking for individuals who are self-motivated and passionate about providing the best possible experience for all campers. By demonstrating initiative, respect, and maturity, Senior Counsellors will help to foster an environment of Christian discipleship in all aspects of Camp Keir’s purpose and daily life.

1. A **Sr. Counsellor** is responsible and accountable to the Camp Director.

2. A **Sr. Counsellor** will be under the guidance and supervision of the Program Director in the development and implementation of camp programs.

3. A **Sr. Counsellor** is responsible for:

1. Ensuring campers are well cared for, overseeing their physical, emotional, and spiritual needs.
2. Delivering campers to scheduled activities, and encouraging full participation in the camp program and adhering to all camp rules.
3. Serving as a positive role model to other staff and campers by participating in and leading activities.
4. Following the lead and instructions of the Waterfront Director during Waterfront activities.
5. Instructing/facilitating/participating in areas that are assigned by the Program Director.
6. Assisting the Program Director as assigned in planning and other activities, including providing a program supply list.
7. Assisting with the preparation for the opening and closing of each camp, as directed by the Director and Program Director
8. Leading by example. Specifically, Sr. Counesllors will take ownership and responsibility for helping to maintain a clean and welcoming camp environment
9. Keeping the program areas clean, neat, and organized
10. Being proactive in preventing bullying and responds immediately to any incidents among campers
11. Respecting and supporting the other staff members throughout camp
12. Preparing and leading a daily Bible Study for campers and nightly check-in’s (Bedrock)
13. **Sr. Counsellors** will follow and abide by the “Leading With Care” policy as established by the Presbyterian Church in Canada.
14. **Sr. Counsellors** will not use tobacco, alcohol or drugs while employed by the Camp.
15. **Sr. Counsellors** will live at the Camp while the Camp is in session.
16. **Senior Counsellors** will undergo and **provide a** **Criminal Records Background Check** before employment at the Camp begins, **no later than June 1, 2017**.

**Summer Camp Junior Counsellor**

A camper’s positive experience at camp often relies on the Counsellors. With that in mind, we are looking for individuals who are self-motivated and passionate about providing the best possible experience for all campers. By demonstrating initiative, respect, and maturity, Junior Counsellors will help to foster an environment of Christian discipleship in all aspects of Camp Keir’s purpose and daily life.

1. A **Jr. Counsellor** is responsible and accountable to the Camp Director.

2. A **Jr. Counsellor** will be under the guidance and supervision of the Program Director in the development and implementation of camp programs.

3. A **Jr. Counsellor** is responsible for assisting Senior Counsellors in the following areas:

1. Ensuring campers are well cared for, overseeing their physical, emotional, and spiritual needs.
2. Delivering campers to scheduled activities, and encouraging full participation in the camp program and adhering to all camp rules.
3. Serving as a positive role model to other staff and campers by participating in and leading activities.
4. Instructing/facilitating/participating in areas that are assigned by the Program Director.
5. Helping with the preparation for the opening and closing of each camp, as directed by the Director and Program Director
6. Keeping the program areas clean, neat, and organized
7. Being proactive in preventing bullying and responds immediately to any incidents among campers
8. Respecting and supporting the other staff members throughout camp
9. **Jr. Counsellors** are responsible to the cook when helping with kitchen duties.

1. **Jr. Counsellors** will follow the lead and instructions of the Waterfront Director during Waterfront activities.
2. **Jr. Counsellors** will lead by example. Specifically, Jr. Counesllors will take ownership and responsibility for helping to maintain a clean and welcoming camp environment.

1. **Jr. Counsellors** will follow and abide by the “Leading With Care” policy as established by the Presbyterian Church in Canada.
2. **Jr. Counsellors** will not use tobacco, alcohol or drugs while employed by the Camp.
3. **Jr. Counsellors** will live at the Camp while the Camp is in session.
4. **Jr. Counsellors** will undergo and **provide a** **Criminal Records Background Check** before employment at the Camp begins, **no later than June 1, 2017**.

**Waterfront Director / Senior Counsellor**

A camper’s positive experience at camp often relies on the Counsellors. With that in mind, we are looking for a responsible individual who is self-motivated and passionate about providing the best possible experience for all campers. By demonstrating initiative, respect, and maturity, the Waterfront Director/Senior Counsellor will help to foster an environment of Christian discipleship in all aspects of Camp Keir’s purpose and daily life.

1. The **Waterfront Director/Sr. Counsellor** is responsible and accountable to the Camp Director.

2. The **Waterfront Director/Sr. Counsellor** will be under the guidance and supervision of the Program Director in the development and implementation of camp programs.

3. The **Waterfront Director** must have an up-to-date lifeguard qualification.

4. The **Waterfront Director** is responsible for:

1. Overseeing all activities on the waterfront and promoting good water safety practices.
2. Maintaining and ensuring all waterfront safety equipment is up to date and in good order.
3. Helping plan all water activities (including the Canoe Trip) with the Program Director

5. As a **Sr. Counsellor,** he/she is also responsible for:

1. Ensuring campers are well cared for, overseeing their physical, emotional, and spiritual needs.
2. Delivering campers to scheduled activities, and encouraging full participation in the camp program and adhering to all camp rules.
3. Serving as a positive role model to other staff and campers by participating in and leading activities.
4. Instructing/facilitating/participating in areas that are assigned by the Program Director.
5. Assisting the Program Director as assigned in planning and other activities, including providing a program supply list;
6. Assisting with the preparation for the opening and closing of each camp, as directed by the Director and Program Director
7. Leading by example. Specifically, Sr. Counesllors will take ownership and responsibility for helping to maintain a clean and welcoming camp environment
8. Keeping the program areas clean, neat, and organized
9. Being proactive in preventing bullying and responds immediately to any incidents among campers
10. Respecting and supporting the other staff members throughout camp
11. Preparing and leading a daily Bible Study for campers and nightly check-in’s (Bedrock)

6. The **Waterfront Director/ Sr. Counsellor** will follow and abide by the “Leading With Care” policy as established by the Presbyterian Church in Canada.

1. The **Waterfront Directir/Senior Counsellor** will not use tobacco, alcohol or drugs while employed by the Camp.
2. The **Waterfront Director/Senior Counsellor** will live at the Camp while the Camp is in session.
3. The **Waterfront Director/Senior Counsellor** will undergo and **provide a** **Criminal Records Background Check** before employment at the Camp begins, **no later than June 1, 2017**.

**LIT Coordinator/ Senior Counsellor**

The Leader in Training program is designed to invest in promising young leaders. As such, the LIT Coordinator should be able to positively engage, support, and influence the LIT campers. He/she should exemplify strong organizational abilities, maturity, and interpersonal skills. With this mind, we are looking for individuals who are self-motivated and passionate about providing the best possible experience for campers. By demonstrating initiative and respect, the LIT Coordinators/Senior Counsellors will help to foster an environment of Christian discipleship in all aspects of Camp Keir’s purpose and daily life.

1. The **LIT Coordinator/Sr. Counsellor** is responsible and accountable to the Camp Director.

2. The **LIT Coordinator/Sr. Counsellor** will be under the guidance and supervision of the Program Director in the development and implementation of camp programs, when the LIT Program is not in session.

3. As **LIT Coordinator**, the individual is responsible for:

i) Planning and implementing a leadership curriculum for the LIT participants (a two week program), that may involve projects on and off site.

ii) Supervising all Leader-in-Training campers and serve as a resource/consultant for LIT participants.

iii) Provide evaluation both verbally and written to LIT participants as well as the Camp Director.

1. When LIT Program is not in session, the Coordinator will serve as Senior Counsellor and in other responsibilities as assigned by the Director, either on or off site.

4. As a **Sr. Counsellor,** the individual is responsible for:

1. Ensuring campers are well cared for, overseeing their physical, emotional, and spiritual needs.
2. Delivering campers to scheduled activities, and encouraging full participation in the camp program and adhering to all camp rules.
3. Serving as a positive role model to other staff and campers by participating in and leading activities.
4. Following the lead and instructions of the Waterfront Director during Waterfront activities.
5. Instructing/facilitating/participating in areas that are assigned by the Program Director.
6. Assisting the Program Director as assigned in planning and other activities, including providing a program supply list;
7. Assisting with the preparation for the opening and closing of each camp, as directed by the Director and Program Director
8. Leading by example. Specifically, Sr. Counesllors will take ownership and responsibility for helping to maintain a clean and welcoming camp environment
9. Keeping the program areas clean, neat, and organized
10. Being proactive in preventing bullying and responds immediately to any incidents among campers
11. Respecting and supporting the other staff members throughout camp
12. Preparing and leading a daily Bible Study for campers and nightly check-in’s (Bedrock)
13. The **LIT Coordinator/Sr. Counsellor** will follow and abide by the “Leading With Care” policy as established by the Presbyterian Church in Canada.
14. The **LIT Coordinator/Sr. Counsellor** will not use tobacco, alcohol or drugs while employed by the Camp.
15. The **LIT Coordinator/Sr. Counsellor** will live at the Camp while the Camp is in session.
16. The **LIT Coordinator/Sr. Counsellor** will undergo and provide a Criminal Records Background Check before employment at the Camp begins, no later than June 1, 2017.

**COOK EMPLOYMENT**

We are looking for a servant leader with strong organization and time-management skills, who will help to foster an environment of Christian discipleship in all aspects of Camp Keir’s purpose and daily life.

1. **The Cook** is accountable to the Director in carrying out their duties.
2. **The Cook** is required to be certified on or before June 15th with their Food Safety Handling Course.
3. **The Cook** is responsible for preparing, posting healthy, balanced menus.
4. **The Cook** is the staff person that’s responsible for food ordering, preparation and cooking of meals and snacks. The individual is required to be flexible concerning dietrary limitations.
5. **The Cook** is responsible for keeping the kitchen clean and in compliance with health safety standards, such as daily maintaining sanitation and temperature logs, and other documents as required.
6. **The Cook** is required to participate in Training Week as required by the Director
7. **The Cook** is required to attend the “Leading With Care” sessions during Training Week.
8. **The Cook** will ensure end of season kitchen clean-up is completed.
9. **The Cook** will not use tobacco, alcohol or drugs while employed by the Camp.
10. **The Cook** will undergo and **provide a** **Criminal Records Background Check** before employment at the Camp begins, **no later than June 1, 2017**.

**\* The Cook position is flexible enough to allow for the individual to live on or off site.**