



Core Staff Application 2010
 Forest Cliff Camp
 8324 Glendale Drive
 Forest, ON N0N 1J0
 (519) 273-5783 or director@fccamp.org

Personal Information (please print)

Name:			Camp Name:		
Address:					
City:		Province:		Postal Code:	
Phone:		Date of birth: Day Month Year			<input type="checkbox"/> Male <input type="checkbox"/> Female
E-mail Address:				Social Insurance Number:	
Home Church:					
Please attach a copy of a current background check by your local police department.					

Please **submit the following with this application**, one item per page.

1. Resume:

Please submit a resume with the following details:

- Education, (include last year completed), other diplomas, degrees or relevant course certificates (i.e. first aid, bronze cross, etc.)
- Employment history
- Volunteer work or extra curricular activities
- Church involvement
- Forest Cliff position previously held
- Other camp/child care related experience

2. Testimony:

Please detail your conversion experience, as well as the work of the Lord in your life during your teen and/or post teen years. Describe what God has been teaching you most recently.

3. Questions: (These do not need to be on separate pages, however, please answer the questions in as much detail as you feel necessary).

1. Who or what has had the greatest impact on you in your Christian walk?
2. What do you feel are your spiritual gifts? Why?
3. What specific strengths in personality, character or skill would you bring to camp?
4. In what way would spending an entire summer at camp be a challenge for you?
5. What are your goals for the future? E.g. what do you see yourself doing five years from now?
6. Describe a teamwork situation with which you have been involved. Which aspects were positive and which aspects were negative?
7. Core Staff members and volunteers work together at Forest Cliff Camp. How do you see the Core Staff and volunteers interacting? E.g. how might you work in relation to volunteers?
8. How are you personally able to move the ministry of FCC toward our goal of "World Class Camping for Kids"?

4. References:

Please ask the following people to fill out the enclosed reference forms. Ask your references to **seal** their answers and **sign across the flap on the back of the envelope**. Send in all the references with your application package.

- Pastor or youth worker or Sunday School teacher
- Employer or someone who knows your work habits
- One other person of your choice.

5. Please sign and return the STAFF CONDUCT POLICY and STATEMENT OF FAITH with your application. Please make your submission by mid-February. Interviews will be set up in early March and decisions will be made shortly thereafter.

CORE STAFF PROGRAM FOREST CLIFF CAMP

- Objective:** To form a summer team to work in various positions for the duration of the summer.
- Purpose:** To build consistency between the various weeks of camp, to further the training of capable and potential young leaders.
- Qualifications:** The team will be made up of students who have come through the CIT program at FCC and have worked in the areas of counseling, program or waterfront. These students will be finished their grade 12 and be pursuing a post-secondary education preferably towards a field of ministry in human services. Each member must sign and adhere to the Conduct Policy and Statement of Faith.
- Duration:** A contract position for nine weeks of the summer. Each week of camp runs from Sunday at 1:00 p.m. to Friday at 6:00 p.m. It is expected that staff members will leave camp for the weekend.
- Weekends:** Although weekend time is not part of this camp program, it is expected that Core Staff Members will keep their activities to a minimum so as to be able to return to camp refreshed and ready for the next week. If during the summer, it becomes evident that staff is not able to perform their duties due to tiredness, they may be released from duty and their contract terminated.
- Salary:** Each position for the team will be paid a salary of \$2300.00 for a nine-week term. Any CPP, UIC or income tax will be deducted from this amount. There may be a portion of room and board added to this total and then deducted if necessary for income tax purposes. If possible, other grants or government funds that we are qualified for may increase the base pay. This varies from year to year.
- Duties:** Duties will vary for each member of the Core Staff Team. The positions include: Head Counselors, Waterfront Director, Wrangler, Program Director and Counselors. Members of the team are expected to be flexible and able to fill various positions. Often jobs will vary from week to week, from counseling, Food Services Manager, program etc. Some supervisory duties will be necessary from time to time as well. Specifics for these jobs will be discussed with the Executive Director.
- Training:** One purpose of having a Core Staff Team is to further develop the skill of each individual team member. Therefore, from time to time the team will gather together to do some training. An initial training session of several days in length will be set up in June before camp starts. ***THIS TRAINING IS MANDATORY FOR ALL CORE STAFF MEMBERS.***
- Evaluation:** Each Core Staff Member will be expected to take an active role in the process of evaluation. Team, self and executive evaluations will occur on a regular basis.

For Copies of Job Descriptions, please contact the office

Please check your areas of interest			
Head Counselor	<input type="checkbox"/>	Program Director	<input type="checkbox"/>
Waterfront Director	<input type="checkbox"/>	Food Services Manager	<input type="checkbox"/>
Wrangler	<input type="checkbox"/>	Office Manager	<input type="checkbox"/>
Lifeguard	<input type="checkbox"/>	1:1 Support Counselor	<input type="checkbox"/>
Counselor	<input type="checkbox"/>	Maintenance	<input type="checkbox"/>
Head Cook	<input type="checkbox"/>	Housekeeping	<input type="checkbox"/>

FOREST CLIFF CAMP HEALTH RECORD

Medical Information: It is **extremely important** that you fill in each blank space **completely**, clearly and accurately. **Failure to do so will delay the processing of your child's application form.**
Do not assume that information is in our database, fill in all spaces.

Name:		Birth Date: <small>Month Day Year</small>		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Ontario Health Card No:-	Version:	Expiry Date: <small>Month Day Year</small>			
Street Address:		City:	Province:	Postal Code: -	
Parent/Guardian Information: (please indicate if there is a parent/guardian with full custody) Note: In the event of an emergency Forest Cliff Camp will contact parents/guardians in the order recorded below (1-4) unless otherwise noted.					
No.	Name	Phone Number		Relationship	
1.		- -			
2.		- -			
TWO Emergency phone numbers if parent/guardian cannot be reached					
No.	Name	Phone Number		Relationship	
3.		- -			
4.		- -			
Family Physician:			Phone Number: () -		
Allergies (please list all allergies, including food)					
Does this person have a life-threatening allergy ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is it?			Tetanus – Date of last Tetanus Injection: (Must be within the last 10 years) <small>Month Day Year</small> / /		
Please specify any medical condition that will require monitoring while at camp:					
Please specify any medications currently being taken or taken in the last year:					
Medications brought to camp must be in a zip lock bag, clearly labeled with the person's name. When you sign in, all medications must be given to the nurse. This includes all prescription and over the counter drugs. Camp stocks only one or two brands of pain/fever control, antihistamines etc.					

Please add comments on the top of the next page as needed.

Parent Permission (Parental permission is required for staff under 18 years of age):

I give permission for _____ to attend Forest Cliff Camp and participate in all activities and for the camp nurse to administer over the counter medication at his/her discretion.
 I also give permission to the physician selected by camp officials to secure proper treatment including hospitalization, injection, anaesthesia or surgery for this minor.

 Parent/Guardian Signature

 Phone Number

 Date



Forest-Cliff Camps Inc.
8324 Glendale Drive
Forest, ON N0N 1J0
(519) 786-5996

STAFF CONDUCT POLICY

The purpose of this staff conduct policy is to articulate for our volunteers and staff the standards and principles of Forest Cliff Camp (FCC) that express loving faithfulness and service to Christ and our campers as a condition of working with FCC. Our mandate involves serving the most precious commodity, children, and we want to insure that our volunteers and staff bring with them the high standard of conduct and integrity needed that are in line with the principles outlined in the Bible.

Purpose and Objectives:

FCC is a charitable religious organization that exists to demonstrate and proclaim the good news of Jesus Christ to children through excellence in camping.

The following requirements are based on principles of the Bible, which are considered by FCC to be the final authority in guiding our faith and conduct:

1. Volunteers and staff are required to agree and adhere to the Statement of Faith attached. Volunteers and staff must have come to a point in their lives when they chose to believe these statements and accepted the Lordship of Jesus Christ in their lives as the one and only way of salvation from sin.
2. Volunteers and staff need to be exhibiting in their personal lives the spiritual disciplines needed to maintain and promote a relationship with God which is essential to effective service to Christ including prayer, Bible study and sharing their faith and beliefs with others.
3. Volunteers and staff are required to accept and adhere to the purpose and objectives of FCC (see above) and are required to participate in staff prayers and devotions as a corporate expression of our commitment to Christ.
4. In their relationship with each other, volunteers and staff are required to tell each other the truth in love and to maintain honest, mature and responsible interactions and not to gossip.
5. In their relationship with children/campers, volunteers and staff are required to exhibit Godly love, respect and treat each child with dignity, teaching only those principles outlined in the Bible, under the direction of FCC.
6. Volunteers and staff are required to conduct themselves at all times in a manner consistent with the principles of the Bible. Without limiting the generality of the above, examples of inappropriate lifestyles deemed by FCC to be contrary to the teaching of Jesus Christ and His followers as recorded in the Bible include:

- extra marital sexual relationships (adultery)
- pre-marital sexual relationships (fornications)
- substance abuse
- use of pornographic material
- theft, fraud
- breach of trust or confidence
- abusive behaviour
- sexual assault/harassment
- lying, deceit and dishonesty
- commission of criminal or quasi-criminal offenses
- drunkenness
- occult practices

7. Volunteers and staff are expected to use discretion when posting photos on the internet that were taken at FCC or photos taken with FCC logos or trademarks in them. Comments posted on the internet by FCC volunteers and staff relating to FCC are expected to reflect the values of FCC.

FCC does not accept conduct on the part of its volunteers and staff as outlined above. Such conduct or evidence of such lifestyles may be just cause for refusal to accept the services of a volunteer or staff member or dismissal from duty.

I have read the FCC Volunteer and Staff Conduct Policy and I acknowledge that a term and a condition of lending my services to Forest-Cliff Camps Inc. is that I adhere to the requirements and conditions as set out in this Policy.

Signature of Applicant

Date

**Forest-Cliff Camps Inc. 8324 Glendale Drive, Forest, ON N0N 1J0
Phone No. (519) 786-5996 & Fax No. (519) 342-4902**



Forest-Cliff Camps Inc.
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STATEMENT OF FAITH

1. *We believe* in one God, eternally existing in three persons: Father, Son and Holy Spirit.
2. *We believe* that Jesus Christ was conceived by the Holy Spirit, was born of the virgin Mary, was true God and true man existing in one person and was without sin. We believe in His representative and substitutionary sacrifice, His bodily resurrection, His ascension to the Father, his present life as Lord of all, High Priest, and Advocate, and His personal return in power and glory.
3. *We believe* that the Holy Spirit indwells and gives life to believers, enables them to understand and apply the Scriptures, empowers them for godly living, and equips them for service and witness.
4. *We believe* the Scriptures of the old and new testaments are the inspired word of God, fully trustworthy and the final authority in all matters of the Christian faith and life.
5. *We believe* that each member of the human race is fallen, sinful and lost; that the shed blood of Jesus Christ provides the only ground for forgiveness of sins and justification to all who receive Him by faith; and that only through regeneration by the Holy Spirit can they become children of God.
6. *We believe* that the one, holy, universal church is the body of Christ, composed of all regenerated people. This redeemed community worships God and seeks to proclaim the Good News to all people.
7. *We believe* in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

I have read and agree with this "Statement of Faith" and agree to teach only what is included herein while a volunteer or staff member with Forest-Cliff Camps Inc.

Signature of Applicant _____

Date _____



Forest Cliff Camp

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8324 Glendale Drive
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CONFIDENTIAL CORE STAFF REFERENCE FORMS

Name of Applicant: _____

1. How long and under what circumstances have you known the applicant?

2. Check the comment that presently **best** reflects the applicants' leadership ability.

<input type="checkbox"/>	undeveloped potential	<input type="checkbox"/>	faithful follower
<input type="checkbox"/>	intuitive Leader	<input type="checkbox"/>	strengths need to be focused
<input type="checkbox"/>	team player	<input type="checkbox"/>	team captain

3. Carefully select two of the applicants' most prominent...

Positive Character Traits		Negative Character Traits	
1.		1.	
2.		2.	

4. Indicate ways or areas in which you have witnessed growth in the applicants Christian walk in this past year.

5. Place a check mark beside the statement, which is **most** true.

<input type="checkbox"/>	1.	This applicant will be a benefit to camp.
<input type="checkbox"/>	2.	Camp will be a benefit to this applicant.

6. Would you recommend this applicant for the FCC Core Staff program? Yes ___ No ___

7. Do you know of any reason why this applicant should not work with children? If yes, please specify.

Any additional comments you feel may be of benefit can be written on the back.
 Thank you.

Name	Phone No.	Signature

Please return this confidential form to the applicant in a sealed envelope. Please sign across the flap.

Additional comments if desired:



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