

# **Adventurers Day Camp Hiring Policy**

Last Update: May 11, 2021

- 1.** Hiring decisions will be made on equal opportunity, merit basis, and without prejudice, within the following parameters:
  - a) Preference will be given to applicants who have been attending WEFC.
  - b) All candidates must be in full agreement with the WEFC Statement of Faith and Code of Conduct.
  - c) No more than 20% of ADC employees will be selected from applications outside of WEFC.
  - d) A balance of male and female staff is strongly desired. A minimum of 30% of one gender is required.
  - e) All applicants for Leader positions must turn 17 on or prior to December 31 of the camp year.
  - f) All applicants for Director/Coordinator positions must turn 18 on or prior to Dec. 31 of the camp year.
  - g) A minimum of 80% of the staff must be over the age of 18.
- 2.** All persons applying for employment with ADC will submit an application in writing.
- 3.** All interviews will be conducted by no less than two ADC committee members, and the ADC Directors when possible.
- 4.** It is the responsibility of the ADC Committee members to make recommendations to the WEFC Board of Elders. The Board of Elders make all final staffing decisions.
- 5.** A member of the ADC Committee will notify all successful candidates.
- 6.** All interview candidates that are not selected will receive feedback from a member of the ADC Committee who was in attendance for their interview.
- 7.** Everyone with the necessary qualifications will be given equal opportunity for employment at ADC. However, all things being equal a returning staff and former LITs will be given priority.
- 8.** No Staff will be in an ADC Group Leader position for more than 3 years. You can still be considered for positions on the ADC Leadership Team.
- 9.** The Board of Elders may approve variations to this policy in special circumstances, on request from the ADC Committee.