



# APPLICATION KIT 2023

*A youth discipleship program of*



## APPLICATION PROCESS

Applying to become part of **stepping stones** involves a simple three step process described below:

1. Completely read the 2023 **stepping stones** Application Kit (*this document*), Fair Havens Statement of Faith and Code of Conduct
2. Complete the Online Application Form. Go to the **stepping stones** website, <https://steppingstones.fairhavens.org/>, and follow the links to Join the Team!
3. Have your References complete the Online Reference Forms that will be emailed to them.
  - a. New Applicants must have **three** reference forms. One reference must be completed by each of the following (*Note: References should know you well, but shouldn't be a family member!*)
    - i. **Church Reference:** Pastor, youth sponsor or leader in the church.
    - ii. **Employer:** Adult who has supervised paid or volunteer work you have done.
    - iii. **Adult Mentor/Teacher/Friend:** Someone who has known you personally for several years.
  - b. Returning Applicants must complete **two** reference forms. (*Note: References should know you well, but shouldn't be a family member!*)
    - i. **Church Reference:** Pastor, youth sponsor or leader in the church.
    - ii. **Employer/Teacher/Mentor:** Adult who has supervised paid/volunteer work you have done.

Once Fair Havens Ministries feels that it has the right individual for the offered service role, with ALL reference forms completed and submitted, the applicant may be accepted before application deadlines, so apply as early as possible. Higher Level Positions such as Coordinator/Core roles will be filled ASAP.

## WHO SHOULD APPLY?

**stepping stones** is looking for individuals who are committed to actively growing in their relationship with Christ and are already demonstrating that commitment.

**This program is not for those who simply want a summer job, or to have a fun time with friends. It is for those who are serious about intentionally growing with Christ, being a disciple, and are willing to bring a positive attitude, working hard at every task each day.** It is our desire to have fully committed individuals for the full weeks of their signed Service Agreement. (Along the way, we hope to have lots of fun and also make great friends as we train, serve, and live in community together).

All of those accepted into **stepping stones** should know the hope that comes from a personal relationship with Jesus Christ their redeemer from the brokenness and sin in their lives, and that there is one God (Father, Son and Holy Spirit) and He loves you.

## IMPORTANT DATES

<b>November 27, 2022</b>	- Online Application Opens
<b>Dec. 2022 – Mar. 2023</b>	- Interview Dates (Coordinator & CORE applicants will be interviewed ASAP)
<b>March 1, 2023</b>	- <b>APPLICATION DEADLINE</b>
<b>April 1, 2023</b>	- All Contracts Issued (Coordinator & CORE contracts issued mid – late February)
<b>April 30, 2023</b>	- Spring Crew Arrival/Start Date
<b>May 19-22, 2023</b>	- <b>May Long Orientation Weekend! * Mandatory for all Staff</b>
<b>June 27 – June 30, 2023</b>	- <b>Orientation Week! * Mandatory for all Staff</b>
<b>July 1, 2023</b>	- Start of Summer Family Camp at Fair Havens!
<b>August 19, 2023</b>	- SIT's Contract Ends (may stay till End of Conference if desired and invited)
<b>September 2, 2023</b>	- End of Summer Family Camp at Fair Havens, STAND – COORD Contract ends

# Stepping Stones 2023...

... is an opportunity to plot your course with God on life's 'stepping stones' through spiritual formation, meaningful service (work excellence) and a positive community environment with fellow committed Christians!

...an experience that fosters the building of lifelong friendships while serving the more than 10,000 guests attending family programs at Fair Havens Ministries and Fair Glen OCE (Outdoor Christian Education).

## WHAT IS STEPPING STONES?

**stepping stones** is a youth discipleship program, which aims to bring youth towards maturity in Christ, through **Work Excellence** (spring/summer positions with Fair Havens Ministries and an Internship in the fall/winter), **Spiritual Formation** (Bible studies – Cabin Chats, teaching sessions - Breakout, spiritual disciplines, etc.), and **Community Life** (fellowship with other believers).

**stepping stones** was created to make the most of the opportunity God has given Fair Havens Ministries to influence the students that work with us; building them up to be a new generation of God-directed leaders. This intentional approach, of encouraging and equipping our team has led to exceptional life changing experiences!

Each year, **stepping stones** recruits and enrolls around 90-100 youth (15-25 yrs. old) to serve and grow in our summer program and 5-12 in our Internship Program. It is our hope that all that participate are better equipped to bring glory to God and build up the church.



2022 Outdoor Christian Education Intern Team

## WHAT IS FAIR HAVENS MINISTRIES?

Fair Havens Ministries is a multi-faceted ministry that has been involved in the process of discipleship and leadership training since its inception in 1941, through our camp and staffing programs. Beginning as a summer bible conference, it has grown into a year-round ministry that includes a thriving Outdoor Christian Education program (OCE), Retreat & Conference Ministry, **stepping stones**, and numerous partnerships that support other Christian ministries.

Fair Havens Ministries provides a safe place, a shelter from the storm, so that individuals and families, young and old, can **reFresh**, **reFocus** - be recharged by God and then **reConnect** - impact the world for His glory. Fair Havens Ministries is very intentional about their summer youth staff, understanding that today's young people are the leaders of tomorrow. Because of this, it is our desire to best serve our staff by aiding them in their relationship with Jesus Christ in every area of their life.

Check out [www.fairhavens.org](http://www.fairhavens.org) for more information. Fair Havens Ministries is an independent Not for Profit Organization.



## FOUNDATIONS

**stepping stones** desires to create a 24/7 environment that will provide countless opportunities for youth and young adults to grow; building them into disciples of Christ that will serve and lead God's people while positively impacting the world. We want each one of our young staff to leave having grown in their spiritual maturity. To achieve this, **stepping stones** teaches, encourages and reinforces biblical truths and principles, which will change these three aspects of their life: Learning, Living and Leading.

**Learning:** All of us need to learn about God. Everyone participating in **stepping stones** is greatly encouraged to get to know their Creator with ever increasing familiarity. This is done by spending time in God's word, discussion, prayer, and worship. Youth will learn many things about God and His majesty, and the joy of knowing Him personally.

This also involves learning about others, ourselves, and the world that God has created. **stepping stones** promotes constant learning and places young people in an environment to stimulate productive and profitable learning in a variety of areas.

**"Indeed, I count everything as loss because of the surpassing worth of knowing Christ Jesus my Lord. For his sake I have suffered the loss of all things and count them as rubbish, in order that I may gain Christ and be found in him, not having a righteousness of my own that comes from the law, but that which comes through faith in Christ, the righteousness from God that depends on faith..." Phil 3:8-9**

**Living:** Our knowledge of, and relationship with, God should change who we are; our very living. **stepping stones** aims to positively influence the growth and spiritual development of each participant. Youth will be encouraged to pursue God first! Striving to live a godly life and demonstrating a holy lifestyle are important values that penetrate all aspects of the **stepping stones** experience. Personal discipline that produces godly character is emphasized.

**"...so as to walk in a manner worthy of the Lord, fully pleasing to him, bearing fruit in every good work and increasing in the knowledge of God." Col 1:10**

**Leading:** Our actions, our leading, are the out workings of our knowledge (Learning) and character (Living). Fruitful activity for God is not pursued in and of itself; it comes by way of learning, and living in line with, God. A balanced schedule of service, training and community allows the students to continually grow and be effective disciples, imitating the example of Jesus Christ who came to serve, not to be served. Youth will follow a program involving spiritual disciplines, including prayer/quiet times, worship, Bible study, and reading. They will also be trained in and serve in practical areas of ministry, which may include such areas as food and guest services, administration, program implementation for youth and children and maintenance.

**"For Him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work." Eph. 4:16**



2022 Summer Staff Team

## Spiritual Formation

All **stepping stones** participants will learn a variety of God and ministry focused material through various methods. Each enrollment level has different degrees of depth of content, areas of emphasis, and level of accountability related to the learning experience. Structured learning will take place mainly through small groups, instructor-led teaching sessions, and personal readings. Some levels of enrollment will have a higher degree of instructor-led curriculum while others are more self-directed in nature. As individuals progress through the **stepping stones** program they will be given the opportunity to learn both theoretically and practically. Opportunity to receive 1:1 discipleship is also available for students seeking encouragement and further discipleship in their Christian faith.



## Work Excellence

**stepping stones** participants make up the summer student staffing for Fair Havens Ministries. Each person plays an important part in ministering to the thousands of guests that come on grounds. The varied service roles that the youth work in are also an important learning experience. It is during these times of practical services that the **stepping stones** participants put into practice the things that they have learnt, acquire many new skills, and make a lasting impact in the lives of the guests.

**stepping stones** students may apply for a wide variety of service opportunities including: Food Services-Kitchen, Dining Room & Cafe, Housekeeping, Maintenance/Custodial, Children’s Ministry, Youth Ministry, Lifeguarding, Audio Visual, Registration Office, Accounting Office, Outdoor Education and more.

Each level of enrollment has different service role opportunities and has different expectations for the maturity and competency displayed by the staff. The service experience will be used to train students in doing everything as unto the Lord, under the leadership of service placement supervisors in different areas of technical skills as well as encourage growth in learning to lead as servants. *(Please refer to the Service Role section for details on the service opportunities.)*

## Community Life

One of the greatest advantages of the **stepping stones** experience is the community that is formed. The **stepping stones** community is made up of youth and young adults who work, live and worship together. The community is one of Christian fellowship and seeks to encourage the growth of its members to fulfill their unique role in the body of believers. They will be part of a ‘House’ system, where students of varied ages and roles live together in cabins where the older experienced staff can teach and care for the younger ones. Every student can learn responsibility, healthy life practices and interpersonal skills in a supportive Christian environment. Participants will be involved in group devotionals, inter-house competitions and so much more.



## SELECTION PROCESS

The selection of participants will be based on three main areas; **Spiritual Formation** (is the student desiring to grow in their faith?), **Community Life** (will they be a positive influence on the Fair Havens Community?) and **Work Excellence** (are they hard working, can they work well in a team, and be an asset to their department?).

Department Heads will be involved in the selection process. All information available will be taken into consideration including: previous involvement with Fair Havens Ministries, Application, Interviews, References, and Recommendations.

Every applicant, who has completed the application process, should be prepared to have at least one interview. Applicants will not be accepted at the time of their interview. Applicants will be contacted by email or phone with an offer of acceptance prior to receiving a contract.

## Paid & Volunteer Service Structure

Fair Havens Ministries relies on **stepping stones** students to serve our guests in all departments. As an organization, Fair Havens Ministries recognizes the value of its students and their sacrifice and contribution to the ministry. As such, FH offers many of the summer staff (Coordinator, CORE, Frontline+, Frontline, STAND, SIT) the opportunity to receive an honorarium and live onsite (room + board) in thanks for their service.

Enrollment Level	Weeks of Service	Honorarium	Honorarium/Week	Hourly Rate
Coordinator	18	\$6300	\$350	\$15.50
Core	18	\$4500	\$250	\$15.50
Frontline+	10	\$2000	\$200	\$15.50
Frontline	10	\$1500	\$150	\$15.50
STAND	10	\$1000	\$100	\$15.50
SIT*	8	\$0	\$0	Community Hours
Cabin Leader Bonus (chosen in Spring Crew)	10 (full summer)	\$400	\$40	
Bonus for returning staff based on # of completed STST contracts	1 contract = \$50 2-3 contracts = \$100	4 contracts = \$200 5+ contracts = \$400	Note: in order to receive full bonus, students must complete full contract term, otherwise will be divided based on weeks worked	

\*SITs may be invited to stay for the final two weeks of the summer (based on performance and department need) at an honorarium of \$100/week- Paid hourly at \$15.50 to a maximum of \$100/week.

**NEW OFFSITE STRUCTURE** – If an 18+ lives offsite locally, and would like to join the Stepping Stones Discipleship Program they may opt out of living onsite and will receive minimum wage (*will not be provided with room or board during their employment and be subjected to deductions*).

**IMPORTANT:** All **stepping stones** students are required to have a **Social Insurance Number (SIN)**, before **starting work**. If you do not have a SIN please start that application process to receive it ASAP (it is done through Service Canada, <http://www.servicecanada.gc.ca>). International students are not permitted to serve with us unless they have the appropriate Visas and a Canadian Social Insurance Number, and are accepted for service through Citizenship & Immigration Canada.

**Stepping Stones Sponsorship:** Fair Havens Bible Conference (FHBC) is a registered charity with the Canadian Revenue Agency, and as such does not offer staff or volunteer team members the opportunity to raise financial support as missionaries, with the funds being channelled through FH or any of its affiliated organizations. However, FHBC does recognize the impact each of its team members have in accomplishing our Christ-centred mission. Therefore, FHBC will offer encouragement and help to its team members who are looking to raise financial support over and above any remuneration provided by FHBC. Any gifts contributed to an individual must be given **directly** to the individual, and will not be processed through FHBC or its affiliates; and as such these gifts are not eligible for tax receipts for income tax purposes.

**Student Honorarium Policy:** To remain in compliance with the Canada Revenue Agency (CRA), FHBC pays its student staff the minimum hourly rate, based upon their age, to a maximum of their agreed upon honorarium amount. Additional hours served are agreed upon in their signed contract and are designated as volunteer. Example \$200/week honorarium is equivalent to 12.90 hours paid at minimum wage (12.90 hours x \$15.50 = \$200), and 22.10 hours volunteered

## OTHER BENEFITS OF STEPPING STONES

The focus of **stepping stones** is on the development of the youth involved, and part of that is making sure that they are being looked after. Being part of the Fair Havens Ministries summer staff all **stepping stones** participants receive:

- ★ Room & Board
- ★ Free onsite laundry
- ★ Family Discount Coupons
- ★ Wi-Fi
- ★ 10% Word Shoppe Discount
- ★ Sports & Rec Access
- ★ Free Sermon Downloads
- ★ Quality Bible Teachers
- ★ Live Entertainment

## LEVELS OF STEPPING STONES (SPRING & SUMMER)

**stepping stones** provides six different summer enrollment opportunities for youth (ages 15 yrs to 25 yrs) with lengths of term ranging from 8 weeks up to 4 months. These enrollment opportunities (Coordinator, CORE, Frontline+, Frontline, STAND, SIT) work together to progressively impact youth as they develop. Brief descriptions of each enrollment opportunity and service role are found in the pages to follow. All those involved with **stepping stones** participate and learn through Training, Service Roles, and Community.

### SIT (15 yrs) Born 2008

**Honorarium:** SITs do not receive honorarium during their 8-week contract. Volunteer hours are given (refer to table on page 6).

**Contract: 8 Weeks: Orientation Weekend (May 19-22) Summer (June 27-Aug 19)**

\* Selected individuals may be invited to stay an extra two weeks for \$100/week, based on performance and work demands

The SIT (Servants In Training) program involves an exciting mix of meaningful service and instructor-led training. This summer long experience is an opportunity for a young person to grow deeper in their faith and learn to be part of a ministry team. The SIT program focuses on giving each participant a solid foundation in their knowledge of God, their work ethic, and their need for Christian community. This volunteer experience is for those that want to make an impact for Christ wherever God may place them. SITs can use hours spent in their service placements towards meeting their required high school volunteer hours.



### STAND (16 yrs.) Born 2007

**Honorarium:** STANDs will receive honorarium + volunteer hours (refer to table on page 6).

**Contract: 10 Weeks: Orientation Weekend (May 19-22) Summer (June 27-Sept 2)**

The STAND (Servants Trained And Now Doing) program seeks to build each participant up into active servant leaders. Through Bible studies, service roles, and activities STANDs will learn more about God, how to practically show God's love to those around them, and reflect Christ through the way God uniquely made them. Each person will be challenged to step out of their comfort zone and put their faith into practice in new ways, all the while having the encouraging support of leaders and peers. STANDs can use hours spent in their service placements towards meeting their required high school volunteer hours.

### Frontline (17+ yrs.) Born 2006



**Honorarium:** Frontlines will receive honorarium + volunteer hours (refer to table on page 6).

**Contract: 10 Weeks: Orientation Weekend (May 19-22) Summer (June 27-Sept 2)**

The Frontline experience places youth on the front lines of Christian service. These students play a critical role in serving our guests and it gives them excellent, practical ministry experience. In many departments it is the Frontline student who spends the majority of their time in contact with guests, giving them a huge opportunity to make an impact on their stay at Fair Havens.

## Frontline+ (18+ yrs.) Born 2005

**Honorarium:** Frontline+ will receive honorarium + volunteer hours (refer to table on page 6).

**Contract: 10 Weeks: Orientation Weekend (May 19-22) Summer (June 27-Sept 2)**

The Frontline+ experience places youth on the front lines of Christian service. Frontline+ students are currently completing Grade 12. The roles will be confirmed by the specific departments. These students play a critical role in serving our guests and gives them excellent, practical ministry experience. One of the focuses of the Frontline+ program is to develop youth, who are already demonstrating leadership potential, to keep growing strong once they leave home and move out to college or university by developing their leadership abilities. Participants will be shown the importance of finding Christian community and be encouraged to seek opportunities for spiritual growth. To keep Christ alive in your day-to-day life is a key goal for a student applying to this position.

## CORE (19+ yrs.) Born 2004

**Honorarium:** CORE team members will receive honorarium + volunteer hours (refer to table on page 6).

**Contract: 18 weeks: Spring Crew April 30 – June 26; Summer (June 27-Sept 2)**

The CORE team of student leaders play a very important role with Fair Havens Ministries. They are all trusted with positions of leadership and responsibility. As part of the CORE team, each member will have the opportunity to take part in the Spring Crew experience (see page 9). It is during this time that the majority of CORE training will occur. The focus for the CORE team is drawing closer to Christ and developing practical and transferable ministry skills, including a great deal of leadership training. CORE staff will learn through small groups, special speakers, large group sessions and more. During Spring Crew staff will experience a variety of service opportunities and go on an overnight canoe trip together! Flexibility and an eagerness to work as a team is a requirement for our students during these months. The rewards are great as each team member enjoys the benefits of developing close ties with a small group of peers and the year-round staff of Fair Haven Ministries. CORE team members need to be willing to work in any of the Spring Crew roles and **should be available for Spring Crew.**



## COORDINATORS (20+ yrs old)

**Honorarium:** Coordinators will receive an honorarium (refer to table on page 6).

**Contract: 18 weeks: Spring Crew April 30 – June 26; Summer (June 27-Sept 2); with some casual work from home February – April**

The Coordinators are a group of mature young adult leaders who play a very large leadership role at Fair Havens Ministries within Departments and/or overseeing our **Stepping Stones** Program. They are all trusted with positions of great leadership, supervision and responsibility. Each member will have the opportunity to participate



in the Interview Process (Feb-Apr) if hired earlier in the season, as well as the Spring Crew and Summer community experience. The focus for the COORD team is leadership as well as continuing to draw closer to Christ and developing practical and transferable ministry skills. Coordinators will be leading younger **stepping stones** staff through small groups, large group sessions and daily living as well as meeting together as coordinators for support and personal growth. The rewards are great as each team member enjoys the benefits of developing close ties with a small group of peers and the year-round staff of Fair Haven Ministries. **All Coordinators must be available for Spring Crew.**

The following section describes the many service role opportunities available to **stepping stones** participants. When applying for a service role please indicate, when applicable, if you are applying for the Spring Crew option or the summer only option. Beside each service role title are the enrollment levels that the position is associated with.

## Spring Crew Service Roles

(April 30<sup>th</sup> – June 26<sup>th</sup>)

(All Spring Crew staff may be asked to do any or all of the following roles. Program staff will be given approximately one day a week to plan for the summer.)

**Outdoor Christian Education (OCE) Instructor:** Selected CORE team members will serve as Instructors to schools through our Fair Glen Outdoor Christian Education residential program. Members will facilitate tours and meals for groups in between programs. Program Instruction could include canoeing, orienteering, environmental science, team building, high ropes, rock climbing, pond study etc. Interest in working with children/youth are an asset along with experience/qualifications in Lifeguarding, canoeing, leading worship etc.

**Maintenance:** A major part of Fair Havens Ministries' responsibilities is to maintain our God given property and facilities, ensuring readiness for the spring and summer seasons. General responsibilities may include preparing the pool, RV's, grounds, campsites etc. for use during Family Conference. Expect hard work and fulfillment as you prepare the grounds and buildings for ministry. (\* PPE Required – i.e. CSA approved footwear)

**Food Services:** Our Fair Havens and Fair Glen kitchens will be busy in May and June with retreat groups during this busy season. Many of the students will serve in the Riverside Dining Hall (main Fair Havens site) and on the Dish Crew alongside our full-time dining room and kitchen personnel. The food is delicious! Let us know if you have a particular interest in cooking or serving in the dining room.

**Housekeeping:** Helping the Housekeeping department prepare for and clean up after retreat groups includes tasks such as cleaning guest accommodations i.e. rooms and trailers and cleaning washrooms! Housekeeping plays an integral role in the delivery of a great ministry. We strive to make a lasting first impression!

**Main Office/Accounting Department:** For the Spring and Summer both our Main Office and Accounting Department depend on CORE and/or Frontline+ students to learn the registration system, work with retreat groups, greet our guests and gather forms from our **Stepping Stones** students.

**CORE staff should expect to work approx. 5 to 6 days each week during Spring Crew.**



# Spring/Summer Service Roles

## STEPPING STONES LEADERSHIP

### Community Life Coordinators (COORD) (Male & Female preferred) (Spring Crew & Summer)

These two individuals will work directly with the **Stepping Stones** Director and members of the StSt Leadership Team to help make this summer a safe and awesome one for all the students. Individuals applying for this position must possess a passion for student ministry and a willingness to be a leader (which sometimes requires you to strictly enforce rules), and to encourage/enrich students, while fostering and developing trusting and caring relationships. For this role, it is preferred that the individual has been part of the **Stepping Stones** program in previous years. The successful candidates should have a kind, compassionate and patient heart. They should be passionate about connecting people and building community, be creative, energetic, have the ability to act in a supporting role, lead independently, be efficient and organized, approachable, disciplined, responsible and professional at all times and have a healthy desire to continue growing in their skills and faith. There must be visible signs of strong leadership abilities. A two-year commitment is encouraged, to grow and develop in the Coordinator role. The over-arching goal is to make Fair Havens feel like 'home away from home' and one which is God honouring. Responsibilities include assisting with staff focussed events, mentoring and oversight of Cabin Leaders, House Chats, maintaining the cleanliness of cabins, taking students to the hospital etc. They will also be responsible for planning & executing community staff events and organizing/overseeing the end of summer staff formal. *First Aid, CPR & AED are required for these roles.*

### Stepping Stones Spiritual Formation Coordinator (COORD) (Spring Crew & Summer)

This individual will work directly with the **Stepping Stones** Director and members of the StSt Leadership Team to plan, prepare, implement a spiritual growth experience for our StSt Staff during both spring crew and the summer. We are seeking an enthusiastic and passionate individual who wishes to help lead others toward maturity in Christ. This role will include such things as community leadership, discipleship, conflict resolution, team building, peer to peer mentorship, encouraging the StSt community etc. They will also develop and implement the Spiritual Formation content including a bible/book study alongside the **Stepping Stones** Director, provide structure to cabin devotionals and spiritual talks for our community during both spring crew and summer months. *First Aid, CPR & AED are required for these roles. Students in training for any aspect of biblical teaching, pastoral work, camp ministry and/or missionary field would enjoy this experience.*

### **NEW!** Stepping Stones Administration Assistant (CORE) (Spring Crew & Summer)

This individual will be directly assisting the **Stepping Stones** Director with the Administration of the Program during the Spring/Summer months. Excellent organization, time management, initiative and confidentiality are a must. Direct responsibilities will include the collecting, tracking, processing and filing of important documents as well as following up with individuals about missing paperwork. They will be responsible for posting and managing the StSt social media accounts, creating schedules alongside the **Stepping Stones** Director, delivery of payroll, issuing name tags, uniforms, ordering StSt Swag, organizing details surrounding "Guess Whose Coming to Dinner" Events, creating weekly newsletter etc. Individuals who enjoy working independently and are gifted in Administration will thrive in this role. This individual will also work alongside the Community Life Coordinators to plan, organize and coordinate community life events as able. Familiarity with Excel, Google Drive/Docs/Sheets and human resource experience/interest is recommended.

### Cabin Leader (CORE) (Spring Crew & Summer)

We are looking for CORE aged students, who are already hired in another **Stepping Stones** position, to become a Cabin Leader. In this role you will be responsible for building community and intentionally disciple/minister to the summer **Stepping Stones** students. The intention is to have two well-rounded individuals for each staff cabin whose responsibilities would be to create a positive/encouraging cabin environment, promote inter-staff activities, ensure the cleanliness of the cabin and most importantly to see spiritual growth in the younger students' lives through mentoring, cabin devotions and life discipleship. You will work directly with the Community Life Coordinators within the **Stepping Stones** program to make this summer a safe and awesome one for all the students. We are looking for people that have a heart for others and a huge heart for the Lord with the ability to exhort/correct students while fostering and developing trusting and caring relationships with the students in your cabin. **Additional summer honorarium is paid to CABIN LEADERS (refer to table on page 6).**

## PRAISE TEAM

### **NEW!** Praise Team Leader (CORE) (Spring Crew & Summer)

Each morning this individual will lead the music involved in the Youth Ministry morning chapels and oversee a volunteer praise team in Irwin Chapel for Praise and Prayer and Staff Encounter. This individual needs to be flexible and proficient in performance, while focused on facilitating their audience's worship of an awesome God. When applying for this position please make special note of musical instruments you play, experience in leading worship and musical background in your resume. We can't wait to hear your talent at the interview! If possible, please bring your musical instrument or a live recording.

**\*CORE Must be at least 19 and available for Spring Crew**



## CHILDREN'S MINISTRIES

### Children's Ministry Coordinator (COORD) (Spring Crew & Summer)

This person will serve in a variety of capacities in the Children's Ministry Program. Their primary role will be to manage the day to day operations of the Children's Ministry Department. This role is suitable for a mature individual who has experience in staff supervision and management, teaching, administration, planning and execution in a child related field. Some day to day duties would include interacting with children which requires an awareness of child development, interacting and directing parental requests/concerns and managing any emergencies. This person will also communicate with families prior to their arrival at camp based on registrations. Other responsibilities would include, facilitating and planning family fusion (including being the link for other departments), preparing slide show for family fusion and the development and facilitation of Spring Crew CORE Children's Ministry staff training on program days. This person will also provide support to Core's in their classrooms during family camp to ensure excellent care of our youngest guests. This person will also assist with interviews and hiring decisions for the Children's Ministry Department. Early Childhood Education/Degree in Child Studies is recommended and experience in a child care facility is an asset. *First aid, CPR and AED are required for this role.*

### Children's Ministry Classroom Leaders (CORE) (Spring Crew & Summer)

Young adults, whose love for children is evident, will be selected to lead each of the four Children's Ministry age groups. Early Childhood Education is an asset. Experience working with children, developing/using bible-based curriculum and directing staff /volunteers is essential. Supervision and organizational skills are an asset and flexibility is a must! Individuals who are passionate about Christ and have a strong desire to plant seeds of faith in young children will enjoy this placement. Each leader will supervise 3-4 other staff members in their program area, under the guidance of the Children's Ministry Coordinator. These positions will be filled with energetic, creative and sensitive individuals who love children's unique personalities and feel led to share the love of their Creator with them!

***On the application form please select which group you would prefer to serve with:***

**Classroom Age Groups:** The Rock (grades 1 – 3), Kinder Kidz (Jr. & Sr. Kindergarten), Eager Explorers (3 & 4 year olds), Starting Steps (1-2 year olds)

*ECE and Spring Crew Preferred. First Aid, CPR & AED are required for these roles.*

**\*Must be at least 19 and available for Spring Crew.**



## Children’s Ministry Team Member (Frontline+/Frontline, STAND, SIT)

Each day the Children’s Chapel Team makes a positive and lasting impact on children under grade 4. This team is responsible to implement Bible-based programs for our family camp guests. On a rotational basis, you will be required to assist with our weekly Family Fun Event and Pizza Party. As a team we enjoy building relationships with families by attending the Sandcastle Sculptures and the Little League games. The staff member will need to demonstrate flexibility, patience and endurance, a strong desire to share Christ is essential. A natural ability to love

and work with children is essential! Come have fun as we learn about Jesus together! *First Aid, CPR, AED & Babysitter course are an asset for these roles.*

**On the application form please select which group you would prefer to serve with:**

**Classroom Age Groups:** The Rock (grades 1 – 3), Kinder Kidz (Jr. & Sr. Kindergarten), Eager Explorers (3 & 4 year olds), Starting Steps (1-2 year olds). **Floater** – A unique role in Children’s Ministry, this person needs to be especially positive, adaptable, and flexible and enjoy all the age groups as you never know where you will be blessed to serve in our 4 program areas. Experience in child settings is an asset.



## AUDIO VISUAL/TECHNICAL & MEDIA SUPPORT

### A/V Team Assistant (CORE-Spring Crew/Summer; Frontline+ - Summer)

Are you involved with sound and slideshows at your church? If so, then perhaps working in the A/V department at Fair Havens would be for you. A/V plays an important role in helping various programs look and sound the best they can. One student is needed to bring skill and student leadership to this department. This person needs to have strong organizational skills, a keen eye and strong ear and the capability to run and delegate the many A/V activities under the supervision of the AV Manager. These may include: Chapel services, Concerts, Praise & Prayer, Family Fusion, Outdoor Events and much more. Having experience with creating videos and presentations from photos would also be an asset for Family Fusion.



### A/V Team Member (Frontline+, Frontline, STAND, SIT)

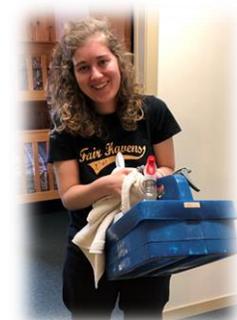
The students selected for this department should enjoy working with audio/visual equipment and be willing to learn ‘the ropes’ of the A/V support required by various programming events. Recording adult chapel sessions, duplicating media, mixing sound for concerts to variety shows to solo performances and assisting with a variety of other ‘tech’ related requirements are all part of this role.

## HOUSEKEEPING

### Housekeeping Lead Hand (CORE) (Spring Crew & Summer)

The Housekeeping department ensures that guests enjoy clean and comfortable surroundings. You will be assisting the Housekeeping Supervisor while leading your own team to clean trailers, accommodations and private and public bathrooms. This is a great leadership opportunity for someone who has a solid work ethic and the ability to understand what it means to WOW the guest through clean and ready accommodations. Students with a passion for cleanliness and a joy in serving should apply for this role!

**\*Must be at least 18 years old. A current G or G2 driver’s license is required.**



## Housekeeping Team Member (Frontline+/Frontline/STAND - Summer)

This department ensures that guests enjoy clean and comfortable surroundings. Tucking in sheets, cleaning guest rooms, housekeeping trailers and washrooms are just some of the responsibilities you can expect to challenge you. A solid work ethic, an eye for the 'nitty gritty detail', being willing and ready to serve others describes the candidates that will be selected to serve on this team.

**As a Frontline+ or Frontline it is recommended that you have a current G or G2 driver's license.**



## YOUTH MINISTRIES

The Youth Ministry Team Members will all be serving in the Saturday change over shift as a team this year.

### Youth Ministry Coordinator – COORD (Spring Crew & Summer)

Their primary role will be to co-manage the day to day operations of youth program including chapel sessions, skills and evening events. The role is suitable for a mature individual who has experience in staff supervision and management, teaching, administration, planning and execution in a Day Camp or Summer Camp, interacting with youth and awareness of human development, interacting and directing parental requests/concerns, special needs experience and managing any emergency/crisis within Youth Ministry. Assisting with interviews during hiring is also recommended as you will influentially coach, train and encourage the larger Youth Ministry Team. Post-Secondary Youth Ministry training, CYW, and/or Bible Studies is preferred. *First Aid, CPR & AED are required for this role.*

**\*Must be at least 20 and available for Spring Crew**



### Youth Ministry Team - CORE (Male & Female on each team preferred) (Spring Crew & Summer)

This team will be energetic and positive Christian role models for the youth attending Fair Havens Family Camp. The ministry team is responsible for engaging morning and evening sessions for the youth who attend XT (completed gr. 4-6), Jr. Teens (completed gr. 7-8) & Sr. Teens (completed gr. 9-12), including worship, prayer, Bible teaching, activities, coordinate and run evening program activities, events, and hangout time. These leaders will assist in the facilitation of the morning skills program. Each leader will be expected to minister in both a group and one-on-one settings, as they seek to be a Christ-like witness and encouragement to the youth they serve. A demonstrated spiritual maturity is absolutely needed, accompanied by a strong desire to work in the lives of youth. *First Aid, CPR & AED are required for these roles.*

**\*Must be at least 19 and available for Spring Crew.**



### **NEW!** Youth Ministry Team (YMT) – Skills Instructor (Frontline+/Frontline)

In addition to the responsibility of teaching their chosen skill, instructors will be involved in the planning process of the skill and thus creativity is an important asset. Frontlines will also work alongside the CORE YMT members to implement a large variety of exciting activities for our guests in the evenings. Applicants should be prepared to offer their experience and creativity in providing new ideas for their skill, overall youth program and bringing the Bible to life! The staff member will need to demonstrate patience, endurance, flexibility and a strong desire to share Christ! Applicants should choose from the following skill options and indicate their choices in the designated area of the application:

**Possible Skill options:** Active Sports, Archery, Baking 101, Recreational Watercraft, Creative Arts, Climbing (high ropes & rock wall), Out in the Wild.

*First Aid, CPR & AED are an asset for these roles.*

## **NEW!** Youth Ministry Team – Skills Junior Instructor (STAND/SIT)

The YMT requires assistants to aid the skills instructors (description above) in leading the skills offered. In addition to the above responsibilities and characteristics candidates for these positions must show a strong desire to grow in their relationship with Christ, their skill and their leadership abilities. *Willingness to serve is perhaps the most important characteristic of these candidates as they will serve in the kitchen or dining room throughout the week and a full day on Saturday in housekeeping. First Aid, CPR & AED are an asset for these roles.*

**Possible Skill options:** Active Sports, Archery, Baking 101, Recreational Watercraft, Creative Arts, Climbing (high ropes & rock wall), Out in the Wild.

*First Aid, CPR & AED are an asset for these roles.*

## OFFICE ADMINISTRATION



### Front Office Team Member- CORE/Frontline+ (Spring Crew & Summer)

As a friendly, computer-savvy, multi-tasking, team player you are the ideal candidate to join our Front Office staff for spring and summer. You will be working closely with our Office staff in preparing guest registrations, taking payments, giving direction to our guests, answering questions and helping with the day-to-day duties in the Front Office. We are looking for an enthusiastic, young Christian person who is mature, competent, has a good understanding of Microsoft Office, quick to learn new tasks and loves to serve the Lord.

### Accounting Assistant – CORE (Spring Crew & Summer)

Our Accountant needs the assistance of a dedicated, trustworthy, and focused young adult with strong organizational skills. This person will need to be good with numbers and money for bookkeeping and data management. Knowledge of QuickBooks and Microsoft Excel would be beneficial. This position is ideal for someone wanting to gain financial life skills or interested in gaining work experience in accounting and/or business.

## MAINTENANCE

### Maintenance Lead Hand (CORE) (Spring Crew & Summer)

The Maintenance Lead positions are for people who enjoy the value of a hard day's work and who can be a help to the Maintenance Manager by leading and being responsible for a small crew. Duties will include grass cutting, painting, moving equipment/furniture, plumbing, lighting upkeep and all other types of odd jobs. A solid work ethic, the ability for strenuous physical labour (pushing, lifting, etc.), and the ability to work independently and with a team are important. Experience in any trade, handy work, landscaping, lawn mowing is an advantage. **\*Must be at least 18 years old. A Current G2/G license is required. PPE required.**

### Maintenance Team Member (Frontline+, Frontline, STAND)

You will work alongside our year round team to accomplish things like organizing the beach front, trailer upkeep, lawn cutting, garbage collection, wood splitting, equipment/appliance & furniture moving, and painting plus other hands-on tasks. This area has it all, and you will find yourself doing something new every day. If you have a solid work ethic, are ready for strenuous physical labour (pushing, lifting, etc.), and have the ability to work independently or with a team, then maintenance might be for you. You will have many opportunities to grow and learn maintenance skills and valuable character traits. Experience in handy work, landscaping, lawn mowing is an asset. **\*Must be at least 16 years old. A current G or G2 or G1 driver's license is required. PPE required.**



## FOOD SERVICES



### **Kitchen Cook/Prep Cook (CORE) (Spring Crew & Summer) and/or (FL+/FL, STAND) (Summer)**

You are someone who loves to cook and is ready to learn from the best! Duties include assisting the Executive Chef at Riverside Inn and the Kitchen Manager at Fair Glen in preparing the mouth-watering meals that Fair Havens Ministries is known for. Preparing desserts, cooking breakfast, preparing soups and salads, etc. are just some duties that await our prep cooks. This is an excellent opportunity for those desiring a future career in food service! Individuals will work with the cooks in a variety of ways from washing dishes, scrubbing pots to preparing vegetables, salads and filling the buffet line.

### **Dining Room Supervisor (CORE) (Spring Crew & Summer)**

Students will be selected for ensuring our Dining Room service continues to live up to its reputation! Maintaining high standards of cleanliness and service to guests

will be the responsibility of our supervisor(s). Supervising a Dining room team of younger staff is included in the list of responsibilities for this position. Most importantly, these folks must have a contagious, positive personality that will minister to our guests and staff alike!

### **Dining Room Server (FL+/FL, STAND, SIT – Summer)**

Working alongside our Dining Room Supervisor(s) these individuals will aid in providing excellent service in our Dining Room Experience. Students will be responsible for setting, cleaning, serving and adding that special touch to our Riverside Dining Room. We need helpful, cheerful, hard-working staff to help make our Dining Room experience a memorable one!



## CONNEXION CAFÉ

### **NEW! Connexion Café Manager (COORD) (Spring Crew/Summer)**

A highly competent staff is required to lead and manage our Connexion Café, a hub for gathering and fellowship over fast food! We are looking for an individual with food service supervision experience that will be able to lead the Café team, all while achieving a high standard of quality service for our guests. Their responsibilities will include the oversight of inventory and ordering as well as menu creation of our Connexion Café for the summer months. This person needs to be creative, friendly, and courteous all while fostering a friendly, clean and enjoyable environment for staff and guests. Short order cooking experience is necessary.

### **Connexion Café Shift Manager (CORE) (Spring Crew/Summer)**

Highly competent students are needed in our Connexion Café! We are looking for people that will assist the Connexion Café Manager lead the Café team in achieving a high standard of quality service for our guests. This person needs to be creative, friendly, and courteous and foster a friendly, clean and enjoyable environment for staff and guests. Short order cooking experience is beneficial.



### **Connexion Café Team Members (Frontline+/Frontline, STAND, SIT) (Summer)**

Everyone wants a snack, a quick meal or a place to hang out and the Café is the place for it. Grilling burgers, scooping ice cream, cleaning tables, running a cash register and so much more are in store for someone serving in the Connexion Café. **stepping stones** participants serving in the Connexion Café need to be adaptable, cheerful and ready to serve a variety of people in a variety of ways.

## FAMILY CAMP RECREATION

### **NEW!** Climbing CORE Instructor/Recreation Leader (CORE) (Spring Crew & Summer)

This exciting new role will role work alongside our Fair Glen OCE team and Summer Youth Ministry Skills Team to provide excellent high quality rock climbing, high rope and low rope course experiences to our guests. No prior climbing experience/training is required, as we will provide all training needed! We are looking for an individual who loves working outdoors, is responsible and safety oriented, enjoys working with youth grades 4-12 and is willing to make our Climbing Skill a vibrant, fun and safe place to explore new heights! During the Spring this individual will provide an excellent climbing experience for retreats and school groups for OCE. During Summer, the Climbing Core Instructor, will lead youth to new heights as they explore High Ropes and Rock Climbing in our Youth Ministry Program! They will also work with the summer Recreation Coordinator to ensure that the sports and events programming have the necessary equipment and leaders and go off without a hitch. This is a great role for one that 'Can Bring the Fun' yet remain safe and has a vision, energy and excitement, while staying organized and focused on the guest experience. Your responsibilities will include organizing teams for sports activities, assisting with the Family Carnival event, working with different media types (video/slideshows/posters etc.), shifts at the Boathouse etc. *First Aid, CPR & AED are required for this role.*



### **NEW!** Recreation Program Team Member (Frontline+/Frontline, STAND or SIT) (Summer)

Working with the Recreation CORE these team members will be instrumental in the smooth running of the Boathouse, Sandcastle Creations, the Baseball and Soccer games and the various activities occurring on Friday afternoon. Assistance at the Wednesday Afternoon Family Carnival is also part of this role. *First Aid, CPR & AED are an asset for these roles.*

## POOL / WATERCRAFTS



All Lifeguard Team members will be helping to staff the Boathouse and may assist in the mornings with Youth Ministry to help lead the Watercrafts skill, a time for our guests completed Grade 4 – 12 to learn and explore watercrafts at camp!

### **Head Lifeguard (CORE) (Spring Crew & Summer)**

One student is needed to manage the affairs of the outdoor swimming pool including training and evaluating, scheduling and supervising the lifeguards. This individual will also be involved in the ordering, distribution and maintenance of first aid and pool related supplies on campus. When

appropriate, this individual would assist with the daily cleaning and maintenance of the pool which are also the responsibilities of the Assistant Head Lifeguard(s). During the Spring, this responsible leader will plan and update our missing child search protocol and train our Stepping Stones Staff. Communication with the pool health and safety inspector may be required. NLS and Life Saving Society Swim Instructors certification is required as is previous pool maintenance and supervisory experience.

### **Assistant Head Lifeguard (CORE/Frontline+) (Spring Crew & Summer)**

This person needs to be able to both assist the Head Lifeguard, and lead our Watercrafts Skill in the mornings (M, T, Th, F). They will have more responsibility as it pertains to pool maintenance with understanding the workings of the pumps and water testing. Assisting the Head Lifeguard with responsibilities as needed will also be a part of your role. NLS and Life Saving Society Swim Instructors is required. Previous pool maintenance and supervision experience is recommended.

### **Lifeguard Team Member (Frontline/STAND) (Summer)**

To make our pool a fun and safe place we are looking for excellent pool staff. This position may also involve helping out at the boathouse and/or being an Instructor for our Youth Ministry watercraft skill in the mornings. You would also help with general pool cleaning and upkeep. NLS required Life Saving Society Swim Instructors certification and experience is recommended.