

Application for Day Camp Summer 2010

Thanks for your interest in our Summer Ministry Staff. This letter includes some helpful information in regards to our application and employment process as well as a description of the summer programs and general goals.

Day Camp has been a part of ministry at Quail Lakes Baptist Church for over twenty years now and it has been, and continues to be a vital and growing outreach that has impacted countless families in the Stockton community. It is important that we distinguish this as a ministry opportunity and not just a summer job. Every year we look to put together a team of flexible, energetic, and hard working individuals who love Christ.

For those of you who have never been a part of Day Camp at Quail Lakes Baptist Church here are some specifics. This ministry runs nine weeks over the course of the summer beginning June 7th and ending August 6th. There is no camp the week of June 21st. We have both a younger camp (first – 5th grade) and an older camp (6th – 8th grade). The basic Day Camp day runs from 9:00a.m. to 3:30p.m, and includes various activities that the staff designs and implements such as, Bible stories, ministry projects, songs, skits, gym games, crafts, tours, trips out of town, etc. Day Camp also provides extra care to parents who need it before and after camp. Doors are open from 7:00a.m. – 5:45p.m. The staff will rotate through pre-care needs.

As we all know summer is a time of fun while on break from school however, your first commitment will have to be to the ministry. But we strive to balance the emotional, physical and recreational needs of our staff. If this opportunity sounds like a great summer, please complete the application and send to the address below.

Application deadline is: March 5, 2010

Please send completed application to:

Amanda Vidak
1904 Quail Lakes Drive
Stockton, CA 95207

For further questions call me at: (209) 986-3353

Requirements for working at Day Camp are as follows:

Staff Members must:

- Have a personal relationship with Jesus Christ
- Be a high school graduate
- Be CPR trained (We will provide this training if not certified)
- Able to attend required meetings (listed in application)
- Sign the covenant of agreement
- Want to work hard and be a team player
- Love kids

The application process for new Team Members is as follows:

- Obtain and fill out a Day Camp application
- Have both the Personal Reference Form and Spiritual Reference Form completed and turned with application.
- Call to schedule an interview with Amanda Vidak at (209) 986-3353 or e-mail her at Amanda@qlbc.org

As for the employment itself, the following are important day camp dates:

Deadline for Team Member Applications March 5th

Staff training weekend/work days: May 21st & 22nd (Mandatory)

CPR: May 15th 9AM-4PM (if needed)

Day Camp dates: June 7th – August 6th (No camp June 21st-June25th)

Weekly Bible Study Monday evenings 6:00-8:30 p.m. Dinner included

Position Descriptions for Day Camp 2010

One Program Staff; For Younger Camp (Full Time)

Responsibilities include:

- Assist in preparing curriculum for assemblies (bible story, songs, skits, memory verse slips)
- Prepare and gather an effective amount of unit-time ideas if leaders need help (keep the “Unit Time Wall” stocked)
- Keep up and run the DC Store
- Organize crafts closet (make sure we utilize what we have and are stocked adequately)
- Make shopping lists and run to the store when needed to get supplies for crafts and special camps
- MC Monday morning assembly
- Game and activity set-up and clean up
- Program staff will set up, clean up all special camps
- Run some rotations when needed (games, unit activities, special camps)
- Maintain sports closet (keep clean)
- Attend/participate in planning meeting
- Organize Pre/Post care game bins in office
- Fill in as a counselor when needed
- Attend training sessions, teamwork activities, weekly Bible study and any other meetings announced in advance.
- Be an example of Christ

Six Younger Camp Counselors (full-time)

Accountable for a unit of camper's entering grades first through fifth.

Responsibilities include:

- Oversee 8-14 kids and one Jr. Team member/CIT
- Lead unit to and from destination, lead unit-time, enforce DC rules and discipline when needed, plan/lead weekly activities. For example: games, crafts, swimming, tours or special trips.
- Lead morning assemblies
- Teach Bible stories and Memory verses
- Be an example of Christ
- Know where every camper is every second of the day. Pay attention to your campers at all times!!!
- Work with other staff members, sharing responsibilities as well as carry out any additional tasks assigned by the Director or Assistant Director.
- Participate in "deep cleaning" every Friday
- Attend training sessions, teamwork activities, weekly Bible study and any other meetings announced in advance.

Five Older Camp Counselors (full-time)

Accountable for a group of camper's entering grades sixth through eighth.

Responsibilities include:

- Lead unit to and from destination, lead unit-time, enforce DC rules and discipline when needed, plan/lead weekly activities. For example: games, crafts, swimming, tours or special trips.
- Lead morning assemblies
- Teach Bible stories and Memory verses
- Be an example of Christ
- Know where every camper is every second of the day. Pay attention to your campers at all times!!!
- Work with other staff members, sharing responsibilities as well as carry out any additional tasks assigned by the Director or Assistant Director.
- Participate in "deep cleaning" every Friday
- Attend training sessions, teamwork activities, weekly Bible study and other meetings announced in advance.

Four Post-Care Workers (part-time)

- Responsible for campers from 3:15-5:45
- Plan activities and games for the afternoon
- Answer phone, talk with parents, register and/or take payments
- Clean and lock up office each night
- Attend training sessions, teamwork activities, weekly Bible study and any other meetings announced in advance.

One Registrar (full-time)

Responsibilities include:

- Input registration information into computer
 - Handle all collections and deposits of money
 - Prepare and sending out weekly mailers
 - Open office everyday at 7:00 am
 - Answer phones
 - Create unit assignments for each week
 - Organize Monday morning check in
 - Pick up Pizza Lunch every Friday
 - Run errands when asked by the director
 - Help plan Dinner for a Dollar/Collecting money during Dinner for a Dollar
 - Handle some discipline problems when the director and assistant director are off campus
 - Attend training sessions, teamwork activities, weekly Bible study and any other meetings announced in advance.
 - Assist the Director with whatever she/he needs
 - Be an example of Christ
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All staff members will receive two staff shirts to wear throughout the summer on required days and one staff sweatshirt. In order to have all shirts here by the beginning of camp, we need to order early. Therefore please indicate your t-shirt and sweatshirt size below; this way if you are hired we will already know how to order for you.

T-shirts:

_____ XS

_____ L

_____ S

_____ XL

_____ M

_____ XXL

Sweatshirt:

_____ XS

_____ L

_____ S

_____ XL

_____ M

_____ XXL

**Application for Summer Ministry Staff
Quail Lakes Baptist Church**

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Age _____ email _____

Briefly describe when you became a Christian.

Briefly describe what God has been doing in your life recently.

Why do you want to be a part of Summer Ministry Staff?

Which job(s) are you interested in applying for?

Younger camp staff Older camp staff Program younger Program older
 Post Care Registrar

Are there any ages you prefer to work with or not work with?

What local church do you attend? _____

How long have you attended? _____

What experiences have you had with Quail Lakes Baptist Church Day Camp?

Camper _____ Volunteer _____ Paid Position _____ None _____

Please describe any special training or experiences you have had for working with children.

Mark any training, experiences or hobbies you may have.

Lanyards Crafts Leather Leading Games Photography

Video Leading Singing Cooking Drama CPR

First Aid Guitar Piano First Aid Stories

Scrap Booking Lifeguard Painting Cheering Baking

Computers Basketball Soccer

Other _____

Other _____

Please answer the following questions so I can pick the best dates for new staff orientation, interviews and other summer events.

- 1) When is your last day of school? What school do you attend?
- 2) When is your spring break?
- 3) If you graduate this year what day is the ceremony?
- 4) Are you taking a family/personal vacation from May to August 6th? If yes, list date.

References: Please list two contacts plus your church leader. Only one may be a personal friend or relative.

Name	Address	Phone
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Name	Address	Phone
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Church Leader	Address	Phone
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Statement of Commitment

I have read this packet thoroughly and understand the commitment I am making to Summer Ministry Staff. If I am selected to be apart of the team I am willing to commit myself to:

- Give wholeheartedly of myself to the ministry.
- To be punctual and live up to my responsibilities.
- To actively encourage my team and refrain from sarcasm and gossip.
- A consistent quiet time and prayer life for staff, the ministry, children and myself.
- Be a loving example of Christ to all I come into contact with in the name of Quail Lakes Baptist Church.

Signed _____ Date _____

Parent Signature (if under 18) _____ Date _____

Quail Lakes Baptist Church
1904 Quail Lakes Dr. Stockton CA 95207

Director: Amanda Vidak
Phone: (209) 986-3353

Director of Children's Ministry: Heidi Hensley
Phone: (209)951-7380

Interviews

1) After I receive your application, I will call you to set up a time for an interview. Interviews will most likely be held from March 13th – March 27th in the Day Camp Office. If these dates conflict with your school schedule, please indicate this below. If necessary, I will set up a special interview date or phone interview.

2) The interview process will last approximately 30-35 minutes. After you are introduced to the panel there will be four basic sections to the interview.

- a) A chance for you to tell us about yourself
- b) You telling a 5 minute Bible Story (chose one of the following or pick your own)
 - Noah and the Ark (Genesis 6)
 - David and Goliath (1 Samuel 18)
 - Walls of Jericho (Joshua 6)
 - Story of Esther (Book of Esther)
- c) You answering some situational questions letting us know what you would and how you would handle each situation.
- d) Asking any questions or any additional information that would be helpful

Summer Ministry Staff Spiritual Reference Form

(To be filled out by a Pastor, Youth Pastor, Sunday School Teacher, or Bible Study Leader.)

Please complete and return to the applicant in a sealed envelope to send in with their application due on March 5th.

The following person is applying for a summer ministry job with Quail Lakes Baptist Church. We are seeking ministry team members who have spiritual maturity and character. It is our desire to gather information for this application process. We appreciate your willingness to provide us with the following information.

To Be Filled Out By Applicant

Applicant's Name _____

I understand that this is a confidential questionnaire and that I am waving my rights to any access to this recommendation.

Signature of Applicant _____ Date _____

1. How long have you know the applicant? _____

2. In what capacity? _____

3. Please rate the applicant in the following areas.

	Excellent	Good	Average	Poor	Very Poor	Unknown
Mental ability						
Initiative						
Persistence						
Responsibility						
Group Cooperation						
Flexibility						
Potential Leadership						

Accepting Instructions						
Emotional Stability						
Interpersonal Relationships						
Maturity						
Character						
Punctuality						
Relationship With God						

3. Are there any strengths or weaknesses on which you would like to comment?

4. Recommendation (Please circle one).

Highest Recommendation Recommend with confidence Recommend Recommend with some reservation Not Recommend

5. Does the applicant:

a. Attend church regularly? If so where? _____

b. Involved in a Bible study or small group? _____

c. Have a positive Christian witness? _____

Signature _____ Date _____

Day Phone _____ Evening Phone _____

Quail Lakes Baptist Church
1904 Quail Lakes Dr. Stockton CA 95207

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Phone: (209) 986-3353

Director of Children's Ministry: Heidi Hensley
Phone: (209) 951-7380

Personal Reference Form

(To be filled out by a friend, teacher, or employer.)

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Highest Recommendation Recommend with confidence Recommend Recommend with some reservation Not Recommend

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