

Day Camp 2019

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| youth |  
Counsellor & Volunteer  
Application package



Youth Counsellors and volunteers:

# Application Process Information Sheet

FBCC DAY CAMP 2019

## New Applicants

### Application:

Please find attached an application for the **Counsellor/volunteer** position at the Forest Brook Day Camp. This is for those between Grade 7 (completed) and 17 years of age (at the time of camp).

**DUE DATE:** Before Thursday June 6, 2019 at 3:30pm.

### Interview:

Each new Counsellor/volunteer who is applying to be a part of our Day Camp Team will need to have an interview with the Children's Pastor and Summer Intern. These times will be scheduled by the Intern after June 6<sup>th</sup> for appointments between **June 11 to June 21**.

## Returning Applicants:

### Application:

Fill out the YOUTH Counsellor/volunteer Application form – the NON-shaded parts only.

**Note:** if you have turned 18 yrs old, you must fill out an Adult Volunteer Application and complete a Vulnerable Sector Police Check.

**FINAL DAY TO SUBMIT:** June 6, 2019 at 3:30pm

### Interview:

Returning applicants will not need to have an interview. However, if we wish to change the applicant's position/role at camp or wish to add a challenge to their experience, we may request them to come in to meet us for a discussion before their return is guaranteed.

## Orientation:

For all counsellors/volunteers

You must be available to **attend TWO Orientation sessions**.

Due to peoples' schedules being different over the summer and people being out of town on the weekends, we are offering a choice for Orientation Session #1. **Missing either one of these sessions will mean that you cannot help with camp.**

### Orientation Session 1:( for counsellors)

Choose **ONE** date to attend

**Saturday June 22, 2019 9am to 1pm**

**OR**

**Thursday, June 27, 2019 9am to 1pm**

**Or**

**Tuesday, August 6, 2019 4pm to 8pm**

Please let us know your choice by emailing [Daycamp@forestbrook.ca](mailto:Daycamp@forestbrook.ca)

### Orientation Session 2: The day before camp!!

**Everyone** must attend this one session.

**Sunday, August 11 1:00 – 3:30 pm**

**returning!**

To this Orientation Session all Counsellors must bring 2 songs and 2 games to teach their peers. "Duck, Duck Goose" and "Squirt" are not going to be accepted! 😊  
You will be evaluated on leadership, clarity, energy, ability to engage others and creativity

## Roles:

For a full description of expectations, please refer to the *Counsellor Role Description* or *Volunteer Role Description*

- **Counsellor:** **Group leadership:** helping a small group of children to feel safe and secure as well as encouraging their full enjoyment and involvement in the activities at camp. Including **Elective assistance:** helping an elective leader to run their elective.
- **Security/Facility Readiness:** Being the eyes of **security** around the building as well as **supervision** during free play times such as recess. Including **providing assistance in facility readiness;** making sure that the right equipment is in the right place at the right time for the most effective program possible.

## Community Service Hours:

In order for us to be responsible to award you your community service hours we will need the following:

1. A photocopy of your school's form at the time of your interview (new) or at the first training session (returning).
2. Your utmost contribution to your role at camp as set out in the *Counsellor Role Description* or *Volunteer Role Description*.
3. You must check in with your Coordinator at the end of every day to ensure they have the correct information for that day. They will keep an accurate account of your hours when you do this.
4. On Friday of Camp, August 16, the Counsellor Coordinator or Camp Intern will fill in your form and sign the documents you need signed.
5. PLEASE NOTE: Since the Counsellor Coordinator will not be on site after that day, we will NOT be awarding community service hours after the final day of camp.

**Questions?** Please contact Yvonne Ford at [yvonne.ford@forestbrook.ca](mailto:yvonne.ford@forestbrook.ca)

# Please submit application to

## the Forest Brook Community Church office

or to [Yvonne.ford@forestbrook.ca](mailto:yvonne.ford@forestbrook.ca)

marked

"Attention: Yvonne Ford Day Camp Application"

**DUE DATE: Before June 6, 2019 at 3:30pm**

# Role Descriptions

FBCC DAY CAMP 2019



## A Camp Counsellor will:

- **Arrive** in enough time to check in with the Counsellor Coordinator
- **Wear** your Day Camp shirt, **bringing** everything you need for the day
- **Attend** daily devotional
- **Be in place** and ready to engage with the children when camp begins.
- While abiding strictly by the Policies and Procedures set out by Forest Brook Community Church, **help to**
  - **Guide and chaperone** children throughout their day; between activities, to washroom, within activities
  - **Monitor children's behavior** so that all children have as positive experience as possible at Day Camp.
  - **Redirect behavior** which is not appropriate or distracting to allow all children to enjoy their camp experience and to allow leaders and speakers to focus on their roles.
  - To **refer children** who seem to be having difficulty (emotionally, behaviourally or procedurally) to a Senior Counsellor or adult leader.
  - To **keep the children** occupied and safe during drop off and pick up times.
- **Be a positive role model:**
  - To **speak** positively regarding the Camp program content
  - To be **encouraging** and **enthusiastic**; joining in with the program, including singing, responding, cheering, games, and competitions – while still maintaining an attitude which reflects your position as a leader.
  - To **stay on task** and **engaged** throughout the entire day
  - To respectfully acknowledge the presence of other counselors and leaders but remain focused on the children and their needs.
  - To **behave** in such a way as to reflect the behavior wanted from the campers; respectful, engaged, encouraging, loving, unifying, helpful, etc.
  - To **listen** to and respond appropriately to those in leadership over you
  - Return from breaks with **promptness**, showing **punctuality**
  - Remaining in designated parts of the building only; those appropriate for counselors.
- Check out with the Counsellor Coordinator at the end of each day.
- If you desire community hours for school, you must:
  - Fulfill all the requirements for this as set out by the *Counsellor Application Process Information Sheet*.

## Security / Facility Readiness:

Being the eyes of **security** around the building as well as **supervision** during free play times such as recess. Including **providing assistance in facility readiness**; making sure that the right equipment is in the right place at the right time for the most effective program possible.

- **Wear** your Day Camp shirt, **bringing** everything you need for the day
- **Arrive** in enough time to prep the facility for the day
- **Check in** first with your supervisor and then with the Counsellor Coordinator
- **Attend** daily devotional
- **Uphold Safety:** strictly upholding the Policies and Procedures set out by Forest Brook Community Church, **help to**
  - **keep the children** safe from the moment they step on our property until they leave at the end of the day.
- **Be a positive role model:** to the children but also to those who are on the security /facilities team
  - To **speak** positively regarding the Camp program content

- To be **encouraging** and **enthusiastic**; appearing engaged with whatever programming is taking place while still maintaining an attitude which reflects your position as a leader.
- To **stay on task** and **engaged** throughout the entire day
- To respectfully acknowledge the presence of other counselors and leaders but remain focused on the children and their needs.
- To **behave** in such a way as to reflect the behavior wanted from the campers; respectful, engaged, encouraging, loving, unifying, helpful, etc.
- To **listen** to and respond appropriately to those in leadership over you
- Return from breaks with **promptness**, showing **punctuality**
- Remaining in designated parts of the building only; those appropriate for counselors.
- **End of the day:** To attend the end of the day wrap up and Check out with the Counsellor Coordinator at the end of each day.
- If you desire community hours for school, you must:
  - Fulfill all the requirements for this as set out by the *Application Process Information Sheet*.
- **Friday clean up:** commit to staying at least 2 hours after camp is finished to help Staff clean the building for Sunday.

# 2019 YOUTH: Day Camp Application



For those who have finished Grade 7 to 17 years of age  
Grade 7 & 8's will work with Kinder Kamp kids and possibly with Grade 1 & 2 (depending on experience)

Name \_\_\_\_\_ Your Camp Nick-Name \_\_\_\_\_ ☐ Male ☐ Female

Age \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade Completed: \_\_\_\_\_ Adult T-shirt Size \_\_\_\_\_

\_\_\_\_ I AM **RETURNING** TO VOLUNTEER  
At Day Camp **If yes**, only fill out the **NON-shaded**  
part of the application form.

**How have you been involved in Forest Brook Day Camp before?**

Position: \_\_\_\_\_ Year(s): \_\_\_\_\_

Position: \_\_\_\_\_ Year(s): \_\_\_\_\_

\_\_\_\_ I AM a **first time** applicant to volunteer for camp

I am applying for:

**Camp Counsellor**

- ☐ Kinder Kamp Grade 7 & 8's will work with Kinder Kamp kids or  
Grade 1's and 2's depending on experience
- ☐ Kids Camp

- ☐ Special Needs assistant
- ☐ Security/Facility Readiness Volunteer
- ☐ Other: \_\_\_\_\_

**Briefly discuss why you would like to be part of our Day Camp 2019:**

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**CORRESPONDANCE:** How would you prefer correspondence: ☐ Facebook OR ☐ Email ?

Facebook Name \_\_\_\_\_ YOUR Email Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Your PARENTS email address: \_\_\_\_\_

Address \_\_\_\_\_ Apt. Number \_\_\_\_\_ Postal Code \_\_\_\_\_ City \_\_\_\_\_

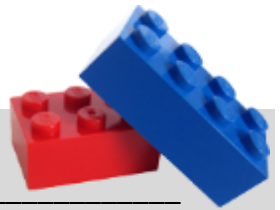
## HEALTH AND WELLNESS:

Emergency Contact Name/ relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Health Concerns/ **Allergies** \_\_\_\_\_

Medications Brought to Camp \_\_\_\_\_

## EXPERIENCES AND INTERESTS



Leadership Experiences: \_\_\_\_\_

Hobbies/extracurricular: \_\_\_\_\_

## SPIRITUAL JOURNEY:

Is Forest Brook your home church? \_\_\_\_.

If not, do you have another religious institution you attend? \_\_\_\_\_

What is its name? \_\_\_\_\_

How often would you attend in a two month period? \_\_\_\_\_

Besides attending a major weekly service/event, are you involved in any other way?

**Would you describe yourself as a Christian?** ☐ Yes ☐ No.

**If yes**, how long have you been a Christian? \_\_\_\_\_

Briefly discuss your experience in becoming a follower of Jesus Christ \_\_\_\_\_

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Briefly discuss how being a follower of Jesus Christ affects your everyday life: \_\_\_\_\_

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**If no**, how would you describe your spirituality? \_\_\_\_\_

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Would you like to talk to someone at the church about what it means to be a follower of Jesus? \_\_\_\_\_

Are you aware that we are a church camp and therefore will ask you to respect our beliefs and values while you are volunteering with us, upholding them before the children? \_\_\_\_\_

## LOCAL PERSONAL REFERENCES ( Must be 18 years old or older and not related to you)

### REFERENCE #1:

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

EMAIL Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Comments (staff use): \_\_\_\_\_

### REFERENCE #2:

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

EMAIL Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Comments (staff use): \_\_\_\_\_

### CONFIDENTIAL QUESTIONS:

*The questions below are part of the process to help provide a safe and secure environment for our children. All information is held strictly confidential by the Children's Ministry Staff. It is our desire to work with you to find a ministry that is fulfilling and suited to your strengths and experiences.*

Have you had any experiences that might make it difficult for you to minister to children? \_\_\_\_\_

Do you have any health issues that could place the children of Forest Brook at risk? \_\_\_\_\_

If you answered yes to any of the above questions, please explain briefly: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Authorization and release:

**I hereby authorize Forest Brook Community Church to verify all information contained in this application with any references, or any other, churches or other organizations and any individuals to disclose any and all information to Forest Brook Community Church.**

**I release all such persons or entities from liability that may result or arise from Forest Brook Community Church's collections of all such evaluations or information or its consideration of my application.**

**Applicant Signature** \_\_\_\_\_, **Date** \_\_\_\_\_

**Parent:** \_\_\_\_\_, \_\_\_\_\_  
Signature Date



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# COMMITMENT TO SERVE WITH EXCELLENCE

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**In the pursuit for excellence, I will commit to the following:**

- **attending the TWO Orientation Meetings** as stipulated on the *Application Information Sheet 2019*
- being faithful to modeling and living a life that reflects God's love to one another and to the children
- participating as a full team player in a spirit of oneness and unity,
- praying faithfully,
- attending Day Camp each day for the hours expected for someone in my position
- responding appropriately to and upholding the guidelines set out in the *Child Safety and Protection Policy*,
- meeting the expectations as set out in the *Role Description*.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Parent's Signature if under 18 years of age:

I, \_\_\_\_\_, the parent of \_\_\_\_\_, have read the expectations which Forest Brook will have of my child in the role of Counselor/Volunteer and understand the implications it will have on his/her life and our family and am committed to assisting them in being successful in accomplishing their commitment.

Parent: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## RELEASE

### Health

I understand that every precaution will be taken to keep my child safe while my child volunteers at Forest Brook Community Church. However, I understand that my child's participation in Day Camp may result in injury or health emergency. In the event of a health emergency, I acknowledge that Forest Brook staff/volunteers may arrange for my child to be taken to the emergency department of the nearest hospital and I hereby give permission for my child to be transported by emergency vehicle, if necessary. I acknowledge that Forest Brook staff/volunteers will make every effort to contact me as soon as possible should these measures need to be taken.

By signing on the line below, I hereby confirm my agreement to the foregoing.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### Waiver/Release of Liability and Indemnity

I hereby waive, release, discharge and hold harmless Forest Brook Community Church and its officers, directors, elders, employees, volunteers, agents, representatives and successors (collectively "FBCC"), from any and all claims, liabilities, demands, expenses and causes of action that I may have, or that hereafter may accrue to my child, that in any way may relate to or arise from the above-named person's volunteer participation in the activities of FBCC, including without limitation, any and all claims for medical expenses or treatment, personal injury, illness, or property damage. Notwithstanding the foregoing, I acknowledge that this release will not be effective to relieve FBCC from and against loss which is directly caused by FBCC's own gross negligence or willful misconduct. I further agree to indemnify and save harmless FBCC from any actions, claims or demands whatsoever that my child may have against FBCC in connection with my child's volunteer participation in the activities of FBCC.

I agree and acknowledge that I have read this waiver/release of liability and indemnity in its entirety and understand its terms and implications.

\_\_\_\_\_  
Signature (by parent if under 18 years)

\_\_\_\_\_  
Date