



KIDS CLUBHOUSE SUMMER DAY CAMP 2020 (“KCH 2020”) is HIRING

Job Title: Senior Counselor

Job Summary: You will play a key role in shaping and educating our campers as well as be a mentor to the counselors and counselors-in-training. You will collaborate with other Senior Counselors to plan, facilitate and supervise camp activities and projects. The ideal candidate will be an excellent multi-tasker with a genuine passion for working with and empowering young people. Applicants should be patient, fun-loving and confident in their ability to motivate and assist campers in everything from learning new skills to making friends.

Qualifications and Skills:

- Christian who attends church regularly and is active in ministry work
- Grade 10 or above and must be at least 16 years old by July 6, 2020
- At least 1-2 years of experience as Camp Counselor
- Enjoy being with kids, patient and able to serve as a positive role model and mentor
- Enthusiastic, polite, cooperative
- Excellent verbal and written communication skills
- Excellent interpersonal skills

As a condition of employment, successful candidates will be required to submit:

- Satisfactory original copy of Vulnerable Sector Screening Record issued within the last 12 months, and
- A valid CPR Level C, Emergency or Standard First Aid certificate

Note: Please do not obtain the documents prior to receiving an offer of employment

Responsibilities and Duties:

- Plan and coordinate daily activities
- Participate in the Bible skits and Bible discussions
- Organize and lead camp activities
- Supervise campers at field trips and special events
- Organize the session-end performance with counselors
- Lead morning devotions with counselors
- Lead daily briefing and day-end debrief with counselors
- Help other team members in their duties
- Mediate any conflicts and attend to first aid needs
- Clean up and wipe down of the facility
- Perform administrative tasks as needed
- Perform any other camp related tasks as directed and assigned by the Camp Director
- Follow safety and emergency procedures and guidelines
- Report any notable concerns or incidents to the Camp Director
- Prepare evaluation reports on counselors and CITs
- Prepare a final report to the Camp Director

Work Term:

- 4 weeks of camp (July 6 – 31)
- pre-camp meetings on:
 - May 16 (9am to 5pm)
 - June 25-27, 29-30, July 2-4 (9am to 5pm)
- post-camp meetings on:
 - July 18 (9am to 1pm)
 - Aug 1 (9am to 1pm)

Pay: \$14.00 per hour for 40 hours a week for 6 weeks

How to Apply:

Please submit completed application form with all required attachments to RHCBBC Attn: Angela Wong;
email: community@rhcbc.org

Application Due Date: March 31, 2020



KIDS CLUBHOUSE SUMMER DAY CAMP 2020 (“KCH 2020”) – Volunteer Opportunities

I. Job Title: Counselor

Job Summary: You will be assisting the Senior Counselors in daily administration of the program, including ensuring the well-being and safety of all the campers, leading games and activities. You are required to maintain daily logs and submit it to the Camp Director at the end of the day. You will also supervise, coach and assist the counselors-in-training. When the Senior Counselor is away or absent, you are required to act as the deputy. You will assist in the supervision and safety of all the participants involved in the program. You will be actively involved in all aspects of program implementation. You should exhibit appropriate leadership and positive role modeling at all times. You should actively participate in all staff training and staff meetings.

Qualifications and Skills:

- Christian who attends church regularly and is active in ministry work
- Grade 9 or above and must be at least 14 years old at the start day of your volunteer session
- Previous experience as CIT at KCH is preferred
- Enjoy being with kids, patient, enthusiastic, polite and able to serve as a positive role model

II. Job Title: Counselor-in-training (CIT)

Job Summary: You will be assigned to a Group with a Senior Counselor who will provide support and guidance to you. You will assist in the supervision and safety of all participants involved in the program. You will be involved in all aspects of program implementation. You should actively participate in all staff training and staff meetings.

Qualifications and Skills:

- Christian who attends church regularly and is active in ministry work
- Grade 8 or above and must be at least 13 years old at the start day of your volunteer session
- Enjoy being with kids, patient, enthusiastic, polite and able to serve as a positive role model

Term:

All Counselors and CITs must volunteer for at least one session (July 6-17 &/or July 20-31).
All Counselors and CITs must attend the orientation and training dates on July 2-4 (3 days from 9am to 5pm)

How to Apply:

Please submit completed application form and all required documents to RHCBC Attn: Angela Wong; email: community@rhcbc.org. Application with missing attachment will be considered incomplete and may not be considered:

Application Due Date: March 31, 2020

**Richmond Hill (Chinese) Baptist Church ("RHCBC")
2020 Kids Clubhouse Summer Camp - Staff & Volunteer Application Form**

Camp Dates: Session One: July 6 – 17; Session Two: July 20 – 31

Camp hours: 9:00am to 4:00pm

During the camp, you are required to **arrive at 8:30am** in the morning and you are dismissed **at 5:00pm**. For each session, you are required to **stay until 6pm for ONE day** to supervise the children who are registered for after camp hour. Lunch will be provided by RHCBC during CAMP days for free.

Position applying for: Senior Counselor (paid) → Must apply for both sessions
 Counselor (volunteer) → Session One Session Two
 Counselor-in-training (volunteer) → Session One Session Two

Training dates:

Please ensure your availability on all these dates before you submit your application:

- Senior Counselors:
 - Pre-camp meetings on May 16, June 25-27, 29-30 and July 2-4 (9am to 5pm)
 - Post-camp meetings on July 18 and Aug 1 (9am to 1pm on both days)
- Counselors & CITs: July 2-4 (3 days from 9am to 5pm)

Application Deadline: March 31, 2020

PERSONAL INFORMATION

First Name: _____ Last Name: _____ Gender: _____

Date of Birth: _____ month _____ date _____ year Age as of July 6, 2020: _____

Address: _____ Postal Code: _____

Cell Phone: _____ E-mail: _____

Father's Name, Tel. # & Email: _____

Mother's Name, Tel. # & Email: _____

Guardian's Name, Tel. # & Email (if applicable): _____

EDUCATION

Name of School/College/University: _____

Current Grade/Year: _____ Area of Study & Degree/Diploma Received: _____

SPIRITUAL HISTORY & FAMILY RELATIONSHIP

Date you accept Christ as your Saviour? _____ Date baptized in water? _____ Not yet _____

Churches that you attended in the past five years: _____

Ministry work: _____

What is your favourite Bible verse? Why? _____

Tell us about your relationship with your family: _____

One way of helping KCH function better is by supporting your leaders and contributing your talents. Can you tell us what activities you enjoy the most? (5-1 most to least)

Singing ___ Science ___ Story writing ___ Robotics ___ Drawing ___ Guitar ___ Ukulele ___ Dancing ___

Craft (give details) _____

Other skills/hobby (give details) _____

Grades that you are most comfortable working with: SK/Gr. 1/2/3/4/5/6/7/any _____

EMPLOYMENT/VOLUNTEER EXPERIENCE:

List your most recent and significant employment or volunteer experience. **Please use a separate sheet.**

Information should include: name and address of organization, your position held, your supervisor's name and contact information, date and duration of employment and other relevant information

Agreement and Consent:

I give Kids Clubhouse ("KCH") officials the authority to act on my behalf in case of emergency. I authorize KCH officials or RHCBC staff to sign a consent form for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for me. I am responsible for any expenses caused by emergency treatment or services in case of any accident. I agree that RHCBC will not be liable for any legal or other consequences resulting from any accidents.

I undertake and agree to indemnify and hold blameless RHCBC, its personnel, Directors and Board from and against any losses, costs, damages or injury, harm or death suffered as a result of being part of the activities organized by RHCBC, as well as of any medical treatment authorized by the supervising individuals representing RHCBC. I assume ALL legal responsibility including any health care expenses incurred at a hospital or medical clinic in a medical emergency for injury or sickness for me. RHCBC accepts no responsibility for refusal of care if the Provincial health card information is not provided.

I understand use of drugs, alcohol, tobacco, foul language; bullying and violence will not be tolerated and may result in termination of employment/volunteer service.

I give permission for RHCBC to use my photographs, videos and sound recordings in any media.

I understand and give my consent to take the school bus for all the field trips.

I have read, understood and agree to the terms stated above.

Signed by the applicant

Signed by the parent or Guardian
(If applicant is under 18 years old)

Date

Please attach the following documents with your application. Application with missing attachment will be considered incomplete and may not be considered:

1. Resume including employment/volunteer experience
2. Two reference letters - one from your church pastors or counselors, one from your school. *If you worked at KCH in 2019 and you consistently worship at RHCBC in the last six months, you only have to provide the school reference letter.*
3. Salvation testimony (How did you accept Christ - what were the circumstances? Why did you accept Christ? How did your life change after your conversion? How's your daily devotion? Do you have any struggles in your spiritual journey? Describe your current relationship with God)

Upon confirmation of hiring, all candidates must submit the following documents to complete your application.

Senior Counselors

- Valid CPR Level C, Emergency (or Standard) First Aid certificate
- A satisfactory Vulnerable Sector Screening ("VSS") Report *if you are born on or before July 31, 2002.* Regular RHCBC attendees will be reimburse; please keep the original receipt.

Counselors & CITs:

- A Satisfactory Vulnerable Sector Screening ("VSS") Report *if you are born on or before July 31, 2002.* Regular RHCBC attendees will be reimbursed; please keep the original receipt.