



2015 STAFF APPLICATION

**RETURN TO:
Bill Stevens, Director
PO Box 518
Port Perry, ON
L9L 1A5**

Mission of Camp Big Canoe

- ❖ To provide an environment that contributes to the physical, emotional and spiritual development of each camper
- ❖ To provide a supportive atmosphere where campers and staff learn personal life-skills and build meaningful relationships;
- ❖ To express the symbolic meaning of the CAMP BIG CANOE name and logo through community living, through practical expressions of our environmental concerns, through communicating the social responsibility of the individual and through an active demonstration of respect for the heritage of Canada's First Nations' Peoples;
- ❖ To offer a challenging camp program that emphasizes skills and knowledge for lifelong recreation.

Application deadline – January 8, 2015. You will be notified about an interview.

Name: _____ Female ____ Male ____

Permanent
Address: _____

Temporary
Address: _____

City: _____

City: _____

Province: _____

Province: _____

Postal Code: _____

Postal Code: _____

Phone Number: _____

Phone Number: _____

Cell Number: _____

E-mail address: _____

Thank you for your interest in Camp Big Canoe!!

Positions You Are Applying For:

Application deadline – January 8, 2015. You will be notified about an interview.

- Counsellor
- Leaders in Training Counsellors
- Maintenance Staff
- Rediscovery Counsellor
- Spring Opportunities
- Crafts Counsellor
- Kitchen Crew
- Low Ropes Counsellor/Sr Camper Programmer
- Music & Drama Counsellor
- Roving Leader
- Sports & Games Counsellor
- Fall Weekends
- Volunteer

The following positions require certification...please check only those you are certified for (or will be certified for prior to the summer. The required certification is NLS preferred.

- Head Waterfront
- Lifeguard
- Canoe instructor
- Kayak Instructor
- Head Tripper
- Assistant Tripper
- Outdoor Skills Counsellors

**** Be sure to include photocopies of your certifications ****

It is **preferred** that you be available for all 4 sessions – on site staff training the week before 1st session is required (school exams are the exception). Please check those you are available for:

- full summer
- 1st session
- 2nd session
- 3rd session
- 4th session

A Education (school, program of study, completion date, and certificate awarded)

B Camp Experience (as a camper)

C Other Experience (list other experience that is relevant to camp, community work, and children)

D Training and Leadership Courses (Please include any camp-oriented events - i.e. first aid, swimming, canoeing, kayaking etc. - that you have attended including the date and location. Please attach a photocopy of current certification in each.)

E Please tick the boxes, which pertain to your skills and interests:

1. I have no interest in this activity. 2. I am interested in this activity.
 3. I have participated in this activity. 4. I have led this activity.
 5. I am certified in this activity. Certification: highest level of certification & expiry date.

Activity	1	2	3	4	5	** Certification **
Canoeing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Kayaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
CPR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
First Aid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Lifesaving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Swim Instruction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**** Be sure to include photocopies of your certifications ****

Archery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts & Crafts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Camp craft	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Campfire	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Camp Wide Games	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dancing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Worship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drama	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hiking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative Tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership Course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Native Studies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nature Lore	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Orienteering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Painting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Small Group Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

F Please refer to this guide for the following activities:

1. I have no experience in this area. 2. I have experience in this area. 3. I am highly competent in this area.

<u>Activity</u>	<u>1</u>	<u>2</u>	<u>3</u>
Guitar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Instruments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Photography	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Piano	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Program Planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Song Leading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Special Needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storytelling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

G Other skills: _____

Please respond to the following three statements on a separate sheet of paper.

- State why you are interested in a leadership position at Camp Big Canoe.
- The Spirit of Camp Big Canoe is experienced through a supportive Christian community. As a staff person at Camp Big Canoe you are expected to be a positive role model by demonstrating Christian attributes and values and by encouraging a healthy positive lifestyle. State how you would meet this expectation.
- Describe your most memorable moment at camp.

REFERENCES

Please list three people who you know and who can give an accurate description of your skills and abilities. Include a name, address, phone number, occupation and your relationship to them. **Teachers, employers, volunteer coordinators, neighbours** are all suitable references. Family members and friends are not.

Name:	Address:	Phone #:	Occupation:	Relationship:
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Please have your references complete the enclosed reference forms and return it to the Camp Director directly or with your application form.

References must be received, to process this application completely.
A Police check will be required after a job offer has been made.
Your signature must appear below, to process this application completely.

Applicant signature

date

Parents section:

By signing below, I understand that all communication regarding employment will take place between the employer (Camp Big Canoe) and the applicant.

Parents sign here

date



c/o Bill Stevens, Director
PO Box 518
Port Perry, ON
L9L 1A5

416 722 3625
director@campbigcanoe.ca

Reference Form

Dear _____:
(Reference's name)

I have applied for summer employment at the United Church camp, Camp Big Canoe as a _____.
(position applied for)

I am requesting that you provide Camp Big Canoe with a reference for me. Please complete the reverse side of the letter and return it to Camp Big Canoe at the above address, fax or return it to me in an envelope. The information you provide will be kept strictly confidential.

I would appreciate your prompt attention in completing this reference. My application **will not be** considered until Camp Big Canoe receives the completed reference form.

THANK YOU FOR YOUR TIME!

Sincerely,

(applicant's signature)

(applicant's name - please print)

NOTE: *The applicant's signature on this form authorizes you to release information about the applicant to Camp Big Canoe.*

Applicant's Name: _____

How long have you known the applicant? _____

In what capacity? _____

What are the applicant's strengths? Weakness? _____

Is the applicant punctual? _____

Is the applicant reliable? _____

Can she/he work independently? _____

How does she/he handle supervision? _____

How does she/he handle confidential information or positions of trust? _____

Was her/his position of trust handled to your satisfaction? _____

Describe her/his relationship with youth. _____

Is there anything you feel we should be aware of in accepting this applicant? _____

Would you be comfortable with this person caring for/supervising your child /grandchild?

Do you have any reason to believe that this person would not be well suited for working with children?

Please indicate your level of confidence in this applicant as they would be working closely with children and youth in a residential, team based environment.

confident

apprehensive

not sure

cannot be confident

Name/Title: _____

Date: _____

Signature: _____

Phone: _____

2015 STAFF REQUIREMENTS

Camp Big Canoe

www.CampbigCanoe.ca

Applications for the following positions must be received by the deadline:

Application deadline

January 8, 2015

10 - 12 Counsellors (additional counsellors will be hired if budget allows)

1 Crafts Counsellor

4/5 Kitchen - 1 Head Cook
- 4/5 Kitchen Crew

2 Leaders In Training Counsellors

1 Low Ropes Counsellor/Sr. Camper Programmer

1 Music & Drama Counsellor

2 Outdoor Skills Counsellors

1 Rediscovery Counsellor

1 Sports & Games Counsellor

3 Trippers Counsellors - 1 Head
- 2 Assistants

Volunteers - up to 6

4 Waterfront Counsellors - Head Waterfront will be 1 of the 4 positions
- 2 Lifeguards
- 1 Canoe instructor
- 1 Kayak Instructor

Interviews are scheduled for: Saturday February 14 2015

When submitting your application, be sure you are available for an interview.

*All positions are subject to the
Board of Directors approval and Budget Restrictions.*

All positions will be filled after applications are received and a personal interview takes place.