



## Returning Core Staff Application 2012

Forest Cliff Camp

8324 Glendale Drive

Lambton Shores, ON N0N 1J7

(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:			
Applicant School:			
<b>A background check from your local police department will be required when asked.</b>			

Please submit the following with this application: (one item per page)

**1. Resume:** (with the following details)

- Education
- Employment History
- Volunteer and Extra-Curricular Activities
- Church Involvement
- Previous Forest Cliff Camp Experience
- Any Other Child Care Related Experience

**2. Testimony:**

- Please detail your conversion experience and the work the Lord has done and is doing in your life.

**3. Questions:**

1. Please outline what you learned last summer working at camp and how that will impact you serving at camp again this summer.
2. Do you feel God calling you to work in a specific area of camp this summer? Why?

**4. Please read, sign and return the STAFF CONDUCT POLICY and STATEMENT OF FAITH.**

**5. Complete** and submit a FCC Health Record.

Please submit application in full by the end of February. Interviews will be held in March and decisions will be made shortly thereafter.

**Being on Core Staff last year does NOT guarantee you will be automatically rehired.**

# 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 6:30 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

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

## 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</small> / <small>Day</small> / <small>Year</small>			<input type="checkbox"/> Male <input type="checkbox"/> Female	
Ontario Health Card No:-		Version:	Expiry Date: <small>Month</small> / <small>Day</small> / <small>Year</small>			
Street Address:			City:	Province:	Postal Code: -	
<b>Parent/Guardian Information:</b> (please indicate if there is a parent/guardian with full custody) <b>Note:</b> In the event of an emergency Forest Cliff Camp will contact parents/guardians in the order recorded below (1-4) unless otherwise noted.						
<b>No.</b>	<b>Name</b>		<b>Phone Number</b>		<b>Relationship</b>	
1.			- -			
2.			- -			
<b>TWO</b> Emergency phone numbers if parent/guardian cannot be reached						
<b>No.</b>	<b>Name</b>		<b>Phone Number</b>		<b>Relationship</b>	
3.			- -			
4.			- -			
Family Physician:				Phone Number: (    ) -		
Allergies (please list all allergies, including food)						
Does this person have a <b>life-threatening allergy</b> ? <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</small> / <small>Day</small> / <small>Year</small>		
Please specify any <b>medical condition</b> that will <b>require monitoring</b> while at camp:						
Please specify any <b>medications</b> 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, <b>all medications must be given to the nurse. This includes all prescription and over the counter drugs.</b> 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, anesthesia or surgery for this minor.

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

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

### AUTHORIZATION FOR MEDICAL TREATMENT (for those over 18 years of age only)

In the event of a medical emergency and I am unable to communicate my desire, I give permission to the physician selected by camp officials to secure proper treatment for me including hospitalization, anesthesia or surgery.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date Month / Day / Year**





Forest-Cliff Camps Inc.  
8324 Glendale Drive  
Lambton Shores, ON N0N 1J7  
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 Camp**

Forest-Cliff Camps Inc.  
8324 Glendale Drive  
Lambton Shores, ON N0N 1J7  
519-786-5996

## **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**