



**Application for Day Camp Summer 2024**  
**Employment Applications are for persons of**  
**17 years and older**

Thanks for your interest in our Summer Ministry Staff. This letter includes some helpful information in regards to our application and employment process as well as a description of the summer programs and general goals.

Day Camp has been a part of ministry at Quail Lakes Baptist Church for over twenty years now and it has been, and continues to be a vital and growing outreach that has impacts countless families in the Stockton community. It is important that we distinguish this as a ministry opportunity and not just a summer job. Every year we look to put together a team of flexible, energetic, and hard-working individuals who love Christ.

For those of you who have never been a part of Day Camp at Quail Lakes Baptist Church here are some specifics. This ministry runs 7 weeks over the course of the summer, beginning June 3rd and ending July 26<sup>th</sup>. There is no camp the week of June 24<sup>th</sup>. We have both a younger camp (1<sup>st</sup> – 5<sup>th</sup> grade) and an older camp (6<sup>th</sup> – 8<sup>th</sup> grade). The basic Day Camp day runs from 8:45 a.m. to 3:45 p.m., and includes various activities that the staff designs and implements, such as Bible stories, ministry projects, songs, skits, gym games, crafts, tours, trips out of town, etc. Day Camp also provides extra care for parents who need it before and after camp. Doors are open from 7:00 a.m. to 5:45 p.m.

As we all know, summer is a time of fun while on break from school; however, your first commitment will have to be to the ministry. We do strive to balance the emotional, physical and recreational needs of our staff. If this opportunity sounds like a great summer, please complete the application and send to the address below.

**Application deadline is: March 8th, 2024**

Please send completed application to:

QLBC  
Attn: Day Camp  
1904 Quail Lakes Drive  
Stockton, CA 95207

Or attach to an email to: [jamie@qlbc.org](mailto:jamie@qlbc.org)

## **Requirements for working at Day Camp are as follows:**

Staff Members must:

- Have a personal relationship with Jesus Christ
- Be CPR trained (We will provide this training if not certified)
- Be able to attend required meetings (listed in application packet)
- Sign the covenant of agreement/ Agree with NAB statement of faith/QLBC Code of Ethics
- Want to work hard and be a team player
- Love kids

## **The application process for Team Members is as follows:**

- Obtain and fill out a Day Camp application
- Have both the Personal Reference Form and Spiritual Reference Form completed and turned in with application.
- You will be contacted to schedule an interview

## **As for the employment itself, the following are important Day Camp dates:**

Deadline for Team Member Applications:	March 8th
Staff training weekend/work day:	May 24 <sup>th</sup> & May 25 <sup>th</sup> (mandatory)
CPR training:	May 18 <sup>th</sup> 9 a.m.- 4 p.m. (if needed)
Day Camp dates:	June 3 <sup>rd</sup> – July 26 <sup>th</sup>
No Day Camp:	June 24 <sup>th</sup> – June 28 <sup>th</sup> , July 4 <sup>th</sup>
Weekly Bible Study:	Monday evenings 6-7 p.m. (dinner included)

## **Position Descriptions for Day Camp**

### ***(1) Program Staff (20-40 hrs) for younger camp***

Responsibilities include:

- Curriculum for assemblies (Bible story, songs, skits)
- An effective amount of Unit-Time ideas if leaders need help
- Running the DC store and providing necessary upkeep
- Crafts closet – making sure we utilize what we have and are stocked adequately
- Emcee of Monday morning assembly
- Setting up Friday rotations
- Game set-up and clean up
- Running games or activities
- Sport closet maintenance and inventory
- Being present at all planning meetings with input

***(7) Younger Camp Counselors (full-time)***

Accountable for a unit of campers entering grades first through fifth.

Responsibilities include:

- Overseeing 8-14 kids and one Jr. Team Member or volunteer.
- Transporting unit to and from destination, leading Unit-Time, enforcing DC rules and discipline when needed, planning weekly activities and guiding your group daily through them. For example: games, crafts, swimming, tours or special trips.
- Being an example of Christ.
- Knowing where every camper is every second of the day.
- Working with other staff members, sharing responsibilities as well as carrying out any additional tasks assigned by the Director.
- Attending training sessions, teamwork activities, weekly Bible study and any other meetings announced in advance.

***(4) Older Camp Counselors (full-time)-8hrs daily (possible overtime)***

Accountable for a group of campers entering grades sixth through eighth.

Responsibilities include:

- Transporting unit to and from destination, leading Unit-Time, enforcing DC rules and discipline when needed, planning weekly activities and guiding your group daily through them. For example: games, crafts, swimming, tours or special trips.
- Being an example of Christ.
- Knowing where every camper is every second of the day.
- Working with other staff members, sharing responsibilities as well as carrying out any additional tasks assigned by the Director.
- Attending training sessions, teamwork activities, weekly Bible study and any other meetings announced in advance.

***(4) Pre/Post-Care Workers (part-time, split-shift) 4.5hrs daily***

Responsibilities include:

- Planning activities/games for campers from 6:45am-8:45am and 3:15pm to 5:45pm every day.
- Checking used rooms for cleanliness and picking up gym trash.

**KEEP THE DESCRIPTION PAGES**

## Interviews

- 1) After I receive your application, I will call you to set up a time for an interview. Interviews will most likely be held in early April. If necessary, I will set up a special interview date.
  
- 2) The interview process will last approximately 30-35 minutes. After you are introduced to the panel there will be four basic sections to the interview.
  - a) A chance for you to tell us about yourself
  
  - b) You giving a 5-minute Bible Story Lesson (choose one of the following) (Think like you are telling the story to a room of 1<sup>st</sup>-4<sup>th</sup> graders)-Aim for AMAZING!! – like WOW us!
    - Gideon (Judges 6)
    - Shadrach, Meshach, Abednego (Daniel 3)
    - Walls of Jericho (Joshua 6)
    - Story of Esther (Book of Esther)
  
  - c) You will be answering some situational questions letting us know what you would do and how you would handle each situation.
  
  - d) There will be a time for you to ask any questions or for any additional information that would be helpful to you.

**KEEP THIS PAGE**

**Application for Summer Ministry Staff  
Quail Lakes Baptist Church**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Age \_\_\_\_\_ email \_\_\_\_\_

Briefly describe when you became a Christian.

Briefly describe what God has been doing in your life recently.

Why do you want to be a part of Summer Ministry Staff?

Which job(s) are you interested in applying for?

Younger camp staff     Older camp staff     Program     Pre/Post Care

Are there any ages you prefer to not work with?

What local church do you attend? \_\_\_\_\_

How long have you attended? \_\_\_\_\_

What experiences have you had with Quail Lakes Baptist Church Day Camp?

Camper \_\_\_\_\_    Volunteer \_\_\_\_\_    Paid Position \_\_\_\_\_    None \_\_\_\_\_

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Please describe any special training or experiences you have had working with children.

Mark any training or hobbies you may have.

First Aid

CPR

Lifeguard

Crafts

Leather

Leading Games

Video

Leading Singing

Cooking

Scrap Booking

Painting

Cheerleading

Computers

Basketball

Soccer

Guitar

Piano

Telling stories

Drama

Baking

Photography

Other \_\_\_\_\_

Other \_\_\_\_\_

**Please answer the following questions so I can plan for staff orientation, interviews and other summer events.**

- 1) When is your last day of school (month/day)? \_\_\_/\_\_\_ What school do you attend?
- 2) If you graduate this year, what day is the ceremony (month/day)? \_\_\_/\_\_\_
- 3) Are you taking a family/personal vacation anytime between June and July? If yes, list dates.

**References: Please list two contacts plus your church leader. Only one may be a personal friend or relative.**

Name	Address	Phone
Church Leader	Address	Phone

**Statement of Commitment**

I have read this packet thoroughly and understand the commitment I am making to Summer Ministry Staff. If I am selected to be a part of the team, I am willing to commit myself to:

- Give wholeheartedly of myself to the ministry.
- Being punctual and living up to my responsibilities.
- Actively encourage my team and refrain from sarcasm and gossip.
- A consistent quiet time and prayer life for staff, the ministry, children and myself.
- Be a loving example of Christ to all I come into contact.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature (if under 18) \_\_\_\_\_ Date \_\_\_\_\_

Quail Lakes Baptist Church  
1904 Quail Lakes Dr. Stockton CA 95207





## Summer Ministry Staff Spiritual Reference Form

(To be filled out by your Pastor, Youth Pastor, Sunday School Teacher, or Bible Study Leader.)

**Please complete and return to the applicant in a sealed envelope to send in with their application due on March 8th.**

The following person is applying for a summer ministry job with Quail Lakes Baptist Church. We are seeking ministry team members who have spiritual maturity and character. It is our desire to gather information for this application process. We appreciate your willingness to provide us with the following information.

**To Be Filled Out By Applicant**

Applicant's Name (print) \_\_\_\_\_

I understand that this is a confidential questionnaire and that I am waving my rights to any access to this recommendation.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_
2. In what capacity? \_\_\_\_\_
3. Please rate the applicant in the following areas:

	Excellent	Good	Average	Poor	Very Poor	Unknown
Mental ability						
Initiative						
Persistence						
Responsibility						
Group Cooperation						
Flexibility						
Potential Leadership						

Accepting Instructions						
Emotional Stability						
Interpersonal Relationships						
Maturity						
Character						
Punctuality						
Relationship with God						

4. Are there any strengths or weaknesses on which you would like to comment?

\_\_\_\_\_

\_\_\_\_\_

5. Recommendation (Please circle one).

Highest Recommendation      Recommend with confidence      Recommend      Recommend with some reservation      Not Recommend

6. Does the applicant:

a. Attend church regularly? If so, where? \_\_\_\_\_

b. Participate in a Bible study or small group? \_\_\_\_\_

c. Have a positive Christian witness? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Quail Lakes Baptist Church  
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## Personal Reference Form

(To be filled out by a friend, teacher, or previous employer.)

Please complete and return to the applicant in a sealed envelope to send in with their application due on March 8<sup>th</sup>.

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2. In what capacity? \_\_\_\_\_
3. Please rate the applicant in the following areas:

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Initiative						
Persistence						
Responsibility						
Group Cooperation						
Flexibility						
Potential Leadership						
Accepting Instructions						
Emotional Stability						

Interpersonal Relationships						
Maturity						
Character						
Punctuality						
Relationship with God						

4. Are there any strengths or weaknesses on which you would like to comment?

\_\_\_\_\_

\_\_\_\_\_

5. Recommendation (Please circle one).

Highest Recommendation      Recommend with confidence      Recommend      Recommend with some reservation      Not Recommend

Signature \_\_\_\_\_ Date \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Quail Lakes Baptist Church  
 1904 Quail Lakes Dr. Stockton CA 95207