

**CATON'S
ISLAND
STAFF
APPLICATION**

2010

Dear Applicant:

Thank you for taking the time to consider working at Caton's Island. Your interest is appreciated and we will gratefully consider your application.

We want to make sure you know upfront the incredible opportunities that await you as a staff member at Caton's Island.

Hundreds of children and youth go to our camps every year. For many, this will be the first time they hear about the Love of Jesus Christ.

- **You will have the privilege of being *a witness for Jesus Christ.***
- **You will be on the cutting edge of *presenting the timeless message of the Gospel.***
- **You will have an *impact in the lives of dozens* of young people.**

On top of all the ministry experiences you will:

- **Gain valuable *leadership experience* through training and hands-on application.**
- ***Make lifetime friendships* as you live in a small community of close-knit staff.**
- ***Learn new skills and develop self-confidence* as you lead in program activities, campfire songs and devotionals.**
- ***Grow closer to the heart of God* as you serve Him by loving others.**

In short, Caton's Island offers you the opportunity to live beyond yourself as part of a team whose desire is to serve Christ wholeheartedly.

Thank you again for considering being a part of Caton's Island summer staff.

In Him,

Dean Stephenson

CATON'S ISLAND Staff Application 2010

Attach Picture Here

PERSONAL INFORMATION:

Full Name: ___ Mr. ___ Mrs. ___ Miss _____
S.I.N. ___/___/___/
Medicare # _____ (optional) Expiry Date: _____
Age: _____ (optional) Birthday: _____ **Staff T-Shirt Size:** _____
Address: _____
Province: _____ Postal Code: _____
E-mail Address: _____
College Address: _____
Parents' Names: _____
Your Phone: _____ Parents' Phone: _____
Home Church: _____
Pastor's Name: _____
Pastor's Phone: (office) _____ (home) _____

In what position(s) would you like to serve?

Check (Number in order of preference if more than one.)

A. SENIOR SUPPORT STAFF (Paid)

- | | |
|--|--|
| <input type="checkbox"/> Camp Program Director** | <input type="checkbox"/> Beach Front Director # |
| <input type="checkbox"/> Operations Director** | <input type="checkbox"/> Horse Directors Assistant # |
| <input type="checkbox"/> Head Counselor ** | <input type="checkbox"/> Assistant Cook # |
| <input type="checkbox"/> Program Staff Coordinator** | <input type="checkbox"/> Secretary # |
| <input type="checkbox"/> Challenge Course Director # | <input type="checkbox"/> Ropes Course Assistant Director # |

** Age category: 1st year college or above, experience/training necessary.

Training required or provided.

B. FULL TIME COUNSELOR / PROGRAM STAFF Grade 11 or above.

Wages - Paid base amount and raise missionary support through Caton's "Share-A-Wage" program.

C. FULL TIME SUPPORT STAFF (Age 15 and up) Kitchen / Maintenance/ Program

Wages- Volunteer and/or raise missionary support through Caton's "Share-A-Wage" program.

D. C.I.T. (Counselor In Training) or L.I.T. (Leader In Training)

Please use C.I.T./L.I.T. Application Form

E) PROGRAM INTEREST AREAS:

Print the appropriate letter on the blank:

A. Able to lead. B. Willing to learn. C. Not interested.

- | | | | | |
|---------------------------------------|--------------------------------------|--------------------------------------|--|---|
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Crafts | <input type="checkbox"/> Basketball | <input type="checkbox"/> Field Games | <input type="checkbox"/> Wide Games |
| <input type="checkbox"/> Archery | <input type="checkbox"/> Canoeing | <input type="checkbox"/> Kayaking | <input type="checkbox"/> Ropes Challenge | <input type="checkbox"/> Song Leading |
| <input type="checkbox"/> Music | <input type="checkbox"/> Swimming | <input type="checkbox"/> Riflery | <input type="checkbox"/> Life Guarding | <input type="checkbox"/> Nature Studies |
| <input type="checkbox"/> Night Games | <input type="checkbox"/> Boat Driver | <input type="checkbox"/> Bible Study | <input type="checkbox"/> Horses | <input type="checkbox"/> Cleaning |
| <input type="checkbox"/> Water Sports | <input type="checkbox"/> Zip Line | <input type="checkbox"/> Rappelling | <input type="checkbox"/> Zip Line | <input type="checkbox"/> Other _____ |

Training will be provided for Full Time Counselors / Program Staff.

- **Note: All staff are expected to get their Basic First Aid/ CPR prior to staff training.**
- **All staff 18 or older must have a Criminal Record check. It is the responsibility of the applicant to take care of this record check.**

Do you require a paid position or are you willing to volunteer? _____

Are you willing to raise support for yourself? Yes No

(Caton's will provide a cover letter and info package.)

Additional Comments:

PART 1

Do you have any health problems that Caton's leadership should be aware of? ___ Yes ___ No.

If yes, please detail: _____

What is the opinion of your parents (if under age 18) regarding your interest in working in camp ministry? _____

PART 2

SKILLS/DEVELOPMENT:

Have you worked at Caton's before? ___ Yes ___ No

If yes, in what capacity? _____

What skills/talents do you have that would be an asset to camp ministry? _____

What are the hobbies, life interests, or extra-curricular activities in which you are currently involved?

What special certificates, awards, degrees, credentials, training or qualifications do you have?

(Attach copies for Life Guard or First Aid) _____

What are your personal / life goals? _____

Do you have First Aid ? ___ Yes ___ No Do you have CPR? ___ Yes ___ No

(It is recommended that full time staff have Basic First Aid. It is the responsibility of the applicant to obtain this training.)

PART 3

SPIRITUAL QUALIFICATIONS:

Have you accepted Christ in your heart as your Lord and Savior? ___Yes ___No

(If no, you may want to reconsider applying, since one of the criterion for employment for most positions is an honest "yes" answer to this question.)

If yes, when did you make the commitment to follow Christ? _____

What ministries are you currently involved in? _____

In what other ministries have you been involved? _____

Why do you want to be on ministry staff at Caton's? _____

What are your spiritual goals? _____

PERSONAL TESTIMONY:

Include a half-page (handwritten) testimony telling about your spiritual journey on the sheet provided.

PART 4

GENERAL INFORMATION:

Applicants will be notified and, if successful, starting time.

There will be ongoing training for all staff throughout the summer in a variety of related areas.

What date can you start work? _____

List any dates you cannot work with reasons. _____

EMPLOYMENT/EDUCATION/WORK EXPERIENCE:

Employment History: (If applicable)

Present Position: _____ Company's Name: _____

Company Phone No: _____ Employer's Name: _____

May we contact for a reference? _____

Past Employers:

Name: _____ Supervisor: _____ Phone No: _____

Name: _____ Supervisor: _____ Phone No: _____

Work Experience:

List job experience, time, and level of ability – Beginner, Novice, Experienced, or Professional.

Describe any leadership experience: _____

Education:

Currently in: (circle)

High School 9 10 11 12

College 1 2 3 4

University 1 2 3 4

Seminary 1 2 3

Degrees: _____

PART 5

REFERENCES:

Please give your references a copy of the two-page "Reference Form" and have them send it in.

Reference #1 – Pastor

Name: _____ Phone: _____

Address: _____

Reference #2 – Unrelated person who knows you well.

Name: _____ Phone: _____

Address: _____

Relationship: _____

Additional comments/information: _____

I hereby declare that all of the above information, to the best of my knowledge, to be true and correct.

Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Mail this Application Form and your signed Staff Commitment Form by March 15, 2010 to:

Dean Stephenson
216 Melville Road
Lansdowne, NBE7L 3X3

Contact: Dean @ 506-468-6262
campoffice@catonsisland.com

- Do not mail the staff standards or the cover sheet.
- Share-A-Wage packages can be obtained through e-mail as a WORD document or as a hard copy through the mail. Call or e-mail for one.
- Give a reference form to someone who knows you well and one to your youth pastor or pastor.
- Mail complete application by April 15, 2010.

Caton's Island Camp Staff Standards

Staff: Anyone who works at Caton's or is involved in the camp ministry. This includes summer staff (full time or part time) & music/ministry teams. Staff should be born again believers who openly profess a personal relationship with Christ and seek to grow in this relationship and lead others to know/grow.

1. CONDUCT/BEHAVIOR

Caton's Island is a seasonal Christian camp and those serving on staff are to reflect basic Christian values and conduct in their behavior, speech, interaction and attitude.

Philippians 1:27 *"...conduct yourselves in a manner worthy of the gospel of Christ."*

Ephesians 5:15-16 *"Be very carefully then, how you live...making the most of every opportunity...do not be foolish, but understand what the Lord's will is."*

- A. SAFETY FIRST:** All staff are to conduct themselves in a manner that evidences a commitment to the safety and well-being of themselves and others.
- B. RESPECT:** All staff are to conduct themselves in a manner that reflects the value and importance of others as well as respecting their privacy and points of view.
- C. COOPERATION:** All staff are to cooperate with those in authority.
- D. PROMPTNESS:** All staff are to be on time for scheduled activities, including meals.
- E. PROPERTY DAMAGE /DEFAACEMENT:** All staff are to use the facilities in such a manner so as not to cause damage or excessive wear to buildings, property and equipment. This includes defacing with graffiti, paint, paper, hacking/whittling, etc. as well as damage caused by water fights, games, and the like.
- F. SUBSTANCE ABUSE:** All staff are to refrain from the use of tobacco products, alcoholic beverages, and the non-medicinal use of drugs.
- G. PORNOGRAPHY:** All staff are forbidden to have or use pornographic material of any type.
- H. MOVIES:** All staff are to refrain from watching inappropriate movies while serving at Caton's Island. All movies are to be approved by the Caton's Director.
- I. SEXUAL CONDUCT:** All staff are to conduct themselves with utmost integrity towards others and must refrain from coarse joking, sexual innuendo, and immoral behavior.
- J. DATING:** **All staff are cautioned concerning staff dating.**
Staff are encouraged not to start dating relationships with other staff as it becomes a major distraction and often results in staff not serving at a peak level of performance.
Under no circumstances are staff to make personal advances towards campers.
Staff already dating prior to coming to Caton's are asked to conduct themselves with restraint and prudence.
- K. ADULT/CHILD RELATIONSHIP:** Staff are to observe the 2 to 1 policy with campers. **Staff are not be alone in private with campers. Keep physical touch appropriate and public.**

2. APPEARANCE:

I Timothy 2:9-10 *“I also want women to dress modestly, with decency and propriety...appropriate for women who profess to worship God.”*

Leviticus 20:23-24 *“You must not live according to the customs of the nations...I am the Lord your God who has set you apart from the nations.”*

All staff are to dress modestly and appropriately in keeping with high Biblical standards that reflect maturity and propriety, thereby setting the example for IMPRESSIONABLE CAMPERS.

Dress in a wholesome way and not in a sexually provocative manner. See-through and revealing clothing are out of place for the Christian worker who is representing Jesus Christ.

- Low cut, tube or spaghetti strap tops are inappropriate.
- Modest one-piece bathing suits only.
- Gentlemen – Shirts must be worn. No bare backs except at beach.

Adornments are to be used in moderation.

- Excessive earrings are to be taken out while at camp.
- Facial and body rings are not allowed.
- Excessive makeup/jewelry should be avoided.
- Gentlemen – earrings are to be removed while serving at camp.
- Tattoos should be kept covered if possible and not displayed in a manner that implies general approval or acceptance.

Dress in a clean-cut and neat fashion.

- Tattered and unkempt clothes, odd-colored hair and other forms of extreme dress that may reflect immaturity/rebellion should be avoided.

Advance the Kingdom of God – not the current rave sweeping our culture. (Skaters, gothic, etc.)

Be careful what you endorse by what you wear.

Staff should reflect Christian purity and maturity by dress and conduct that is scriptural, wholesome, and constructive.

We do not want children going home wanting tattoos, body-piercing rings, blue hair, etc. because “My (counselor, the speaker...) has one.” While some parents may not have a problem with these things, many do. Therefore we will endeavor not to cause unnecessary offense.

****We would ask that you limit the exercise of your Christian liberty in accordance with these Camp Standards and in the best interest of others.****

D. “We put no stumbling block in anyone’s path, so that our ministry will not be discredited.” 2 Cor. 6:3

(If you feel you must compromise to meet these expectations, then do so as a sacrifice to Jesus Christ and in keeping with the spirit of the Standards, which is to present the ministry of Caton’s in a wholesome and user friendly manner so as to make the broadest possible appeal and not to cause unnecessary offense.)

CATON'S ISLAND STAFF COMMITMENT

This applies to all staff regardless of position, pay, age or parental status.

Conditions for Caton's Island Staff.

- I have **read and agree** to adhere to the ***Caton's Island Staff Standards***.
- I will make a good and reasonable effort to live according to biblical principles that set forth Christ-like expectations in conduct and relationships.
- I will show proper respect for those in authority.
- I understand that I am at Caton's Island to be a servant. I agree to be ready and willing to do the camp duties that are expected of me to the best of my ability and in a cheerful attitude.
- I understand that for scheduling purposes and in fairness to my fellow workers, I must not leave the Island before the weekly camp is finished and cleanup is completed.
 - I understand that
 - Age 18 & up – I must inform the Director when I am leaving the Island for personal reasons.
 - Age 17 down – I must have parental permission to leave the Island for personal reasons and must inform the Director.
 - All staff must inform the Director as to when they are leaving, where they are going and when they will return.*

I have read and understand the terms of service as a staff worker at Caton's Island and agree to adhere to the above conditions.

Signature: _____

Date: _____

Parents' Signature (under 18): _____

Date: _____

Caton's Island Reference Form

- A potential Caton's Island Staff has just given you this reference form to fill out hoping that they will have the opportunity of ministering at Caton's Island this summer.
- **Working at Caton's Island for the summer is the same as a short term mission's trip.** The work hours are long and demanding, the pay is low or nil, the living quarters close, and each team member is called on repeatedly to go the second mile. **In short, Caton's is not necessarily a good place to send an uncommitted or struggling teen to "get their life straightened out" or to "have a good experience".** The demands may crush them and neither of us wants that to happen.
- Therefore, **be as straightforward as possible in your evaluation.** *Your recommendations are taken seriously.*
- Thank you for your attention regarding this matter. All information will be kept confidential.

Please mail by **March 15, 2010** to:

**Dean Stephenson
216 Melville Road
Lansdowne, NB E7L 3X3**

Applicants Name: _____

How long have you known the applicant? _____

Does he/she attend church regularly?

What are the **positive character traits** that you see in the applicant that would help them minister at Caton's?

Are there any **negative character traits** that you see in the applicant that would hinder their ministering at Caton's?

Is the applicant involved in questionable or sinful practices that would conflict with the biblical standards of the Wesleyan Church?

Does the applicant have a teachable spirit and a willingness to learn?

Do you feel there is anything about the applicant that would disqualify them from working at Caton's (i.e. health, spiritual, social, or emotional weaknesses, etc.)

Additional Comments:

QUALIFICATIONS Applicant's Name: _____

Please rate the applicant with respect to each of the following. Do not circle items concerning areas you are uncertain of, or have had no opportunity to observe.

1 Poor	2 Fair	3 Good	4 Above Average	5 Excellent		
Physical Condition:		1	2	3	4	5
Ability to learn new things:		1	2	3	4	5
Work Ethic:		1	2	3	4	5
Job Performance (ability to finish):		1	2	3	4	5
Leadership Ability:		1	2	3	4	5
Teachable Spirit:		1	2	3	4	5
Team Spirit (ability to work with others)		1	2	3	4	5
Willingness to submit to authority:		1	2	3	4	5
Emotional Stability:		1	2	3	4	5
Willingness to Serve:		1	2	3	4	5
Social Ability (getting along with others)		1	2	3	4	5
Religious Experience:		1	2	3	4	5
Patience:		1	2	3	4	5
Tolerance:		1	2	3	4	5
Tenaciousness:		1	2	3	4	5

What would you see as areas where applicant needs to grow?

_____ Strongly Recommend
 _____ Recommend with Reservation

_____ Recommended
 _____ Not Recommend

Signature: _____
 Name: (print) _____
 Date: _____
 Phone #: _____