



# Summer Camp Staff Application 2019

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# Important Dates

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**May 5-** Application Deadline

**May** - Interviews

**June 2** - 1st Prayer meeting and every Sunday until August 11.

**June 8** - Day Camp Training 1

**June 29** - Day Camp Training 2

**August 2 - 12** - Day Camp Decorations & Set-up

**August 10** - Last day to call day camp parents & submit call logs

**August 26** - ALL Camp Staff - Clean-up of church, completion of evaluations, and appreciation meal

**August 28** - All volunteer hours forms are due to Pastor Farrah. NO EXCEPTIONS!

- Late submissions will not be received and hours will not be given.
- All hours given only upon completion of the required evaluations

## About YLD

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### **YLD Mission:**

It is the mission of Young Life Development Ministry to lead the next generation to become lifelong followers of Christ and to teach them to live according to God's Word.



### **YLD Values:**

1. Family & Church Partnership
2. Intentional Age Group Transitions/Integration with Progressive Learning Goals

3. Leadership Development & Empowerment
4. Lives Impacting Lives

***4 "Hear, O Israel: The LORD our God, the LORD is one. 5 You shall love the LORD your God with all your heart and with all your soul and with all your might. 6 And these words that I command you today shall be on your heart. 7 You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. Deuteronomy 6:4-7***

## Summer Camp Vision & Mission

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### **Camp Vision:**

ACCC Summer Camp Ministry is to bring the unchurched children into the church community; and to disciple the church children for a deeper connection with the church community. It is also an inter-generational discipleship between the children campers and our youth/young adult camp staff in ACCC family.

### **Camp Mission:**

**ACCC Summer Day Camp** is an outreach and discipleship program. The mission is to help both church and unchurched children between the age SK to Gr. 3 to know about God's love and to learn godly characters. Campers will also build friendship with their peers, our youth/young adult camp staff in our ACCC family.

# Expectations of All Camp Staff

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## 1. **Be prayerful.**

- Pray regularly for Day Camp and especially for the children from non-Christian families. Ask God to give you strength and wisdom as you connect with the campers and other staff members.

## 2. **Be available** (see important dates on page 2)

## 3. **Be committed**

- To our goal of providing a God-centered, loving, safe, meaningful and fun-filled experience for all the campers.

## 4. **Be punctual**

- For all meetings and activities
- To greet the campers and their parents

## 5. **Be a guide, a motivator, a model, and a friend**

## 6. **Be aware**

- Know where each of the children assigned to you is at all times. Never leave any of them alone.

## 7. **Be a good team player.**

- Get to know your fellow workers and be supportive to them.

## 8. **Be flexible**

## 9. **Be a good example in both words and actions**

- Demonstrate the fruit of the Spirit including love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

## 10. **Be healthy both spiritually and physically**

- Do your devotions at the scheduled time during camp and in your personal time



- Have discipline with time and guard yourself from late night activities.

## **11. Adhere to ACCC's Plan to Protect Policies & Guidelines**

### Day Camp



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### **Day Camp Overview**

**Date:** August 19 - 23, 2019 (Monday to Friday)

**Camper:** Senior Kindergarten to Grade 6

**Location:** Aurora Christian Community Church

**Theme:** Light it up!

#### **Camp Bible Points:**

**The Light shines in the darkness and the darkness does not understand**

1. My Way, God's way
2. (Temptation is) An Invitation to Sin
3. Set apart and Holy
4. Yielded
5. Changing from the inside out

#### **Camp Programs:**

- Singspiration - "Let your light shine" and Large Group Bible story
- Crafts
- Games
- Activities
- Science/experiments
- Prayer exercises

**Available Position to Apply:** Station Assistants (Grade 8 and above), Small Group Leaders, Big Group Leader, Station Leader, Station Assistant Supervisor, Special Needs Caregiver, Volunteer shadows (12 yrs and above), Kitchen prep team

### **Responsibilities of Station Assistants/ Volunteer shadows**

1. Pray for your station leaders and attend all prayer meetings
2. Camp working hours for Station Assistants are 8:00 am to 5:00 pm
3. Assist station leaders, program coordinator, and station assistant supervisor in pre-camp set-up
4. Attend all training sessions
5. Supervision of the registration Table
  - a. From 8:45am to 9:30am to sign students in and take late comers to their classroom
  - b. As needed during the day to help those need to leave camp early
6. Assist station leaders, program coordinator, general manager on a rotational basis. Tasks may include but not limited to
  - a. Set-up and clean-up for various activities and games
  - b. Presentation of bible stories
  - c. Preparing craft supplies and demonstrating how to make crafts
  - d. Crowd control during game time
  - e. Preparing and distributing snacks
  - f. Supervision of free activities in the gym in the morning and at lunch
  - g. Any preparation work for special events and activities
  - h. Volunteer shadows have similar duties are they are being trained and supervised by the station leaders and their assistants\*
7. Look after a few campers during field trips & outings and in the assigned area for wave pool
8. Complete all self-assessment and program evaluation at the end of Day Camp

### **Responsibilities of Small Group Leaders/ Volunteer shadows**

1. Pray for the children in your small groups and attend all prayer meetings
2. If not on duty, camper hours for SGLs are 8:30am to 5:15pm. If on duty at registration table for sign out and free activities support in the evening, SGLs will stay until 5:30pm.
  - a. 8:30 - 9:00 am - Staff Devotion
  - b. 9:00 - 9:30 am - Briefing for the day
  - c. 5:00 - 5:15 / 5:30 pm - Classroom clean up and / or supervision of gym / registration table
3. Assist in pre-camp decoration and attend all trainings
4. Contact parents of your small group of children (~4-5 kids of mix age & gender) before camp. Guidelines will be given at training.

5. Guide the campers to join all the activities as per the program schedule, ensure their safety and participation, motivate them to build up relationship with each other including those from other groups, and practice what they learn from the Bible stories.
6. Support station leaders and big group leaders by guiding and motivating your small group of campers to take part in all camp activities (i.e. Bible memory verse memorization, video discussion, playing games, watching videos, making crafts, etc...)
7. Look after your assigned campers during field trips / outings as a group, and in assigned are of the wave pool
8. Work with your team to maintain order in the classroom and provide activities during unstructured periods (i.e. in between scheduled stations)
9. Learn the worship songs, and take turns leading singspiration
10. Eat lunch with your small group
11. Volunteer shadows have similar duties are they are being trained and supervised by the small group leader\*
12. Complete all required student assessment self-assessment, and program evaluation at the end of day camp
13. Contact children within one month after camp for follow-up work. Invite those who do not normally go to church to come to our Sunday programs.

### **Responsibilities of Big Group Leaders**

1. Pray for your small groups and attend all prayer meetings
2. Include all responsibilities of a Small Group Leader
3. Working hours are same as Small Group Leader
4. Coordinate and supervise pre-camp preparations set-up / decoration and post-camp clean-up
5. Overall supervision of one of the four large groups. A large group is comprised of 4 to 5 small groups of campers,
6. Mentor and provide caring support for the small group leaders in your large group
7. Lead & supervise Bible memory verse, and the completion of the student workbook
8. Lead large group in planning Grand Finale presentation
9. Prepare and lead at least one staff devotion

### **Responsibilities of Special Needs Caregiver**

1. Pray over the child with special needs and attend all prayer meetings
2. Same as small group leader except only responsible for 1 child with special needs (usually high functioning autism)

### **Responsibilities of Station Leaders**

1. Pray for the children and the Lord's work throughout the activities and attend all prayer meetings
2. Responsible for a specific station:

- a. Activities Station
  - b. Arts & Crafts Station
  - c. Games Station
  - d. Science/experiment station
  - e. Prayer exercises
3. Before the start of Camp, plan and prepare for the activities required for the assigned station based on curriculum provided
  4. Attend all staff training and pre-camp orientation sessions
  5. Prepare and lead at least one staff devotion
  6. Submit list of supplies to check if we have them in church before making the purchases
  7. Set up (including decoration) for the assigned station area to provide an appropriate learning environment for the campers
  8. Coordinate and lead the activities of the assigned station based on the program schedule (5 sessions, each with a biblical theme, will run each session twice to two different groups)
  9. Supervise and direct Station Assistants assigned to the station to complete duties
  10. Clean up the station daily and clear all set up on Fridays (for other users to use the room during the weekend) with the help of Station Assistants
  11. Help looking after some of the campers during outings
  12. Supervise the volunteer shadows they are responsible for to make sure they understand the tasks and responsibilities given to them
  13. Assist in other special activities
  14. Complete all required assessment (self-assessment, Station Assistants and program evaluation) at the end of camp

### **Responsibilities of Prayer centre leader (at least one male and one female)**

1. Pray for the children and the Lord's work throughout the camp and attend all prayer meetings
2. Prep, set up and supervise the prayer centres as the children engage in communion with the Lord during the duration of time
3. Camp working hours for the Prayer centre leader is 8:00 am to 5:00 pm
4. Assess and report to the camp director daily the spiritual condition of the children as they learn to spend time with God.

### **Responsibilities of Station Assistant Supervisor**

1. Pray for your Station leaders and attend all prayer meetings
2. Camp working hours for Station Assistant Supervisor are 8:00 am to 5:00 pm
3. Attend all training sessions
4. In charge of decorating common area (foyer, hallways), and Singspiration room (D44)



5. Assign Station Assistants to the Bible, Crafts, Games, D44 and General area/registration for decoration
6. Prepare interesting and enjoyable activities in the gym during Free Activities time
7. Prepare daily schedule for station assistants in consultation with station leaders and coordinator
  - a. Assign them on rotation basis for each day based on the Program Schedule
  - b. Finalize schedule and send to Coordinator ONE day before
  - c. Put up new daily schedule in the following areas 2/F kitchen Gym (2), Staff Room (2), Registration Desk Morning duties as outlined below
  - d. 8:00 AM - 8:15 AM - Pray + Brief of daily schedule
  - e. 8:15 AM - 8:45 AM - Set up the Registration & Gym for free activities
  - f. 8:45 AM - Registration begins (Cover up sign in and out sheet until registration begins)
8. Supervise the Drop Off/Free Activities area (notify coordinator and pastor of any parent concerns, camper absences, camper special remarks, and early pick up)
9. Delegate Station Assistants for Early Pick Up (sign out + return name tag)
10. Ensure that all the station assistants are following their assigned tasks
11. Prepare at least one staff devotion and lead station assistants in daily devotion
12. Supervise the preparation/distribution snacks, special snack set up, and other set up and clean up arrangements
13. Other supporting duties for Day Camp or for YLD Ministry in general
14. Complete station assistant evaluation and camp evaluation

### **Responsibilities of Kitchen Prep team**

1. Pray for the children coming to camp and the youth serving and attend all prayer meetings
2. Camp working hours for kitchen prep team are 9:00 am to 2:00 pm\*
3. Prep the snacks for the children at the scheduled times and lunch for volunteers who forget to bring lunch
4. Clean up the kitchen after use

# Application Form

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## Instructions:

- Pray about whether God has called you to serve in this capacity at VBS this year
- Review all the expectations and responsibilities of a camp staff member
- Obtain parental signature if you're below 18 years of age
- You will be contacted for an interview if selected for the next stage of the selection process

## Part 1: Personal Information

<b>Name:</b>		<b>Sex:</b>		<b>Grade:</b>		<b>Birthday:</b>	
<b>Home Phone #:</b>		<b>Cell Phone #:</b>		<b>E-mail:</b>			
<b>Address:</b>					<b>T-Shirt Size:</b>		

## Part 2: Church & Faith Questions

<b>Are you a Christian:</b>		<b>Are you Baptized:</b>		<b>Church Attending/ How long have you attended :</b>	
<b>Worship Service:</b>		<b>Youth Fellowship:</b>		<b>Sunday School:</b>	
<b>Describe your understanding of church:</b>					
<b>Describe your personal relationship with God at this time:</b>					

## Part 3: References

	<b>Name</b>	<b>Title or Relationship</b>	<b>E-mail</b>
<b>Reference # 1:</b>			
<b>Reference # 2:</b>			

**Part 4: Camp Related Questions**

<b>Which position are you applying for?</b>		<b>Have you served in our camp before?</b>	
<b>Which camp(s) are you applying to?</b>			
<b>List some hobbies &amp; interests:</b>			
<b>Why do you want to be a staff of ACCC Children Summer Camp?</b>			
<b>Describe any experiences you have working with children, in particular children with special needs</b>			
<b>Name two of your strengths and weaknesses:</b>			
<b>What languages do you speak?</b>			
<b>Are you a certified First Aid Member</b>		<b>First Aid level, expiry date, and certifying agency</b>	
<b>Help lead singspiration?</b>		<b>Instruments you play:</b>	
<b>Community service hours?</b>		<b># of hours requesting:</b>	

**Part 5: Availability**

<b>Do you have a summer job?</b>		<b>Specify job nature &amp; time commitment:</b>	
<b>Are you taking summer school?</b>		<b>Start &amp; end date of summer school:</b>	
<b>Will you be away from Toronto for the months of May to August?</b>		<b>If yes, when will you be away?</b>	

**Part 6: Acknowledgement**

I, the applicant, agree to the responsibilities of a day camp staff member as set out in the relevant documents. I agree to serve to the best of my ability and remain committed throughout the entire duration of the camp including pre-camp set-up, and post-camp duties. I understand that I am responsible for arranging all necessary transportation and communicating my absences to the camp coordinator with advance notice (at least 1 week prior). I will create a positive, fun, and safe learning environment for the camp participants and other staff members. I agree to be punctual, attend the training sessions, faithful, available, and teachable. Lastly, I will adhere to ACCC's Plan to Protect policies and guidelines.

Applicant's Full Name:		Date signed:	
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**Parent Permission IF UNDER 18 years OLD:** I, the parent of the applicant, give permission to my child to serve in the Children Summer Camp. Should my child be accepted, I agree to partner with Children Summer Camp Committee by encouraging my child to comply with all requirements and responsibilities

Parents Name:		Parents Email:	
Parents Signature:		Date signed:	