



Summer 2010 Staff Application

Application deadlines: FEBRUARY 12 – Assistant Director
MARCH 5 – All other positions

This form is only for paid staff positions; separate forms are available for Counsellor-in-Training and volunteer positions

Purpose: Camp Valaqua is a Christian ministry of the member churches of Mennonite Church Alberta. It extends the ministries and congregational life of these churches by providing facilities and Christian programs in a unique setting close to creation. Camp Valaqua also serves as a ministry outreach to the larger community by inviting others to participate in the use of its facilities and Christian ministry.

Camp Valaqua is dedicated to proclaiming the Good News that God is the Creator, we are God's people, and the earth is placed in our hands as a gift and a trust. We give campers the opportunity to develop a personal relationship with Jesus Christ, to be with others in a Christian community, to learn how to care for God's creation, and to have a lot of fun.

About Camp Valaqua: Camp Valaqua is beautifully situated in the Foothills of the Rocky Mountains on the Little Red Deer River, 1 hour northwest of Calgary. The camp's 250 acres of spruce and poplar forests offer an extensive hiking and mountain biking trail system. Facilities include a modern Lodge with washrooms and showers, recreation hall, climbing wall, ball diamond and nature centre. Campers sleep in 12 rustic cabins heated with wood stoves. Activities include archery, crafts, camping skills, climbing wall, nature study, drama, model rocketry, swimming, canoeing, and field games. Morning chapels and evening campfires offer singing, skits, and Christian teaching from the Bible. Some camps include an overnight camp-out and the Breakaway camps feature a day hike in the Rockies. Out-trip camps consisting of week-long canoe, backpack, and bike trips are also part of the camp's program.

Job Opportunities: Camp Valaqua relies on staffing at several levels to run its program. Paid-staff are generally hired for the duration of the summer, and **must be 18 years old or have completed Grade 12**. Counsellor-in-Training (CIT) positions are voluntary positions and are open to those who have completed Grade 10. Paid kitchen staff positions (head cook & assistant cook) are available. Each week there is a need for volunteers in the following areas: kitchen (both adult and teen), nurse / first aider, chaplain, maintenance, and out-trips. All Camp Valaqua positions receive free room and board.

All paid staff will receive an honorarium based on the following scale: (unless otherwise noted in job description)

		Summers of previous camp staff experience (includes each year as Counsellor-in-Training)						
		0	1	2	3	4	5	6
Years of Post-	0	\$140	\$160	\$170	\$190	\$210	\$235	\$260
Secondary	1	\$150	\$170	\$190	\$210	\$235	\$260	
Education	2	\$160	\$190	\$210	\$235	\$260		
	3	\$170	\$210	\$235	\$260			
	4	\$190	\$235	\$260				

* Pay is per week

- ▶ **Applicants must provide a complete staff application form, including names and phone numbers of references.**
- ▶ **If possible, please indicate on the application form if you require time off in the summer. It may not be possible to grant requests made after the start of Orientation week.**
- ▶ **Retain this page and the job description page for your reference. Do not send it with your application.**

If you are offered a staff position, you will need to:

- Sign and complete the *Offer of Employment* contract and send to the camp office by the beginning of orientation
- Obtain a police registry/criminal record check and send to the camp office by the beginning of orientation
- Have valid Standard First Aid certification. A training course (\$100 fee) may be held at camp (depending on numbers)

Information regarding these requirements will be given with the Offer of Employment.

Forward applications to:

Director c/o Camp Valaqua Box 339 Water Valley, AB T0M 2E0
Phone: (403) 637-2510 Fax: (403) 637-2183 Email: valaqua@telusplanet.net
Additional forms available at: www.campvalaqua.com

Summary of Job Descriptions

(Detailed descriptions available upon request and will be sent with the Offer of Employment)

Assistant Director, May 3 - August 27 : Works with the Camp Director to plan, lead, and administrate the camp program. Will assist in leading and supervising the entire staff. Must be able to take charge in the director's absence. Organizational and team leadership skills, previous camp experience, a valid class 5 driver's license and a mature Christian faith are essential. Separate wage structure.

Maintenance Assistant/Counsellor, May 3 - August 27: Works with the Camp Manager in May/June to help prepare the facilities for summer camp. Duties may involve painting, cleaning, yard work, and other general labor duties as assigned. Will be a counselor in July/August (see counselor job description). Must have a valid class 5 driver's license.

Activities Coordinator/Office Assistant, May 3 - August 27: Works with the Camp Director to develop, evaluate, train the staff for, and maintain the quality of Camp Valaqua activities. Experience in camp activities including Archery, Games, Canoeing, Climbing, Nature Activities, Outdoor Skills and crafts are an asset. Duties include developing summer activities, Training the staff for activities during orientation, and evaluating and providing feedback to Counsellors during activity periods throughout the summer. Also provides administrative assistance to the Director and Assistant Director, responds to parent inquiries, and handles camper registrations. Experience with Microsoft Office including Word, Excel and Access is an asset. Separate wage structure.

Counsellor-In-Training Director, June 4 - August 24: Responsible to plan and implement the CIT program. The CIT Director will be responsible for training, supervising and mentoring the CIT's in counselling and spiritual formation. Counselling experience, leadership, and teaching skills and a mature Christian faith are essential. Will also act as a support staff as necessary. Separate wage structure.

Nature Leader/Counsellor, June 25 - August 24: Will be in charge of maintaining and leading the nature program for all ages. Should have some knowledge of the environment, teaching ability. Will be a counselor in July/August (see counselor job description).

Out-trip Director, May 31 - August 27: Responsible for planning and execution of all out-trip camps (includes week long canoe, bike, and backpack trips). Duties include some pre-trip planning, food preparation, preparation of gear and supplies, and post-trip clean up. Will be responsible for morning and evening devotions and be committed to using "the moment" for spiritual teaching, in cooperation with other leaders. Some administrative duties (communication with applicants etc) required in June. Wilderness First Aid/CPR, Swift Water rescue certification and Canoe Alberta Moving Water Instructor will be required prior to the start of the season. Out-trip experience, and a mature Christian faith are essential, and post-secondary education in Theology or Bible is an asset. Separate wage structure.

Assistant Out-trip Director, June 21 – August 27: Responsible for assisting the Out-trip Director in all areas of trip preparation and leadership. Wilderness First Aid/CPR, Swift Water rescue certification and Canoe Alberta Moving Water Instructor are an asset. Out-trip experience, and a mature Christian faith are essential, and post-secondary education in Theology or Bible is an asset. Separate wage structure.

Head Lifeguard/Counsellor, June 28 - August 27: Responsible for lifeguard duties at all waterfront activities, supervising other lifeguards and planning and implementing emergency procedures in cooperation with the Director. Must be 18 and have current NLS qualifications. Will also be a Counsellor.

Camp skills leader/Counsellor, June 28 - August 27: Responsible for leading the camp skills program and checking supplies in preparation for the summer program. Will be responsible for maintaining the camp skills and overnighter equipment/supplies throughout the summer. Will also be a Counsellor.

Song Leader/Counsellor, July 5 - August 27: Responsible for choosing songs and leading music twice daily. Experience with camp music and guitar is an asset. Will also be a Counsellor.

Counsellor, July 5 - August 27: Responsible for supervision of a cabin group with 6-8 campers and a Counsellor-in-Training. Must enjoy children, model a Christian lifestyle and be able to take leadership in the cabin setting and some program activities. Standard First Aid/CPR and a Security Clearance from the RCMP or Police are required. Preference is given to those who have been a Counselor-in-Training.

Head Cook, June 23 - August 27: Responsible for food services for summer camp program. Separate wage structure. Call the camp for details.

Assistant Cook, June 28 - August 27: Work under the Head Cook in food services. Call the camp for details.

Additional Notes:

1. All Camp Staff are required to be a Christian role model. All are responsible to further the ministry of Camp Valaqua by creating a safe, harmonious and spiritually encouraging atmosphere for campers and other staff.
2. Positions which begin on or before June 25 will be required to work the weekend of Mini-camp (June 29-July Time off will be given in compensation).
3. **Positions that begin prior to June 1st** will be asked to provide one weekend of rental group coverage.
4. There will be **no camp the week of August 2-6**. Camp will be closed at this time and staff will be asked spend the week away from camp.
5. Time off will be granted for Weddings and Funerals, preference will be given to staff that are available for the duration of employment. Time off requests for other reasons (family holidays) will be considered based on camper numbers.

2010 Camp Valaqua Staff Application Form

1. Please indicate the job for which you are applying:

- If you would consider more than one position, please number choices in order of preference

<input type="checkbox"/> Assistant Director	<input type="checkbox"/> Office Assistant/Counsellor	<input type="checkbox"/> Campskills leader/Counsellor
<input type="checkbox"/> Counsellor-In-Training Director	<input type="checkbox"/> Nature Leader / Counsellor	<input type="checkbox"/> Counsellor
<input type="checkbox"/> Out-Trip Director	<input type="checkbox"/> Head Lifeguard/Counsellor	<input type="checkbox"/> Head Cook
<input type="checkbox"/> Assistant Out-Trip Director	<input type="checkbox"/> Song Leader/Counsellor	<input type="checkbox"/> Assist. Cook
<input type="checkbox"/> Activities Coordinator	<input type="checkbox"/> Maintenance/Counsellor	

2. Personal Information:

Full Name: _____ Gender: Male Female

Date of Birth _____ Home Church: _____

Pastor: _____ Are you legally entitled to work in Canada? Yes No

3. Present Address: _____

Postal Code: _____ Phone: (____) _____ At this address until (d/m/y): ____/____/____

Email: _____

4. Permanent Address: _____

Postal Code: _____ Phone: (____) _____ At this address until (d/m/y): ____/____/____

5. Are you available for the full volunteer period? ____ yes ____ no. If not, please clarify: _____

6. Medical Information: Health Card #: _____ Province: _____

Please list any diet restrictions, food allergies or other allergies you have: _____

Please list any medical conditions you have that could affect your work: _____

Please list any medications you are currently taking: _____

7. Education: High School: _____ Gr. Completed (as of June 2010) _____

Post Secondary:

School: _____ Program: _____ Yr. Completed (as of June '10) ____ Graduated? ____

School: _____ Program: _____ Yr. Completed (as of June '10) ____ Graduated? ____

8. Camp Related Experience: (Please indicate position – i.e. Counsellor, CIT, program staff, etc. and dates)

Camp _____ Involvement _____ Year(s) _____ - _____

Camp _____ Involvement _____ Year(s) _____ - _____

Camp _____ Involvement _____ Year(s) _____ - _____

9. Work Experience: (please indicate most recent jobs first - do not include camp jobs)

Camp _____ Type of Involvement _____ Dates _____

Camp _____ Type of Involvement _____ Dates _____

Camp _____ Type of Involvement _____ Dates _____

10. Other Experience: Please describe other experiences that would be of benefit at Camp Valaqua (church responsibilities, leadership positions, volunteer work, involvements with music, drama, sports, etc.).

11. Qualifications:

Do you hold a valid Standard First Aid Certificate? Yes No . If no, are you are interested in the camp-run course? (\$100 fee) yes

List any other certificates you have (i.e. lifeguarding, recreational) and expiry dates. Include photocopies of certificates:

12. Activity Skills: Please indicate your training and experience in camp related skills and activities. (Circle "1" for activities you have organized or led, "2" for activities you feel qualified to organize or lead, "3" for activities in which you could assist a competent leader, and "4" for activities in which you have interest.

	1	2	3	4	Comments		1	2	3	4	Comments
Waterfront/lifeguard					_____	Song leading					_____
Guitar					_____	Crafts					_____
Camp Skills					_____	Archery					_____
Nature/Outdoor Ed.					_____	Canoeing					_____
Group Games					_____	Drama					_____
Climbing Wall					_____	Backpacking					_____
Mountain Biking					_____	Hiking					_____
Model Rocketry					_____	Storytelling					_____
Basketball					_____	Other (please specify)					_____

13. Please answer the following. First-time applicants at Valaqua answer questions 1 - 3. Returning Valaqua staff (including CIT's) answer questions 2 - 4.

1. Tell us a bit about yourself, including a brief personal history and significant growth experiences. What are some recent experiences/involvements (i.e. church, school, community), which have influenced your growth?
2. What is your understanding of the basic beliefs of Mennonite (Anabaptist) faith on which Camp Valaqua is founded? Which are most important to your understanding of the Christian faith? (The Mennonite Confession of Faith is an important guide for Mennonite beliefs – a link to a summary of this document can be found on the camp website).
3. How do you see yourself contributing to the program and ministry of Camp Valaqua? How are your Christian faith and beliefs important to this contribution?
4. What are your personal goals for work at camp this summer? How will this summer be different from your previous summer(s) at camp?

14. References: Your completion of the following indicates your permission for Camp Valaqua to solicit information from your references to help assess your application. **Please print clearly and include area code with phone number! Your application will not be processed without complete references.**

1. Please list the name of a church pastor, church council member, or other church representative capable of commenting on your Christian faith.

Name _____ Phone # (_____) _____ - _____ Relationship _____

2. List three people in a position to evaluate your character, motivation and work habits pertinent to camp ministry and state their relation to you (i.e. a previous employer, a teacher, adult mentor, co-worker, etc.) Please try to avoid using personal friends and family members.

Name _____ Phone # (_____) _____ - _____ Relationship _____

Name _____ Phone # (_____) _____ - _____ Relationship _____

Name _____ Phone # (_____) _____ - _____ Relationship _____

Statement of Commitment

Please print and sign the following statement. Mail to: Camp Valaqua Box 339 Water Valley AB T0M 2E0

Camp Philosophy: Camp Valaqua is a Christian ministry of the member churches of Mennonite Church Alberta. I understand that as a member of the Camp Valaqua staff, I will be an ambassador of Christ as I represent the conference that supports the camp.

I commit myself to:

- do my best to model the Christian message in accordance with the Mennonite Confession of Faith and ministry goals as expressed by the supporting conference (note: complete faith statement available upon request)
- do my best to promote the objectives, philosophy, and ministry of Camp Valaqua
- submit in love to the regulations and guidelines established by Camp Valaqua. These precepts have been established to ensure the safe implementation of the ministry of the camp.
- respect and cooperate with the leadership of the camp in implementing the camp's ministry and guidelines.

Staff Responsibilities: Camp is for the campers. While I am at Valaqua I will:

- strive to put the interests of campers before my own, and to respond to their needs.
- do my best to ensure that each camper has a good experience physically, mentally, and spiritually at Valaqua.
- take a personal interest in the development, acceptance within the group, and growth of each camper
- take my assigned duties seriously and carry them out in a responsible manner
- take initiative in helping the camp program to function smoothly.

Camp work can be very tiring and stressful. I understand that as an important part of the camp team, my actions will affect both staff and campers. I commit myself:

- to take time for my own personal relationship with Jesus Christ
- to ensure I get sufficient rest each night, including time off on weekends
- to relate to others in a Christian manner at all times, and to cultivate an atmosphere of cooperation
- to work at problems of human relationships with honesty and openness
- to avoid gossip and to bring concerns about a person directly to that person's attention
- to be responsible to the group, accepting the discipline of a community working towards a common goal

Christian Lifestyle-I realize that camp is an important ministry and that my actions both on and off the property are reflections of my Christian life. Campers and staff will observe my lifestyle and for the duration of my employment I commit myself to demonstrate a Christian lifestyle at all times, whether at camp or during off-times. I realize that the following behaviours are not in keeping with Camp Valaqua's philosophy of ministry, and understand that participation in any of them at any time is grounds for dismissal:

- use of alcoholic beverages, all forms of tobacco (including smoking), and illegal drugs.
- use of violence, including both physical and verbal, or profane language.
- participation in sexual relationships of any kind outside of marriage.
- participation in abuse or harassment of other persons, whether physical, emotional, or sexual
- any verbal or non-verbal sexual behaviour with campers
- entering into a dating relationship with a camper

I have read and understand the Statement of Commitment found above. By signing this application, I am stating my willingness to uphold the content and spirit of these guidelines. I understand that my failure in the above could result in termination of employment.

Signature: _____ Date: _____

Parental Consent is required for applicants under the age of 18 as of July 5, 2010: I give permission for my child to participate as a staff member in all aspects of Camp Valaqua's program, including activities, hikes, and overnight camp-outs that involve leaving the camp premises. I give camp personnel the authority to act on my behalf in the case of an emergency, and to authorize medical treatment for my child if necessary (parent/guardian will be notified). I understand that I am financially responsible for expenses not covered by my health care plan.

Name of Parent/Guardian (please print) _____

Signature of Parent/Guardian _____ Date _____