



# Pine Lake Camp



## 2016 SUMMER CAMP STAFF APPLICATION FORM

**Please send completed applications to:**

The Salvation Army Alberta & Northern Territories Divisional Headquarters

Attn: Megan\_Clarke@can.salvationarmy.org

9618-101A Avenue, Edmonton, AB T5H 0C7

Dear Applicant,

Thank you for your interest in joining the Staff Team at The Salvation Army Pine Lake Camp for 2016. We are currently preparing for another great camping season and are eagerly waiting to see who makes up the TEAM this year. Working at Camp offers a meaningful work experience, but more importantly, provides an opportunity for you to make a real difference in the lives of hundreds of children. As we choose the Camp staff, we are looking for people who:

- Love working with children (even the toughest ones)
- Love Jesus and want to share His love with others
- See Camp as a place to serve, not just a job
- Have a good work ethic and willing to develop an even better one
- Understand that work at Camp is a **TEAM** effort

Pine Lake Camp is committed to providing a Christian-based, wholesome, healthy, positive camp experience for all campers through a well-planned camping program with a staff who are willing to be **Servant Leaders**. It is important that you understand and are willing to commit to the purpose for which we exist.

Before filling out your application, please read through the Summer Staff Information Package, Application Instructions and Staff Requirements.

Be sure to complete the application **clearly and entirely**. Please take time to pray about what it means to serve at Pine Lake this summer.

### **APPLICATIONS ARE DUE ON MARCH 1, 2016.**

If you have any questions at any time about the application process, please contact us here at the Alberta & Northern Territories Divisional Headquarters by emailing:

Ruth\_Gillingham@can.salvationarmy.org

or

Megan\_Clarke@can.salvationarmy.org

Looking forward to receiving your application.

Grace and peace,

Ruth Gillingham  
(Captain)  
DIVISIONAL YOUTH SECRETARY

## APPLICATION INSTRUCTIONS

- Please note the difference in what is required for **NEW STAFF** and **RETURNING STAFF**. (**Returning staff is anyone who served at Camp within the past two years.**)
- Please print your name clearly **in the top right corner of each completed page**.
- In Section B, please print clearly your desired position (1st choice) and then indicate 2nd and 3rd choices on the lines provided.
- For Sections E & F, please be as definite as possible in answering the questions. Avoid a lengthy essay but provide focused answers.
- **Staff Orientation** this year will take place at Camp from June 27-July 1,2016
- The deadline date is a **firm** date for processing applicants. Any applications received after this date will be considered secondary for filling staff positions.
- Please carefully read the instructions for references as stated on the reference sheet.
- Please photocopy any certifications which you have and include with your application.
- Applications are considered incomplete until reference forms and copies of certifications are received. Please note that reference forms are separate documents from the application form.
- Please take note of where signatures are required. Electronic signatures are acceptable.
- Once your application is complete, please email it to our office at:  
Ruth\_Gillingham@can.salvationarmy.org or Megan\_Clarke@can.salvationarmy.org  
If Reference Forms cannot be emailed, please mail or fax to:

**The Salvation Army  
Alberta & Northern Territories Division  
YOUTH DEPARTMENT  
9618-101A Avenue NW  
Edmonton AB T5H 0C7  
FAX: 780-425-9081**

- **All new staff will require at minimum, a telephone interview.**

## STAFF REQUIREMENTS

### General Qualifications

- Have a personal faith in God which translates into a Christian lifestyle reflecting Biblical principles.
- Have a desire to share your faith with those you serve.
- Have a love for children and youth.
- Willingness to serve and work with integrity and accountability.
- A sense of humour and a creative spirit.
- Consistent commitment to the tasks required by the position you are filling.
- A good team player.

### Availability

- Staff orientation/training dates are **mandatory** for all staff – new and returning.
- Full attendance is required for all work weeks as outlined by your position.
- No summer holidays are to be expected.

### Age Requirements

- Must be at least 15 years of age for Operational Staff.
- Must be at least 16 years of age for Counselling Staff.

### Salvation Army Standards

Camp staff are **not** permitted the personal use of alcohol, tobacco, illegal drugs or gambling.

## STAFF POSITIONS

Positions	Number of Weeks	Description
Leaders in Training (LIT) Director	16	Responsible for developing, implementing and supervising creative Christian leadership program for youth from grades 8 to 10.
Assistant Program Director	16	Responsible for helping develop and supervise a quality creative Christian summer camping program.
Male & Female Head Counselor	16	Responsible for ensuring quality care of our campers by providing effective supervision of Counseling staff (either male or female).
Recreation Director	16	Responsible for creating and implementing an innovative summer recreation program, including daily recreation options, all-camp games, and the facilitation of evening programs.
Counselors	16	Responsible for the oversight of cabin groups as assigned by the Head Counselor, to a maximum of eight campers.
Assistant Counselors	8	Responsible for the oversight of cabin groups as assigned by Head Counsellors, to a maximum of eight campers.
Waterfront Director	9	Responsible for the safe operation and maintenance of the waterfront area and all associated equipment & activities.
Lifeguard	10	Responsible for the safe operation and maintenance of the pool and all associated equipment and activities.
Head Cook	9	Responsible for helping plan nutritious menus, preparing meals and general functions of the kitchen.
Assistant Cook	8	Responsible for assisting the Head Cook in preparing meals according to the menu's provided.
Third Cook	8	Responsible for assisting the Head/Assistant Cook in preparing meals.
Kitchen Staff	8	Responsible for the efficient running of the camp kitchen by completing kitchen/dining hall jobs as assigned.
Housekeeping	9	Responsible for the daily cleanliness and organization of camp facilities.
Head Maintenance	17	Responsible for assisting the Camp Manager in organizing maintenance work and supervising up to 4 maintenance staff.
Maintenance Support	17	Responsible for maintaining proper appearance of camp and ensuring proper operation of camp facilities.

\* See Summer Information Package for further details of positions.

### FINAL THOUGHTS!!

Working for The Salvation Army Camping Program is more than just a summer job. It is a mission for dedicated and hard working individuals who have a servant's heart and mentality. The Camp is all about SERVING. We serve the Campers. We serve each other. We serve God. Being a member of the Camp Staff Team provides a meaningful opportunity for you to grow personally and spiritually. It provides an excellent work place environment for building leadership skills, work place respect and integrity, team building, and accountability. Our greatest hope for you is that Camp will provide you with a deeper desire to follow God in your life. On top of that, it will undoubtedly enhance your leadership development and work ethic for future employment, establish lasting friendships with your peers, and give you cherished memories of lots and lots of fun-filled days in the great outdoors!

ARE YOU READY TO SERVE??!!

**JOIN US!! BE A PART OF THE 2016 PINE LAKE CAMP STAFF TEAM!!**

# Pine Lake Camp

2016 SUMMER CAMP STAFF APPLICATION FORM

Please send completed applications to:

The Salvation Army Alberta & Northern Territories Divisional Headquarters

Attn: Megan Clarke

9618-101A Avenue, Edmonton, AB T5H 0C7

Phone (780) 412-2730 Fax (780) 425-9081

E-mail: Megan\_Clarke@can.salvationarmy.ca

**APPLICATION DEADLINE: March 1, 2016**



Giving Hope Today

## CAMP MISSION STATEMENT

Pine Lake Camp and its staff exist to model Christ through servant ministry, loving relationships, and unforgettable experiences.

Please fill out the sections corresponding with your status (**NEW** or **RETURNING STAFF**).  
Check each box after the section has been completed.

NEW STAFF		RETURNING STAFF	
<input type="checkbox"/>	Section A	<input type="checkbox"/>	Section A
<input type="checkbox"/>	Section B	<input type="checkbox"/>	Section B
<input type="checkbox"/>	Section C	<input type="checkbox"/>	Section C
<input type="checkbox"/>	Section D	<input type="checkbox"/>	Section D
<input type="checkbox"/>	Section E	<input type="checkbox"/>	Section F
<input type="checkbox"/>	Reference Information	<input type="checkbox"/>	Reference Information

## SECTION A Please print clearly

<b>PERSONAL</b>	Name: _____ (Last) (First) (Middle Initial)
	Address: _____ (Street) (City) (Province) (Postal Code)
	Phone: _____ (Home) (Work) (Cell)
	E-mail: _____
	<b>Those applying for Counselor positions must be at least 16 years of age or have completed Grade 10.</b>
	Male <input type="checkbox"/> Female <input type="checkbox"/>
Are you legally eligible to work in Canada? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Corps/Church (Denomination): _____	

## SECTION B

<b>POSITION</b>	<b>DESIRED POSITION (1st Choice):</b> _____														
	Dates available to work this summer: Start _____ End _____														
	Please indicate your 2nd and 3rd choices on the line provided:														
<table> <tr> <td>___ LIT Director (1)</td> <td>___ Assistant Counselor (9)</td> <td>___ Third Cook (1)</td> </tr> <tr> <td>___ Asst. Program Director (1)</td> <td>___ Waterfront Director (1)</td> <td>___ Kitchen Staff (4)</td> </tr> <tr> <td>___ Male &amp; Female Head Counselor (2)</td> <td>___ Lifeguard (1)</td> <td>___ Housekeeping (2)</td> </tr> <tr> <td>___ Recreation Director (1)</td> <td>___ Head Cook (1)</td> <td>___ Head Maintenance (1)</td> </tr> <tr> <td>___ Counselor (5)</td> <td>___ Assistant Cook (1)</td> <td>___ Maintenance (1)</td> </tr> </table>	___ LIT Director (1)	___ Assistant Counselor (9)	___ Third Cook (1)	___ Asst. Program Director (1)	___ Waterfront Director (1)	___ Kitchen Staff (4)	___ Male & Female Head Counselor (2)	___ Lifeguard (1)	___ Housekeeping (2)	___ Recreation Director (1)	___ Head Cook (1)	___ Head Maintenance (1)	___ Counselor (5)	___ Assistant Cook (1)	___ Maintenance (1)
___ LIT Director (1)	___ Assistant Counselor (9)	___ Third Cook (1)													
___ Asst. Program Director (1)	___ Waterfront Director (1)	___ Kitchen Staff (4)													
___ Male & Female Head Counselor (2)	___ Lifeguard (1)	___ Housekeeping (2)													
___ Recreation Director (1)	___ Head Cook (1)	___ Head Maintenance (1)													
___ Counselor (5)	___ Assistant Cook (1)	___ Maintenance (1)													
*Note: The number listed after each title indicates the number of positions to be filled.															

Applicant Name: \_\_\_\_\_

**SECTION C**

QUALIFICATIONS	High School: _____ Grade Completed: _____ <span style="float: right; font-size: 0.8em;">as of June 2015</span>	
	College/University: _____	
	Program: _____ Year Completed: _____ <span style="float: right; font-size: 0.8em;">as of June 2015</span>	
	Other Educational Training: _____	
	<b>Before June 1, 2016, all staff and volunteers MUST submit a current (issued 2013-2016) Police Check. Please contact your local Police Service to begin this process. Police checks are to be forwarded to Captain Ruth Gillingham or Megan Clarke at DHQ.</b>	
	I have included a current police Check with my application.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	I have applied for a Police Check at my local Police Service and will forward ASAP.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	I am <b>returning staff</b> and have already submitted a <b>current</b> Police Check.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>Please list any previous employment and the dates for which you were employed.</b>	
	Position: _____ Dates: _____	
Position: _____ Dates: _____		
Position: _____ Dates: _____		
<b>Please list levels of certification and include copies of certificates.</b>		
Valid Driver's License: Yes <input type="checkbox"/> No <input type="checkbox"/> Classification: _____		
Swimming: _____ First Aid: _____		
Canoeing: _____ Other: _____		

**SECTION D - Please mark three or four areas where you excel the most.**

SKILLS		<b>Skilled</b>	<b>Could Instruct</b>		<b>Skilled</b>	<b>Could Instruct</b>		<b>Skilled</b>	<b>Could Instruct</b>
	Beads/Jewellery			Music/Rhythm			Soccer		
	Orienteering			Baseball			Softball		
	Dance			Canoeing			Swimming		
	Drama			Flag Football			Badminton		
	Drawing			Parachute Games			Track & Field		
	Juggling			Rugby			Volleyball		
	Magic Tricks			Self-Defence			Origami (paper folding)		
	Mime			Photography			Scrap booking		
	Painting						Belaying		
If you have any of the following abilities, please checkmark:									
Vocal <input type="checkbox"/> Sound Technician <input type="checkbox"/> Instrumental <input type="checkbox"/> Instrument (s) _____									

**SECTION E - NEW STAFF ONLY**

**NEW STAFF ONLY**

Please answer the following questions in a separate word document with your name in the top-right corner and attach it to your application. This will help us to get to know you better and will assist in determining acceptance as a member of the Pine Lake Camp Staff Team. Please be open and honest.

**Spiritual Development:**

1. Describe your understanding of what it means to be a follower of Jesus.
2. Describe what your personal faith in Jesus means to you – how it began and what it's like today, including what things are helpful to your spiritual growth and any things you may struggle with.
3. What church do you currently attend and what is your involvement there?
4. **For counselling positions only:** Are you comfortable leading a child to Jesus? If not, are you eager to learn?

**Personal Development:**

5. Describe any experience, education, and characteristics you feel qualifies you to fill the position for which you are applying.
6. Describe any hobbies or interests that will help us know a little more about you.

**Camp Knowledge:**

7. What do you know about the camping program at Pine Lake?
8. What challenges do you think you would face as a Camp staff member?
9. What do you feel you can contribute to the Staff Team?

**Salvation Army Standards:**

10. Employment with The Salvation Army requires total abstinence from alcohol, tobacco, and illegal drugs. Are you able to follow this policy?

**SECTION F - RETURNING STAFF ONLY**

**RETURNING STAFF ONLY**

Please answer the following questions in a separate word document with your name in the top-right corner and attach it to your application. Please be open and honest.

**Spiritual Development:**

1. Describe what your personal faith in Jesus has meant over this past year, whether the joys or the struggles.
2. What church have you been attending and what has been your involvement there?
3. How did your experience at Camp last year affect you personally **and** spiritually and how did it affect what you are applying for this year?
4. **For counselling positions only:** Are you comfortable leading a child to Jesus?

**Personal Development:**

5. Describe any experience or education over the past year that you feel **better** qualifies you to fill the position for which you are applying this year.

**Camp Experience:**

6. Why do you want to work at Camp again this summer?
7. What can you contribute to the Camp **staff** this year that will help build a better team and develop strong, healthy relationships among your peers?
8. What can you contribute to camp programming this year that would be beneficial for the campers?

**Salvation Army Standards:**

9. Employment with The Salvation Army continues to require total abstinence from alcohol, tobacco, and illegal drugs. Are you able to follow this policy?

Applicant Name: \_\_\_\_\_

**CONFIDENTIAL**

**THE SALVATION ARMY  
STATEMENT OF APPLICANT FOR WORK WITH CHILDREN**

It is essential that The Salvation Army provide a safe and secure environment for children who participate in its programs and who use its facilities. To help achieve this objective, this Statement will be completed by all applicants for employment and volunteer positions that may, by virtue of their job responsibilities, be in proximity to children in Salvation Army program activities.

**Personal Information**

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (Province) (Postal Code)

Phone: \_\_\_\_\_  
(Home) (Work) (Cell)

E-mail: \_\_\_\_\_

**Prior Work with Children**

List all positions which you have held as a volunteer or employee, that involved working with children. Provide the name of each organization, indicate the approximate dates during which you held each position, and identify your reason for leaving each position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Criminal Record**

Have you ever been convicted of an offense which involved the abuse or endangerment of a child? (You may answer 'No' if you were convicted of an offense for which a pardon was granted under the *Criminal Records Act* (Canada).

Yes  No

If yes, provide details of such convictions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Name: \_\_\_\_\_

**AUTHORIZATION**

1. I hereby authorize The Salvation Army to conduct whatever searches it deems necessary, including a Police Records Search, to confirm that the information set out above is accurate and complete.
2. I hereby authorize The Salvation Army to conduct a search of all Child Abuse Registers maintained in Canada to confirm that I am not listed as a child abuser.
3. I hereby agree that, immediately upon request, I shall provide The Salvation Army with whatever consents and authorization it requires for conducting the searches which are contemplated in paragraphs 1 and 2 above.
4. I hereby authorize any individual or organization, including any organization which maintains a Child Abuse Registry, and their agents, employees and representatives, to provide The Salvation Army with any information which they have regarding my character and fitness for work with children. I hereby release all such organizations and individuals from all claims, demands, actions and causes of action whatsoever, which may in any way arise out of the provision of such information to The Salvation Army.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



Applicant Name: \_\_\_\_\_

**\*RETURNING STAFF - ONLY A REFERENCE FROM YOUR CORPS OFFICER IS REQUIRED.\***

**FOR NEW STAFF - THREE REFERENCES REQUIRED**

Please give contact information for three people who will be able to give an accurate character profile of you. DO NOT use family members or relatives as a reference.

Your references should include your Corps Officer and, if possible, two former employers. If you cannot obtain employer references, you may use someone over the age of 19 who knows you well, but is not a family member.

**\*Note: If parents are Corps Officers/Clergy please have a Local Officer/Lay Person complete the form.**

1.	Name _____ Telephone ( ) _____
	Address _____
	Postal Code _____ Occupation _____
	E-mail address: _____
2.	Name _____ Telephone ( ) _____
	Address _____
	Postal Code _____ Occupation _____
	E-mail address: _____
3.	Name _____ Telephone ( ) _____
	Address _____
	Postal Code _____ Occupation _____
	E-mail address: _____

**NOTE: Please find enclosed, reference forms, which you will need to have the above persons complete and return DIRECTLY TO OUR OFFICE (email preferred). These are not to be returned to the applicant.**

I, the undersigned, state that all the information given in this application is correct and true.  
I understand that any discrepancies will result in my dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION DEADLINE: March 1, 2016**