

AUGUST 26 -
SEPTEMBER 2
2011

Included in this package:

- camp phoenix calendar
- list of staff positions
- general staff requirements
- staff application form
- certification and skills checklist

Camp Phoenix is easily the largest project that BCYP undertakes. It also requires the most commitment, dedication and is the one that will need your help the most in order to succeed. If you believe that you are willing and able to help change the lives of fifty children this summer, then this is your chance.

Camp will be one of the most difficult things that you have done. Becoming a staff member starts with filling out this application and returning it on time and continues through to Training and Camp itself. **Being a staff member requires your commitment to attend Camp Training (May 20-22, 2011) and ALL of Camp (August 26-September 2, 2011).**

What I have heard from you all at Session and afterwards has encouraged me. I have told Senate that I believe this membership will be able to make Camp a success and I hope you believe that too. I am looking forward to speaking and working with all of you over the next several months as we get ready for Camp. There is no way to sum up Camp in a second reading speech or an application form, so if you have any questions, comments or concerns please feel free to contact me any time.

Yours sincerely,
Emily

HARD COPY APPLICATIONS ONLY MUST BE SUBMITTED BY April 15th, 2011 TO THE FOLLOWING ADDRESS:

7690 Colin Place
Saanichton, BC
V8M 1N6

Emily Gage, Camp Administrator
t: 250 480 8456 | e: epgage@gmail.com | w: www.bcyp.org/campphoenix



Camp Phoenix Schedule

Staff Training	<p>May 20-22, 2011 St Mary's Kerrisdale Vancouver</p> <p>August 26 - 27, 2011 Camp Hatikvah Oyama, BC</p>	<p>This intensive training session is MANDATORY for all staff. Staff must commit to the whole weekend. This includes spending both Friday and Saturday night at the Training Site. Training weekend begins on the evening of May 20th. We will continue until late Sunday afternoon. No part of training can be missed. Here you will receive most of your training crucial to becoming successful staff at Camp Phoenix and learning more in-depth how to work with children! Topics will include the structure and operation of Camp and dealing with children aged 8 to 11. Tactics and strategies on motivation, discipline, and non-violent intervention will also be discussed. We will also have a chance to practice and do role-playing with the skills learned.</p> <p>The second part of training, August 26th and 27th will be on-site at the campsite, so all staff members can become acquainted with the facilities and activities of Camp Phoenix. It is a great chance to get to know and work with the other staff members, including the Camp Director.</p>
Practical Experience	<p>Before Camp at a place near you.</p>	<p>Each staff member is required to gain at least six hours of practical experience working with camp-aged children (8-12). This may include tutoring, volunteering at an elementary school, coaching junior sports, etc. If you have any questions about this, or would like some help arranging a practical training opportunity in your area, please feel free to contact me!</p>
Camp Phoenix	<p>August 28 – September 2, 2011 Camp Hatikvah Oyama, BC</p>	<p>The Main Event! What we've been working for all year. We will pick up the campers on August 28 and stay until early afternoon on September 2, when campers will head home. Staff members must commit to attending all of Camp.</p>
Camp Debriefing	<p>September 2, 2011 Location TBA</p>	<p>On this day, we will have a meeting after releasing the campers. This is your opportunity to provide feedback on how Camp went, what worked and what didn't work so well, suggestions for future Camps, etc. All staff members are expected to attend this debriefing. Out-of-town staff can plan to depart in the early afternoon after debriefing.</p>

Staff Positions

This is a list of staff positions available to applicants at Camp Phoenix and a brief description for each job. It is possible to hold more than one position. If you need more detailed information, please feel free to contact me. A detailed job description will be provided to each staff applicant at Camp Training.

<p>Assistant Camp Administrator (1)</p>	<p>Programme Director (1)</p>
<p>This person will act as a consultant and backup for the Camp Administrator. He or she will assist in dealing with problems as they arise and will act as a resource for all staff. The Assistant Camp Administrator will also act as a liaison between the Camp Director, the Camp Administrator, and the rest of the staff. Prior experience in camping and with Camp Phoenix is highly recommended. This individual will be expected to assist with administrative planning before, during, and after Camp Phoenix.</p> <p>Designate: Alexandra Dickson</p>	<p>This person will be responsible for the creation and implementation of the Camp programme or "theme". The Programme Director needs to be able to effectively incorporate the theme and spirit of Camp Phoenix into most aspects of Camp (e.g.- 'special dinners', crafts, etc.) He or she will be responsible for working with the Administrator to create the schedules for, and work on the logistics of, all Camp activities. Coordinating events with the Activity Directors, the Programme Director will play a very large role during the week of Camp itself. The Programme Director will lead various programme activities throughout the week and must have experience in leading and communicating with large groups of children.</p>
<p>Waterfront Director (1)</p>	<p>Lifeguards (2-4)</p>
<p>The Waterfront Director must be at least 19 years old. He or she will have day-to-day responsibility for all swimming activities and for overseeing water safety staff (i.e., the lifeguards). The Waterfront Director must have experience in aquatics and leadership.</p>	<p>Lifeguards are required to supervise swimming in the pool at Camp Miriam. Each must hold current NLS certification (pool NLS accepted for this waterfront) for the week of Camp Phoenix. Lifeguards should have good leadership, communication, and prevention skills.</p>
<p>Cabin Leaders (9-12)</p>	<p>Kitchen Staff (3-4)</p>
<p>Cabin Leaders will provide care and supervision for a group of campers for 22 hours a day. They will have a number of campers directly in their care with their co-cabin leader(s). They will participate in the daily activities with the campers and are the primary caregiver for their campers for the week. First-time cabin leaders will be matched with experienced leaders. Leadership skills are essential to this position, as well as patience, creativity and a willingness to learn. Those who apply and who do not currently have a basic first aid certification will be required to obtain such certification.</p>	<p>These people will work with the cook to prepare the meals for Camp and keep the kitchen area clean. Involvement with the camp programme and direct exposure to campers is limited. Previous experience and FOODSAFE are recommended.</p>
<p>Programme Resource (2-4)</p>	<p>Activity Directors (7-10 - see below)</p>

<p>These people will assist as required with various areas of Camp. Additional leadership or assistance in certain areas or groups of campers will be provided by the Programme Resource Staff. Duties will vary, so these individuals should be willing to be involved in a smorgasbord of Camp activities.</p>	<p>These creative people will be responsible for leading various camp activities. Each should have experience in the safety procedures for his or her assigned activity, and should have strong leadership skills. Each Activity Director is expected to prepare and organize all aspects of the activities for which he or she is responsible. These activities should incorporate the theme and must be suited to the varying ages and skill levels of the campers. It is also possible to have two co-directors for a given activity.</p> <p>Each activity director is required to have activities prepared before Camp. Examples of activities for Camp Phoenix are as follows:</p>
<p>Arts and Crafts</p>	<p>Sports and Games</p>
<p>The Arts and Crafts Director will be responsible for creating craft projects (materials will be provided) and leading groups of campers in those projects. Creativity and patience are definite assets. This director will need to come to Camp prepared with a scheduled program of arts and crafts activities.</p>	<p>The Sports and Games Director will be responsible for leading “wide games”, quiet games, field games and sports with large and small groups of campers. This director will need to come to Camp prepared with a scheduled program of games and activities.</p>
<p>Outdoor Adventures</p>	<p>Aquatics</p>
<p>This person will plan and lead Outdoor Adventures, consisting of nature walks, camping/survival skills, and related activities and games. First Aid certification is an asset. This director will need to come to Camp prepared with a scheduled program of outdoor activities.</p>	<p>The Aquatic Director will be responsible for leading aquatic sports and games at the lake. Current WSI certification is an asset. The Aquatic Sports Director may also be a lifeguard at camp and is only required for specialization blocks. This director will need to come to Camp prepared with a scheduled program of aquatic activities.</p>
<p>Kayaking</p>	<p>Science **</p>
<p>The Kayaking Director will be responsible for leading kayaking workshops that must include safe practices. This director will need to come to Camp prepared with a scheduled program of games and activities. 2+ years of kayaking experience preferred. This director must be able to demonstrate and be able to teach safe kayak entry/exit strategies.</p>	<p>The Laboratory Director will be responsible for coming up with a variety of fun and interesting magic and science tricks. This person should be creative and energetic. The Laboratory Director is only needed for cabin rotation and select free choice blocks. This director will need to come to Camp prepared with a scheduled program of science and magic activities.</p>
<p>Theatre **</p>	<p>Campfire **</p>
<p>The Theatre Director will be responsible for leading “theatre sports” and related activities as part of the camp programme. Experience in drama, theatre, or improvisational games would be fantastic. The Theatre Director is only needed for cabin rotation and select free choice blocks. This director will need to come to Camp prepared with a scheduled program of theatre activities.</p>	<p>The Campfire Director will be responsible for leading campfire every evening. This person should have lots of energy and enthusiasm and strong motivational skills. Knowledge of songs, skits, and stories suitable for camp would be superb. This director will need to come to Camp prepared with a scheduled program of songs.</p>

**** Please Note: This position is only a “part-time” job at Camp and must be combined with a staff position on page 3.**

Staff Selection Criteria

All staff members will be selected based on the following criteria:

- Attendance at Camp Training
- Participation at Camp Training
- Experience with children
- Leadership skills
- Special skills or training (e.g., First Aid, etc.)
- Commitment to Camp Phoenix and its success

Qualifications:

To be a Staff member at Camp Phoenix, you must:

- Fill out and submit the attached application package before **April 15, 2011**.
- Complete a Criminal Record Check through your local police department if you are the age of 18 or over by the end of camp, to be submitted directly to the Chair of Senate. *The documentation for this will be provided to you upon receipt of your application.*
- Attend and participate in the Camp Training workshop held **May 20-22 2011**.
- Commit to completing **at least six hours of practical training** prior to Camp. *Send a brief outline of where, when and how you plan to do this.*
- Commit to attending ALL of Camp Phoenix held **August 26-September 2, 2011**.

Application Checklist:

- Complete and submit the attached application package before **April 15, 2011**:
 - staff application form
 - consent and waiver
 - outline for practical training
 - certification checklist
 - photocopies of certificates
 - references
- Résumé (optional)
- Additional information that you feel would be relevant towards helping me make staff placements!

Things to remember:

- It is virtually impossible to give me too MUCH information – in fact, I dare you to try!
- The more information you give me about yourself, the easier it is for me to find a suitable position to place you in, one which you would not only enjoy, but excel in.
- Legibility is very important. I encourage you to type out your responses; alternatively, please print clearly. Use as many additional sheets as you need.
- Being a staff member is only one of MANY ways of contributing to Camp Phoenix. There are a billion and one other ways to help make this project a success. Please do not hesitate to contact me if you are interested in helping with Pre-Camp preparations!
- You are not alone! If you have any difficulties, questions, suggestions, concerns, etc., my job is to help you with them! So contact me if you need ANY help with any part of the application process.
- Applicants are encouraged, but not required, to submit a résumé or any relevant letters of support as part of this application.
- Take note! The dates in bold are incredibly important, so keep the information and calendar portions of this application as you will want to mark these days off on your calendar.

All information provided as part of this application form is held in confidence and remains the property of the Youth Parliament of B.C. Alumni Society for the purpose of Camp Phoenix.

Camp Phoenix 2011 Staff Application Form

Please print legibly!

Name: _____ Phone: (____) _____

Cell: (____) _____

Address: _____ Age (as of August 26, 2011): _____

E-mail: _____

(Do NOT include if you are unable to check your email regularly. Much of the Camp announcements/ updates will be sent by email. If you provide an email address, I will assume that you are receiving this information. Be sure to check your junk filters and add **campphoenix@bcyp.org** & **epgage@gmail.com** to your safe list!)

Please feel free to attach extra sheets to answer the following questions fully:

1. What positions are you interested in filling at Camp? (Number in order of preference)

2. Why do you want these specific positions?

3. What skills and experience do you have that are relevant to these specific positions? (Please include any special training you have related to recreation, camping, and care or leadership of children. Also include any general experience you have working with children, including child-sitting, daycare work, coaching, tutoring, etc.)

4. What do you think your greatest strengths *and* weaknesses will be at Camp?
5. What specific areas and topics would you like to have addressed in detail at Camp Training? In what areas would you like specific preparation and training for Camp? (Remember: you are able to use additional sheets!)
6. Is there any portion of Camp Training or Camp Phoenix that you may be unable to attend? Please describe your situation. Note: Being unable to attend a portion of training may have an impact on being selected as a staff member.
7. Please rate yourself on a scale of 1 (low) to 5 (great) by circling the relevant number.

communication with children	1 2 3 4 5	co-operation	1 2 3 4 5
patience with/empathy for others	1 2 3 4 5	dealing with behavioural problems	1 2 3 4 5
flexibility	1 2 3 4 5	following instructions	1 2 3 4 5
working in a "team" environment	1 2 3 4 5	problem-solving	1 2 3 4 5

8. Please briefly rate and describe your knowledge and skills in the fields below. Please rate yourself using the following scale and circling the relevant number:

- 1 – I can't teach or participate in this activity
- 2 – I can participate in this activity
- 3 – I can teach this activity

knowledge of wilderness	1 2 3	"circle games"	1 2 3
archery	1 2 3	wide games	1 2 3
swimming	1 2 3	sports	1 2 3
survival skills	1 2 3	arts and crafts	1 2 3
theatre	1 2 3	dance	1 2 3
magic tricks	1 2 3	science experiments	1 2 3

9. Do you have a driver's licence? (circle) Yes / No
- b) If yes, please indicate which class: (circle) 7 5 4
- c) If you have your class 7 please indicate whether you have your **L** or your **N**: (circle) L N

10. Please provide **three** character references. All references will be contacted as part of the staff screening process. Recommended references are people who have observed you and can comment on your ability to work with children and/or your ability to work with peers. Please notify references when including them on this form. **Please do not include family, friends, or people affiliated with BCYP as references.** If you have any questions please contact **Emily Gage at 250-480-8456.**

Name of Applicant: _____

References: (Please print legibly!)

Name: _____

Relationship: _____ Known for how long? _____

Organization/School: _____

Home number: _____ Office number: _____

Cell: _____ Email: _____

Preferred method of contact: (circle) Email Home Number Office Number Cell Number

Best time(s) to call (if known) _____

Has this individual seen or worked with you in a capacity with school-aged children? (circle) Yes / No

Name: _____

Relationship: _____ Known for how long? _____

Organization/School: _____

Home number: _____ Office number: _____

Cell: _____ Email: _____

Preferred method of contact: (circle) Email Home Number Office Number Cell Number

Best time(s) to call (if known) _____

Has this individual seen or worked with you in a capacity with school-aged children? (circle) Yes / No

Name: _____

Relationship: _____ Known for how long? _____

Organization/School: _____

Home number: _____ Office number: _____

Cell: _____ Email: _____

Preferred method of contact: (circle) Email Home Number Office Number Cell Number

Best time(s) to call (if known) _____

Has this individual seen or worked with you in a capacity with school-aged children? (circle) Yes / No

Consent and Release

Please be aware that if you are **eighteen or older**, and you become a staff member at Camp Phoenix 2011, you will undergo a criminal record check. If you have been found guilty of a criminal offence that caused harm or was likely to have caused harm to another person and in particular, was an offence related to child abuse, whether sexual, physical, or emotional,¹ you will be relieved of your duties for Camp Phoenix 2011.

Affirmation and Consent

By signing below, I affirm that the information provided in this application form and any attachments I have provided in the form of a résumé or letters, is true and complete to the best of my knowledge. I understand that providing falsified information, as part of this application, will be considered sufficient cause for dismissal.

By signing below, I authorize the above-named references to release to the Youth Parliament of B.C. Alumni Society information required or pertinent to my application to be a staff member at Camp Phoenix. I understand that this process may be updated as required.

Signature of Volunteer _____

Signature of Parent or Guardian (if under 19) _____

Date _____

Personal Information:

By signing below I understand that from time to time my information may be used for promotional, or informative purposes relating to Camp Phoenix. I hereby release my information, pursuant to the Personal Information Protection Act, to the Youth Parliament of BC Alumni Society, and Camp Phoenix.

Signature of Volunteer _____

Signature of Parent or Guardian (if under 19) _____

Date _____

Please submit this completed form (pages 6-11), and a photocopy of any certification awards in hard copy, to the following address by **April 15th, 2011**:

**7690 Colin Place
Saanichton, BC
V8M 1N6**

QUESTIONS COMMENTS SUGGESTIONS?

Emily Gage, Camp Administrator

t: 250 480 8456 | e: epgage@gmail.com | w: www.bccyp.org/campphoenix

¹ For greater certainty, relevant offences are those designated in Schedule I of *Criminal Records Review Act* (http://www.qp.gov.bc.ca/statreg/stat/C/96086_01.htm#Schedule_1)