

**Our Summer Day Camps run Mon-Fri (9am-5pm) the weeks of
June 12 – August 21, 2017**

Mt. Carmel Kids Summer Day Camp Job Application

Thank you for your interest in a Summer Day Camp position at Mt. Carmel United Methodist Church in Winston-Salem, NC. The Day Camps will be held for rising K- 8th graders on the campus of Mt. Carmel UMC beginning the week of **June 12 and ending the week of August 21, 2017**. Each Day Camp will begin at **9am** and conclude at **5pm**. Staff will be expected to be on campus at all times from 8am to 6pm with an hour for lunch. On some camp weeks there will be an evening performance or show on **Friday night at 7pm**. While you need to be on campus work with the kids. Therefore you will not be paid hourly but on a stipend by Mt. Carmel UMC. Stipends range from \$500 a week for trained clinicians (experts in the field who will be providing daily programming), and \$250 for assistant trainees or field education students (trainees and students who will be assisting clinicians to provide programs and care for the day campers). **All staff must be 18 years or older or 5 years older than the youngest child attending camp.** The preferred applicant will be available for all or most weeks throughout the 11 weeks this summer. All applicants should be in good standing in their church and community and be willing to lead a Bible study or Christian devotion and prayer if asked. Candidates may be asked to attend an orientation session before the camp begins. A Safe Sanctuary background check will be required in the event you are hired. Candidates will be expected to follow Mt. Carmel's Safe Sanctuary Policy. (***Please attach a signed Safe Sanctuary agreement to your application**). Each candidate will be required to have an on-site interview even if you have worked a day camp at Mt. Carmel the previous years. If you are interested, please complete the application and submit it to: **Mt. Carmel UMC Att: Jane Beeding, 4265 Ebert Road, Winston-Salem, NC 27127**. You may also **FAX it to: 336-788-7872** or email it to: mtcarmelum@aol.com. For more information you are welcome to call the **church office at 336-788-4183**.

General Information

Name:

Birthdate:

Address:

Email Address:

Phone number:

Other:

Current position:

Church affiliation:

Special talents/hobbies you enjoy:

Mt. Carmel Kids Academy Summer Day Camp Job Application

1. Indicate the highest level of education you have completed.

If you are in school, please indicate where you are a student.

2. Describe your previous experience with children's ministries and camps -- music, drama, art camps, sports, etc.

Please include information such as the name of the church(es), children's programs, or camps where you serve or have served, the size of the church and children's group, and other details about the programs you have led.

Faith and Ministry

Provide a brief testimony of your faith, describing both your early Christian life as well as your current testimony of Christ's work in your life. Explain why you are interested in working with this particular ministry with children?

References

Reference 1

Provide reference name, relationship to you, phone number and email address.

Reference 2

Provide reference name, relationship to you, phone number and email address.

Mt. Carmel Kids Academy Summer Day Camp Job Application

Prescreening questions

1. Are you legally eligible for employment in the United States? _____

Indicate yes or no. If no, please explain why you will not be able to complete an I-9 form along with a W-2 or W-4 income withholding tax form).

2. Have you ever been arrested? Have you ever been convicted of a criminal offense, felony or misdemeanor? _____

Please indicate yes or no. If yes, please describe the nature of the offense(s), and city and state of disposition.

3. Are you willing for Mt. Carmel UMC to do a Criminal Background Check according to our Safe Sanctuary Guidelines? _____

Please indicate yes or no. If no, please be prepared to explain your answer at the interview.

4. Have you been an active member or attender in your local congregation for at least 6 months?

If you are not a member of a local church, please list the church you are currently attending. Our Safe Sanctuary Policy requires those working with children must have attended church for at least 6 months. If you are not active in a local congregation please list what other community group you have regularly attended over the past 6 months.

5. The day camp for the campers will be from 9am – 5pm. However, if parents ask to add on before and after camp care for an additional fee, would you be willing to watch those children for additional income? _____

6. Do you have a child or sibling that may be attending one or more of these camps? _____

7. Do you have experience or would be willing to assist in working with children with special needs? _____

8. Do you have any particular questions, concerns, or additional information that you would like us to know *before* attending an interview? _____

Please indicate days and times you prefer for an interview at Mt. Carmel UMC from now until the 2nd week in May:

Your Signature: _____ Date: _____

By signing this application, I am agreeing to all terms and conditions of this job application. I also verify that my responses are true.

Mt. Carmel Kids Academy Summer Day Camp Job Application

Your Name: _____

*Please circle one or all of the day camps that you are available for or interested in working and return this page with the form:

June 12-16 = Soccer Camp

June 19-23 = Please Mind Your Manners Leadership Academy

June 26-June 30 = Softball Camp

July 3-7 = Creative Arts (Visual Arts)

July 10-14 = MAD Camp 1 (Music, Arts, Drama) "Blast Off!" Musical

July 17-21 = MAD Science Lab

July 24-28 = Farm 2 Table Camp

July 31 – Aug 4 = Crossfit & Nutrition Camp

Aug 7-11 = MAD Camp 2 (Music and Dance)

Aug 14-18 = Puppets, Actors, & Writers Guild

Aug 21-25 = MAD Olympic Training Camp

Mt. Carmel United Methodist Church's Safe Sanctuary Policy 2016

Introduction: Mount Carmel United Methodist Church believes that the spiritual, emotion and physical well being of our children, youth and vulnerable adults is imperative. We must do all we can to nurture and protect our children, youth and vulnerable adults. This policy is intended to provide a guide for that protection, as well as the protection of our adult workers and the church. This policy is enacted to insure that the parents, members, volunteers and staff of Mount Carmel UMC have a clear understanding of what the policies and procedures are regarding the safety of our children, youth and vulnerable adults. The leadership of Mount Carmel UMC requests the cooperation of all in our church, as they must abide by the guidelines of this policy.

Policy Standards and General Christian Moral Standard: Staff and/or volunteers of Mount Carmel UM Church who work in any area of the children and youth ministries that includes but is not limited to: Sunday School, preschool, sports, scouts, adult ministry trips, homebound visitations, etc., are required to adhere to these policies and standards as moral Christians. A signed covenant statement in support of this policy is required before a person may serve.

Supervision of the Safe Sanctuaries Policy: The Senior Pastor will appoint the person or committee (staff or volunteer) with the responsibility of the oversight of the Safe Sanctuary Policy. These policies govern all activities held by the church that involve children and youth under the age of 18, and/or any adult vulnerable adult (persons with a mental age of 18 years or less, or over the age of 65.) These policies must be reviewed annually, reapproved by the Church Council (or Administrative Council) and presented at charge conference. These policies may be altered at any time with the approval of the Church Council (or Administrative Council) and the Trustees. The following are basic procedures that Mount Carmel UM Church will follow to reduce the possibility of abuse.

The "Two Adult" Rule: The two adult rule requires that no fewer than two adults be present at all times during any church sponsored program, event or ministry involving children and youth. If this is impossible, "floaters" or "roamers" who move in and out of rooms will be assigned. To the best of our ability, the two adults will not be related.

The "Five-Years Older" Rule: Those who are paid or volunteer to work with children and youth will be at least five years older than those in the class or program. Those under age 18 may serve as "assistants" but not as lead workers or teachers.

Classroom Windows: All classrooms will have at least one window in the door, if possible. The window must not be covered at any time with decorations, etc. If a classroom has no window in the door, the door must remain open.

6 Month Hospitality Rule: No person who has not been a member of or a regularly participating visitor in the congregation for less than 6 months shall serve as a lead teacher or volunteer with children and youth. In addition volunteers must have a current criminal background check (within the last 2 years). A written recommendation is preferred from a staff member or member of the church to be given to the Administrative Council if this person is a non-member who has been actively participating for no less than six months in Mount Carmel UMC.

Mt. Carmel Kids Academy Summer Day Camp Job Application

Open Door Counseling: Any one-on-one counseling session with any person will be done with the door open. If at all possible, it should be done when another adult is nearby but not necessarily within hearing distance.

Transportation: Transportation to and from activities held at the church is not the church's responsibility. Church approved volunteers may provide transportation to and from activities held away from the church. Church approved volunteers must have a valid driver's license and an insurance card on file in the Church office. All participants should carry information regarding: (a) current medical condition, including but not limited, medications, allergies, etc.; (b) current physician; (c) a copy of any Advance Directive signed by participant; and (d) contact person, in case of emergency. Remember, the contact person should not be on a trip.

Training: Mount Carmel UM Church will provide yearly training for all volunteers on the policies and procedures outlines above. Each new volunteer must complete formal Safe Sanctuaries training provided by the district, the local church, or on line through Trak-1. Records of those volunteers successfully completing training must be kept on file in the church office. It is recommended that some if not all of our volunteers who work with children or youth have some form of First Aid or CPR training along the way.

Vulnerable Adults: While much of this policy addresses the need to protect our children and youth, Mount Carmel UMC recognizes that abuse of impaired and older adults is a major concern. Many older adults are also subject to financial abuse. We must be vigilant for signs of abuse in our adult membership and report any suspected abuse, following the process outlined below. The local Department of Family and Children Services has a division with responsibility for supervising elder care.

Reporting Abuse: Mount Carmel UMC regards any form of abuse and evidence thereof as unacceptable and has a strict policy regarding the reporting of such abuse. This is a serious criminal allegation and will be taken seriously. As of January 2012, church volunteers are MANDATORY reporters. If a volunteer becomes aware of an abuse allegation, he or she must report it to the person responsible for the program IMMEDIATELY. If there is not a staff member on the grounds, then the Senior Pastor should be contacted or his or her designee must be contacted. Do not hesitate to contact a staff member if you feel there is abuse occurring. For ALL allegations, a report MUST be made by the Reporter by phone to the Department of Family & Children's Services in the county of the victim's residence. A copy of the incident report must be turned into the Senior Pastor within twenty four hours. If any further reporting is needed, the Senior Pastor and/or designee will handle the future reporting, including a report to the District Superintendent and law enforcement. Should the press or TV become involved, only an approved church spokesperson should respond. It is better not to make any response. Do not try to interview the victim. Leave that process to the proper professional law enforcement official, who is better qualified.

I have read the Safe Sanctuary Policy of Mount Carmel United Methodist Church in Winston-Salem and will abide by these policies.

Volunteer's Full Name: (Printed): _____

Volunteer's Signature: _____ **Date:** ____/____/____