

How to use Your Camp Hope Camp Staff Application:

Who? All students who have completed 9th grade through college who are members of the congregation should be invited to apply for camp staff positions. We recommend mailing the application and an invitation to serve to each person. Students in your community should also be welcome to apply. Solicit your youth members to reach out to their friends. It is great to include people from other Christian faith traditions on staff. The training event will offer theological discussion. We recommend staff members be baptized and confess Jesus Christ as Lord.

The General Information? Be sure the section (on page 4) is complete as it is your emergency information for summer staff.

How you see yourself? Use this portion of the staff application (on page 4) to help you decide who should serve in which role. This is also a good starting point for discussion at interview time. Ex. "Tell me about you as..."

The questions & answers? The answers to the questions will reveal the maturity level of each applicant as well as their ability to communicate their faith with others. For many this will be the first time actually expressing their faith with someone else. This is a tool for interviewing and for the leadership in preparing training sessions to nurture students in their faith life. The application can also serve as a great affirmation for those who have taught Sunday School and led youth ministry as they discover the effectiveness of congregational Christian Education.

Timing?

Promotion of staff positions should start by March 1. Staff application deadline should be determined so that jobs can be posted no later than May 1.

Remember to allow time to interview applicants and plan your summer staff. Do not hesitate to solicit people with the gifts you seek to serve on the staff. Volunteers should also be solicited early in the year using the same process.

Interviewing?

Each camp should form a interview team of no more than three people. The team can divide up the applications so that there are one-on-one interviews set up in an appropriate place & time. It is strongly recommended that all paid staff have a personal interview during their first camp staff experience. Returning staff and volunteers can have a phone interview if necessary. The Pastor or Youth Minister should not be on the interview team, although it is recommended that they assist in the staffing process as needed. Interviews should be no longer than 30 minutes and should cover the following areas:

- *Get to know the applicant. Learn about their life, talents, struggles, hopes, etc.*
- *Share job expectations of the applicant. Explore role possibilities. Answer questions about staff work.*
- *Assess conflict resolution skills and ability to work in a team setting. Raise your concerns, if any exist.*

Use Your Camp Staff Application, page two

Staffing the camp?

Your goal is to build the strongest staff possible based on the gifts and talents of the people available to you. Remember you can encourage people with special gifts to fill particular roles. Be aware of the sessions each staff person is available to serve. People can serve one, two or all three weeks. The following is recommended:

Small Group Leaders (SGL) should be people who love children and have a sense of their own limits. High School students fill this role well. SGLs must be people who can set boundaries and ask for support when needed. So self-discipline is a key.

Directors should be people who love children, understand team work and have strong organizational skills. These roles are best for college age people or even youth friendly adults who will plan ahead & follow through.

Too many staff applicants? Limits can be set such as all 9th graders work only one week or all small group leaders serve only two weeks. Encourage people to volunteer when they are not on paid staff. Remember your goal is to grow faithful leaders on the staff.

The Staff Covenant?

The covenant can be completed by the Camp Director or Camp Manager following interviews, once the staff has been decided. This is a contract between parties regarding expectations. The covenant relationship is essential in camp life.

Need help making the Staff Packet?

Use numbers in the top left corner. Copy page 1/2 front/back, copy page 3/4 front/back and staple, or page 1/2 & 3/4 can go on 11x17 paper, for a booklet style application. This approach puts the personal thoughts on the inside.

Copy covenant side 1/2 front/back.

Copy staff job descriptions front/back with the page from the Camper Registration packet titled: "what you should know" page # 3.

Remember to add the dates on pages 6 & 7 and change the time on page 7 if your camp times are different!

Staff Application Packet

Deadline:

Turn in to:



There are two ways to serve at Camp Hope—both are essential to a great Day Camp:

Volunteer Staff: Starting at age 13, people are invited to serve in leadership positions that require orientation and specific time commitments.

Paid Staff: A limited number of people between the ages of 15 and 22 will be called to serve as small group leaders and directors. Due to budget constraints we will be unable to hire all the talented people who are qualified for these positions. Paid staff are required to participate in pre-camp learning, attend the Staff Training Event, all staff meetings and to be prepared each day.

Please refer to the list of ministry description for information about staff opportunities.



What does it mean to be a Christian Leader?

Name _____

Answer the questions on this application or attach your answers to this form.

Please **circle** all that describe you.

Put a **star** by the three which describe you best.

Writer	Artistic	Friendly
Dancer	Organized	Impatient
Listener	Flexible	Athletic
Joiner	Observer	Joker
Musical	Leader	Caring
Team Player	Challenger	Deep Thinker
Committed	Fun	High Energy
Crafter	Clowning	Quiet
Reader	Sensitive	Bored
Speaks out	Achiever	Low Key
Hard Worker	Talker	Pretender
Manipulator	Risk Taker	Follower

**What is it about working on Camp Hope staff that you are most excited about?
What are you most concerned about?**

List three ways you have served as a leader in the past year.

1.

2.

3.

Camp Hope Day Camp Ministries, Inc. Staff Application Form

What do you think of when you hear the word "outreach"?

What qualities do you look for in an adult that you trust?

1.

2.

3.

Where or how do you notice God showing up in your community?

What qualities can you personally offer your campers this summer?

1.

2.

3.

Who are the mentors in your life?

What do you hope to learn this summer?

Staff Information

Name: _____

Address: _____

Phone:(H) _____

Phone:(Cell) _____

E-Mail: _____

Birth date: ___ - ___ - ___ AGE _____

School _____ Grade _____

Church _____

T-shirt Size _____

Mother _____

Phone # _____

Father _____

Phone # _____

Other Emergency Contact Person &
Phone # _____

Allergies _____

Medical Concerns _____

Indicate sessions you are available to work:

_____ Session 1 _____

_____ Session 2 _____

_____ Session 3 _____

Indicate ages/grades you prefer, if any:

__ Pre K - K __ 1 - 2 __ 3 - 4 __ 5 - 6

List two people as references (with phone #).

1. _____

Phone: _____

2. _____

Phone: _____

List your volunteer and paid work experience.

Do you plan to work at another job while serving
at camp? ___yes ___no

If so, Where? _____

To be completed by your parent

(if you are under 21 years old)

_____ (name) has my permission to
serve as a camp staff member at _____

(congregation) during the sessions indicated. I
understand that my child will participate in a Christian
camp which values youth and strives to equip young
people for leadership. I am responsible for any
medical obligations incurred during this program. I
agree that _____ (congregation)
will not be held responsible for accidents. I give the
camp director permission to seek medical treatment
for my child in case of injury or illness if I cannot be
reached.

Parent, Guardian or Your Signature / Date

Insurance Company _____

Policy # _____

Phone # _____



This covenant defines the relationship between partners in ministry.

_____ (name of staff person)

(name) agrees to serve as a staff member for Camp Hope Day Camp Ministries, inc. at

_____ (name of congregation contracting with staff)

____ Unpaid Support Staff—Position Description:

____ Paid _____ daily stipend (no paid absences) Position Description:

I am committed to Camp Hope Ministries, inc on the following dates:

- _____ Staff Training Event _____
- _____ Session 1 _____
- _____ Session 2 _____
- _____ Session 3 _____
- _____ Other _____

I understand the camp day begins at **8:30 am** with staff devotions and ends each day at **4:00 PM** with a Staff Meeting. (Support staff day will end after campers from your group are picked up at 3:30 PM.) I will be available during these times for the indicated dates. If for any reason I will not be able to keep my commitment I will contact the Camp Manager as soon as possible. I understand I am expected to participate in pre-camp learning by reading material mailed to me and attending the Staff Training Event.

-OVER-



**This covenant defines the relationship
between partners in ministry.**

(name) agrees to serve as a staff member

While serving at camp I agree to show respect to God, to others and to myself.

Respect **J**esus, **O**thers, and **Y**ourself.

Jesus—

Practice forgiveness and grace
Honor the Greatest Commandment
Be a steward of God's Creation
Be a intentional student of God's Word

Others—

Love your neighbor as yourself
No putdowns—language matters!
Understand you are a model to campers
Love your friends a lot; love your enemies more.

Yourself—

Trust the Holy Spirit will blesses others through your ministry
Participate in all activities; have fun!!
Ask for help and practice self-forgiveness (allow room for mistakes!).
Rest!! Even Jesus rested to re-fill His cup.

Be On Time: Daily time commitments (including staff meetings) are very important.

Be prepared. Plan ahead. Practice flexibility.
Honor the Staff Expectations and the Safe Haven Guidelines.

I understand and agree to follow this covenant,
And to support my fellow staff members in their covenant.

Date _____
(Staff Member's Signature)

Date _____
(Camp Manager or Director's Signature)

Please return this covenant to confirm your position on the staff.

-OVER-

Place a check next to the position you would consider:

Paid Staff

Description:

Small Group Leader	Serves with an adult mentor to lead a small group of campers. Includes preparation and leadership of Bible study (Manna) and Tribe Time, participation in games, crafts, music, snack, the camp store, lunch and quiet time (Sabbath).
Craft Director	Serves with an adult mentor in designing crafts for each day of camp. Leads Bible study discussion and craft for each small group through a day of Camp Hope.
Expressive Arts Director	Serves with an adult mentor in designing expressive arts for each day of camp. Leads Bible study discussion and music for each small group through a day of Camp Hope.
Games Director	Serves with an adult mentor in designing games for each day of camp. Leads bible study discussion and games for each small group through a day of Camp Hope.
Kitchen Director	Serves with an adult mentor in designing a snack for each day of camp. Leads bible study discussion and snack for each small group through a day of Camp Hope.
Worship Leader	Serves with an adult mentor in designing characters, skits, and music for the opening (alpha) and closing (omega) worship services for each day of camp. Hosts all alpha and omega worships.
Before Camp (7:30 AM - 9:00AM)	Arrive early for set up and check in campers. Play games and watch movies with before the camp day begins.
After Camp (3:00 PM - 6:00 PM)	Play games, watch movies, serve snack, lead service projects and review the day's lesson with after camp participants. Check out campers with parents, clean up room and check out with front office.

Support Staff

Unpaid positions...

Small Group Support	Serves with Small Group Leaders in leading campers through activities.
Expressive Arts Support	Serves with Director in leading small groups in the daily activities.
Kitchen Support	Serves with Director in leading small groups in the daily activities.
Games Support	Serves with Director in leading small groups in the daily activities.
Craft Support	Serves with Director in leading small groups in the daily activities.
Office Support	Serves with Front office in daily needs, helping with camp store, design flyers and general needs throughout the day. Help with registration on Mondays!
Media Coordinator	Take photos and videos throughout the days of Camp Hope and design a weekly newsletter for campers of the weeks activities. Put together a video to show on Sunday of the week's activities.