NEW DAY VOLUNTEER APPLICATION

SUMMER STAFF

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| *The following application is only for volunteers who wish to be considered for the New Day Summer Staff Program. Please read the details of the Summer Staff program on page 4 of this document prior to submitting an application.*  *Summer Staff must apply and be accepted for a specific position and are expected to fulfill the responsibilities of that position for the duration of the program. Please note that this is not an internship program. New Day cannot modify the program to meet individual college or university requirements. However, your New Day supervisor can sign a statement verifying the work completed during your time at New Day.*  *All applicants are given very thoughtful and prayerful consideration by the New Day Volunteer Services leadership.* | | | | |
| Please type responses into cells highlighted in yellow and save your document frequently.  File name should be **Summer2015**.**lastname.firstname**. | | | | |
| **Date:** |  |  | | |
| **Application Type:** | One month program: JUNE  (May 28 – June 27) | One month program: JULY  (July 2 – August 1) | One month program: AUGUST  (July 30 – August 29) | Ten week program:  (May 21 – August 1) |
| Check all that apply: | ☐ | ☐ | ☐ | ☐ |
| **July, August and 10 week program only. Would you like to stay at New Day after the program ends? If yes, for how long?** |  | | | |

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| **PERSONAL INFORMATION** | | | | | | | | | |
| **Full Name:** | |  | | |  | | | | |
| **Personal Details:** | | **Date of Birth (mm/dd/yy):** | **Age:** | | **Gender:** | **Nationality:** | |  | |
|  |  | |  |  | |
| **Address:** | | Street Address | City | | State/Province | Zip/Postal Code | | Country | |
|  |  | |  |  | |  | |
| **Telephone Numbers:** | | Cell/Mobile | Home | | Work |  | |  | |
|  |  | |  |  | |  | |
| **Email Address:** | |  |  | |  |  | |  | |
| **Marital Status:** | | Single | ☐ | | Married | ☐ | | | |
|  | | | | | Spouse's Name: |  | | | |
| Is your spouse planning to volunteer at New Day also? | | |  | |
|  | | | | | | | | |
| **EDUCATION** | School Name | | Dates | | Major | | Degree | |
| High School |  | |  | | -- | | -- | |
| Vocational School |  | |  | |  | |  | |
| University |  | |  | |  | |  | |
| University |  | |  | |  | |  | |
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| **EMPLOYMENT HISTORY** | Company Name | | Dates of employment | Title/Position | | Job description | | | | |
| Employer (Current or most recent) |  | |  |  | |  | | | | |
| Previous Employer |  | |  |  | |  | | | | |
| Previous Employer |  | |  |  | |  | | | | |

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| **VOLUNTEER EXPERIENCE** | Organization | Dates | Title/Position/Role | | Job description/ activities performed |
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| **PERSONAL STATEMENT**  Please tell us a little about your background, your personal goals and any experiences which have influenced your personal growth. |  | | | | |
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| **ADDITIONAL QUESTIONS** | | | | | |
| 1. How did you hear of New Day? |  | | | | |
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| 2. Please describe why you are interested in coming to serve with New Day. |  | | | | |
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| 3. What do you believe are your strengths in interpersonal relationships? Weaknesses? |  | | | | |
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| 4. Would you say you are more comfortable as a leader or a team member? Explain. |  | | | | |
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| 5. Have you discussed your interest in New Day with your mentors? If so, please describe their response. |  | | | | |
| 5. If you come to work at New Day, are you willing to serve wherever you are most needed? | | | | |  |  | | --- | --- | | YES | NO | | |
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| 6. Are you willing to submit to the authority of the New Day Creations Board and those in leadership positions? | | | | |  |  | | --- | --- | | YES | NO | | |
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| 7. Are you willing to work with people who belong to other denominations and to love them in line with I Corinthians 13 and I John 4? | | | | |  |  | | --- | --- | | YES | NO | | |

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| 8. Have you ever been to China before? | | |  |  | | --- | --- | | YES | NO | | | | | | | | 9. If so, how long was your visit and what was the purpose? | | | | |  | | | | |
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| Additional information that you feel would be helpful as we consider your application: | | | |  | | | | | | | | | | | | | | |
| **POSITIONS: Please indicate which positions you would like to be considered for by filling in the title of your 2st, 2nd, 35d choice, etc. Position descriptions and titles are on page 5 and 6 of this document.** | | | | | | | | | | | | | | | | | | |
| 1st choice |  | | | | | | | | | | | | | | | | | |
| 2nd choice |  | | | | | | | | | | | | | | | | | |
| 3rd choice |  | | | | | | | | | | | | | | | | | |
| 4th choice |  | | | | | | | | | | | | | | | | | |
| 5th choice |  | | | | | | | | | | | | | | | | | |
| **Do you speak Mandarin?** | | | | | ☐ | Beginner | | ☐ | | Intermediate | | | ☐ | | Advanced | | ☐ | Fluent/  Native Speaker |
| **OTHER SKILLS AND ABILITIES** (Ex: play guitar, lead worship, sports, math tutor, etc.) | | | | |  | | | | | | | | | | | | | |
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| **MEDICAL INFORMATION** | | | | | | | | | | | | | | | | | | |
| Are you allergic to any medications? If so, please specify: | | |  | | | | | | | | | | | | | | | |
| Do you have any food allergies or special dietary needs? If so, please specify: | | |  | | | | | | | | | | | | | | | |
| Do you have any pre-existing medical conditions or physical limitations? If so, please specify: | | |  | | | | | | | | | | | | | | | |
| New Day requires all volunteers to have health insurance that covers international travel. Is this something you have currently or are willing to obtain? | | |  | | | | | | | | | | | | | | | |
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| **Emergency Contact:** | | | Name | | | | Relationship | | | | Phone number | | | | | Email address | | |
| Primary: | | |  | | | |  | | | |  | | | | |  | | |
| Secondary: | | |  | | | |  | | | |  | | | | |  | | |
| **New Day requires all volunteers to have a living will (or advance directives) prior to coming to serve in China. Is this something you have currently or are willing to obtain?** | | | | | | | | | | | |  | | | | | | |
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| **STATEMENT OF AUTHENTICATION** | | | | | | | | | | | | | | | | | | |
| **I certify that to the best of my knowledge, all the information I have given is both truthful and accurate. I permit verification of all given information. (Type name below)** | | | | | | | | | | | | | | | | | | |
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After completing this application and saving it, please email it as an attachment to [donna@newdaycreations.com](mailto:donna@newdaycreations.com). At least one completed reference is required to process your application. Download the Reference form from the website and send to two or three people who know you well, other than family members. References from a pastor or youth leader, teacher or professor, employer or volunteer supervisor are preferred. Applications will be reviewed by our team, and you will be contacted about next steps as soon as possible. Please keep in mind that submitting an application does not guarantee acceptance as a volunteer and no flight reservations should be made prior to receiving confirmation from New Day. Please see the Volunteer Services website for more information on the application process.

**NEW DAY SUMMER STAFF PROGRAM 2015**

***Program Details – Please read carefully***

1. APPLICANT REQUIREMENTS
   1. All applicants must be 18 to 29 years of age as of May 1, 2015.
   2. All applicants must be high school graduates. Preference is given to applicants with college and/or work experience.
   3. Married couples will be considered; families with children cannot participate in the Summer Staff program.
   4. Some positions may require specific education and/or experience. See position descriptions (below) for details.
2. PARTICIPATION REQUIREMENTS
   1. Applicants must agree to arrive no later than the first day of the program and depart no earlier than the last day of the program. (Participants may arrive one to two days early to get settled and adjust to the time difference and depart up to two days after the close of program based on flight availability. Participants in the July, August and Extended programs may have the option to extend their time at New Day if space allows.)
   2. Accepted applicants will be offered a specific position for their time at New Day and will be expected to perform that role. Do not accept a position that you do not want to perform.
   3. All participants must be prepared to be flexible and perform whatever tasks are required for the good of New Day as a whole. Participants will function as members of the New Day staff, take direction from a supervisor and work as part of a team. Summer Staff will be responsible for serving the New Day community through one special project/program per month.
   4. Participants are expected to work Monday through Friday and alternate Saturdays. Sundays are generally off days but special (and rare) circumstances may require participants to work on Sunday. All Summer Staff are expected to participate fully in New Day’s program, including but not limited to morning prayer meetings and Wednesday night Fellowship.
   5. Please note that the New Day Summer Staff program is not an internship. New Day cannot adapt the program to fit criteria for an internship program at your university. Your New Day supervisor can sign a statement verifying the work completed while at New Day.
3. PROGRAM
   1. The purpose of the New Day Summer Staff Program is twofold:
      1. To provide high quality volunteer support to all departments of New Day throughout the summer months in order to enhance and expand New Day’s program activities.
      2. To provide a unique volunteer experience focused on developing leadership, teamwork and cross-cultural skills, providing education and experience in orphan care, and the opportunity to explore personal goals related to future service .
   2. Dates: The Program will consist of three one month sessions (June, July, August) and one ten-week extended session.
      1. June: May 28 – June 27
      2. July: July 2 – August 1
      3. August: July 30 - August 29
      4. Extended: May 21 – August 1
      5. Participants may apply for two consecutive sessions.
      6. Participants in the July, August and Extended program may request to stay beyond the end of the program based on space availability. Participants may not come before their program begins except as noted in IIa above or if accepted for the Hospitality Assistant position in Volunteer Services or the Summer Program Manager position in the Community Center.
   3. Costs:
      1. Participants are responsible for all costs associated with the New Day Summer Staff Program including program costs, airfare, passport and visa fees and travel insurance.
      2. One month program fee is $525. Program fee includes airport pick up and drop off, accommodations in a shared dorm, 100RMB meal card (for meals in the cafeteria and snacks and sundries in the gift shop), a one-day Beijing orientation experience and a one-day sightseeing tour. (The sightseeing tour is optional, but there is no fee reduction if the participant chooses to not do the tour.)
      3. Extended (ten week) program fee is $1250. Program fee includes airport pick up and drop off, accommodations in a shared dorm, 200RMB meal card (for meals in the cafeteria and snacks and sundries in the gift shop), a one-day Beijing orientation experience and a one-day sightseeing tour. (The sightseeing tour is optional, but there is no fee reduction if the participant chooses to not do the tour.)
      4. Additional costs in China: Participants are responsible for all their meals (cooking facilities are provided), laundry (5RMB per wash), personal items, souvenirs, day off activities, and transportation to church on Sunday (50RMB).

The following are the positions available to participants in the New Day Summer Staff program. Please read the descriptions and qualifications carefully. In the application above, indicate all positions that you are interested in being considered for. The number of applicants accepted for each position will vary. Also note the sessions that each position is available for: some positions are only available to applicants for the Extended program.

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| **Position** | **Department** | **Description** | **Session(s)** |
| Hospitality Assistant | Volunteer Services | Work alongside the volunteer services staff in ensuring a positive experience for short-term volunteers. Help with volunteer scheduling, orientation, village tours, sightseeing tours, accommodations, transportation and meals.  Extended program volunteers will also have time in the Foster Home for one hour each morning. *This is a busy, active role for someone who enjoys people, is service oriented and is flexible and great with details.* | June, July, August or Extended |
| Photography and Website | Foster Home/ Media | Interacting with the children and taking pictures. Sorting, labeling and editing photos.  Editing webpage; uploading and downloading web pages.  Graphic design projects  Photography experience is required. Experience with Lightroom, Photoshop and Dreamweaver is preferred. | June, July, August or Extended |
| CCU Assistant | Foster Home/ Critical Care Unit | Support the children in the CCU by holding, feeding and singing to them. Support the nannies with their duties as directed. Report any changes in health or activity to the Medical Director. Accompany children to the hospital for treatments and surgeries. *This role requires a minimum of one year education in a medical field or experience with critically ill infants.* | June, July, August or Extended |
| Medical Assistant | Foster Home/ Medical | Work alongside our medical personnel, assisting with medical procedures and helping nannies with medical care. May have the opportunity to provide lessons in hygiene, basic first aid, CPR and wound care to orphanage staff. *Minimum requirement is senior nursing or therapy program student; preference given to those with work experience in nursing, therapy or EMT.* | June, July, August or Extended |
| General Volunteer | Foster Home | General volunteers will assist in the Foster Home in a variety of ways.   1. Provide one to one time with up to three toddlers in the mornings, where developmental needs are addressed in a playful and personal educational setting. Each session is approximately 30 minutes daily This is a wonderful opportunity to build relationships with individual children. 2. Provide a short (20-30 minute) PE class for some of the children delayed in their gross motor skill development. 3. Assist the nannies who care for the children living in the downstairs portion of the foster home. Help in the playroom or outside by holding, playing with, talking and singing to the children. Also help with cleaning and tidying up the room 4. Assist the nannies who care for the younger children living upstairs in the foster home. Support by holding, playing, snuggling, feeding, talking to and singing to the babies. Help them meet developmental goals listed on their goal charts. Also help with cleaning and tidying up the room. 5. Work on special projects in the Foster Home office, go on field trips with the preschool, help with Formula project trips to other orphanages, and any other areas where extra help is needed.   *This role includes a lot of variety which requires a flexible, servant attitude and willingness to help wherever most needed.* | June, July, August or Extended |
| Preschool Teacher | Foster Home/ Preschool | You will prepare and teach lessons to our preschool classes. On alternating days you will assist and observe in the class while the Chinese preschool teacher conducts lessons. You will also prepare English language lessons for the Chinese staff, which will be taught by other volunteers under your direction. Occasionally you will also teach. *This role requires a strong education background and preschool classroom experience, preferably with special education classroom experience. Familiarity with ELL techniques and curriculum is a plus.* | Extended only |
| Preschool Assistant | Foster Home/ Preschool | You will assist in the Foster Home preschool, assisting individual children who need extra help or performing general classroom tasks. Provide one-on-one or small group English lessons to the Chinese staff, including nannies, medical, therapy staff and teachers. *Experience or training in preschool education is helpful but not required. Patience in working with children with learning and/or behavior challenges is essential.* | June, July, August or Extended |
| Preschool Assistant | Community Center/Little Learners | You will assist in the Little Learners Community preschool, helping the teachers and students as needed. *Experience or training in preschool education is helpful but not required.* | June, July, August or Extended |

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| **Position** | **Department** | **Description** | **Session(s)** |
| ASL/Language Focus | Foster Home/ General | Many of our children have language delays due to their special needs. Our ASL instructor will work with all departments to help the staff expand their knowledge of sign language and with the children to improve their communication abilities. You may also work with specific children on communication boards and other communication techniques. *Proficiency and confidence in using and teach ASL is required. Training or experience in speech/language therapy is a plus.* | June, July, August or Extended |
| Backyard School Teacher | Foster Home/ Backyard School | The Backyard School is the classroom for students who have completed the preschool curriculum. There is a strong emphasis on communication and specifically English as these children are typically being adopted relatively soon. The Backyard School teacher will work alongside the Chinese teacher to create and teach lessons appropriate to the developmental and educational level of the students. *This role requires a strong education background and classroom experience, preferably with special education experience. Familiarity with ELL techniques and curriculum is a plus.* | June, July, August or Extended |
| Facilities Assistant | All Areas | Provide assistance with a wide range of maintenance tasks, repairs and facilities improvements. Lead and direct short-term volunteers in facilities and landscape projects. Help organize and maintain storage rooms. Responsible for upkeep of sports equipment and preschool playground. *Must have experience with and enjoy a wide range of home maintenance-type projects, work well with minimal direction and able to motivate and lead small groups. Painting experience is required; plumbing and electrical experience is a plus.* | June, July, August or Extended |
| Summer Program Manager | Community Center/ Homeschool | Responsible for creating and implementing a program of summer activities for New Day’s homeschool students (approximately 10-20 children). Activities may include tutoring, sports, field trips, arts & crafts and music lessons. Short term volunteers will assist in the execution of the program. *Organizational and leadership skills are required along with creativity and ability to work well with a range of age groups. High energy and self-motivation is required as is the ability to deliver a high quality program with minimal direction. Previous camp experience is preferred. Musical ability is helpful.* | Extended only |
| Kitchen Crew | Volunteer Services | Chinese food is great, but our volunteers love the option of a western meal also. The Kitchen Crew will plan, shop and prepare 15-20 meals per week for visitors and staff. The Kitchen Crew will also assist the Community Center with monthly special events (4th of July, etc.)and some aspects of the summer homeschool program. There may also be an opportunity to teach cooking to interested Chinese staff. *Great planning and organizing skills are required. A love for cooking is essential. Cooking experience for large groups is preferred but if you love cooking and are willing to work hard this may be the role for you.* | June, July, August or Extended |