

## CAMP ASSISTANT APPLICATION INFORMATION

### 1. AGE REQUIREMENTS

Camp Assistant applicants should have completed tenth grade or beyond and must be at least 16 years of age on May 15, 2011.

### 2. PERSONAL REFERENCES

Please fill out this section with complete addresses and e-mail addresses. We recommend that you use a pastor, DCE, or Youth Director as one reference, a teacher, and an employer if available. These individuals will receive an electronic form to fill out. Applications will not be considered for final hire until all references are received. Please be sure to provide an e-mail address for each reference.

### 3. EMPLOYMENT AVAILABILITY

Camp Assistants will be contracted for two weeks of training beginning at 4pm May 30, 2011 as well as 8 weeks of summer sessions ending 3pm on August 14, 2011.

### 4. APPLICATION DEADLINE

Applications are due by February 14, 2011. Applications received after that date may be considered based on remaining needs of Camp Perkins. Please include a recent photo with your application. Although applications are due in February, final notices of hire or not hire are not completed until March.

### 5. PARENT/GUARDIAN SIGNATURE

Applicants under the age of 18 must have their application signed by a parent/guardian.

**\*\*Please note the following** – Any Camp Assistant under the age of 18 will be required to meet the following conditions throughout his/her employment...

1. Have written permission from parent/guardian on file to ride in another staff members' vehicle or for others to ride in your vehicle.
2. Have written or verbal permission from parent/guardian given to the Program Director or Executive Director each time you leave Camp Perkins during time off, whether in his or her own vehicle or in the vehicle of another staff member.

### 6. CRITERIA FOR ACCEPTANCE

Camp Perkins accepts applicants for each position based on the perceived needs of the summer. Camp Assistants will be hired based on the following criteria:

1. Strength of application
2. Skills and talents
3. References
4. Motivation for application
5. Availability
6. Prior Camp Perkins experience

### 7. INTERVIEW

All Camp Assistants will be required to go through an interview process. Once your application and references are received, you will be contacted regarding an interview time.

### 8. PAST STAFF OR VOLUNTEERS

Applicants who have been CA's or Leaders In Training previously are required to complete the application process in full every year.

## CAMP ASSISTANT POSITION DESCRIPTION

### Position Title

Camp Assistant

### Position Purpose

To assist Camp Perkins by providing Foodservice, Housekeeping, and Maintenance services as needed and to assist the counseling staff by helping to provide for the physical, mental, and spiritual welfare of children/youth campers attending the Camp Perkins summer program.

### Reporting Relationship

- ◆ Executive Director
- ◆ Program Director
- ◆ Heads of each department

### Qualifications

- ◆ Have completed the tenth grade or beyond and be at least 16 years of age by May 15.
- ◆ Understanding and compliance with Camp Perkins Mission Statement.
- ◆ Willingness to serve camp in any area where needed.
- ◆ Willingness to serve and perform tasks beyond those assigned.
- ◆ Ability to lead and work with others to achieve goals.
- ◆ A positive role model and motivator.
- ◆ Love and concern for others.
- ◆ Good stewardship of time, talents, and treasures.
- ◆ Spiritual and emotional maturity.
- ◆ A Scriptural faith.
- ◆ Ability to follow instructions.

### General Responsibilities

- ◆ Maintain a growing spiritual life and set a Christian example at all times.
- ◆ Attend all camp devotions and Bible studies as duties allow.
- ◆ Place well-being of campers before personal desires.
- ◆ Maintain open communication with co-workers.
- ◆ Administer medicine and first aid as directed.
- ◆ Attend staff training and all meetings throughout the summer.
- ◆ Adhere to Camp Perkins' policies and procedures.
- ◆ Care for camp facilities and equipment.
- ◆ Assist the Foodservice Director with the daily duties of food service as assigned.
- ◆ Assist the Housekeeping Director with the daily duties of camp facility care as assigned.
- ◆ Assist the Maintenance Director with the daily duties of maintaining camp facilities as assigned.
- ◆ Assist the counseling staff with caring for the campers as assigned.
- ◆ Identify and meet the needs of the campers.
- ◆ Complete additional tasks as assigned.

### Length of Service

Actual dates of employment are dependent on the summer ministry program schedule. The months of employment include parts of May, June, July, and August.

## CAMP ASSISTANT APPLICATION

**Attach  
photo here**

COMPLETE, SIGN, AND RETURN TO ADDRESS ABOVE

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Best time to call \_\_\_\_\_

Parent/Guardian Name: Mother \_\_\_\_\_ Father \_\_\_\_\_

Age \_\_\_\_ Birth Date \_\_\_\_\_ Male  Female  Shirt Size \_\_\_\_\_ Social Security No. \_\_\_\_\_

Church Membership \_\_\_\_\_ City \_\_\_\_\_ Denomination \_\_\_\_\_ Synod \_\_\_\_\_

Have you ever been a camper at Camp Perkins before? **YES NO** If yes, when? \_\_\_\_\_

Have you ever been an LIT at Camp Perkins before? **YES NO** If yes, when? \_\_\_\_\_

Have you ever been on staff at Camp Perkins before? **YES NO** If yes, when and what position? \_\_\_\_\_

What were your responsibilities? \_\_\_\_\_

**EDUCATION STATUS:**

High School / College / Other	City/State	Year	Degree earned
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Organizations or Clubs in which you are active \_\_\_\_\_

**DESIRED POSITION:** Rank in order of preference (1 is highest) the positions you would most like to serve. Cross out any in which you are unwilling/unable to serve.

\_\_\_\_ Maintenance \_\_\_\_ Kitchen \_\_\_\_ Housekeeping \_\_\_\_ Counseling \_\_\_\_ Photography/Technology

Describe any special abilities or expertise concerning your top 2 desired positions that you will bring to the camp:

**CERTIFICATIONS** – List type and expiration date of all CURRENT Certificates in each category and a copy of the front of card.

Waterfront: \_\_\_\_\_ CPR/First Aid: \_\_\_\_\_ Horsemanship: \_\_\_\_\_

Food Service: \_\_\_\_\_ Other: \_\_\_\_\_

**PAST EMPLOYMENT** (List, with complete address and phone, your two most recent employers)

Employer	City / State	Phone	Position	Dates
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

Have you ever been convicted of a child abuse or sexual abuse offense? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

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Have you ever been convicted of a felony or misdemeanor? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

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Do you have any impairment, physical or mental, which might limit or affect your performance of duties? \_\_\_\_\_ If yes, describe

**REFERENCES:** List names and complete addresses of 3 people (not relatives and not fellow students) who have knowledge of your character, experience, and ability. Please provide complete addresses and phone numbers.

Name	E-mail (required)	Relationship to you
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Why do you want to work at camp?

What do you expect to contribute as a staff member at Camp Perkins?

What do expect to receive from a camp staff experience?

Give a brief statement of your faith and how you would share it.

Camp Assistants are not always able to be with campers or participate in activities because of other duties. How will you handle this?

What time period will you be available for employment (confirm ending and starting dates of your school). List the broadest time periods of your availability:

From: \_\_\_\_\_ To: \_\_\_\_\_

Will you need to request any additional time off? \_\_\_\_ No \_\_\_\_ Yes If yes, when? \_\_\_\_\_

**APPLICANT'S SIGNATURE:** Your signature below verifies that you have completed this application form, that all information is true to the best of your knowledge, and you are herewith submitting it to Camp Perkins on your behalf. If employed, any false statements on this form are grounds for immediate dismissal.

I give my permission to contact any previous employer and/or reference and/or school and I will hold harmless any such employer/reference/school for any information they release about me relative to my employment with Camp Perkins.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**IF APPLICANT IS UNDER 18 YEARS OF AGE:**

*Parents should be aware that although staff are still required to abide by the Camp Perkins Policies and Procedures, during weekend time-off staff are responsible for their own behavior and activities. There is no curfew set by Camp Perkins during time-off. Often staff will drive to the Hailey/Ketchum area which requires traversing Galena Pass. This has inherent risks, especially after dark. We require applicants under 18 years of age receive permission from a parent/guardian to ride in another staff members' vehicle and to leave Camp Perkins during time off. We ask that you discuss with your child your own expectations of his/her activities during time off while employed by Camp Perkins.*

I understand the duties and responsibilities of a Camp Assistant and feel that my son/daughter will perform these duties to the best of his/her capabilities and I give him/ her my approval and blessings to serve on Camp Perkins summer staff for the duration of their employment period.

Parent / Guardian Signed: \_\_\_\_\_ Date: \_\_\_\_\_