



# SUMMER STAFF APPLICATION – 2020 - Phase 1

2882 Lakefield Rd., Selwyn, ON, K9J 6X5 Tel: (705) 652-6850 www.hopevalley.ca info@hopevalley.ca

This application form is the first of our application process. An interview either by phone or in person may be conducted prior to final approval. **If you are accepted, you will be required to attend our Staff Training week (June 29<sup>th</sup> to July 3<sup>rd</sup>).** You will also need to obtain a current police check (can take up to 3 weeks) before serving at Hope Valley, if you are 16 yrs. and older. You will be notified how to do this once accepted. Call the camp if you need any further information.

## STAFF INFORMATION

Name: (Last): \_\_\_\_\_ (First) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal code: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Txt Ok? Yes No

Email: \_\_\_\_\_ Camp Nickname: \_\_\_\_\_

Age: \_\_\_\_\_ Birth date: Month/Day/Year (\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_) Male/Female: \_\_\_\_\_

Have you ever previously volunteered at HVDC? \_\_\_\_\_ What years? \_\_\_\_\_ In what position(s)? \_\_\_\_\_

If no, how did you learn about Hope Valley? \_\_\_\_\_

## PARENT/GUARDIAN INFORMATION

Parent Names: (Last) \_\_\_\_\_ (First): \_\_\_\_\_

Parent Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Parent Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Txt Ok? Yes No

Parent Work Phone: (\_\_\_\_\_) \_\_\_\_\_ Parent Email: \_\_\_\_\_

## ACKNOWLEDGMENT SIGNATURE

I, \_\_\_\_\_ (signature of applicant) have read and understand the following staff documents and accept these for myself approve of this application for a volunteer position. Date: \_\_\_\_\_

I, \_\_\_\_\_ (signature of parent or guardian, if applicant is under age 18) approve of this application and have read and understand the following staff documents and accept these for my son / daughter for a volunteer position. Date: \_\_\_\_\_

## PLEASE CIRCLE WHICH CAMPS DO YOU WISH TO SERVE AT?

<b>CAMP 1</b> July 6 <sup>th</sup> - 17 <sup>th</sup> <i>*Teen Camp avail.</i>	<b>CAMP 2</b> July 20 <sup>th</sup> - July 31 <sup>st</sup> <i>*Teen Camp avail.</i>	<b>CAMP 3</b> Aug. 4 <sup>th</sup> - Aug.14 <sup>th</sup> <i>*Teen Camp avail.</i>	<b>CAMP 4</b> Aug. 17 <sup>th</sup> -Aug.21 <sup>st</sup> <i>(Sports Camp)</i>	<b>CAMP 5</b> Aug. 24 <sup>th</sup> -Aug. 28 <sup>th</sup> <i>(Science &amp; Nature)</i>
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OFFICE USE ONLY	Date received	Information	Entered in computer (Staff Initials)	Entered in computer (Date)
Phase 1				
References	CE 1	CL 2	ET 3	Completed
Phase 2	Sent:	Rec.		
SIN #				
Police Check/Waiver		Update: YES NO		
OHIP #				
Signed Staff Agreement Waiver				
Photo				
Emmaus Course		Grade: %		
Camp Requested		1   2   3   4   5		
Camp Name				
Qualifications				
Placement in camps	C1	C2	C3	C4   C5
T-Shirt Size	Y-S   Y-M	Y-L   Y-XL	SM   MED	Large   X-LG   XX-LG
Years of Service				

## WHICH POSITION(S) ARE YOU APPLYING FOR?

Place numbers in the boxes to show your preference. For example: Place a 1 in the box of your first choice, a 2 in the box of your second choice, etc.

### Leadership Positions

#### Leader in Training (L.I.T.)

If this is your first year, you will be an L.I.T. and placed with an experienced Team Leader. You will be required to teach 3 short lessons under the guidance of a Team Leader. You will help assist in being responsible for leading 10-12 campers (Juniors/Seniors) in a variety of activities, including a time of Bible teaching.

#### Team Leader

Responsible for leading approx. 10-12 campers (Juniors/Seniors) in a variety of activities, including a time of Bible teaching. You will be required to teach all the lessons. If you are given an L.I.T. you will assist in guiding the L.I.T. to become a leader.

#### Leader in Teen Program

Responsible for supervision of teens and participating in a variety of activities including a time of devotion and worship as well as crafts and games. Serves under the direction of the Teen Programmer.

#### Drama Co-ordinator

Organizes and oversees drama needs of the camp program. *This person usually serves an additional role at camp. Please choose an additional job.*

**Please list Drama skills:**

#### Music Co-ordinator

Organizes music & musicians for the needs of the camp program, as well as for staff devotions.

*This person usually serves in an additional role at camp. Please choose additional job.*

**Please list musical skills:**

### Program Positions

#### Junior Programmer

Co-ordinates and supervises all aspects of program for campers aged 6-8. Directs & trains Team Leaders and L.I.T.'s serving in the Junior Program. Serves under the direction of Senior Camp Staff.

#### Senior Programmer

Co-ordinates and supervises all aspects of program for campers aged 9-12. Directs & trains Team Leaders and L.I.T.'s serving in the Senior Program. Serves under the direction of Senior Camp Staff.

#### Teen Programmer

Co-ordinates and supervises all aspects of program for campers aged 13-17. Directs & trains Team Leaders serving in the Teen Program. Serves under the direction of Senior Camp Staff.

#### Field Office/First Aid

Responsible for the supervision of field office during camp program, including administering basic first aid, dealing with parents, executing emergency procedures, dispatching buses and solving problems, communicating issues with relevant staff and dealing with conflicts

**Please list qualifications:**

#### Lifeguard

Responsible for supervising swimming & water sports. **Please send a copy of all your up to date qualifications.**

**Please list qualifications:**

#### Assistant Lifeguard

Responsible for supervising swimming & water sports. **Please send a copy of all your up to date qualifications.**

**Please list qualifications:**

### Operations Positions

#### Head Cook

A mature person to supervises kitchen including all schedules & staff. Selects meal plans, and prepares food. Also, details shopping lists, looks after pantry freezer organization, trains helpers, and manages food allergy concerns. Must have an up to date Food Handling Course Certificate.

**Please send a copy of all your up to date qualifications.**

#### Kitchen Helper

Assists in meal preparation under direction of the head cook. Responsible for set-up & clean-up for each meal, and other responsibilities. **Please list qualifications:**

#### Landscaping/Maintenance

Works on the grounds, buildings and facilities of the camp property under the supervision of the maintenance manager. They are responsible for maintenance, cleanliness and sanitation of the buildings, equipment and property as assigned. They interact positively with campers and staff.

#### Tuck Shop Help

Helps with the responsibility for the daily setup and running of the Tuck Shop, including stocking the supplies and inventory, assists in counting camper money, operates of the cash register, helps with the responsibility to input camper and staff purchases into the tuck computer program. They interact positively with campers and staff.

#### Crafts Assistant

Assists the Crafts Coordinator with all aspects of the craft program. Preparing materials, help with set up, clean-up and more. They interact positively with campers and staff.

**Please check any of the following areas you are interested in assisting in, and list your qualifications.**

(You do not need to check any if they are not your interest.)

Musical Instruments: \_\_\_\_\_

Drama: \_\_\_\_\_

First Aid: \_\_\_\_\_

Pool Supervision: \_\_\_\_\_

Sports: \_\_\_\_\_

**Please list below any other certificates or courses that you have received that might benefit the camp, (i.e. safety training, teaching, etc.) Please send a copy of all your qualifications.**

**PLEASE READ AND ANSWER THE FOLLOWING QUESTIONS CAREFULLY AND COMPLETELY.**

We desire that Hope Valley Day Camp provides a Christian atmosphere and influence. Staff are expected to live model Christian lives before campers and staff alike. In applying for a staff position, you subscribe to Biblical morals, with the goal to lead your campers to practice real faith for themselves. To help us better understand your feelings about our Christian approach, please answer the following questions in your own terms. *It is very important that you give detailed answers. You may want to consider using Bible verses to support your responses.* **Use extra paper if required.**

**RETURNING STAFF: PLEASE WRITE QUESTION 10 to 19 ONLY**

**1) What is your understanding of who Jesus is?**

**2) How important do you think the Bible is? Why?**

**3) What do you think the world's greatest need is? Why?**

**4) What reasons did Jesus die for?**

**5) What do you believe about Jesus rising from the dead?**

**6) Is it possible for people to have their sins forgiven? Explain your answer.**

**7) What do you believe is the point of mankind?**

**8) Is it possible to be sure of going to heaven? Please explain how this relates to you.**

**9) Have you trusted on the Lord Jesus Christ as your personal Saviour?**

**a. When and where?**

**b. How and why?**

**c. What does this mean to you?**

**10) Describe your pattern of prayer and Bible reading (i.e. how often? Is it important?):**

**11) Describe a significant event(s) that resulted in your spiritual growth this past year:**

**12) Why do you wish to work at Hope Valley this summer?**

**13) Describe your strengths and weaknesses and how they may affect you at camp.**

**14) How do you approach conflict?** Give an example of conflict you have experienced with someone that you feel was resolved, as well as an example of one that you feel ended poorly.

15) What is the name and mailing address of your home Church/Assembly?

16) Have you been in attendance for at least 6 months in your home Church/Assembly? Yes No

17) What activities have you been involved in at your home church or assembly this past year?

Describe in detail any church, Christian activities, or positions of leadership (i.e. Sunday school, kids club, youth group, events, etc.):

**18) SELF-EVALUATION**

With "1" as the lowest or poorest end of the scale and "5" as the highest or best, PLEASE circle the appropriate number.

<u>SELF-EVALUATION</u>	POOR	OKAY	AVERAGE	GOOD	EXCELLENT
Christian Life	1	2	3	4	5
Follows instructions	1	2	3	4	5
Outgoing	1	2	3	4	5
Emotional Character	1	2	3	4	5
Initiative	1	2	3	4	5
Friendliness	1	2	3	4	5
Sense of Humour	1	2	3	4	5
Leadership Ability	1	2	3	4	5
Promptness	1	2	3	4	5
Enthusiasm	1	2	3	4	5
Ability to work with children	1	2	3	4	5
Ability to work with youth	1	2	3	4	5
Temper control	1	2	3	4	5
Ability to work with others	1	2	3	4	5
Willingness to serve others	1	2	3	4	5
Sense of Purpose	1	2	3	4	5
Work Ethic	1	2	3	4	5
Influence on others	1	2	3	4	5
Responsibility	1	2	3	4	5
Deals with stress	1	2	3	4	5
Teachable	1	2	3	4	5

19) What is your favourite Bible verse and why? How may this verse help you while serving at camp?

## REFERENCES

FOR INSURANCE REASONS: **Please indicate below who your references will be.**

They must all be from a mature Christian adult (not a relative) who has known you for at least six months and are familiar with your character and qualifications. ***At least one will be from your church Elder or Leader.***

**FIRST TIME APPLICANT:** You are responsible to fill in the information at the top of each reference form attached and give them to your reference along with a stamped envelope addressed to the Camp.

Enclosed with this application are three Reference Forms. Your references must mail in the forms directly to the camp.

**RETURNING STAFF: Only need to list References below; forms are not required.**

*\*\*\*Staff application files sometimes remain incomplete for weeks due to missing information, or reference letters not received. Please check with those writing your references to make sure they arrive as soon as possible.*

*This helps us to process your application and reply to you quickly. \*\*\**

**STAFF APPLICATION DEADLINE IS JUNE 15<sup>TH</sup>, 2020.**

RELATIONSHIP	NAME	PHONE NUMBER
1) CHURCH ELDER/PASTOR		(      )
2) CHRISTIAN LEADER		(      )
3) EMPLOYER/TEACHER		(      )

**PLEASE CHECK YOUR APPLICATION CAREFULLY BEFORE MAILING.  
INCOMPLETE APPLICATIONS WILL BE RETURNED.**

***Thank you for considering serving at Hope Valley!  
We look forward to getting to know you.***





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## ELDER/PASTOR REFERENCE

**TO THE APPLICANT:** Print your name and information on the lines below. Give this form to your **Elder/Pastor** with a stamped envelope addressed to **Hope Valley Day Camp**.

Name of Applicant: \_\_\_\_\_ Position applied for: \_\_\_\_\_

Elder/Pastor Reference Name: \_\_\_\_\_ Position: \_\_\_\_\_

Dear **Elder/Pastor**: Please complete this form to the best of your knowledge. This information will be held in strict confidence. Please mail the completed form **DIRECTLY** to Hope Valley Day Camp in the stamped envelope supplied.

- How long have you known the applicant? \_\_\_\_\_ Years \_\_\_\_\_ Months
- Has the applicant been involved with your church for at least 6 months?  Yes  No
- How well do you know the applicant? (Check One)
  - By name and sight  Casually  Fairly Well  Very Well

### Please read our Staff Agreement below.

**Staff Agreement:** In keeping with a Godly and Biblical standard of ministry and conduct, I commit to respect and obey those in authority at Hope Valley Day Camp, to uphold the laws of Canada and Ontario, to follow with integrity these camp ethics and guidelines, to minister cooperatively with other staff, and above all, to live out and to reach children and teens with the Gospel of the Lord Jesus Christ.

The board of directors and its appointees reserve the right to hire and to terminate the employment of any staff, hired or volunteer, who uses drugs or tobacco, practices drunkenness, adultery, fornication, common law or same sex marriage, fraud, extortion, theft, homosexuality or immoral behavior and/or teaches any doctrine contrary to the Word of God (I Corinthians 5, 6:9-11; Romans 1:26:32).

I understand that I am responsible for my actions, and will reimburse Hope Valley Day Camp for any damages that I cause. Like all members of the Hope Valley ministry team, I understand that I am serving this summer solely as a volunteer, but that I may receive an honorarium if funds are available.

EVALUATION	POOR	OKAY	AVERAGE	GOOD	EXCELLENT
Christian Life	1	2	3	4	5
Follows instructions	1	2	3	4	5
Outgoing	1	2	3	4	5
Emotional Character	1	2	3	4	5
Initiative	1	2	3	4	5
Friendliness	1	2	3	4	5
Sense of Humour	1	2	3	4	5
Leadership Ability	1	2	3	4	5
Promptness	1	2	3	4	5
Enthusiasm	1	2	3	4	5
Ability to work with children	1	2	3	4	5
Ability to work with youth	1	2	3	4	5
Temper control	1	2	3	4	5
Ability to work with others	1	2	3	4	5
Willingness to serve others	1	2	3	4	5
Sense of Purpose	1	2	3	4	5
Work Ethic	1	2	3	4	5
Influence on others	1	2	3	4	5
Responsibility	1	2	3	4	5
Deals with stress	1	2	3	4	5
Teachable	1	2	3	4	5
Church Involvement	1	2	3	4	5

- What activities is the applicant involved in?  
\_\_\_\_\_
- How long do you think the applicant has been a born again Christian?  
\_\_\_\_\_
- Describe the Family Life of the applicant.  
\_\_\_\_\_
- To your knowledge, does the applicant have any views contrary to your assembly/church statement of faith?  Yes  No
- Please read our Staff Agreement above. Have you any reason to question the applicant's moral integrity or ability to live up to the agreement above?  
\_\_\_\_\_

Your Assembly/Church: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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

Thank you for assisting in serving our community in Christ. This form *IS NOT* to be returned to the applicant but mailed or emailed directly to the camp. Please call the camp if you have any questions or need any further information. Please use the back of page for additional personal comments.



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## CHRISTIAN LEADER REFERENCE

**TO THE APPLICANT:** Print your name and information on the lines below. Give this form to your **Christian Leader** (i.e.: Youth Group leader, Sunday School Teacher, Christian Mentor) with a stamped envelope addressed to **Hope Valley Day Camp**.

Name of Applicant: \_\_\_\_\_ Position applied for: \_\_\_\_\_

Christian Leader Reference Name: \_\_\_\_\_ Position: \_\_\_\_\_

Dear **Christian Leader:** Please complete this form to the best of your knowledge. This information will be held in strict confidence. Please mail the completed form **DIRECTLY** to Hope Valley Day Camp in the stamped envelope supplied.

- How long have you known the applicant? \_\_\_\_\_ Years \_\_\_\_\_ Months
- Has the applicant been involved with your church for at least 6 months?  Yes  No
- How well do you know the applicant? (Check One)
  - By name and sight  Casually  Fairly Well  Very Well

### Please read our Staff Agreement below.

**Staff Agreement:** In keeping with a Godly and Biblical standard of ministry and conduct, I commit to respect and obey those in authority at Hope Valley Day Camp, to uphold the laws of Canada and Ontario, to follow with integrity these camp ethics and guidelines, to minister cooperatively with other staff, and above all, to live out and to reach children and teens with the Gospel of the Lord Jesus Christ.

The board of directors and its appointees reserve the right to hire and to terminate the employment of any staff, hired or volunteer, who uses drugs or tobacco, practices drunkenness, adultery, fornication, common law or same sex marriage, fraud, extortion, theft, homosexuality or immoral behavior and/or teaches any doctrine contrary to the Word of God (I Corinthians 5, 6:9-11; Romans 1:26:32).

I understand that I am responsible for my actions, and will reimburse Hope Valley Day Camp for any damages that I cause. Like all members of the Hope Valley ministry team, I understand that I am serving this summer solely as a volunteer, but that I may receive an honorarium if funds are available.

EVALUATION	POOR	OKAY	AVERAGE	GOOD	EXCELLENT
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Outgoing	1	2	3	4	5
Emotional Character	1	2	3	4	5
Initiative	1	2	3	4	5
Friendliness	1	2	3	4	5
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Influence on others	1	2	3	4	5
Responsibility	1	2	3	4	5
Deals with stress	1	2	3	4	5
Teachable	1	2	3	4	5
Church Involvement	1	2	3	4	5

- What activities is the applicant involved in?  
\_\_\_\_\_
- How long do you think the applicant has been a born again Christian?  
\_\_\_\_\_
- Describe the Family Life of the applicant.  
\_\_\_\_\_
- To your knowledge, does the applicant have any views contrary to your assembly/church statement of faith?  Yes  No
- Please read our Staff Agreement above. Have you any reason to question the applicant's moral integrity or ability to live up to the agreement above?  
\_\_\_\_\_

Your Assembly/Church: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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

Thank you for assisting in serving our community in Christ. This form **IS NOT** to be returned to the applicant but mailed or emailed directly to the camp. Please call the camp if you have any questions or need any further information. Please use the back of page for additional personal comments.





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## EMPLOYER / TEACHER REFERENCE

**TO THE APPLICANT:** Print your name and information on the lines below. Give this form to your **Employee/Teacher** with a stamped envelope addressed to **Hope Valley Day Camp**.

Name of Applicant: \_\_\_\_\_ Position applied for: \_\_\_\_\_

Employer/Teacher Reference Name: \_\_\_\_\_ Position: \_\_\_\_\_

Dear **Employee/Teacher**: Please complete this form to the best of your knowledge. This information will be held in strict confidence. Please mail the completed form **DIRECTLY** to Hope Valley Day Camp in the stamped envelope supplied.

- How long have you known the applicant? \_\_\_\_\_ Years \_\_\_\_\_ Months
- How well do you know the applicant? (Check One)
  - By name and sight
  - Casually
  - Fairly Well
  - Very Well

<u>EVALUATION</u>	POOR	OKAY	AVERAGE	GOOD	EXCELLENT
Follows instructions	1	2	3	4	5
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Deals with stress	1	2	3	4	5
Teachable	1	2	3	4	5

- Have you found the applicant consistently honest? \_\_\_\_\_ If not, please comment. \_\_\_\_\_
- Would you recommend the applicant for the position/program applied for? \_\_\_\_\_ If not, please comment. \_\_\_\_\_

Your Name: (Please Print) \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Best day and time to contact you: \_\_\_\_\_

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

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