

San Francisco Evangelical Free Church
2017 Day Camp Helpers--Application Form

Important Dates:

2017 SFEFC Day Camp: 6/5 to 7/14/2017

Application Deadline: Sunday 3/5/2017

Eligible applicants will be interviewed on Sunday 3/12 and 3/19/2017

Saturday Mandatory Training Sessions: 4/8, 5/6, 5/20, 5/27, and 6/3/2017

Day Camp Job Positions:

I. Senior Counselor

Basic Job Description: The senior counselor will be responsible for a group of junior counselors and a group of ten to twelve children. The senior counselor coordinates and prepares the junior counselors to effectively lead the group of children in various productive activities designed to improve their overall well being.

Responsibilities:

1. Coordinate and supervise a group of junior counselors and volunteers appointed to his/her group; this includes: managing their schedule, helping them enforce camp rules, and helping them prepare for activities.
2. Organize and delegate responsibilities to junior counselors; making sure the workload of the group is evenly distributed.
3. Be actively communicating with junior counselors: encouraging them, giving constructive feedback, and helping them improve their leadership skills.
4. Attend all staff meetings, training times, and to lead/participate in daily devotions.
5. Facilitate and oversee the progress of the group
6. In addition, the senior counselor should be capable of carrying out all the responsibilities of the junior counselor.
7. The senior counselor should lead/plan the daily bible time with assistance from the junior counselors

Qualifications: A senior counselor should have some experience working with children and teenagers; having previous experience with our day camp or another day camp is highly recommended. The senior counselor should be a mature Christian willing to serve.

II. Junior Counselor

Basic Job Description: A junior counselor will be responsible for taking care of ten to twelve children with a team of other volunteer workers. The junior counselors will direct the children in various scheduled activities such as games, field trips, academic studies, arts & crafts, and other creative activities. The junior counselor will also supervise the children's free time, making sure the children are safe and following camp rules.

Responsibilities:

1. Supervise a group of campers, consisting of ten to twelve children.

2. Plan, prepare, and lead at least 1 activity per week that will stimulate the children physically, mentally, socially, or any combination of the three.
3. Be actively communicating and spending time with the children, helping them learn valuable social skills, getting to know them personally, and helping them to follow the rules.
4. Follow the instructions of the senior counselor in charge of your group.
5. Follow the camp schedule.
6. Work in cooperation with all other counselors and volunteers at day camp.
7. Manage facilities and resources given to your group.
8. Assist the senior counselor during the daily bible time.
9. Attend all staff meetings, training times, and to participate in daily devotions.
10. Work in cooperation and under the direction of the Day Camp Director and Church Staff

Qualifications: A junior counselor should at least be a high school student or entering high school after the summer. A junior counselor needs no prior work experience.

III. Volunteer

Basic Job Description: Although all counselors are considered to be volunteers, this specific position is for those who want to help out with day camp but are unable to attend full time due to summer school or vacation. We strongly recommend those who are interested in being part of our staff but will not be able to serve full time for more than 3 weeks to consider this position. The person in this position may not be utilized every day, but scheduled on an as-needed basis.

Responsibilities:

1. A volunteer has all the responsibilities of a junior counselor, except they work on the specific days in which they are available. A volunteer is similar to a part-time counselor.
2. A volunteer must communicate clearly with the day camp staff which days they are available and at which times, and commit to coming on those days and performing his/her assigned duties.
3. A volunteer should attend all training times prior day camp.

Qualifications: A volunteer should at least be a high school student or entering high school after the summer. A volunteer needs no prior work experience.

Stipend for all positions:

Every year, the amount of income brought in through Day Camp varies with the number of campers that are enrolled. Because the hiring of the staff must take place before the budget is finalized, the exact dollar stipend cannot be determined until after Camp begins. Calculation of stipend will be based on the performance, responsibility of each position and the time committed.

Remarks:

All applicants, except volunteers, will be expected to be available for all the weeks of Camp. Priority in making staff assignments will be given to those who make themselves available to attend all training meetings and work full time in the Day Camp program.

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Name: _____

Address: _____

Birth date: _____

Phone Number: (home) _____ (cell) _____

Email: _____

Parents' Names: _____

Parents' Email: _____

Parents' Cell Phone: _____

School: _____ **Grade Level:** _____

Are you a Christian? Yes ___ No ___

What church do you attend? _____

If SFEFC, then which worship service do you attend? _____

Position applying for: (please see description of positions attached)

Senior Counselor: _____

Junior Counselor: _____

Volunteer: _____

Why do you want to be a helper in Day Camp?

Please list your previous (include starting & ending dates) and current experiences with children, VBS, ministries, etc. and describe your responsibilities:

Please list at least one adult (cannot be a parent), youth leader or previous counselor who will recommend you to be a counselor:

Name: _____ Cell phone number: _____

Email address: _____

Please list your hobbies, strengths, and abilities in which you can contribute to the Day Camp program:

If you are not working fulltime, please list the potential dates in which you will be available for working at Day Camp and the time of day in which you will arrive at day camp, as well as the time when you will be leaving:

My Available Dates will be from (eg: 6/5 to 7/14): ___ / ___ - ___ / ___

Circle the available days of the week: Mon Tue Wed Thu Fri

Write down you available working hours of the day from (eg: 8:15 to 5:00): ___: ___ to ___: ___

Write down any concerns about your schedule or availability below:

The 2017 SFEFC Day Camp is from **6/5/2017 to 7/14/2017**. The helpers are expected to work Monday to Friday from 8:15 am to 5 pm.

The deadline for application is **3/5/2017**. All eligible applicants will be interviewed on **Sunday 3/12 & 3/19/2017**.

Saturday Mandatory Training sessions: 4/8, 5/6, 5/20, 5/27, and 6/3/2017

Applicant's Signature: _____

Date: _____