

Keats Camps Adventure Camp Staff Contract

Summer Staff Schedule

Bridge Staff Retreat: June 16th-19th

This time is for Sr. Staff members to meet and plan for the upcoming summer. During our time we will focus on developing healthy team dynamics, our goals for the summer and familiarizing ourselves with the camp property and operations.

Pre-Camp: June 20th – June 29th

This time is for all staff members, paid, volunteer, or part time. During these two weeks staff will be introduced to the vision for the summer, the programs and facilities, the summer ministry focus and receive job specific training. This is an amazing opportunity for us to bond and train for the months ahead. Staff should arrive at the camp on the evening of Friday June 20th. If you have any commitments, which interfere with this time, please contact the office before June 11th.

Staff Camp: July 29th – Aug 1st

This is one of the most amazing parts of the summer. It is a time to re-charge your batteries, spiritually, mentally, physically and emotionally. We will have volunteers coming to the camp to serve you. The volunteers will allow you relax and enjoy the fun camp has to offer. We will also have a number of times for worship, teaching and community. While this essentially like time off it is a mandatory part of your summer, as we believe that you will benefit greatly from it.

Post Camp: Aug 25th – Aug 29th

Clean up and take down will begin immediately after the last camp ends, and will run until September 1st or until we finish. We always require lots of help with this time as there is a lot to do after the summer ends. If you have any commitments, which interfere with this time, please contact the office before June 11th.

Important Information

If you are Accepting a summer staff position you **MUST** complete and return the following by **May 1, 2008**. **Hiring is conditional on submitting these forms!**

- **Staff Contract**
- **Medical Form**
- **TD1 and TD1 BC forms** (*only if you are accepting a paid position*)
- **Criminal Records Check**

Additional Information

Days Off

Each week your days off will begin on Fridays after you clean up Adventure Camp until Sunday mid afternoon or you may come on the boat (Monday morning) with your next week's campers, with the exception of the Mum & Me camp. Special request for days off can be made with department heads at least 2 weeks in advance. **If you need more than the normal allotted time off for a specific reason like a wedding, etc., these requests must be made before the summer in the space provided on the contract agreement page.**

You are welcome to spend your days off on the island; you may eat with the rest of the camp at the regular meal times.

Visitors

If you wish to have visitors to the camp you will need to submit a written request, detailing who and for how long, to your department head and have it approved. We ask that you only invite visitors on your day off or on Sundays. All visitors coming to the island must sign in immediately at the Yeoman's office. Meal tickets for visitors, Sunday or otherwise, must be purchased, at a minimal price, from the Yeoman ahead of time. **Overnight visitors are difficult to accommodate**, but given particular circumstances and adequate, available housing, arrangements can be made for this.

Transportation

If you need help with transportation to the island, at the beginning of the summer, or off the island at the end, we want to help you in any way we can. Please contact us if you need assistance by June 1st.

You are responsible to make arrangements for your own transportation to and from camp on your days off. While we make many boat trips into Gibsons daily we do not guarantee that we will be able to transport you in either direction. There are affordable water taxis available to you (\$25 per trip with a 12 person capacity), which can transport you into Gibsons if we are unable to meet your needs. If you wish to make a trip to Vancouver you will need to make your own arrangements through BC Ferries. This is easily done with a passenger ferry to Langdale Terminal, and a Ferry trip into Horseshoe Bay.

Staff Uniform

On the first day of each camp, Sundays and other special days, the staff is required to wear a uniform which consists of a staff t-shirt, which we supply, and Khaki/beige shorts that you provide.

Mariner's Inn

All staff must deposit money into their Mariner's Inn account before putting anything on their tab. All staff will receive a discount on items purchased in the Mariner's Inn, (excluding food items).

Music

You are welcome to bring a stereo or iPod with you to camp, but the music you play cannot disturb those around you. This summer we desire to present healthy Christian alternatives to our campers in every area. For that reason we require that any music you play which, might be heard by campers, be either Christian or on our "Approved Music List." There may be times during the summer in which the Program Team will use non-Christian music to aid in the activities which will be run. **We will be forced to store your musical equipment for the rest of your stay if you are unable to adhere to these rules, it interferes with your work, or your music disturbs others.** If you play a musical instrument you are welcome to bring it with you; there are many opportunities for you to share your music with campers and staff.

Valuables

Keats will not be responsible for any valuables that you bring to camp. Being at a Christian camp does not mean that things do not go missing or get abused and broken.

Mail and Phone Calls

While at camp, you can receive mail at this address:

Keats Camps, Box 284 Gibsons, B.C. V0N 1V0

Please do not switch your main address to this as it will be only for the time you stay on staff. The camp office telephone number at Keats is: (604) 886-7612. Unless it is an emergency, we are unable to call you to the phone, but we will take messages for you. Two pay phones are available for staff use: one at the government dock, and the other in front of the Yeoman's office. We do not provide internet access for staff on a consistent basis. There will be some opportunities to check email etc, however this can not be guaranteed consistently. If you are doing school registration, speak to your department head to schedule a time.

Staff Conduct

Working at camp in the summer is a huge responsibility. Everything we do serves as an example to our campers; the way we act towards one another and the campers, the way we speak, the way we dress, and even how we spend our time off. If we wish to succeed individually and corporately in our goal of helping campers experience Christ then we must be committed to a way of acting towards one another; a healthy, functioning community.

Part of ensuring healthy community is having guidelines and expectations to which we can all hold one another accountable; a code of conduct to which we have all committed to adhere. The following are the values, spiritual beliefs, and rules upon which we believe a healthy Keats community is built. Every staff member will be required to commit to and live within these so as to help ensure that we are offering the absolutely best possible environment for our campers.

Statement of Faith

I Believe in:

1. The sovereignty, love, and grace of God, the Father, the Son and Holy Spirit in creation, his guidance, revelation, redemption and final judgment.
2. The divine inspiration of Scripture and its entire trustworthiness and absolute authority in all matters of faith and conduct.
3. The value of each human being as created by God. The universal sinfulness of humankind since the fall, which separates all from God and subjects all to condemnation.
4. The full divinity and humanity of the Lord Jesus Christ, God's son made flesh, whose substitution sacrifice is the only form of redemption from the guilt, penalty and power of sin.
5. The forgiveness and absolution of the sinner only by the grace of God, through faith in Christ crucified and risen from the dead.
6. The illuminating, regenerating, indwelling and sanctifying work of the Holy Spirit, in the believer.
7. In the return of the Lord Jesus Christ, our participation in the resurrection, and the hope of eternal life.

We believe that this Statement of Faith is of the utmost importance. This is standard by which we are able to ensure the teaching that is offered to our campers is consistent. It is critical that we are all able to agree on "the basics," those things upon which everything else is built.

Code Of Conduct

1. I believe that all the work that I am engaged in at Keats Camps serves to build relationships for the purpose of helping others experience Christ.
2. I agree to consider and respect others in all actions and words. I will strive to treat my fellow staff, guests of the camp and camp property with the respect and care, which I would desire to be treated with.
3. ** I will dress, speak, and conduct myself in a respectful uplifting manner. I will strive to engage in nothing which may act as a stumbling block to others.
4. The physical, mental, and spiritual well being of any guests of Keats Camps is of paramount importance to me.
5. I will not use, encourage the use of, or speak favorably of illegal drugs.
6. I will maintain a state of sobriety at all times and will not encourage intoxication in others. **Keats Camps is a completely "dry" environment at all times.**

Please bear in mind that you are a role model to all our campers. You should never put yourself or anyone around you in a situation in which you would be ashamed to be seen by your campers, or discuss with them.

*** There is a dress code for Keats Staff members to help avoid the misunderstandings that surround what is and is not appropriate.*

This includes:

- *One piece bathing suits for girls, or two piece with a rash-guard or shirt*
- *No "Speedo" type bathing suits for guys*
- *No shirts that do not cover your stomach or midriff*
- *No shorts and skirts which are "too" short. (Hem line at or below finger tips)*

Goals for Personal Success

1. I will act with grace towards others and myself
2. I will offer hospitality at all times
3. I will show respect for others' needs, beliefs, and sensibilities
4. I will respect the camp property
5. I will respect the needs and welfare of my mind body and soul

We believe that if these five points judge every action we take, then a successful community is ensured.

Summer 2008 Contract

Name: _____	Position: _____
-------------	-----------------

1. If you are in a volunteer position please indicate the dates that you will be working:

June: _____

July: _____

Aug: _____

2. If you need to be away from camp on any specific dates this summer, or are unable to attend Pre-camp or Post-camp, please indicate the dates you need off and the reason: _____

3. Is there anything else that we need to know? _____

- I have read, understood and am willing to live by all that is included in this contract, having noted in particular Keats Camps policy regarding staff conduct.
- I have prayerfully considered my decision to be a part of the Keats ministry and believe that God has led me to serve him this summer.
- I understand that my actions on and off the job will have a direct impact on the lives of the campers as I model the Christian life before those who will learn more from my actions than my words. I will conduct myself in a manner worthy of my being hired onto summer staff.
- By my signature below, I indicate my willingness to commit my summer to serve the Lord through the ministry at Keats and to follow all that has been stated in this contract

Signature: _____

Date: _____

Parent/Guardian: _____

(If applicant is under 19)

To confirm you acceptance of the position, you must send us your signed contract, medical form, criminal records check, and both TD1/TD1BC slips (if paid position) by May 1st 2008. If you are unable to take the position you have been offered, please notify us as soon as possible.

Any problems or questions? Phone Jeff at the Keats Office: 604-980-6799
Our address is: Keats Camps, 234 Brooksbank Ave, N Van., BC V7J 2C1

Criminal Record Check

All volunteer and paid staff are required to complete a criminal record check prior to the summer in order to meet our accreditation standard. *This is a serious responsibility, and completing this task is a condition of your employment.* If you served on staff in 2007, and you had a criminal record check done, you do not need to do the check again this year (valid for 2 years).

We have the option of completing the criminal record check through the Keats office or directly online. This record check through "BackCheck" will cost \$27.00 rather than \$50.00 or \$60.00 at your local police station. North Vancouver RCMP does the check for free only if you are a **volunteer** - call Brenda in the office to request a letter of volunteer confirmation.

To do the criminal record check online, you will need to have a valid Driver's License or Passport and a Credit Card in your name. Call Brenda in the North Vancouver office to send you an email invitation through "BackCheck". Mail us a cheque for \$27, made out to Keats Camps.

If you are getting the check done through our office please follow the instructions below:

- Submit a cheque for \$27.00 payable to Keats Camps
- Mail all "BackCheck" forms (available on our website) and cheque to the Keats office by **May 1st** (234Brooksbank Ave. North Vancouver, B.C., V7J 2C1)
- Along with your forms we also need to see government issued ID with a photo(i.e. Driver's License, Passport, etc.) 2 pieces of ID will be needed if you only have a government ID card without a picture, such as a SIN card or Birth certificate. The second ID needs to be a picture ID, such as a transit or student card.
 - If you are returning staff we will just need a photocopy (front and back) of your ID mailed in with your forms.
 - If you are new staff you are required to come into the Keats Office to show us your ID. If it is difficult for you to do this than you are welcome to have the record check completed at your local police station, as long as it can be submitted to the Keats office by **May 1st**.

If you are getting the check done through your local police please follow the instructions below:

- Download the forms from our website, or pick them up at the station when you go in
- Have them mail the completed form to
Organization: **Keats Camps**
Contact Person: **Brenda Sachse, Office Administrator**
Address: **Keats Camps, 234 Brooksbank Avenue**
North Vancouver, BC
V7J 2C1
Phone: **604-980-6799**
- If you require a letter indicating your status as a volunteer please contact us with the fax number of the station and we will send one out.

We need to know if you will be having the criminal record check done through the Keats office or through your local police station - please let me know by e-mail as soon as possible what you will be doing.