

Heritage Park Alliance Church

Application for Summer Camp Employment 2019



Important: This application package includes two summer camp employment opportunities, *Kids' Camp Counsellor* and *Kids' Camp Office Administrator*. Applicants may apply for both positions or for a singular position.

Please indicate which position(s) you will be applying for:

Kids' Camp Counsellor Kids' Camp Office Administrator

Deadline: May 12th, 2018.

Please submit a copy of your resume along with your application.

Return completed application to:

Heritage Park Alliance Church

2501 Sixth Concession

Windsor, Ontario, N9H 0B5

ATTENTION: Ashlyn Rothery, Kids' Camp Director

PERSONAL DATA

Last Name:

First Name:

Address:

City:

Postal Code:

Email:

Phone:

EDUCATION DATA

Please list highest education obtained and details:

VOLUNTEER DATA

Please list all **related** volunteer data: (i.e. work with Children; leadership, etc.)

OTHER EXPERIENCE DATA

Please list all related experience:

AREAS OF SPECIAL INTEREST

Please list in order of preference areas of special interest. Ex: Sports, Crafts, Music, Drama, Science, Nature, Cooking, etc.

PREVIOUS EMPLOYMENT DATA

Please list previous employment experience: (or attach resume)

WHY DO YOU WANT TO WORK IN CHILDREN'S MINISTRIES?

Use the back of this application to write a few paragraphs explaining why you wish to work at HPAC Kids' Camp

REFERENCES

Please list 3 references (name, relationship, phone number) who are not family members:

1.

2.

3.



POSITION DESCRIPTION
Heritage Park Alliance Church

Position Title: Kids' Camp Counsellor

Overview: Kids' Camp Counsellors are approved by the Director of Children's Ministries in conjunction with the Kids' Camp Director. They report to the Kids' Camp Director. This is a seasonal contract position (working between 3 - 44hours/ week, as per the Kids' Camp schedule).

Role: Kids' Camp Counsellors supervise children and help foster an environment in keeping with the vision and values of Heritage Park Alliance Church and Children's Ministries throughout summer programming.

Responsibilities: Kids' Camp Counsellors carry out the following responsibilities:

Ministry Function

- Communicate and demonstrate Christian education and values to campers including a personal relationship with Jesus Christ
- Preparation and leadership of various learning centres, physical activities, and recreational games for kids
- Help organize activities and field trips
- Lead a small group of children
- Facilitate children's Bible study and reflection as well as hands-on learning

Staff/Volunteer Coordination

- Supervises CM volunteer team members during programming as needed
- Promotes healthy interaction within the Children's Ministries team

Operations

- Helps ensure protective safeguards for the children and abuse prevention policies are kept up to date and implemented
- Clean and prepare rooms
- Participate in training sessions

Accountability: Accountable to the Kids' Camp Director/Director of Children's Ministries and through them to the Lead Pastor and Board of Elders. All church staff will abide by the policies, manuals and statements of faith of Heritage Park Alliance Church, the Central Canadian District and the Christian and Missionary Alliance in Canada.

Contract Term: July 1st – August 31st, 2019 (Must be able to work Sundays)

POSITION DESCRIPTION
Heritage Park Alliance Church



Position Title: Kids' Camp Office Administrator

Overview: The Kids' Camp Office Administrator is approved by Director of Children's Ministries in conjunction with the Senior Pastor. They report to the Director of Children's Ministries/Kids' Camp Director. This is a full time (40hrs/week) contract position.

Role: The Kids' Camp Office Administrator serves as support to the Kid's Camp Director with respect to office and clerical duties as well as managing logistics and material supplies for Children's Minsitries throughout the summer.

Responsibilities: In keeping with the vision and values of Heritage Park Alliance Church and those of the Director of Children's Ministries, the Kids' Camp Office Administrator carries out the following responsibilities:

Ministry Development

- Communicate and demonstrate Christian education and values to campers including a personal relationship with Jesus Christ
- Provide regular support in the implementation of Children's Ministries's (CM) summer programs
- Provide regular upkeep and organization of the CM database and camp registrations
- Works with the CM Director to equip all camp staff with necessary supplies for programming (completing shopping trips, running errands, etc.)
- Provide leadership and discipleship of families and children as needed

Staff/Volunteer Coordination

- Supervises CM volunteer team members during summer programming as needed

Operations

- Helps ensure that abuse prevention policies are implemented
- Schedules appointments and room usage as needed
- Organizes and maintains all CM supplies throughout the summer

Accountability: Accountable to the Kids' Camp Director/Director of Children's Ministries and through them to the Lead Pastor and Board of Elders. All church staff will abide by the policies, manuals and statements of faith of Heritage Park Alliance Church, the Central Canadian District and the Christian and Missionary Alliance in Canada.

Contract Term: July 1st – August 31st, 2019

Kids' Camp Staff Schedule 2019

Week	Mon	Tues	Wed	Thurs	Fri	Sun	Total Hours
July 1-7			8:30-5:00 8hrs	8:30-5:00 8hrs		9:00-12:00 5hrs	21hrs
July 8-14	8:30-5:00 8hrs	8:30-5:00 8hrs	8:30-5:00 8hrs	8:30-5:00 8hrs		9:00-12:00 3hrs	35hrs
July 15-21	8:15-4:45 8hrs	8:15-4:45 8hrs	8:15-4:45 8hrs	8:15-4:45 8hrs	8:15-4:45 8hrs	9:00-12:00 3hrs	43hrs
July 22-28	8:15-4:45 8hrs	8:15-4:45 8hrs	8:15-4:45 8hrs	8:15-4:45 8hrs	8:15-4:45 8hrs	9:00-12:00 3hrs	43hrs
July 29-4	8:30-5:00 8hrs	8:30-5:00 8hrs	8:30-5:00 8hrs			9:00-12:00 3hrs	3hrs
August 5-11	Civic holiday					9:00-12:00 3hrs	27hrs
August 12-18	8:15-4:45 8hrs	8:15-4:45 8hrs	8:15-4:45 8hrs	8:15-4:45 8hrs	8:15-4:45 8hrs	9:00-12:00 3hrs	43hrs
August 19-25	8:15-4:45 8hrs	8:15-4:45 8hrs	8:15-4:45 8hrs	8:15-4:45 8hrs	8:15-4:45 8hrs	9:00-12:00 3hrs	43hrs
August 27-2	8:30-5:00 8hrs	8:30-5:00 8hrs	8:30-5:00 8hrs			9:00-12:00 3hrs	27hrs
	Prep Day	Camp Week				Total	285hrs

Camp staff will have a 1/2hr unpaid lunch; this does not count toward their 8hr workday (see Employment Standards Act). They have permission to go offsite.