

Pioneer Pacific Camp

Summer Staff

Application Form



Pioneer Pacific Camp

PO Box 45113, 4326 Dunbar St, Vancouver BC V6S 2M8

Office Tel: (604) 818-9762 Summer Office: (250)-246-9613 Toll free 1-800-784-1415

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camp@pioneerpacific.ca

www.pioneerpacific.ca



Summer Staff 2012 Application Form

Date Received: _____
 References In: 1 _____ 2 _____
 Record Check In: _____

Name: _____

Male Female

Address:

Street: _____
 City: _____ Province: _____
 Postal Code: _____ Country: _____
 Phone: () _____ Cell: () _____
 E-mail: _____

Permanent Address (if different from above):

Street: _____
 City: _____ Province: _____
 Postal Code: _____ Country: _____
 Phone: () _____ Cell: () _____

CREW T-SHIRT SIZE you would like. *(circle one)*

Youth: YL **Adult :** S M L XL

Date of Birth: _____

Current Occupation:

Student or _____

Date of most recent Police Criminal Record check:

(A current record check, within last 12 months, must be on file with Pioneer Pacific. If not current. Please arrange for a new Police Check, and forward to our office.)

Driver's License #: _____ Class: _____ Prov: _____

Social Insurance Number: _____

Job Preference: *Please indicate what job you are applying for.*

- | | | |
|---|--|--|
| <input type="checkbox"/> Certified Lifeguard | <input type="checkbox"/> Travel Secretary | <input type="checkbox"/> Assistant Cook |
| <input type="checkbox"/> Head Cook | <input type="checkbox"/> Waterfront Director | <input type="checkbox"/> LIT Leader |
| <input type="checkbox"/> General maintenance | <input type="checkbox"/> Boat operator | <input type="checkbox"/> Cornerstone trip leader |
| <input type="checkbox"/> PYC Leader | <input type="checkbox"/> Photographer/Tuck | <input type="checkbox"/> Office Administrator |
| <input type="checkbox"/> Summer Cabin Leader | | |
| <input type="checkbox"/> Other (please specify) _____ | | |

Education Record:

| Name of Institution | Province | Year Grad. | Degree |
|---------------------|----------|------------|--------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Employment History: *(Please list your three most recent positions)*

| Employer | Type of Job | Dates | Reason(s) for Leaving |
|----------|-------------|-------|-----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Relevant Experience: *(feel free to answer these questions on a separate piece of paper to allow for more space)*

- Why do you want to be involved in camp ministry this summer?

- Are you a Christian? If yes , when did you become a Christian?

3. What does knowing Christ mean to you? _____

4. How are you growing as a Christian and how do you share Christ with others? _____

5. What do you believe are the values and purposed of Pioneer Pacific Camp? _____

6. What are some specific goals you wish to accomplish as a result of your ministry? _____

7. How will you prepare yourself for ministry at Pioneer Pacific Camp? _____

Do you attend church regularly? _____ Where do you attend? _____

Pastor(s) Name: _____

8. List any activities or groups in which you participate:

9. Are you involved in leadership in any of these activities or groups ? If yes, how?

10. Please list any volunteer or work experience that you have had which directly involves children:

11. How did you find out about Pioneer Pacific Camp? (please include name if someone referred you)

12. Please outline any previous experience at Pioneer Camps, listing your most recent experience first. Please include camp, director and description of position.

13. What areas of strength do you bring to the camp?

14. Do you feel comfortable being involved in a Bible Study or a discussion group? Explain

15. What are some of your weaknesses, and where might you think you will need most help with at camp?

Please indicate which activities you could Lead or Assist:

| | | | | | |
|---------------------------|---|---|----------|---|---|
| Swimming/Pool Activities | L | A | Kayaking | L | A |
| Water Skiing/Wakeboarding | L | A | Archery | L | A |
| Arts/Crafts | L | A | Drama | L | A |
| Sailing | L | A | Biking | L | A |
| Field Games | L | A | Music | L | A |
| Canoeing | L | A | | | |

Do you have any expertise or certification in these areas? Please explain:

Describe any camping or out-tripping experiences you have had:

Do you have any of the following certifications (please check only if they will be current for the duration of Summer 2011. Please send photocopies of certifications to camp with your application):

- Pleasure Craft Operator Card National Lifeguard Service Bronze Cross
 First Aid (indicate levels): _____

Other Certifications: _____

References:

Please print clearly and provide two references whom you feel could give an objective evaluation of your character, abilities and work ethic (teachers, employers, pastors etc.). Please note that in doing so, you give us permission to contact them. Each person may be contacted so please include an email address. These references must include at least one pastor/clergy/ I.V. staff person, and other adults who are not immediate relatives. (Note: IF you have volunteered/worked with us before, please provide one reference of a pastor/clergy only.)

(1) Name: _____

Occupation: _____

Home phone: () _____ Work phone: () _____ Cell Phone: _____

E-mail: _____

(2)

Name: _____

Occupation: _____

Home phone: () _____ Work phone: () _____ Cell Phone: _____

E-mail: _____

Health:

Please indicate present state of health:

List any drug and/or food allergies you have:

List medications (include name, dosage, daily schedule and reason for treatment):

Past, recurring and current conditions (please check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Severe stomach-aches | <input type="checkbox"/> Tonsillitis | <input type="checkbox"/> Red Measles |
| <input type="checkbox"/> Chicken Pox | <input type="checkbox"/> Epilepsy or fainting | <input type="checkbox"/> Toothaches |
| <input type="checkbox"/> Whooping Cough | <input type="checkbox"/> Asthma | <input type="checkbox"/> Bed wetting |
| <input type="checkbox"/> Mumps | <input type="checkbox"/> Appendicitis | <input type="checkbox"/> Frequent Colds |
| <input type="checkbox"/> Ear Trouble | <input type="checkbox"/> Hepatitis | <input type="checkbox"/> Hay Fever |
| <input type="checkbox"/> Sinusitis | <input type="checkbox"/> Rheumatic Fever | <input type="checkbox"/> German Measles |

Do you smoke? No Yes If yes, would you be willing to refrain while at camp? Yes No

In the past 5 years have you had professional counselling for any emotional problems? Yes No

Please explain briefly how this might affect your assignments at camp:

Doctor's Name: _____ Doctor's Number: _____

B.C. Care Card number (or equivalent): _____

(Pioneer Pacific Camp, a ministry of Inter-Varsity Christian Fellowship, requests that you provide your health card number. In accordance with the Health Cards and Numbers Control Act, 1991 you are under no obligation to provide us with your health card number and your application for employment will not be rejected as a result of your failure to provide this number. The sole purpose of collecting you health card number is to facilitate the provision of medical services to you, should this become necessary during the period of your engagement at Pioneer Pacific Camp.)

In Case of Emergency, contact:

Name: _____

Relation: _____

Phone: _____

Address: _____

Our Statement of Faith

Below is Inter-Varsity Christian Fellowship & Pioneer Pacific Camp's Statement of Faith. Please read and sign at the bottom as an acknowledgment that to the best of your ability, you understand and agree with the following statements.

We believe in:

The only true God, the almighty Creator of all things, existing eternally in three persons –Father, Son, and Holy Spirit – full of love and glory.

The unique divine inspiration, entire trustworthiness and authority of the Bible.

The value and dignity of all people: created in God's image to live in love and holiness, but alienated from God and each other because of our sin and guilt, and justly subject to God's wrath.

Jesus Christ, fully human and fully divine, who lived as a perfect example, who assumed the judgment due sinners by dying in our place, and who was bodily raised from the dead and ascended as Saviour and Lord.

Justification by God's grace to all who repent and put their faith in Jesus Christ alone for salvation.

The indwelling presence and transforming power of the Holy Spirit, who gives to all believers a new life and a new calling to obedient service.

The unity of all believers in Jesus Christ, manifest in worshiping and witnessing churches making disciples throughout the world.

The victorious reign and future personal return of Jesus Christ, who will judge all people with justice and mercy, giving over the unrepentant to eternal condemnation but receiving the redeemed into eternal life.

To God be glory forever.

I have read the **Statement of Faith** and, to the limits of my understanding I agree with it.

Signature _____ Date _____

B.C. Pioneer Camp's Covenant

I have read the statements on the following page and sign here to show my commitment to work along with the expectations of the covenant agreements of Pioneer Pacific Camp as outlined on the next page.

Signature _____ Date _____

If you are under 18, the signature of a Parent or Guardian is also required.

Signature _____ Date _____

Parent/Guardian

B.C. Pioneer Camp Covenant

Please read the statements below and sign on page 5. Keep this page for your reference

Webster's Dictionary states that a covenant is a formal binding agreement. The purpose of this covenant is to clearly provide the expectations that Pioneer Pacific Camp has of its Camp Staff (hereafter referred to as staff) and in turn, what you as staff can expect from Pioneer Pacific Camp.

- ❖ Staff are to serve the overall purposes of Pioneer Camp. Therefore, any time staff are involved with evening or daily programs, the expectation is that they are enhancing the enjoyment of the campers they are involved with.
- ❖ All staff are expected to have a spirit of co-operation and willingness to serve at whatever task they are asked to do. Staff come under the supervision and authority of the Camp Manager or his/her delegate who is in turn responsible to the Camp Director.
- ❖ In order to do the work that will be asked of staff at camp, rest is of utmost importance and therefore it is expected that all staff will be in their accommodations by 11:00 pm and lights out by 11:30 pm. Any time it is necessary for staff to stay up later, they must O.K. it with the Camp Manager or their delegate.
- ❖ It is expected that all staff be involved in an appropriate daily Bible study. This is one way we as a team can care for each other.
- ❖ It is expected that staff will not inappropriately fraternize with campers, volunteers or other staff.
- ❖ We do not encourage staff to leave the camp property during a regular day, unless on camp business. It is also expected that any staff that want to leave camp on his/her day off will communicate this with the Camp Director.
- ❖ It is expected that everyone will take care of the areas that they live in. This means the bathrooms must be kept clean and that any personal interior design work must be approved by the Camp Manager.
- ❖ If conflict arises between any members of the camp community, it is expected that the biblical mandate to caringly confront will be used.
- ❖ It is expected that there will be no illegal drugs or alcohol used at camp. If such substances are found the staff person will be asked to leave.
- ❖ It is expected that all members of the camp community abide by the camp rules.
- ❖ Open communication is stressed and all staff can expect a clear job description from the Camp Director or delegate. Staff should feel free to request feedback on their performance, if they feel it is not provided, as well as offer any suggestions they may have regarding the improvement of camp.
- ❖ Meals are an important time at camp and it is expected that everyone try to attend all meals while on camp property.
- ❖ We all like to be visited; however, the logistics of camp put some restraints on the number of visitors that camp can accommodate. Therefore, all visitors must be approved and invited by the Camp Manager. All visitors are expected to help pay for meals, as well as contribute to camp while they are there.

Application Procedure

1. Fill out the five-page Summer Staff Application Form. Please be thorough in answering the questions on the application and be sure to give complete addresses, including postal codes, for all references. E-mail addresses are required for references. Mail, fax or email the completed application form to the Pioneer Camp office.
2. After you have been contacted by a Pioneer staff member, a Criminal Record Check will need to be done or, if you have a recent copy, it will have to be sent to the Pioneer Camp office. *(Please see below for more details.)*
3. Once we have received your completed application form, we send out confidential reference forms to be filled in by the people you have given as references; and wait to receive the completed reference forms in the Pioneer office.
4. Once the reference forms have come in to the office and are reviewed by the Camp Secretary, a copy is then given to the Camp Director, who will then contact you for an interview.
5. Please note, this is only an application form. Completion of this form *does not* guarantee you a position at Pioneer Pacific Camp. If your application is successful, the Camp Director will then contact you to discuss your role at camp.
6. Once the Camp Director has contacted you, all information with regards to your participation, planning, camp orientation, transportation etc. will be communicated through the Camp Director.

Criminal Record Checks

Everyone on site at Pioneer Pacific who is not a guest or a camper must have a recent Criminal Record Check (CRC) on file. At IVCF camps, CRC's expire after 3 years. **It is YOUR responsibility to ensure that you have a current check on file at Pioneer. Call the camp office if you are unsure.** If you do not have a CRC from the last 3 years on file, you will need to complete a new one.

Procedure:

1. Receive confirmation from the Program Director of your position at Pioneer Pacific Camp. You may need to call the office to confirm this.
2. Gather:
 - a. Two pieces of government-issued identification
 - b. The Letter of Introduction which you can download from our website under the 'volunteer' section
3. Go to the Criminal Records Department of your local Police or RCMP station with the above information. Allow for **2 months** of processing time.
4. Have them send it directly to Pioneer Pacific Camp at this address:

Pioneer Pacific Camp
Box 45113 – 4326 Dunbar St
Vancouver BC V6S 2M8

Can we use MyBackcheck?

MyBackcheck no longer includes the Vulnerable Sector Check **therefore their results are not sufficient for volunteers at PPC.**

Why do we need a Criminal Record Check?

Pioneer Pacific Camp belongs to the British Columbia Camping Association, which, as a requirement for accreditation, asks all volunteers and staff of accredited camps to have a Criminal Record Check (CRC) on file from the last 3 years. Therefore, to be on staff or work as a volunteer at Pioneer Pacific Camp, you must have a current CRC on file. **If you do not complete a CRC, you will not be allowed to remain on site.**

Will it cost me?

Different municipalities have different policies regarding costs. At some stations, the charge is reduced or waived altogether for volunteers of non-profit organizations; otherwise, there may be a charge and you will need to pay with cash. These fees range from \$0.00 - \$50.00. We would suggest calling ahead of time to find out the exact details (times and prices) for your municipality.

Other Information:

The CRC will reveal any criminal convictions and charges over the past five years. The standard policy of Pioneer Pacific Camp is; if a volunteer has a positive CRC, this disqualifies him/her from volunteering at Pioneer Pacific Camp. If the charges are not related to sexual misconduct or the abuse of children, the volunteer can appeal the disqualification directly to the Pioneer Pacific Camp Co-ordinator.

If you belong to a professional organization (i.e. teacher, nurse, etc.) that requires you to have a current CRC, you can have your organization send us an authorized copy of your most recent CRC if it has been completed within the past 2 years.