



The Scott Mission  
A Christian Ministry of Mercy and Love

The Scott Mission "Camp Hiring"  
502 Spadina Ave, Toronto, ON, M5S 2H1  
(416) 923-8872 ext. 301  
www.scottmissioncamp.com

## Scott Mission Camp 2019

### Staff Security Clearance

Before working at Scott Mission Camp, all staff must complete a strict security clearance process to ensure the safety of our campers and other staff. All staff must complete each of the following steps to be eligible for employment:

#### **Step 1 – Complete Employment Application**

This form must be completely filled out and signed. Incomplete and unsigned applications will be returned for completion. You will not be considered for employment until the application is submitted.

#### **Step 2 - Submit 3 References**

New and returning staff must arrange to have a minimum of 3 completed and signed reference forms sent to the Scott Mission. Your references must be people you have interacted with in the last year and cannot be family members or Scott Mission Camp staff. It is essential that staff understand that this is a ministry and as such it is crucial that we live exemplary lives. Because of this, regular church attendance is required. Your pastoral reference must be from someone in leadership at your current church. The person that completes the forms must mail them to us.

#### **Step 3 - Interview**

All new staff will have an interview with two or more Scott Mission staff. Candidates will have to answer questions related to work and camp experience, education, ministry involvement, and personal testimony. Returning staff may be required to complete an interview at the discretion of the camp director.

#### **Step 4 – Offer of Employment**

Once your application and reference forms are received and your interview is complete, a decision will be made about your employment at Scott Mission Camp. If hired, you will receive an offer of employment. The offer of employment is a document that outlines employment dates, rate of pay, Scott Mission goals and objectives and Christian code of conduct expectations. All staff must read and sign this document.

#### **Step 5 - Complete Police Records Check**

All staff must complete a Police Record Background Check before working with children at SMC. The Police Check must be an original document (no photocopies) and must be dated within the current camp season year. Details about how to complete a Police Check will be mailed with your Offer of Employment.

#### **Step 6 - Read Staff Handbook**

Upon offer of employment, all staff will receive a copy of the Summer Staff Policies and Procedures Handbook. All staff are required to read the handbook prior to their arrival at camp for Staff Training Week. There will be a list upon arriving your first day at pre-camp that will need to be signed which will signify that you have read the handbook.

#### **Step 7 - Attend Staff Training Week**

All new and returning staff are required to attend our Staff Training Week. At the end of the staff training week, staff will have to successfully demonstrate, in written form, that they have the knowledge and expertise required to fulfil their responsibilities.

#### **Step 8 – Provide Proof of Training**

All staff are required to have current Standard First Aid and CPR "C" training. In addition to the First Aid and CPR requirements, all lifeguards must have a current Bronze Cross or NLS certification. During staff training week, staff must produce documentation of this training that can be photocopied and filed.

#### **Step 9 - Sign Summer Staff Agreement**

At the end of staff training week, all staff are required to read and sign a declaration, stating they have received the training necessary to fulfil their duties. By signing the staff agreement, staff will also declare they understand the expectations set for them in the area of personal conduct, health and safety.

Staff who fail to complete all of these steps will be ineligible for employment at Scott Mission Camp.