



## Summer Staff Information Package 2012

For More Information Contact:

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Pine Lake Camp and it's staff exist to model Christ through servant ministry, loving relationships, and unforgettable experiences.

## IS PINE LAKE CAMP FOR YOU?

If you are interested in ministering at Pine Lake Camp this summer, please read the following Staff Information package, and complete and return the accompanying application *as soon as possible*. We fill positions as applications arrive.

### Modeling Christ:

Servant Ministry, Loving Relationships  
& Unforgettable Experiences.

Pine Lake Camp, a Salvation Army camp, (located 20 minutes South East of Red Deer) serves the children and youth of Alberta and The Northern Territories. Most of these children are from economically disadvantaged backgrounds and have little or no contact with church.

Our mission is the thread that connects everything we do at camp. It is our desire that each child comes to know Christ. We accomplish this through servant ministry, loving relationships, and unforgettable experiences.

We act as **servants** by always putting the needs of campers ahead of our own, even when it inconveniences us.

We demonstrate **loving relationships** by getting to know each child as an individual, looking through the rough exterior to the soul that needs love. We also serve as examples of how adults should interact with one another.

Finally, we create **unforgettable experiences** by constantly seeking to improve every aspect of our program and service. We teach staff to ask "How can I make this better?"

Our task is not always easy when you are stretched beyond your imagination entertaining, feeding and cleaning up after energetic kids. In between organizing evening program or struggling to win cabin clean-up, sometimes the last thing on your mind is modeling Christ.

In spite of the challenges we face, we know that we can fulfill our mission. It can happen when staff fully commit — when they are willing to set aside their own needs and reliance on what they know, so that they can be broken and rebuilt allowing God to be their strength and work through them.

## Are you willing?

### 2012 Summer Schedule

June 30 –July 2	Staff Team Orientation
July 3-6	Mom's and Tot's Camp
July 9-13	Holiday Camp #1
July 16-20	Holiday Camp #2
July 23-27	Holiday Camp #3
July 30-August 3	Junior Action Camp
August 6- 10	Teen Camp
August 11-18	Gospel Arts Camp
August 20 24	Officers Camp

## THE SALVATION ARMY - STATEMENT OF DOCTRINES

1. We believe that the Scriptures of the Old and New Testaments were given by inspiration of God, and that they only constitute the Divine rule of Christian faith and practice.
2. We believe that there is only one God, who is infinitely perfect, the Creator, Preserver, and Governor of all things, and who is the only proper object of religious worship.
3. We believe that there are three persons in the Godhead—the Father, the Son and the Holy Ghost, undivided in essence and co-equal in power and glory.
4. We believe that in the person of Jesus Christ the Divine and human natures are united, so that He is truly and properly God and truly and properly man.
5. We believe that our first parents were created in a state of innocence, but by their disobedience they lost their purity and happiness, and that in consequence of their fall all men have become sinners, totally depraved, and as such are justly exposed to the wrath of God.
6. We believe that the Lord Jesus Christ has by His suffering and death made atonement for the whole world so that whosoever will may be saved.
7. We believe that repentance towards God, faith in our Lord Jesus Christ, and regeneration by the Holy Spirit, are necessary to salvation.
8. We believe that we are justified by grace through faith in our Lord Jesus Christ and that he that believeth hath the witness in himself.
9. We believe that continuance in a state of salvation depends upon continued obedient faith in Christ.
10. We believe that it is the privilege of all believers to be wholly sanctified, and that their whole spirit and soul and body may be preserved blameless unto the coming of our Lord Jesus Christ.
11. We believe in the immortality of the soul; in the resurrection of the body; in the general judgment at the end of the world; in the eternal happiness of the righteous; and in the endless punishment of the wicked.

## THE SALVATION ARMY— MISSION STATEMENT

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. It's message is based on the Bible. It's ministry is motivated by the love of God. It's mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

### Purpose of Salvation Army Camping

The purpose of Salvation Army camping is to serve the needs of campers; physical, social, and spiritual. For the physical needs, our aim is to help campers develop good health habits in cleanliness, proper rest, balanced diet, exercise, and care of the body. To meet social needs the camp provides an opportunity for each camper to contribute to and receive from a group living experience. The aim is to help campers make their own right decisions, stimulate creativity and foster independence.

The fact that The Salvation Army is a religious organization makes it possible for its camping program to integrate concern for the spiritual dimension of life. We believe in God, His word and what it teaches, and a pattern of living exemplified by Jesus Christ. These purposes are achieved through carefully selected staff, well-planned programs, and the highest standards of health and safety.

### Goals of Salvation Army Camping

1. To promote an awareness of God, His love, and, through the love of Jesus Christ, to aid toward spiritual growth and knowledge of basic human values.
2. To give children, youth, and adults a fun-filled, healthful, safe, educational, and inspirational experience in the out-of-doors.
3. To help develop an understanding, appreciation, and sense of stewardship for the out-of-doors, for the natural environment, and for all living creatures.
4. To help individuals grow in understanding themselves and each other, and especially for children to experience relationships with staff as caring adults and to offer opportunity for people of varied cultures to develop compassion and love for each other.
5. To provide a loving and supportive environment where families can learn to cope with and solve their problems.
6. To facilitate creative self-expression through worship, song, work, play, physical activity, and the development of new skills.
7. To allow each person to participate in the planning of programs and in establishing limits and responsibility for the safety and welfare of all.
8. To assist in developing an appreciation of the wonder and joy of the miracles of everyday living.



*You mean I have to get wet?*

Working at camp is a unique experience. You will be called upon to be an **enthusiastic** participant in a wide-variety of activities. You may also have new experiences that are out of your comfort zone. These include, but are not limited to:

- Paddling a canoe
- Sleeping out in the woods
- Getting a pie in the face
- Having wet sponges thrown at you
- Missing your time off because of rain
- Taking part in a skit
- Praying in small groups
- Waking up at 6:45 am
- Singing songs *and* doing the motions

*Be aware! Any of these things could happen at a moment's notice.*

The items listed above are standard events at Pine Lake Camp. We don't expect you to be great at everything. However, your behavior sets the example for children. Make sure you're willing to do it all!

**Success at Pine Lake Camp does not depend so much on your skills or talents, but on your attitude!**

### Learn Before You Leap

We want you to give the very best to the children in your care. We also want you to feel confident and successful in your work. Therefore, we require all staff to attend pre-camp orientation. For most staff, this training period lasts 4 days (leadership staff must attend additional training). Orientation sessions address everything from the daily schedule to managing behaviour problems, from treating a bee sting to getting your laundry washed.

### Looking for a Change?

Pine Lake Camp Not Only Changes Children...  
It Changes You!

Want to do ministry this summer, but wondering if you should be doing something more "professional"? At Pine Lake Camp you'll learn and improve on life skills that will help you whatever your career path.

### Here are just a few...

- Public speaking
- Child behavior management
- Conflict resolution
- Time management
- Classroom management
- Supervision and problem-solving skills
- Large group leadership
- Enhanced creativity
- Teaching experience

### Who's in the Zoo with You?

We need about 40 staff to operate our camping program each summer. The majority of our staff are between the ages of 15 and 25 and are assigned to specific jobs which, under normal circumstances, they will hold the entire summer. Our youngest staff work in the dining hall and with the maintenance team. Meanwhile, our older staff work as counselors and program staff.

Although many of our staff are Salvationists, we hire across church lines. Our concern is simply that each person have a growing relationship with Christ and a desire to share what they know with children.



### Recharge Those Batteries!

We realize that our staff cannot serve effectively if they are not constantly being renewed. Therefore, we are intentional about including programs each week especially for the staff.

To keep you recharged **spiritually**, we have regular Bible studies (during your time off) and worship experiences just for staff.

To recharge you **socially**, we are focusing on creating more opportunities for staff activities throughout the summer. We ensure that the Staff Lounge provides a warm, welcoming, and rejuvenating atmosphere for all staff. There are optional evening activities for staff, such as pool parties, tournaments, movie nights and coffee houses.

## STAFF

### CODE OF CONDUCT

Before you begin work at camp, we will ask you to sign our Staff Code of Conduct that will govern your behaviour while employed by Pine Lake Camp, *both on and off grounds*. While we acknowledge that Christians differ in beliefs on some of these issues, our staff is a community of people of different ages and Christian backgrounds. We do not want to cause anyone to stumble by having a policy that is flexible and open to personal interpretation.

Some of the items in The Staff Code of Conduct include:

1. I Agree not to use tobacco or drugs.
2. I agree not to consume alcoholic beverages.
3. I agree to wear clothing that is modest.
4. I agree not to use profanity or engage in inappropriate discussions.
5. I agree not to place myself in compromising situations with members of the opposite sex *on camp or on staff break*.
6. I agree to uphold Biblical standard in my dating relationships.
7. I agree to be on time for all activities and duties.
8. I agree to attend and participate in Staff devotions.

### Third Cook

The Third Cook will assist the Head Cook/Assistant Cook in preparing meals according to the menus provided. Duties include assisting in: receiving, checking and storing food orders; the constant cleanliness and sanitation of the kitchen area; and maintaining an inventory of supplies and food. The Third cook will also perform other kitchen and dining hall duties as required. Age 18 min

### Head Maintenance

Assist in organizing and supervising Maintenance Support staff in conjunction with Caretaker. Oversee the burning of all garbage and papers in the incinerator daily. Painting of camp facilities, minor repairs to buildings and equipment as assigned. Regular cutting of grass and trees around camp. Improvements to waterfront and maintenance of hiking trails. Cutting and storing of firewood. Sweeping of walkways in public areas. Regularly pick up trash from all outside garbage bins. Daily empty garbage from The Pines, Canteen, Quonset and rental cabins. Assist with maintenance of the mini-golf course. Assist with camp cleaning as assigned. Perform any task beyond those assigned as required. Age 19 min

### Maintenance

Maintenance staff work to ensure the maintenance and cleanliness of all camp property. Duties include regular cutting of grass and trees, sweeping of walkways in public areas, cutting and storing of firewood, painting, minor repairs to buildings and equipment, regular pick up and incineration of trash, restock and clean toilets, maintenance of waterfront area, mini golf course and hiking trails. Age 16 min

### Spring & Summer-end Maintenance

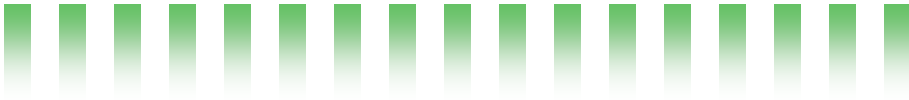
Two positions are available during the spring. Age 18+  
Two positions will be extended for summer-end maintenance. Age 18+

### Housekeeping

Housekeeping staff are responsible for the daily cleanliness and organization of camp facilities. Duties include cleaning and restocking of washrooms and janitorial rooms, assisting with rentals, RV sites and campsites, and assisting with operation and control of the canteen. Applicants will also work with maintenance team to ensure the maintenance and cleanliness of all camp property. Age 15 min

### Kitchen Staff

Kitchen Staff assist in the efficient running of the camp kitchen by completing kitchen/dining hall jobs as assigned by the Third Cook under the direction of the Head Cook. Duties include food prep, setting up tables and chairs neatly, serving meals and snacks efficiently and courteously, waste removal, operations of dishwasher, washing dishes and pots, washing of tables and chairs and floors, sweeping kitchen, pantry and serving areas as assigned. They will work with the Third Cook to ensure the Staff lounge is a warm, welcoming, and rejuvenating atmosphere for all staff and assist in organizing and implementing evening activities for camp staff, as assigned by Hospitality Director. Age 15 min



### Female Head Counselor and Male Head Counselor

Head counselors are responsible for ensuring quality care of our campers by providing effective supervision of counseling staff (either male or female). They will participate in all areas of camp in their effort to encourage counselors, model appropriate counseling techniques and provide constructive feedback. Duties include assisting counselors with camper discipline, collecting and approving weekly documentation, motivating counselors, conducting formal evaluations of counseling staff and encouraging the spiritual growth of counselors. Applicants must have at least two seasons of camp experience. Age 18 min

### Counselor

Counselors are responsible for the oversight of cabin groups as assigned by Head Counselors, to a maximum of eight campers. Their top priority is the health, happiness and personal development of campers. Duties include encouraging the participation of each camper in all activities, broadening the interests of campers through CDA's (Counselor Directed Activities) and actively participating in options and evening programs. They will guide the spiritual growth of campers, conduct cabin devotions and be willing, at any time, to lead a child to Christ. Age 18 min

### Assistant Counselor

Assistant Counselors are responsible for the oversight of cabin groups as assigned by Head Counselors, to a maximum of eight campers. Their top priority is the health, happiness and personal development of campers. Duties include encouraging the participation of each camper in all activities, broadening the interests of campers through CDA's (Counselor Directed Activities) and actively participating in options and evening programs. They will guide the spiritual growth of campers, conduct cabin devotions and be willing, at any time, to lead a child to Christ. Age 16 min

### Head Cook

The Head cook is responsible for nutritious menu planning, timely meal preparation and the general functioning of the kitchen and its staff. They will ensure compliance with the Canada Food Guide and all other applicable health regulations. Duties include: ordering, receiving, checking and storing food; supervising kitchen staff; developing and implementing staff training and working schedules. They will assume responsibility for the constant cleanliness and sanitation of the kitchen area, maintain an inventory of supplies and food. Applicant must hold qualifications in food sanitation that are approved by the Minister of Health (Food Safe Certificate). Experience cooking for large groups essential. Previous camp cooking preferred. Age 18 min

### Assistant Cook

The Assistant Cook will assist the Head Cook in preparing meals according to the menus provided. Duties include receiving, checking and storing food orders; ensuring the constant cleanliness and sanitation of the kitchen area; maintaining an inventory of supplies and food. Applicant must hold qualifications in food sanitation that are approved by the Minister of Health (Food Safe Certificate). Age 18 min

## Qualifications for ALL Camp Staff

Each staff position at Pine Lake Camp involves unique skills and requirements, however, we hold a standard to which all our staff must collectively strive.

### ALL Pine Lake Camp Staff Members should:

- Possess a sincere love for the Lord, and a growing relationship with Him.
- Have a genuine love for children and a concern for their spiritual, physical and emotional well-being.
- Be in agreement with The Salvation Army philosophy, theological positions, Camp policies and Staff Code of Conduct.
- Possess good character, integrity, and adaptability .
- Have enthusiasm, sense of humor, patience, and self-control.
- Have the ability to work hard and in harmony with campers and other staff members.
- Hold a genuine desire to be a team player.
- Be willing to accept instruction and supervision.
- Have the ability to teach and convey ideas to children clearly and effectively.
- Be willing to be a servant - Assist whenever and wherever needed for the benefit of the campers and the smooth operation of camp.
- Be a constructive member of the staff contributing in every way possible to the health, harmony, and happiness of the Pine Lake Camp family.
- Be willing to attend Staff devotions.
- Keep personal living area cleaned daily.

### IMPORTANT NOTE:

Staff will be required to be **OFF CAMP** during specific breaks this year. Staff may return home, or organize to visit with other staff members, but **must** be off camp grounds for a 48 hour period (Friday 7pm thru Sunday 7pm).

OFF CAMP weekends are:

July 13th-15th

July 20th-21st

July 27th-29th

August 3rd-5th

\*\* Exceptions will be given to out of province staff.

PINE LAKE CAMP

# Positions Available

Summer  
2012

Pine Lake Camp offers numerous seasonal positions. Below are *summaries* of each staff position (Full job descriptions available on request). Returning applicants, please note that changes have been made to some positions involving the reallocation or addition of responsibilities. Please read descriptions thoroughly before applying.

**All staff over the age of 16 MUST hold a current Standard First Aid and Level B CPR certification and be able to supply a copy of this certification before June 1st, 2012.**

Check [www.sja.ca](http://www.sja.ca) for courses in your area.

**All Salvation Army Camp staff MUST have**

- Current Police Check
- WHMIS
- First Aid/CPR
- Food Safety ( for kitchen staff)

## Program Director

The Program Director is responsible for developing and supervising a creative Christian program for the summer camping season. The individual will be a motivational leader, monitoring quality control of the overall program and the staff's performance. Other responsibilities include planning and implementing staff training week, supervising and evaluating program staff, developing working and time off schedules, managing staff and camper discipline, and encouraging staff spiritual growth. Applicant must have at least two seasons of camp experience. Age 19 min

## Assistant Program Director

The Assistant Program Director is responsible for helping develop, maintain and supervise a quality and creative Christian program for the summer camping season. They will assist the Program director in all required duties including staff training, daily camp programming, staff schedules and supervision. Applicant must have at least two seasons of camp experience. Age 18 min

## Bible/Craft Director

The Bible Director - is responsible for developing and implementing the camp Bible program including all-camp and cabin devotions. They will ensure that the Gospel message is presented creatively, designed to increase interest and participation (music, drama, multi-media). Other responsibilities also include equipping staff to lead and/or participate in devotion times, coordinating staff devotions and corporate worship events, and ensuring that camper spiritual decisions are accurately and promptly recorded. Individual must be available for conversations and counseling on spiritual matters as needed. Applicant must have at least one season of camp experience. The Craft Director - is responsible for providing fun and interesting craft projects for campers throughout the summer camping program. They will ensure that crafts options are of a high quality, and compliment the Bible program or theme as much as possible. Other responsibilities include preparing kits in advance of craft program, giving direction to Counselors as they assist with activities and keeping the Craft Hut clean and organized. This individual will also be encouraged to develop craft supplies to enhance CDA time (Counselor Directed Activities). Age 18 min

## Recreation Director

The Recreation Director is responsible for creating and implementing an innovative summer recreation program, including daily recreation options, all-camp games, and the facilitation of evening programs. Duties also include the operation of the low ropes course and climbing wall, and organizing overnight campouts for cabin groups. Applicants should have a knowledge of a wide range of sports and recreation activities and be able to successfully teach skills and games to groups of children. CUI Level II Challenge Course Practitioner certification preferred (training may be provided by Pine Lake Camp if successful applicant is unqualified). Age 18 min

## Waterfront Director

The Waterfront Director is responsible for the safe operation of the camp's aquatic areas (pool and lake). They will seek to broaden the interests of the campers and be innovative in offering swimming and waterfront activities. Duties include conduct swimming proficiency testing, program development for activity periods, option time, supervision of free swim, enforcement of safety regulations, emergency waterfront procedures and scheduling of other lifeguards and staff needs for free swim. This individual will be responsible for pool/waterfront equipment, and the daily cleaning and maintenance of the pool, under the direction of the Caretaker. Applicant must hold current Standard First Aid/CPR/NLS Lifeguard Certificate. Experience with boating as well as swimming programs is preferable. Age 18 min

## Lifeguard

The lifeguard is responsible for guarding a pool and /or aquatic activities in a lake. They will assist in all aspects of water-based activities including swimming proficiency testing, cleanliness and maintenance of pool/waterfront equipment, daily swimming and waterfront activities. Applicant must hold current Standard First Aid/CPR certificate and NLS Lifeguard Certificate. Age 16 min

## Camp Nurse

The Camp Nurse is responsible for the operation of the camp hospital. Duties include treating minor illnesses and injuries, collecting and ensuring the regular administration of medications, arranging doctor and hospital visits for sick or injured campers/staff, accurate record keeping, overseeing the camp's safety practices, and restocking and provide emergency first aid kits, instructing staff on their proper uses.

Applicant must be 21 years old minimum, hold a current Canadian Heart Foundation's Cardiopulmonary Resuscitation Certificate (CPR) and **must** be one of the following:

A licensed medical physician; or a registered nurse or licensed practical nurse currently in good professional standing with the Alberta Association of Registered Nurses; or A first aid attendant who is a graduate of an approved training course at the Emergency Medical Technician-Ambulance (EMT-A) level; or A first aid attendant or who has current qualifications in Advanced First Aid as certified by the Alberta Council of St. John's Ambulance Association; or other equivalent qualifications acceptable to the Director of Medical Services; or *A first aid attendant who has current qualifications in Safety Oriented First Aid (Standard Level) as required by the Alberta Council of St. John's Ambulance Association or other equivalent qualifications acceptable to the director of medical services.* Age 21 min