

Staff Qualifications

Adventure Learning Centre

In considering serving at the ALC, we want you to realize that you are not just accepting a staff position at another job, but rather, taking a step of faith and entering the field as a short-term missionary. There is a financial consideration because we are not in a position to offer financial reimbursement. It is essential for you to experience "the call of God" in making this decision.

General Staff Qualifications

- 1) Has a sincere love for the Lord and has a desire to teach and disciple students that are primary or high school age.
- 2) Agrees with the Adventure Learning Centre's statement of faith and policies.
- 3) Is eager to learn and shows a consistent walk with God.
- 4) Willing to serve on a team to achieve the goals of the ministry.
- 5) Is flexible and able to work with people in a cross-cultural environment.
- 6) Is 19 years or older.

Staffing Needs (check with Managing Director for current staff needs)

Facilitator

Conduct the daily educational sessions with the students in the various components of the outdoor education program. Assist in the follow-up program which includes after school clubs at various schools. Assist with duties pertaining to special events on site. Minimum time commitment: September to December, January to June or June to August (summer term).

Astronomy/Science Instructor

Present instructional and educational programs for students and special groups in the ALC Planetarium and multimedia classroom. Provide direction with production of new or special planetarium shows, contributing to the spiritual and scientific content of the presentations. Minimum time commitment of one year.

Planetarium Technical Assistant

Operate computer system and technical equipment that controls planetarium presentations. Provide technical backup for Astronomy/Science Instructor in the presentation of our educational programs. Implement new planetarium presentations into SPICE planetarium software based on educational input from Curriculum Development Manager. Minimum time commitment of one year.

Camp Guest Services Assistant

Assist in the management of 64 bed camp facility that is used to house short-term mission teams and local rental groups. Serve as host and bus driver for all camp rental groups. Assist in cleaning and maintenance of facilities. Minimum time commitment of one year.

Grounds Maintenance / Bus Driver

Drive the ALC school bus to pick up students and drop off students from their respective schools. Assist Maintenance Director with groundskeeping tasks when not driving bus. Minimum time commitment of one year.

Maintenance Director

Responsible for maintaining and developing landscaping on the ALC and Camp grounds. Manage groundskeeping team of workers. Conduct minor repairs and routine upkeep of facilities and equipment at the ALC and Camp properties. Minimum time commitment of two years.

Construction Director

Coordinates all construction projects and obtaining all construction material. Minimum time commitment of two years.

Adventure Learning Centre

Overview & History

Adventure Learning Centre (ALC) is exactly what the name says, an “adventure in learning”. The ALC is a non-profit educational facility endorsed by the Ministry of Education providing dynamic “hands-on” educational experiences designed to supplement as well as complement the national curriculum. It offers daily field trips exclusively for Bahamian students from every school, hosting approximately 9,000 students annually. Its motto is, “Bringing the wonders of God’s creation together with the curiosity of kids”. It was officially opened by the Cabinet Minister of Education, Mr. C.A. Smith, in September 1993.

Students arrive by our own bus transportation and spend the entire day exploring the wonders of the outdoors which in essence becomes a “living classroom”. They are welcomed by qualified and well-trained staff facilitators who provide leadership and instruction on a variety of topics stressing individual and collective responsibility. Our over-riding theme centers on “responsibility”. The main themes are: 1) Responsibility to government and being good citizens 2) Responsibility to animals 3) Responsibility to the natural environment 4) Responsibility toward one another and themselves 5) Moral and spiritual responsibility toward God. These themes allow us to fulfill our goals of environmental education while sharing our vision focused on the future of students and the natural resources of the Bahamas. Each program ends with a clear presentation of the gospel challenging students to receive the Lord Jesus Christ as their Lord and Saviour.

To accomplish these goals we offer various programs geared toward the different age groups and particular curriculum that the teachers are presently studying. A broad array of learning stations are used such as a Petting Farm housing nearly 120 animals and 20+ species. Students learn about endangered species as well as protecting and saving wildlife and their habitats through a series of activities. There are two long Nature Trails that wind through the forest full of flora and fauna indigenous to the Bahamas and our large Wetlands Sanctuary including a floating boardwalk and observation tower which give a comprehensive look at a seldom studied habitat. Connected to this station is an authentic Lucayan Village offering historical value to their “adventure”. In each area we seek to create an atmosphere of excitement and educational stimulation to impress upon them the importance of environmental issues in a meaningful and memorable fashion. We also offer a weekly after school program called “Adventure Club” that provides students with further comprehensive learning experiences on the various school campuses.

In October, 1998, an exciting and valuable educational component was added to include high school students. We opened a state-of-the-art Media Centre/Planetarium being the first of it’s kind in the Caribbean. The Planetarium is used to discover the wonders of the universe greatly advancing the value of this astronomy-based curriculum. Students are first challenged in our Media Room with various science experiments including study of the solar system, the planets and deep space. The Planetarium offers not only viewing of the 1200 visible stars and planets but laser technology and direct access to the internet allowing the viewers to see first-hand photo’s from the Hubble Space Telescope. Again, the gospel is presented in a way that challenges students to new life in Christ. This addition has especially been received well by the Ministry of Education as it greatly enhances their astronomy science curriculum.

ALC also owns (Adventure Learning Camp) a serenely wooded ten-acre, 64 bed, overnight Camp facility. This facility is used to house students from the Family of Islands, local schools groups, special interest groups as well as an array of Church youth and adult groups. It also hosts many overseas missions teams that come in to assist with ministry opportunities as well as projects. The Camp greatly enhances the over-all “package” of educational opportunities.

Among the many facets of the ALC educational and camping program, the ALC also reaches into the community assisting other non-profit organizations that are involved in the care and nurture of the underprivileged. Such groups are the schools for the blind, orphanages, the disabled, elderly homes, youth correctional institutes, etc.

The ALC has received the International Excellence in Children’s Ministry Award in Nashville, TN, has been nominated twice for the prestigious Smithsonian Environmental Award through the Ministry of Tourism as well as received the 99’ & 00’ Community Service Education Award from Atlantis Hotel.

Adventure Learning Centre

Mission Statement & Philosophy of Ministry

Mission Statement –

The primary goal of the Adventure Learning Centre & Camp is to responsibly present the gospel of Jesus Christ to the youth of the Bahamas. God's plan of redemption is further instilled in the lives of the students through follow-up activities offering hope with life changing consequences. Both the Centre & Camp create an arena for which this is to happen.

The secondary goal of the ALC is to expose students to unforgettable outdoor educational experiences in ways that will enable students to gain a better appreciation and awareness of their environment and the God that created it. Students are given hands-on opportunities and exercises that stress individual and collective responsibility in areas of nature, ecology, animal life, astronomy, family and moral values, relationships to one another and ultimately, their responsibility to God *"Bringing the wonders of God's creation together with the curiosity of kids"*.

Finally, the ALC offers opportunities for Christians desiring to serve the Lord to be involved in a short-term mission experience. This experience will result in building Christian character and challenge young adults to use their gifts to the glory of God and hopefully lead them into the path of service to which the Lord may choose to call them.

Founding Vision –

Adventure Learning Centre began as a vision in the hearts of its founders, Randy & Kimberly Grebe who are missionaries to the Bahamas. After having moved to Nassau (the capital) in 1986 and spending their first 5 years in evangelistic ministry primarily in the schools, they began to see the need and opportunity to use outdoor education as a tool to present the gospel of Jesus Christ. Thus came the vision of ALC. A board of directors was established, land was given by the Bahamas government and in September 1993, the ALC was officially opened by the Minister of Education.

Since the opening, a Camp just 500 feet down the road, situated on 10 wooded acres and encompassing 9 buildings was also donated to the ALC by a former missionary, who once conducted a work there. Furthermore a state-of-the-art Planetarium was implemented in 1998 to attract high school and adult education. Since it's opening, literally thousands of students across the entire island of New Providence as well as the family islands have visited the Centre and have been exposed to the gospel of Jesus Christ.

Philosophy of Ministry -

The philosophy of ministry by which the Adventure Learning Centre operates is based solely on the Word of God. Its mandate derives from one of Jesus Christ's final challenges to mankind. *"Go ye into the all the world and preach the gospel to every creature"*. Mark 16:15. An emphasis on children and youth is prominent but not exclusive. Jesus once made it clear to the disciples who tried to disperse the children near him as he said *"Suffer the little children to come unto me, and forbid them not: for of such is the kingdom of God."* Mark 10:14.

Studies done by large international evangelical ministries have all concluded that over 80% of all professions of faith take place before the age of 21 years old. This encourages our efforts under God's guidance with this age group, aware that "... the grace of God that brings salvation has appeared to all mankind." (Titus 2:11)

The program used to fulfill this challenge is somewhat different than conventional evangelism, which is precisely the vision of the ministry. The ALC has adopted a motto which somewhat clarifies it's program; *"Bringing the wonders of God's creation, together with the curiosity of kids"*. Using animals, reptiles, plants, wetlands, astronomy, group initiatives, etc. as a tool to reach the hearts of youth. The scripture states that *"God gave Solomon wisdom and very great insight, and a breath of understanding as measureless as the sand on the seashore. Solomon's wisdom was greater than the wisdom of all the men of the East, and greater than all the wisdom of Egypt. He described plant life from the cedar of Lebanon to the hyssop that grew out of the walls. He also taught about animals and birds, reptiles and fish. Men of all nations came to listen to Solomon's wisdom sent by all the kings of the world who had heard of his wisdom"* I Kings 4: 29-30 & 33-34

Furthermore, an astronomy based program is used to present the Creator as it states in Isaiah 40: 26 *"Lift your eyes and look to the heavens: who created all these? He who brings out starry host one by one, and calls them each by name. Because of His great power, might strength, not one of them is missing"*.

Several strategies are used to fulfill the philosophy and goals of the ministry. They are:

- 1) **Who comes to the ALC?** - Since our primary programs are designed for school-aged children and youth, ALC is not generally “open to the public”. Instead, through systematic invitation and collaboration with both government and private schools we desire to reach all Bahamian students. (Note: periodically specific events are hosted for the general public to attend with enthusiastic response!)
- 2) **How do we reach? - Uniqueness:** The program deliberately utilizes the unique outdoor environment of ALC as a hands-on classroom. Consequently, it creates interest for every school in the nation to participate in the program. For this reason, ALC seeks to maintain a high educational standard. The program is designed specifically for the Bahamians, addressing cultural, social and spiritual needs.
- 3) **Emphasis on Outdoor Education:** Generally, evangelistic ministries declare themselves either by name or by purpose. This is precisely how and why the Adventure Learning Centre got its name. It is a “centre” for “learning” by way of “adventure”. Activities such as nature walks, the floating wetland board walk, interacting with animals and a planetarium all relate to the feeling of “adventure”.

The goal is to attract every school, both government and private, to a one day (per year) field-trip “adventure”. For this reason, we do not promote ALC as a ministry primarily, although we are keen to maximize opportunities to share the gospel. In the Bahamas we seek to be known as an outdoor education facility with a Christian perspective. The Ministry of Education, principals and administrators are fully aware of our program content and there is no effort to “hide” religious content.

- 4) **Overriding theme “Responsibility”:** In a nation of ongoing difficult social issues and changes, ALC has concluded that in order to overcome some of the seemingly impossible issues, “responsibility” is the key. We believe there is a biblical basis for this. Areas of responsibility include: Responsibility to our government, to animals and agriculture, to our environment, to one another and ourselves and ultimately to God.
- 5) **Effectiveness:** ALC interfaces with the Ministry of Education by using its national curriculum as its guide. The ALC then becomes an extension of the classroom by integrating age appropriate activities and concepts in its presentation to the various grade levels of students. Further follow-up is instilled through weekly after school programs called “Adventure Clubs”.
- 6) **Non-denominational:** ALC is registered and recognized by the Bahamian government as a nondenominational, not-for-profit organization. We present Jesus Christ as He is, the only Savior for all mankind. This provides opportunity for ALC to challenge students from literally every denomination in the country.

Desired Outcomes -

That every student in the Bahamas would be exposed to the gospel of Jesus Christ.

That personal spiritual decisions would be made through the presentation of God’s saving grace, the forgiveness of sin experienced, with a resulting changed life through faith in Jesus Christ.

That relationships would begin to develop for future opportunities of contact merely by proclaiming and showing the love of God to everyone who visits ALC.

That the programs would provide a proper balance of educational merit along with spiritual challenge.

Core Values -

The following values have been adopted as the core purposes of Adventure Learning Centre based on the Mission Statement:

- To glorify God
- To win souls to Christ
- To encounter creation
- To exemplify Christ in our attitudes and actions to others
- To encourage spiritual growth and obedience
- To train in godly, servant leadership
- To create a short-term mission environment in which workers can learn and grow
- To cultivate souls in service to Christ

Staff Application

Adventure Learning Centre

This form can be faxed to (242) 341-6949 or emailed to markw@alcbahamas.org

or sent to: Mark Wallace
P.O. Box SP-50066
Nassau, N.P
Bahamas

General Information

Name: _____

Home Address: _____

City/State/Zip: _____

Home Phone: _____ Fax: _____

Work Phone: _____ Fax: _____

Email Address: _____ Date of Birth: _____

School Address: _____

City/State/Zip: _____

School Phone: _____

Sex: _____ Marital Status: Single___ Married___ Divorced___

Do you have children? Number___ Ages:_____

Have you lived away from home? Where? How long? _____

Do you have any physical or emotional limitations?

Education

Where did you receive further education? _____

What level of education did you complete? _____

What was/is your major? _____

Do you any other noteworthy education? _____

Have you had any experience or education in outdoor education?

Have you had experience working with animals? _____

Job Experience

What is your present occupation or part-time job?

Do you have any other job experience?

What are your hobbies or special interests?

Christian Experience

What is your church or denomination affiliation? _____

What is your participation in your local church?

List your Christian work experience: (Sunday school, camps, DVBS, youth work etc.)

What two people have the most influence on your life and why?

What has led you to this point to consider working at the Adventure Learning Centre?

On a separate paper please write out the following:

- a) Your personal testimony
- b) What do you feel you will gain by coming to the ALC
- c) In what direction do you believe God is taking your life?

References

Contact person in your local church (pastor/elder): _____

Phone: _____

Address: _____

City / State / Zip: _____

Please list four general references (not relatives please): Please have each of these individuals complete the Confidential Personal Reference Form and submit this form directly to the Adventure Learning Centre (address information can be found on the forms).

Name: _____ Your relationship : _____

Address : _____

Phone : _____

Email : _____

Name: _____ Your relationship : _____

Address : _____

Phone : _____

Email : _____

Name: _____ Your relationship : _____

Address : _____

Phone : _____

Email : _____

Name: _____ Your relationship : _____

Address : _____

Phone : _____

Email : _____

Give references of Christian service organizations: (camps, retreats, ministries, etc.)

Name of Organization: _____

Name of leader: _____ Phone: _____

Duration of time: _____ Activity: _____

Name of Organization: _____

Name of leader: _____ Phone: _____

Duration of time: _____ Activity: _____

Name of Organization: _____

Name of leader: _____ Phone: _____

Duration of time: _____ Activity: _____

Have you been involved in a missions trip of any kind? When? Where?

Please read the Adventure Learning Centre Statement of Faith.

Statement of Faith

We believe in one God, eternally existing as a trinity of persons, Father, Son and Holy Spirit, equal in personality, knowledge, power, authority, holiness and love.

We believe in Jesus Christ, the virgin born Son of Man, truly man, yet truly God. We believe in His sinless nature and life, His substitutionary sacrificial death on the cross, and His bodily resurrection and ascension.

We believe in the Deity and personhood of the Holy Spirit, equal with the Father and the Son. We believe His ministry to the world is to convict of sin, righteousness and of judgment. We believe His ministry to the believer is to regenerate, indwell, baptize into the Body of Christ, sanctify, engift, empower and direct.

We believe the Bible is the inerrant, infallible Word of God and is the sole source of authority for doctrine and conduct.

We believe man was created in the likeness and image of God, innocent in nature and having the facility of free will. Through disobedience man fell from his sinless state and became sinful in nature and practice, and in need of grace and salvation. In his lost and ruined state, man could not save himself.

We believe that God has provided the means for man's redemption through the voluntary, substitutionary, atoning death of Jesus Christ. We believe that through faith alone in the finished work of Christ, man can be forgiven, reconciled to God, justified and made righteous in God's sight.

We believe the church is the Body of Christ, made up of all who confess Him as Savior and Lord; who through repentance of their sins, and acceptance of His gift of eternal life, enter into the family of God through the regenerating work of the Holy Sprit.

We believe the head of the Church, the Lord Jesus Christ, gave the church two ordinances, water baptism and the Lord's Supper. Neither of these is a means of grace, but each is designed to be a public testimony to the believers identification with his Lord in the place of His subsequent return to establish His millennial reign on earth.

We believe in the pre-millennial return of our Lord Jesus Christ for His church. We believe in His subsequent return to establish His millennial reign on earth.

We believe in the resurrection of the just, to eternal glory and the resurrection of the unjust to eternal judgment.

Do you have any concerns with this statement and if so please state them?

I, _____, hereby subscribe to this statement of faith.

Date: _____



CONFIDENTIAL REFERENCE FOR: _____

Please be as objective as possible in your evaluation of the applicant. This reference will be most valuable to us when completed as honestly as possible by someone who knows the applicant well. The work here at the Adventure Learning Centre is challenging and fatiguing and staff are given a lot of responsibilities during their time with us.

To be completed by the person filling out this reference:

Your Name:

Your Address:

In what capacity have you known the applicant?

How long have you known the applicant?

How well would you say you know the applicant?

What level of communication have you had with the applicant in the past six months?

None **Surface Acquaintance** **Personal** **Very personal**

Please mark an X for each category that most accurately describes the applicant. Leave blank if you cannot answer.

<p>Social Acceptability</p> <ul style="list-style-type: none"> <input type="checkbox"/> Generally avoided <input type="checkbox"/> Liked by some/slow to make friends <input type="checkbox"/> Well liked by most/makes friends easily <input type="checkbox"/> Very popular 	<p>Family Relationships</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stable and supportive <input type="checkbox"/> Stable, but not supportive <input type="checkbox"/> Unstable, but supportive <input type="checkbox"/> Unstable and not supportive
<p>Social Manners</p> <ul style="list-style-type: none"> <input type="checkbox"/> Awkward in social situations <input type="checkbox"/> Average <input type="checkbox"/> Well mannered <input type="checkbox"/> Naturally comfortable in social situations 	<p>Relationship with Opposite Sex</p> <ul style="list-style-type: none"> <input type="checkbox"/> Insensitive/Inconsiderate <input type="checkbox"/> Sensitive and considerate but awkward <input type="checkbox"/> Feels at ease <input type="checkbox"/> Relates very well & appropriately
<p>Response to Pressure and/or Ambiguity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Withdraws socially and emotionally <input type="checkbox"/> Becomes overly critical of others <input type="checkbox"/> Dominates situations and/or people <input type="checkbox"/> Adapts after time <input type="checkbox"/> Copes Well 	<p>Self-Assurance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Insecure <input type="checkbox"/> Needs encouragement <input type="checkbox"/> Average <input type="checkbox"/> Confident <input type="checkbox"/> Very self-assured
<p>Biblical Knowledge</p> <ul style="list-style-type: none"> <input type="checkbox"/> Little <input type="checkbox"/> Average <input type="checkbox"/> Advanced 	<p>Application of Spiritual Knowledge</p> <ul style="list-style-type: none"> <input type="checkbox"/> Little <input type="checkbox"/> Average <input type="checkbox"/> Advanced

Ability to work under authority <ul style="list-style-type: none"> <input type="checkbox"/> Independent spirit <input type="checkbox"/> Average <input type="checkbox"/> Cooperative <input type="checkbox"/> Very cooperative 	Spiritual Maturity <ul style="list-style-type: none"> <input type="checkbox"/> Very young –demonstrates spiritual immaturity/hypocritical <input type="checkbox"/> Young-up and down/inconsistent spiritual experience <input type="checkbox"/> Young but showing sign of maturity <input type="checkbox"/> Maturing Christian, fairly consistent <input type="checkbox"/> Mature and consistent
People/Task Orientation <ul style="list-style-type: none"> <input type="checkbox"/> Task/Goal oriented <input type="checkbox"/> People/Relationship oriented <input type="checkbox"/> Balanced 	Working with peers <ul style="list-style-type: none"> <input type="checkbox"/> Usually have problems relating to peers <input type="checkbox"/> Sometimes has difficulty interacting with others <input type="checkbox"/> Average ability to work with others <input type="checkbox"/> Able to work well with others
Communication Skill <ul style="list-style-type: none"> <input type="checkbox"/> Unable to communicate clearly <input type="checkbox"/> Average ability to communicate <input type="checkbox"/> Excellent communication 	Work well <ul style="list-style-type: none"> <input type="checkbox"/> Alone <input type="checkbox"/> On a team <input type="checkbox"/> Equally well in either situation
In a group of 4-6, this person would most likely be: <ul style="list-style-type: none"> <input type="checkbox"/> A low imitative follower <input type="checkbox"/> An active team person <input type="checkbox"/> Assistant team leader <input type="checkbox"/> The leader 	Leadership ability <ul style="list-style-type: none"> <input type="checkbox"/> Follower / low initiative <input type="checkbox"/> Strong, supportive team person (has ability to lead, but generally won't volunteer) <input type="checkbox"/> Untapped leadership potential (probably has ability to lead) <input type="checkbox"/> Strong, quiet leader type <input type="checkbox"/> Strong, natural leader-bold/aggressive/influencer
When a conflict arises, how does the applicant generally respond? <ul style="list-style-type: none"> <input type="checkbox"/> Defensive/critical attitude <input type="checkbox"/> Withdrawal avoidance <input type="checkbox"/> Uncooperative <input type="checkbox"/> Confrontative <input type="checkbox"/> Open to resolving conflict <input type="checkbox"/> Peacemaker 	Need for close supervision <ul style="list-style-type: none"> <input type="checkbox"/> Needs excessive supervision <input type="checkbox"/> Needs accountability and encouragement on goals and application <input type="checkbox"/> Does well with average supervision <input type="checkbox"/> Needs very little supervision, only direction

Character Trait	Poor	Below Average	Average	Above Average	Out-standing	Don't Know
Able to maintain a clear perspective and calm attitude under pressure.						
Able to sense when there is tension in relationships.						
Willingness to do menial jobs						
Flexibility						
Follow-through						
Determination						
Mental alertness						
Common sense and judgment						
Conscientiousness						
Self-discipline						
Initiative/Drive						
Dependability/Responsibility						
Perseverance						
Schedules time with well-balanced priorities.						
Organizational skills						

STRENGTHS

The applicant's greatest assets are:

1. _____

Slightly evident

Very evident

2. _____

WEAKNESS

The applicant's greatest weaknesses are:

1. _____

Minor concern

Major concern

2. _____

Has this individual been involved in any activity that would prevent them from working with children?

Yes

No

If YES please explain: _____

Do you have any hesitations or reservations about the applicant's qualifications? Yes No

If YES, please explain: _____

If you have any negative information, which you prefer to share by the telephone, please give me a number where you can be reached during the day.

(_____) _____

Additional Comments:

OVERALL RECOMMENDATION

- Team leader with major responsibilities
- Good assistant team leader with some responsibilities
- Good team person; a good follower
- Marginal acceptance; have some reservations
- Not recommended

Thank you for taking the time to fill out this reference form. We desire to minister to the needs of our staff as well as give them opportunity to be used by God here in Nassau. Please pray for us as we select our staff.

Signature: _____

Date: _____

Please fax this form to (242) 341-6949 or send it to

Mark Wallace
Managing Director - Adventure Learning Centre
P.O. Box SB-50066
Nassau, NP
Bahamas

General Information for Incoming Staff

Adventure Learning Centre

Arrival Schedule

Our school program runs from early September to mid June. Facilitators, please plan to arrive by the first week-end of September to begin orientation and training. Summer Program runs from the beginning of July to mid-August. Generally from mid-August to early September is when most missionary staff visit home.

Passport Requirement

Bahamian law requires that you have a valid passport to acquire a Bahamian work permit. If you do not have a valid passport, please apply immediately.

Immigration Form Information

All staff members must apply for a non-gainful Bahamian work permit. Once you have been accepted as an ALC staff member we will send you a work application with detailed instructions. Please submit your application as soon as possible to avoid confusion upon your arrival. In addition to the completed application form, you will need to have:

- completed Work Permit Application, Notarized on last page
- a doctor's certificate of good health (must be current within 30 days when submitted to Immigrations)
- 2 passport photos, signed on reverse side
- 2 letters of character reference
- a copy of your valid passport
- a police certificate covering the last five years, obtained from your home town
- a \$100 Immigrations processing fee

Airline Information

To those traveling from the U.S. there are several airlines that fly directly into Nassau International Airport. American Airlines has a large hub in Miami. You may find that the cheaper flights stop over in Miami. Jetblue also has many direct flights.

Luggage

Obviously you will be limited to the amount of luggage that your airline allows which is generally one check-in bag weighing no more than 50 lbs. and one carry-on, additional bags may be charged (check with airline). Rarely has anyone shipped goods in other than what they bring with them. There really is no need for costly clothing or jewelry. Make sure that your baggage is properly identified. Pack your belongings in suitcases and dufflebags but not in boxes.

Uniforms

During the program hours we wear an ALC uniform which is T-shirt with the ALC logo, tan shorts and sneakers. Two ALC shirts will be provided. Additional shirts can be purchased for \$15. Bring several pairs of tan shorts as well as comfortable sneakers or hiking shoes. Shorts should be mid-length.

Items To Bring

Bring clothing suitable for work projects, church meetings, etc. You may want to bring a cassette player, toiletries, camera, film, insect spray, sunscreen, sunglasses, bath towels & wash cloths. One can buy almost anything here, however it is expensive. If you elect to stay in an ALC apartment, sheets, pillows (bring your own pillow if you prefer) and cooking utensils are included. One-piece swimwear for ladies please. If you elect to rent your own apartment, bedding, utensils and other items must be purchased at your own expense. A sweatshirt, jeans and wind-breaker would be useful for the cooler weather that we can experience during the winter months. A rainjacket is useful during the rainy months.

Medications

There are drug stores on the island which make acquiring medications fairly easy. However, if you are on a prescription medication, bring an extra amount to cover your time in Nassau. There is no need of any vaccinations for immigration purposes, although you may wish to be vaccinated for Hepatitis A before you come. Make sure that your tetanus vaccination is up-to-date.

Currency

You may use either U.S. or Bahamian currency in the Bahamas. The U.S. dollar is on par with the Bahamian dollar. You can access funds from your home bank account with an ATM card. This is the best and safest way to acquire cash. Bahamian banks will not cash a personal check unless you have a Bahamian bank account, so you should plan to have funds sent directly to your home account.

Ministry Materials

Materials for the ALC curriculum are provided. If you are interested in participating in additional ministries such as children's work, youth groups, government institutions, girls and boys groups, etc. please bring any materials you might want to use. If you have lesson materials or curriculums that you like, please bring them. It is also recommended to bring your own scissors, glue, tape, envelopes, etc.

Staff Manual

You will receive our staff manual, including the program curriculum, job description, and ALC policies once training begins.

Living Accommodations

For first time staff, we highly recommend that you live in the ALC accommodations. These accommodations are on site or at an apartment near the Centre. Rent is \$250 per month, which covers kitchen utensils, bedding, furniture and appliances. You will be responsible for your food, extracurricular activities, and personal phone bills. If you are budgeting we suggest that total expenses could be around \$750 per month. For married couples or families, please ask for itemized budget.

Bahamas Electricity

120 volts/60 cycle alternating current - the U.S. standard. You will need a transformer to use European appliances.

Transportation

Even though you will be on a small island, transportation can be a big problem. We do not suggest that you bring a bicycle. There is a low cost public bus transportation system during daylight hours. A vehicle is provided once a week for staff who need to purchase groceries or do laundry. If you are able to purchase a used car, it will give you more flexibility in your free time.

Keeping in Touch

We are set up with wireless internet access on-site which is available for personal use after work hours. Also we have a US Vonage telephone number (954.636.5187) which can also be used after work hours free of charge. Rates to countries other than the US are considerably more. You will be able to send and receive faxes at cost. You may wish to bring along American Stamps, as we often have opportunity to send mail with travelers to the US. Bahamian airmail postal stamps range from 65 - 70 cents.

Basic Daily Schedule

A typical day at the ALC begins at 8:30 a.m. and ends at 4:30 p.m. You will be assigned various duties to be completed before the school children arrive. The school children arrive each day at 9:30. The students are then divided into groups of 10-15 and move into the petting farm, challenge course, and nature trail areas. The last session of the day is the wrap-up/gospel which is done in a large group with all facilitators participating. Once the students depart back to school at about 2:30 p.m., you will again have several duties to complete.

Training Procedures

Upon your arrival, we will begin a training program by systematically walking you through the various areas. You will not be expected to facilitate your own group until you feel comfortable. Full-time staff will do the programs as you follow them around and listen in.

Bahamas Geography & Population

The Bahamas is made up of over 700 islands. Only 40 of these are inhabited. Nassau, the Capital, is located on the island of New Providence, and has a population of 200,000, which represents 65% of the total Bahamian population. The population is made up of 85 percent Blacks, 12 percent Whites, and 3 percent Asians and Hispanics.

The Bahamas, once a British-controlled nation, has been independent since 1973. The primary source of income is tourism. The islands begin 100 miles off the eastern coast of Florida and stretch southeast for 500 miles. More information about the Bahamas is available at <http://www.bahamas.net.bs>

Bahamas Climate

Bahamas weather is mild year round, with only a 12-degree average difference between the warmest and coolest months. Winter average temperatures of range 70-80 deg F (21-26 deg C) with sunshine nearly every day. Summer temperatures rise to about 80-90 deg F (26-32 deg C). The yearly humidity average is 75-80%.

Adventure Learning Centre Policies

1. **Equal Opportunities** - It is the policy of the ALC to recruit the best-qualified person available to fill any position. Due to the nature of the ministry conducted here, a paramount factor of consideration is the Christian testimony of the applicant whose personal life and conduct must be consistent with the Word of God.
2. **Uniforms** - All staff involved in school programs are required to wear the ALC uniform during educational programmes. The uniform should always be kept clean and presentable and the shirt should be tucked in. Sleeves must not be rolled up. Uniform requirements will be communicated to each volunteer appropriate to their responsibility.
3. **Health And Safety** - All staff are asked to follow the ALC's health and safety guidelines. Safety practices are a must in every area of the program and operation of ALC and it is imperative for the sake of the students entrusted to the ALC's care. All ALC guidelines are essential especially with animals and specifically horses. Your cheerful example in consistently observing them will go a long way to encourage the full cooperation of students.
4. **Insurance** - At present, the ALC does not carry a health insurance program for staff. It is necessary for staff members to secure their own health insurance.
5. **Staff Children** - Staff persons who are parents of young children are responsible for their children's conduct in and around the facilities being used by students or guests. Children must be supervised at all times.
6. **ALC Vehicles** - The ALC vehicles are to be used at the discretion of the Managing Director for various projects and staff/volunteer needs. During working hours vehicles may be used for ministry purposes only. After hours, a 10 pm curfew for week days and 12 midnight curfew for weekends is obligatory with ALC vehicles.
7. **Guests** - Staff members and volunteers may have visitors on the premises, however guests are not allowed to remain overnight in ALC dorms unless given prior permission by the Managing Director. If you share ALC rented housing with roommates, be sure to keep open communication on overnight guests. During programme hours, an ALC staff person must accompany all guests at the ALC.
8. **Alcohol and Tobacco** – The ALC respects Biblical principles with respect to alcohol and tobacco products. However, please consider that many families struggle with alcohol abuse in the Bahamas and that we do not want our conduct to cause children or adults to stumble by our actions. The ALC is primarily a ministry to the children of the Bahamas. It is therefore the policy of the ALC that the consumption of alcohol and use of tobacco products by all staff members and volunteers while in the Bahamas is forbidden.
9. **Gambling** - Bahamian law prohibits Gambling for all Bahamians or any foreigner that hold a Bahamian work permit. Since all our staff fall under these two categories, it is forbidden for any ALC staff member to gamble.
10. **Music** - This is another area today where there exists a wide range of convictions. What is tasteful and edifying to one may be distasteful to another. Not wanting to place itself in the role of screening music, ALC has chosen not to allow the use of personal music during program hours. This means the sound system under the Pavilion or on the loud speakers at Camp will not be used for personal music. Ipods and computers, etc. are permissible after hours for personal use—once no campers or clients remain on site. Discretion should be used in the type of music as well as the sound level.
11. **Telephone** –All long distance phone calls must be made on Vonage lines. Please show Christian consideration for fellow staff members by not spending excessive time on the line when others are waiting to use the telephone. Also, please do not make personal calls between the hours of 8:30 a.m. and 4:30 p.m. if at all possible. All outgoing calls and long distance calls should be made on line #2 if the Vonage phone is unavailable—due to emergencies only. If such phone call is necessary, please inform the ALC office manager so she can account for the use.

12. **Purchasing Privileges** - Staff members are not allowed to purchase personal items through the ALC purchasing and payment system.
13. **Equipment** - Any equipment or property of the ALC such as tools, DVD players, computers, sound equipment, furniture, puppets, etc. is not to be removed, borrowed or loaned at any time. The Ministry Director may grant permission for special cases.
14. **Accident Reports** - If an accident occurs while students or visitors are on the grounds, an accident report form must be filled out by the staff member nearest the accident. These forms can be found in the first aid cabinet over the microwave in the nurses' station. Completed forms should be brought to your ministry director.

Any ALC vehicle accident must be reported to the police. Do not move the vehicle from the location where the accident occurred and call the police to get a police accident report. Do not discuss guilt or innocence with the driver of the other vehicle, just relay the facts of the accident to the police and they will make a determination of fault. Contact the Managing Director with details.

15. **Snack Shop** - Staff are free to purchase food items from the Snack Shop during open times. All items must be paid for at the time of purchase and from another staff member for sake of accountability. Items may also be purchased from the Accountant at her discretion. Please... no IOUs.
16. **Equipment Used in Trailer** - Use discretion when using tools from the maintenance trailer. Please use appropriate tools for the task and return them to their proper place when completed. Tom Schafer must approve use of any tool or machine for other purpose than ALC use.
17. **Train** - The Train is to be used exclusively programmes and for tour rides only. Only trained approved staff members are allowed to drive.
18. **Social Activities** - Fellowship and group activities are encouraged for all staff. Remember, our conduct must be above reproach at all times. In order to avoid the appearance of suggestive activity, unmarried guys and gals should never be alone with each other in their quarters. Overnights where both guys and gals sleep in the same home/tent will not be permitted. There must be no less than two persons of the same sex at any one time in opposite sex living accommodations during visitation. By 10 pm all staff or visitors of the opposite sex must return to their quarters or leave the ALC in the case of visitors.

Most mission agencies discourage dating relationships within the first year commitment. A few reasons why are:

- Romance ruins team life. The relationship is exclusive, leaving you cut off from the normal rhythm of team dynamics. Everyone suffers.
- A romantic relationship diverts you from your work. The work you will be doing while at the ALC is difficult and will require all of your energy. You are the loser in terms of the spiritual growth you might have experienced during your short term.

For these reasons as well as others, it is the policy of the ALC that new dating relationships are not allowed during your first year of service.

19. **Media Centre Use** - The Media Centre is to be used only for official programming. The Media Centre facility will not be used during non-programme hours except for special events approved by Ministry Directors. No food is allowed to be eaten in any of the carpeted areas except for special planned or programmed occasions.
20. **Internet and email** - The ALC internet account must be used for ALC purposes only. No personal emails are to be sent or personal web 'surfing' conducted during business hours of operation, unless on your lunch break. The display or storage of any sexually explicit image or document is strictly forbidden. The ALC reserves the right to inspect any and all files stored in private areas of ALC computers at any time.
21. **Work Ethic** - As the ALC is a Christian ministry, we must follow biblical standards for service. Paul teaches to give of ourselves fully to the work of the Lord (1 Corinthians 15:58), and to "serve wholeheartedly, as if you were serving the Lord, not men" (Ephesians 6:7).

Although you may have a job description outlining specific duties and tasks, additional ministry needs often arise. We are to model a willing servant attitude after Jesus as found in Philippians 2.

22. **Dress and Appearance Standards** - In these days of fading standards, the testimony of the ALC includes modesty in dress as well as conduct both at ALC and away from the site. Because of the wide range of personal convictions and our desire to uphold Scriptural principles, the staff are asked to maintain a conservative standard in their personal dress code. You are an example to students and outsiders of the character of the ALC's ministry. It should not be necessary to give an apology for any staff member's appearance. T-shirts and other clothing with questionable messages are not to be worn.

All clothing is to be modest and non-revealing (please, no tight fitting clothes, low-cut necklines or backs). Shorts and cut-offs should be mid length for both guys and gals—reaching at least to your fingertips when your hands are down at your sides.

Hair should be kept neat and clean. Beards and mustaches are to be neatly trimmed.

Earrings are acceptable for women. No earrings for men. No body piercing of any kind is allowed unless permission is granted ahead of time---please ask! Appropriate footwear is to be worn at all times.

Closed-toed shoes **MUST** be worn when working with horses. Sandals must have secure straps to allow you to run if need be.

Flip flops or thong shoes are not acceptable for use in conducting educational programmes, but are fine for after-hours.

23. **General code of conduct for the ALC** - Adventure Learning Centre seeks to lead in the area of personal and moral distinctives. We implore staff members to be those not conformed but transformed believers pointing the way for others (Rom 12:2-3). Furthermore never allowing ***"even a hint of sexual immorality, or any kind of impurity, or greed, because these are improper for God's holy people."*** (Eph 5:3).

"I fully agree to abide by all of the above policies and codes while in the Bahamas volunteering or on staff at Adventure Learning Centre."

Signature: _____

Date: _____