

**2017 Staff/Volunteer Application Package**

**A BIT ABOUT US...**

Shiloh Youth Ranch is a summer Christian camp for children and youth “at-risk”. We offer follow up programming throughout the school year that takes place in the City of Edmonton, as well as run summer camp programs at our ranch. Our ranch is located approximately an hour northeast of Edmonton, near Bruderheim, Alberta.

**WHAT WE DO**

Shiloh Youth Ranch offers horsemanship riding programs, Basketball camps, archery, field games, swimming, and a good ‘ol campfire time every evening with full live bands, speakers, skits, events, and mentoring sessions. With a focus on the old west our campers are bussed out to the ranch, stay in covered wagons, eat together in our dining hall and build lifelong friendships and memories.

**WHO MAY APPLY AS STAFF/VOLUNTEER?**

We welcome friends from near and far to help provide the greatest week of our campers lives and to see them break free from addictions, homelessness, domestic violence and a life without purpose or meaning. If you hear God’s calling to this critical and overlooked work, join us now!!! As you connect with these campers and see the difference you can make, you will gain a sense of purpose and a deeper love for those in need. You must be at least 16 years old to be a camp counselor. Younger students are welcome but will be placed in other areas of service during the week.

If you have any questions, feel free to call or email.

Email: [keith@shilohyouthranch.com](mailto:keith@shilohyouthranch.com)

Phone: 780-485-0005

Sincerely, Keith Johnston, Executive Director



SHILOH YOUTH RANCH  
STANDARD OF CONDUCT

As a staff/volunteer at Shiloh Youth Ranch, you are a role model, an example to those who attend, both staff and campers, as well as a witness to the reputation of the ranch.

As leaders at Shiloh a greater responsibility is placed upon us as campers will imitate our actions both at camp and during the year. Please carefully read over the following:

1. I will Respect the Authority of the organization's leadership staff, demonstrating a willingness to take directions and serve.
2. I agree to abstain from sexual impurity.
3. During our summer camp program, I understand that all prescription and non-prescription drugs will be locked in a personal locker located in the staff room. This is for the safety of our campers.
4. I agree that I will abstain from getting drunk, using illegal substances, or using prescription drugs in an improper or impairing way.
5. Social Media (Facebook, Instagram, Twitter) is considered a part of your personal & public life. I agree that I will be an "imitator of Christ" in my Facebook life. I will not post things that are ungodly, disrespectful, contain foul language, or glorify drugs or alcohol.
6. Shiloh Youth Ranch is committed to a policy of providing and maintaining a positive work environment free of sexual and general Harassment and Abuse.

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2017  
Staff/Volunteer  
Application Form

**All information collected is considered confidential and will be handled accordingly. PLEASE PRINT CLEARLY. A photo is needed to complete this application. Please circle correct answer where applicable. (Last 4 pages of this application are reference forms.)**

**Application Process:**

**Step 1: Fill out application and send to Shiloh Youth Ranch (SYR).**

**Step 2: Obtain a police check and mail in.**

**Step 3: Interview with Shiloh Youth Ranch staff member.**

**Step 4: Once you are accepted, you will receive a letter of confirmation.**

**Section 1: PERSONAL INFO.**

First and Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth (Month/Day/Year): \_\_\_\_\_ Age (as of July 1, 2017): \_\_\_\_\_

Sex: MALE FEMALE Marital Status: \_\_\_\_\_

Facebook Name: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

**Ignore the following if you have a fixed permanent address or are over 18 years old:**

**Mother/Guardian's #1 First and Last Name:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Father/Guardian's #2 First and Last Name:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**WEEKS AVAILABLE: ALL VOLUNTEERS/STAFF ARE REQUIRED TO ATTEND STAFF TRAINING.** Please check the weeks that you are available to work.

2017 Summer Schedule

Staff Training—Friday, June 23<sup>th</sup> (Staff Registration 6pm-7pm-Sunday, June 25<sup>th</sup> @ 6pm

Summer Camp

- |                  |            |       |
|------------------|------------|-------|
| #1 July 2-6      | Ages 9-11  | _____ |
| #2 July 9-13     | Ages 9-11  | _____ |
| #3 July 16-20    | Ages 10-12 | _____ |
| #4 July 23-26    | Ages 7-8   | _____ |
| #5 July 30-Aug 4 | Ages 12-14 | _____ |
| #6 Aug 6-11      | Ages 13-15 | _____ |
| #7 Aug 13-18     | Ages 15-18 | _____ |

SHILOH YOUTH RANCH  
DRESS CODE

1. Clothes with symbols, words, or pictures that are gruesome or dishonorable may not be worn.
2. Pants and shorts must have a decent fit and be appropriate leg length. When you bend over, your pants should cover your underwear (say no to crack)
3. Tops shall be waist length or longer. No spaghetti strap shirts or low cut shirts. For ladies, your shirt should be high enough so that no cleavage can be seen when you bend over.
4. Men shall wear shirts while on the SYR grounds. The swimming pool is the exception.
5. Bikinis or otherwise skimpy swimwear may not be worn. (Runner's tank tops are a great option for ladies.)
6. Footwear must be worn on the grounds except at the pool.

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**Section 2: VOLUNTEER RELATED INFO.**

- 1. How many weeks would you like to volunteer at Shiloh for?** \_\_\_\_\_
- 2. Is there a specific position that you would like to help contribute to?** 1. Wrangler (horse staff) 2. Counselor/Activity leader 3. Kitchen Staff 4. Junior Staff 5. Nurse/First Aid 6. Lifeguard 7. Archery 8. Recreation 9. Arts and Crafts  
Other? \_\_\_\_\_
- 3. Do you hold a valid driver's license? YES NO Class:** \_\_\_\_\_
- 4. If you are a student currently, please circle appropriate category:** JR/SR HIGH BIBLE SCHOOL TECHNICAL SCHOOL  
COLLEGE/UNIVERSITY APPRENTICESHIP PROGRAM OTHER
- 5. Have you ever been convicted of a criminal offense? YES NO** If yes, please explain:  
\_\_\_\_\_
- 6. Have you completed other volunteer experiences (aside from Shiloh)? YES NO**
- 7. Have you completed a mission trip before (aside from Shiloh)? YES NO**
- 8. Do you have training in the following?:** FIRST AID CPR LIFEGUARD
- 9. Please include a copy of your certificates where applicable.**

**MEDICAL INFORMATION:**

1. Any allergies to food or drugs? YES NO If yes, please describe below or attach a list.
2. Allergy to bee stings? YES NO If YES do you have an Epi Pen? YES NO
3. Medication required at ranch? YES NO If yes, please describe below or attach a list.
4. Can Tylenol be administered? Yes No
5. Are all vaccinations up to date? Yes No Not Sure
6. Have you received a Tetanus shot? Yes No Not Sure
7. If yes, when? \_\_\_\_\_
8. Do you have any physical, mental, emotional, or behavioral problems, conditions, and/or disabilities? (eg. Asthma, seizures, battle depression, Bipolar, ADHD etc.)? Yes No
9. If yes, please explain below or attach sheet:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Health Card Number: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

**CONSENT FORM:**

- I, \_\_\_\_\_ (Print first and last name), the applicant, agree to the following:
1. There is no charge for minor medical attention performed by SYR staff. In the event a staff/volunteer requires special medical attention, x-ray, or treatment that is beyond the basic medical treatment given at SYR, the applicant (or applicant's guardians) will be responsible for any additional expense for additional care or transportation. If the applicant is a minor, the parents/guardian will be notified immediately.
  2. **In case of emergency, I hereby give my permission to the physician selected by the Executive Director to hospitalize and secure proper treatment for the applicant named.**
  3. While precautions are taken to ensure the safety and well-being of the applicant, in the event that an accident or misfortune occurs to the applicant, Shiloh Youth Ranch, its board members, staff/volunteer members, and facilities on or offsite the ranch grounds, are hereby released from any and all liability.
  4. **I give permission for Shiloh Youth Ranch to use any photograph or video of the applicant for promotional material.**
  5. **I will work in harmony with the team and leadership of SYR. I will avoid gossip and slander, I understand that if I choose to disrespect anyone and be unwilling to accept correction, it can be grounds for dismissal.**
  6. Staff/volunteers are free to leave at the end of each week of camp, once ALL clean-up has been completed as a team (approx 3:30pm on the last day of camp. As a parent/guardian of a minor, I give permission for my son/daughter to leave the ranch property when authorized by the Executive Director or Management Staff of Shiloh Youth Ranch.
  7. **I have read all pages of this application and agree to the Terms of Employment/Volunteering, Fine Print, and Oath of Involvement.**

**Please Print Clearly:**

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Checklist**

1. A recent photograph or clear photocopy
2. Completed all pages as required—including terms of employment/volunteering complete with your signature or parental signatures (where needed)
3. Submit **2 Reference forms** given to a mentor type person (teacher, pastor, family friend, etc)
4. Copies of any first-aid, CPR, lifeguarding certificates, etc.
5. Please include a copy of your completed police check or mail it in at a separate occasion.

Note: Reference forms are to be sent by the individual filling them out, not the applicant.

Note 2: Minimum age requirement is 16

**Mail application to: Shiloh Youth Ranch, ATTN: Keith Johnston, #10, 9625-60 Ave, Edmonton, AB, T6E 5N1.**



Staff/Volunteer 2017—Reference Form

\*To be filled out by a non-relative

Applicant's Name: \_\_\_\_\_

Shiloh Youth Ranch offers programs specifically for youth "at-risk" ages 7-18. We realize that to operate an exciting and safe camping experience, qualified staff is essential. We require staff that are emotionally and spiritually mature, responsible, caring, creative, teachable, hard working, and in good physical condition.

We appreciate your help in determining whether or not this applicant is suitable for our program.

Please respond only to those questions that you feel you can answer truthfully and completely.

Please return the form directly to Shiloh Youth Ranch as soon as possible.

1. How long and in what context have you known the applicant?  
\_\_\_\_\_
2. How well do you know the applicant? \_\_\_\_\_
3. Does the applicant appear to be making positive life choices? \_\_\_\_\_  
\_\_\_\_\_
4. Do you feel she/he is able to connect well to others? \_\_\_\_\_  
\_\_\_\_\_
5. How would you describe his/her reaction to constructive criticism or correction? \_\_\_\_\_  
\_\_\_\_\_
6. Are there any positive or negative tendencies that we should be aware of? \_\_\_\_\_  
\_\_\_\_\_
7. To your knowledge, is the applicant appropriate in all his/her relationships with the opposite sex?  
\_\_\_\_\_
8. Would you want your child placed under the care and influence of this individual?  
\_\_\_\_\_
9. Do you recommend this person as a positive and productive candidate to work at SYR? Yes No
10. Summarize the applicant's character and/or make any other comments that you feel would be beneficial.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reference Form Continued on backside...**

Please **HIGHLIGHT** all statements which you know to be true about the applicant. Feel free to add statements if the ones listed do not adequately describe the applicant's characteristics. Feel free to insert a "NA" beside a category that you are uninformed about.

**Character:** the following characteristics is evident in applicant's relationships with people: love; joy; peace; patience; kindness; goodness; faithfulness; gentleness; self-control

**Church Life (if applicable):** attend regularly; attend sometimes, attend once in a "blue moon"; not sure

**Family Life:** loves family; contribute to family's well being; foster family, group home, has no family; wishes they were in a different family; candidate is in right relationship with parents and/or siblings, family relations need work

**Social Life:** friendly; loner; enjoys considerable privacy; outgoing; shy; lean on others; has many friends; has a few friends, has very meaningful/deep friendships, gets along well with others, has difficulty making friends, enjoys a large group setting, enjoy a small group setting, prefer one on one interactions

**Emotional Tendencies:** level; irritable, irritable when tired, anxious, peaceful, easily discouraged, difficult to control temper, in control of emotions; on medication to control emotions; moody, happy.

**Personality:** introvert; extrovert; optimist, pessimist, creative, feels recharged when spending time with lots of people, feels recharged when spending time alone, initiator, aggressive, easygoing, critical, encourager, good sense of humor, disciplined, poor personal discipline, submissive to authority, cooperative, manipulative, easily intimidated, initiates conflict, peacemaker, opinionated

**Work Habits:** enjoys work; procrastinates, completes assignments; lazy; follows instructions; sloppy; perfectionist; detail orientated; does just enough to get by; takes pride in work; on time; often late; a quitter, rarely gives up; dependable; responsible; prefers to work alone; cooperates with others

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**Leadership Ability: With Peer Group:** a follower; a pace setter; accept responsibility when asked; takes charge; is a leader; is a follower

**Leadership Ability: With Children:** exceptional; comes naturally; enjoys leading children, has never tried but would like the opportunity; afraid of children

**Physical Condition: Health:** rugged; average; tires quickly; frequent colds; on medication; health problems; allergies; disabilities; athletic, physically fit, trouble walking long distances

**Physical Condition: Appearance:** meticulous; pleasant; average; sloppy; neat

**Your Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

**Position or Relationship to applicant:** \_\_\_\_\_

**If applicable-Where do you work:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**DO NOT RETURN TO APPLICANT. MAIL/fax DIRECTLY TO: Shiloh Youth Ranch**

Attn: Keith Johnston, #10, 9625-60 Ave, Edmonton, AB, T6E 5N1, Phone: 780-485-0005 Fax 780-485-0014 Email:

[keith@shilohyouthranch.com](mailto:keith@shilohyouthranch.com) Thank you