

catholic school of
evangelization



Saint Malo Catholic
CAMPS
catholiques de Saint-Malo

NOW HIRING FOR 2024 WINTER CAMP!

Hello!

We are once again excited to be looking for talented people, on fire for Jesus, to bring the Gospel message to youth through camps! And we want ***your*** help!

If you're a returning staff member, you can now fill in a simpler application form. First-time staff won't be received for winter camps. All application forms are available at www.catholicway.net/counselors-and-staff.

APPLICATION DUE DATES:

CORE TEAM, Counselors, and CIT:: **Sunday December 10th**

2024 WINTER CAMP DATES

January 12-14:	Training weekend
January 19-21:	English 8-12
January 26-28:	French 8-12
English 12-15:	February 2-4
French 12-15:	February 9-11
February 16-19:	Bilingual Revive 15-17

Our camp leaders will be in touch after they have received your application. Only those being considered for a job will be contacted.

Blessings,

Janine Killoran

Winter Camp Director, Catholic School of Evangelization

À NOTER: Malheureusement, ce formulaire ne vous est pas disponible en Français. Ceci est pour simplifier notre processus de sélection, comme certains membres de notre personnel ne comprennent pas le Français.

Complete and mail, email, or fax to: St. Malo Catholic Camps
Box 570, St. Malo, MB R0A 1T0 – Phone: (204) 347-5396 – Fax: (866).636.7783
Email : camps@catholicway.net - Website: www.catholicway.net



RETURNING WORKER APPLICATION FORM

THIS APPLICATION IS FOR YOU IF YOU HAVE WORKED FOR US BEFORE AND ARE APPLYING FOR ANY OF THE FOLLOWING POSITIONS:

- Counselor In Training (CIT) ● Senior Counselor ● Head Counselor ● Core Team Member ●
- Caretaker ● Head Cook ● Assistant Cook ● Lifeguard / Health Care Officer ●

****IF YOU HAVE NOT WORKED FOR US BEFORE, PLEASE NOTE THAT WE CANNOT ACCEPT NEW APPLICATIONS FOR WINTER CAMPS****

INSTRUCTIONS: Please fill out this form on the computer or in clear handwriting, with a black or blue pen, and send it in. Our contact info is found in the footer of each page.

SECTION 1: PERSONAL INFORMATION (please print)

FULL NAME		SEX	<input type="checkbox"/> M <input type="checkbox"/> F	AGE	
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BIRTHDAY		SOCIAL INSURANCE NUMBER	
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CURRENT ADDRESS		CITY	
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PROVINCE		POSTAL CODE		PHONE	
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EMAIL	
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DRIVER'S LICENSE	<input type="checkbox"/> Y <input type="checkbox"/> N	IF YES, INDICATE CLASS & STAGE	
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HEALTH

ALLERGIES	
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HEALTH CONCERNS	
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Are there any reasons why your duties would be limited due to a physical limitation or disability? Please explain.	
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EMERGENCY CONTACTS (PROVIDE AT LEAST TWO)

NAME		RELATIONSHIP TO YOU		PHONE	
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NAME		RELATIONSHIP TO YOU		PHONE	
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NAME		RELATIONSHIP TO YOU		PHONE	
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CURRENT LICENSES / CERTIFICATIONS

Please list any of your current licenses or certifications that would be relevant to work at camp (e.g., first aid, lifeguarding, activity instructor, Food Handler certification, WHMIS, etc.):	
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LANGUAGE

SPOKEN	<input type="checkbox"/> English	<input type="checkbox"/> French	
WRITTEN	<input type="checkbox"/> English	<input type="checkbox"/> French	
PREFERRED MINISTRY LANGUAGE	<input type="checkbox"/> English	<input type="checkbox"/> French	<input type="checkbox"/> NO PREFERENCE

Bilingual applicants: please note that although we will do our best to accommodate language preferences, we will also consider your gifts and skills, team dynamics, and number of counselors to ensure adequate camper-counselor ratios at both the English and French camps.

SECTION 2: MINISTRY EXPERIENCE

<input type="checkbox"/> I have been a camper at St. Malo Catholic Camps (summer)
<input type="checkbox"/> I have been a camper at St. Malo Catholic Camps (winter)
<input type="checkbox"/> I have volunteered / worked at St. Malo Catholic Summer Camps for a total of _____ weeks.
<input type="checkbox"/> I have volunteered / worked at St. Malo Catholic Winter Camps for a total of _____ weekends.
<input type="checkbox"/> I have attended Summer Camp training week a total of _____ times.
<input type="checkbox"/> I have volunteered / worked at other Christian camps for a total of _____ weeks.
<input type="checkbox"/> I have volunteered / worked in other Youth Ministry leadership roles (i.e., core team, organizing committees, facilitator, etc) for a total of _____ years.
<input type="checkbox"/> I have studied / worked at a Bible / faith formation school. If so, which one(s)?
<input type="checkbox"/> I have been involved in other full-time ministries (i.e., Catholic Outreach Team, NET, CCO, missionary work, et c.). If so, which one(s)?

SECTION 3: ESSAY QUESTIONS

What gifts, talents, or charisms do you have that would be beneficial to the camps program?	
How has your previous ministry experience at SMCC shaped you?	
In which areas (name 3) have you grown stronger in the past year?	
In what areas (name 3) are you trying to improve right now?	

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SECTION 4: POSITION APPLIED FOR

BACKGROUND STAFF

<input type="checkbox"/> <u>CARETAKER</u>	The Caretaker will be required to be present through all weeks of camps, including our weekend counsellor training, preparation days prior to training, and camp clean-up following the camp program. The successful candidate will need to undergo and pass WHMIS certification (for handling of hazardous materials), which will be paid for by the camp. This individual will be responsible for maintaining the entire camp building, cleaning, and building repairs and regular maintenance of camp property.
<input type="checkbox"/> <u>HEAD COOK</u>	The Head Cook will be required to be present through all weeks of camps, including our weekend counsellor training, preparation days prior to training, and camp clean-up following the camp program. The successful candidate will need to undergo and pass WHMIS certification (for handling of hazardous materials), and Food Handlers' certification (we will cover fees incurred by these certifications). This individual will be responsible for managing a food budget, creating and following a menu, managing kitchen staff, and coordinating the spiritual element for other background staff.
<input type="checkbox"/> <u>ASSISTANT COOK</u>	The Assistant Cook will be required to be present through all weeks of camps, including our weekend counsellor training, preparation days prior to training, and camp clean-up following the camp program. The successful candidate will be responsible for working with the Head Cook to manage a food budget, create and follow a menu, manage other kitchen staff, and will assist the Head Cook in their other responsibilities.
<input type="checkbox"/> <u>KITCHEN VOLUNTEER</u>	Kitchen volunteers will commit to a certain number of weekends, in conjunction with the Camp Director. The successful candidate will be responsible for assisting Head and Asst. Head Cooks in their duties. Duties will include food preparation, food serving, food storage. This is a volunteer position. No fundraising is required for this position.
	Please indicate below which weeks you are available to work in the kitchen.

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SECTION 4: POSITION APPLIED FOR (CONTINUED)

COUNSELOR STAFF

<input type="checkbox"/> COUNSELOR IN TRAINING (CIT) LEVEL 2 (VOLUNTEER)	Those who have successfully completed the CIT Level 1 program and who were recommended to receive more training as a CIT on their most recent evaluation (or equivalent experience in the assessment of camp leadership), will continue their training and formation at training weekend, and will counsel during up to two (2) weekends of camp, while being offered more leadership opportunities. Other requirements and responsibilities are indicated under the CIT 1 section.										
<input type="checkbox"/> SENIOR COUNSELOR	Senior Counselors have previous camp-related experience and have received a positive evaluation after participating in the CIT leadership program. They are at least 16 years old and their first priority is the care of campers. Some may act as mentors to the Counselors In Training and others are asked to assume leadership roles (e.g., activity leader). Their commitment includes attending training weekend, and counselling one or many of our camps for ages 5-8, 8-12, and 12-15, plus at least 1 day of camp clean up.										
<input type="checkbox"/> CORE TEAM MEMBER	<p>All Core Team member positions are for up to eleven (6) weekends of ministry, including helping facilitate the weekend of counselor training. These team members are aged 18 or older and are responsible for assisting with 1) programming, 2) supervision, and 3) teaching colleagues and campers by word and action.</p> <p>Core Team members commit to pre-camp preparations. They may be asked to commit to responsibilities outside of their job description prior to the start of the camp program, such as, but not restricted to: pre-camp meetings and planning, camp promotions, some support work, creating some elements of the program, writing a talk, etc. Through their entire service at camps, they will be in direct contact with the Camp Director and will receive strong support from the Camp Director.</p> <p>Applicants should have at least 2 years of experience at St. Malo Catholic Camps or the equivalent in youth ministry training and experience.</p> <p><u>**Individuals applying for a position as a Core Team member are also asked to submit a complete resumé with their application. **</u></p> <p><u>Successful Core Team candidates will be asked to fill in different roles. Please check here your areas of interest:</u></p> <hr/> <table data-bbox="378 1119 1084 1285"><tr><td><input type="checkbox"/> Head Counselor</td><td><input type="checkbox"/> Head Women's or Men's Counselor</td></tr><tr><td><input type="checkbox"/> Dance</td><td><input type="checkbox"/> Crafts</td></tr><tr><td><input type="checkbox"/> Music</td><td><input type="checkbox"/> Sports</td></tr><tr><td><input type="checkbox"/> Drama</td><td><input type="checkbox"/> Games</td></tr><tr><td><input type="checkbox"/> Men's / Women's Sessions</td><td></td></tr></table>	<input type="checkbox"/> Head Counselor	<input type="checkbox"/> Head Women's or Men's Counselor	<input type="checkbox"/> Dance	<input type="checkbox"/> Crafts	<input type="checkbox"/> Music	<input type="checkbox"/> Sports	<input type="checkbox"/> Drama	<input type="checkbox"/> Games	<input type="checkbox"/> Men's / Women's Sessions	
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<input type="checkbox"/> Drama	<input type="checkbox"/> Games										
<input type="checkbox"/> Men's / Women's Sessions											

SECTION 5: GENERAL INFORMATION

As a worker at the St. Malo Catholic Camps, you are a witness of Christ to all who come through our doors. The Board of Directors who is responsible for these camps ask that you submit in love to the rules and regulations outlined by the Camp. The rules and regulations are in place in order to ensure an enriching environment for campers and staff.

Upon acceptance as a staff member of the St. Malo Catholic Camps, you will be required to sign a copy of our staff commitment.

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SECTION 6: IMPORTANT DATES

**** Refer to the cover letter accompanying this application for the specific dates for this upcoming camp, or visit the camp page at www.catholicway.net ****

- **Counselor Training weekend and Camp Clean-up & Wrap-up is mandatory for all staff and volunteers.** Exceptions must be approved by the Camp Director.
- Successful candidates will be contacted to inform of acceptance into the SMCC program, at which point you will be invited to commit to the weekends assigned to you and to sign a formal contract. Once the contract is signed, we expect that you will make yourself available for all the weekends you have committed to, except in situations of extenuating circumstances. If you have any questions, please feel free to contact us at camps@catholicway.net.

If there is a weekend which you absolutely cannot attend, please indicate it here: _____

SECTION 7: STAFF CODE OF CONDUCT

You must abide by the St. Malo Catholic Camps Policy and Procedures, Section 19 - STAFF CODE OF CONDUCT in its entirety (which can be found online at <https://www.catholicway.net/policies>). By signing below, as a worker at the St. Malo Catholic Camps, you agree to the St. Malo Catholic Camps Policy and Procedures.

SECTION 8: CHECK LIST AND SIGNATURES

Please see the following statements and check all that apply.

<input type="checkbox"/> I have completed this application in full;
<input type="checkbox"/> Upon acceptance as a team member of St. Malo Catholic Camp, I agree to abide by the Code of Conduct referenced above;
<input type="checkbox"/> I commit to attend all pre-camp meetings and all camp training related to my role;
<input type="checkbox"/> I commit to finding 2 prayer partners to pray for me and my ministry through the camp season;
<input type="checkbox"/> I commit to start praying now that God prepares the hearts of all the campers and staff for a grace-filled camp!

I agree with all the statements I have checked above and agree to follow and act in compliance with the Catholic School of Evangelization's and the St. Malo Catholic Camp's policies and procedures. I have filled this form with correct information to the best of my knowledge. I am aware that this application, as well as all other staff documents (Health forms, Parental consent forms, and Criminal Record, etc) will be kept on file by the Catholic School of Evangelization.

Applicant's Signature

Date

SECTION 8: PARENT WAIVER (IF APPLICANT IS UNDER 18 YEARS OF AGE)

I authorize my child's application to work at St. Malo Catholic Camps. I recognize that the CSE regards the safety of my child with the utmost importance and that every precaution will be taken to ensure the well-being of everyone at the camp program. I release the Catholic School of Evangelization (CSE), St. Malo Catholic Camps, its Director, staff members, and Board of Directors from any and all liability in the event of an illness, accident or misfortune that may occur to my child during this event. I also give permission to the CSE to use photographs or videos of my child for promotional purposes.

PARENT/GUARDIAN NAME		SIGNATURE	
PHONE	EMAIL	DATE	

FOR OFFICE USE:

Date application received:	Date application acknowledged:
Resume received: <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Reviewed past evaluation forms from employee file:
CRC : <input type="checkbox"/> sent <input type="checkbox"/> received <input type="checkbox"/> have current	Comments:
CAR : <input type="checkbox"/> sent <input type="checkbox"/> received <input type="checkbox"/> have current	Decision: <input type="checkbox"/> Hired <input type="checkbox"/> Not hired
Date agreement sent:	Staff Signature: