

Camp Forward Staff Application

Thanks for your interest in working at Camp Forward. If you have any questions please contact Kristen at kristenc@forwardchurch.ca. Please submit this application along with resume and cover letter to Kristen Christopherson by Friday, February 8.

First Name

Last Name

E-mail Address

Phone

Mailing Address

Gender

Date and Year of Birth

Present Church

Female

Male

How did you hear about these positions?

Please explain what full time post-secondary school and program you are studying in and how far into your program you are (ex. in second year of four year nursing program at Conestoga College)

Which camp are you applying for?

You may select more than one.

Cambridge - Kindergarten

Cambridge - Elementary (Grades 1-5)

Kitchener (JK-Grade 6)

Which positions are you applying for?

You may select more than one. Please see page 5 for job descriptions.

Program Coordinator

Special Needs Coordinator

Before and After Care Coordinator
(please note this position is in
Cambridge only)

References

Name Relationship to you

E-mail Address Phone

Name Relationship to you

E-mail Address Phone

Name Relationship to you

E-mail Address Phone

Briefly outline previous camp experience.

Describe a recent leadership opportunity.

Level of Expertise/Skill

	No Experience	Some Experience	Lots of Experience
Behaviour Management			
Program Implementation			
Leadership			
Working with children with special needs			
Training others			

	No Experience	Experience with leading	Experience with planning	Experience with leading and planning
Bible Teaching				
Large Group Games				
Small Group Games				

Please indicate any other relevant experience such as skills, courses, etc.

Describe your relationship with Jesus Christ this past year.

Why are you interested in working at Camp Forward?

2019 Summer Camp Schedule

June 3rd-June 28	Planning for camps at Forward Church Cambridge office space
June 30-July 5	Camp Forward - overnight (Camp Mini-Yo-We in Port Sydney, ON)
July 8-August 16	Camp Forward - Day camps (Cambridge and Kitchener)
August 17	Clean up and debrief day

Camp Forward - overnight (June 30-July 5) is an overnight camp in Muskoka where you will be required to work 24/7 while being paid the normal 40 hour week. It is our desire that most staff come to this camp, however arrangements can be made to work a "regular work week" in Cambridge if needed. Please note that no extra time off is given to staff desiring to come to Camp Forward-overnight. Would you desire to come to Camp Forward-overnight?

Yes

No - I would prefer to work a "regular work week" in Cambridge

Please list reason for preference

As a staff member it's important that you are able to commit to being present during the planning for camp, training nights and days of camp.

Please note that there will be the occasional evening and weekend days of work as well. If hired, these dates will be indicated on your staff contract.

With the exceptions of family emergencies and sicknesses, we desire all staff to be present at all times. Are there any days that you would like to request during the dates and times listed above? If so please list the date and time off work requested as well as the reason of absence. Any time off requested must be approved by children and family ministry staff. Hours will be either unpaid or must be made up.

Job descriptions for summer camps staff 2019

Alongside working within a specific team at Forward summer camps, all staff will contribute to the larger staff team by working towards a “one-team” culture and being available to the needs of the other teams as needed. Our desire is to employ a staff team based on complementary skill sets and gifts. Therefore the job descriptions listed below may change depending on the skillset of each individual team member. Other duties may be assigned to each role throughout the summer.

Program Coordinator (4 positions available)

The Program Coordinator will work on a specific team (kindergarten, elementary, or Kitchener) and report to the director of that camp. The Program Coordinators from all teams will work together to come up with the program for all weeks of camp. The Program Coordinator will likely be responsible for:

- planning and implementing of all camp related activities
- ensuring that all program supplies are available for program
- creating a program in a way where any staff, LIT or volunteer can run it
- behaviour management of campers

This is a full time (40 hours/week) job, for 11 weeks, beginning on Monday, June 3 and ending on Saturday, August 17. A lieu day will be given on June 14 for the work day on August 17. This position is intended for a post-secondary student, however an exceptional high school student will be considered.

Special Needs Coordinator (3 positions available)

The Special Needs Coordinator will work on a specific team (kindergarten, elementary, or Kitchener) and report to the director of that camp. The Special Needs Coordinators from all teams will work together to ensure consistency among all camps. The Special Needs Coordinator will likely be responsible for:

- recruiting and training volunteers and LIT's to serve as one-on-one support
- ensuring all children, regardless of ability, are able to participate in camp
- contacting families of campers with special needs to provide appropriate camper support
- ensure all one-on-one supports are equipped with what they need
- providing one-on-one support as required

This is a full time (40 hours/week) job, for 11 weeks, beginning on Monday, June 3 and ending on Saturday, August 17. A lieu day will be given on June 14 for the work day on August 17. This position is intended for a post-secondary student, however an exceptional high school student will be considered.

Before and After Care Coordinator (1 position available)

The Before and After Care Coordinator will work with the admin director to ensure a safe and high quality before and after program is planned and implemented. The Before and After Care Coordinator will report to the Admin Director. This position will likely be responsible for:

- ensuring the safety of all campers registered in before and after care
- planning and implementing fun and creative programming
- ensuring camp information is communicated with parents of before and after care campers

This is a part time (30 hours/week) job, for 6 weeks, beginning on Monday, July 8 and ending on Friday, August 16. This position must be filled by a person 18 years or older on July 8. This is a split shift position. Hours are 7:15am-10:15am and 2:45pm-5:45pm with some flexibility.