**Camp Keir**

**Camp Director and Program Director Application**

**2018 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**

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Male: \_\_\_\_\_\_ Female: \_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Church (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/s applying for: Mark with a X

Director (age 19 as of July 1, 2018) 9 week position \_\_\_\_

Program Director (age 19 as of July 1, 2018) 9 week position \_\_\_\_

Cook (age 17 as of July, 2018) 8 week position \_\_\_\_

Camp Keir dates for 2018

You must be available for these dates to apply

Camp Keir Cleanup Day - TBA

Training Week June 24 – July 6

Camping Dates: July 8 – Aug 18

*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, 2018**

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 Director and Program Director and Cook applications is FEBRUARY 17, 2018.**

**Interviews for these positions will occur February 24, 2018 at St. James Presbyterian Church in Charlottetown, PE.**

Director: nine weeks @ 550.00 per week and Room and Board

Program Director: nine weeks @ $525.00 per week and Room and Board

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

**Summer Camp Director**

We are seeking a relational, servant leader who has a passion for camping ministry and will help to foster an environment of Christian discipleship in all aspects of Camp Keir’s purpose and daily life.

1. **The Director** is in charge of overseeing the summer camping season in all matters dealing with the day to day operations, with a Christian emphasis at Camp Keir. He/She will live at the camp.
2. **The Director** shall report to and be accountable to the Convenor of the Camp Keir Committee or to the convenor’s designate.
3. **The Director** is responsible for:
   1. Ensuring that health care, sanitation, and the safety of the campers and staff are actively addressed and the First Aid Kit and life-saving equipment is readily available and adequately stocked.
   2. Organizing the registration procedure, collecting monies and keeping up-to-date records, and submitting receipts to the Treasurer weekly
   3. Ensuring all food, health, and safety documentation and standards are maintained as outlined in the Director’s Property Binder.
4. **The Director** is ultimately responsible for ensuring the camp rules and covenant are upheld by campers and the Staff.
5. **The Director** will not use tobacco, alcohol or drugs while employed by the Camp.
6. **The Director** is responsible for the safe-keeping and the administering of all prescription and over-the-counter drugs in each camp. Adequate records are a must.
7. **The Director** and Program Director are responsible for the scheduling of each camp week.
8. **The Director** will keep a running inventory of the Tuck supplies and order Tuck items as needed, in consultation with the Program Director.
9. **The Director** will keep the camp social media accounts up to date.
10. **The Director** when not engaged in their administrative duties, should be interacting with staff and campers through the camp’s daily life.
11. Before camp begins, the **Director** will undergo and **provide a** **Criminal Records Background Check** and proof of a valid driver’s license, **no later than June 1, 2018**.
12. **The Director** will prepare a mid-season report and final written report of the program and individual staff evaluations for the Camp Convenor by the end of the camping season.
13. **The Director**, in consultation with the Program Director, will facilitate the daily staff meetings to review and prepare for daily activities and to encourage spiritual discipleship.
14. **The Director** will continue to be available to other staff to ensure open lines of communication are maintained.
15. **The Director** will meet with the Program Director and LIT Directors to organize the weekly schedule.
16. With the Program Director, **the Director** will ensure daily and weekly duties are completed. Also, he/she will ensure end of season clean-up is completed.

**Program Director**

We are seeking a creative, organized individual with strong relational skills to develop and implement the program for the upcoming camping season. The Program Director will support the Camp Director, helping to foster an environment of Christian discipleship in all aspects of Camp Keir’s purpose and daily life. He/She will live at the camp.

* + 1. **The Program Director** is responsible for:

1. Preparing a complete outline of the camp program for the coming season, including camp themes, special days, evening activities, special meals, sample and rainy-day schedules, in consultation with the Director (and other staff).
2. Delegating staff to lead programs, coordinating program schedules with the program leaders each week, ordering program supplies, and reviewing how the prior week schedule worked.
3. Training and guidance of the staff in program and camping activities, in consultation with the Director.
4. Organizing and monitoring the program resources, ensuring that equipment is stored safely throughout and at the end of the season.
   * 1. **The Program Director** will work to develop Camp Keir’s program by researching and using a variety of games – both classic and new.
     2. **The Program Director** will prepare a mid-season report and final written report of the program and an assessment of staff for the Camp Convener.
     3. **The Program Director**, with the Director, will prepare and lead sessions for staff training.
     4. **The Program Director** will meet with the Director to help organize the weekly schedule.
     5. **The Program Director** will not use tobacco, alcohol or drugs while employed by the Camp.
     6. The **Program Director** will debrief the program for each camp with staff at end of each week.
     7. The **Program Director** will co-ordinate with the LIT Program Directors as needed.
     8. **The Program Director**, in consultation with the Director, will facilitate the daily staff meetings to review and prepare for daily activities and to encourage spiritual discipleship.
     9. With the Director, the **Program Director** will ensure daily and weekly duties are completed. Also, he/she will ensure end of season clean-up is completed.
     10. Before camp begins, the **Program Director** will undergo and **provide a** **Criminal Records Background Check** and proof of a valid driver’s license, **no later than June 1, 2018**.

**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, 2018**.

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