



Dear 2012 Summer Staff Applicant,

Thanks for your interest in coming back to work at Mission Meadows this summer. Enclosed is an application for your use.

To be considered for a staff position you must:

- \* Pray for God's direction in this decision
- \* Fill out the application completely. Use extra paper if necessary to fully answer the questions.
- \* Detach the personal reference sheet, fill in top section and give it to an un-related adult with whom you **have had significant contact over the last year**. Ask this adult to mail the sheet directly to camp.
- \* Mail the application by February 29, 2012 to:  
2012 Summer Staff Applicant  
Camp Mission Meadows  
5201 E. Lake Road  
Dewittville, NY 14728
- \* Camp runs from **June 10 - August 4, 2012**. We would like you to commit to this entire length of employment. (Program staff and Area Directors will be asked to arrive earlier.)

As you consider coming back to Mission Meadows, keep several things in mind. One is that no two summers are the same; the experiences you had and the relationships you formed will not be duplicated, though equally valuable ones may develop. With a change in leadership comes natural change, but know that God's character does not change. If we are all searching after Him, His ministry will continue at Mission Meadows even if it is packaged differently. Also please consider your motives for returning. Our main goal is to serve the campers, helping them take steps in understanding and knowing Christ better. As you know, that often involves sacrifice on our part, giving up our own desires to serve others. Additionally, this should be an experience that helps you to grow. Will you benefit by coming back another year? What can make this a summer of growth for you? Please prayerfully consider these issues as you decide whether to apply for a staff position.

We look forward to talking with you about the summer, and to finding out how your year is going. Expect a call or email after we receive your application.

Yours in Christ,

Bryan Muecke  
Executive Director

Britt Dahlstrom  
Program Director

Camp Mission Meadows • 5201 East Lake Road • P.O. Box 42, • Dewittville, New York, 14728  
www.missionmeadows.org • camping@missionmeadows.org • 716.386.5932

## Camp Mission Meadows - 2012 Summer Staff Positions

<u>Position</u>	<u>Preferred Minimum Age</u>	<u>Summary of Duties</u>
Audio/Visual Tech/ Marketing Assistant	18	Oversee audio and visual needs of Program Staff, create weekly camper videos, take photos of activities, manage camp photography.
Area Director	19	Plan and implement activities in specific activity area. Also counsel when needed and assist with other aspects of camp.
Cabin Counselor	18	Supervise group of campers each week, assist in group discussions, lead daily devotions, participate in all programs, work in activity areas.
CIT Director/Program Assistant	21	Oversee Counselor-In-Training program, nurture the spiritual life of each staff member. Assist Program Director in planning & implementing the daily schedule and activities.
Cook's Assistant	18	Assist cook with preparing and serving meals.
Counselor-In-Training (CIT)	18	Set up and clean up dining rooms and kitchen, serve meals, wash dishes, clean restrooms and other public areas of camp. Assist counselor with cabin group supervision and leadership, participate in discipleship training program, help in all areas of camp as needed.
Dining Hall Steward	20	Manage dining room hospitality and work with CIT Director in supervising CITs in cleaning dining rooms, kitchen, restrooms, and other areas of camp.
Maintenance Crew	18	Help maintain buildings and grounds, provide support for program activities. Interact with campers when needed.
Office Assistant	20	Manage camper registration and other clerical duties, assist the Administrative Assistant and program staff in other areas of administration as needed.
Waterfront Director	21	Supervise all activities and staff at the waterfront. May also serve as a counselor. Must have 3 years waterfront experience, current Red Cross Lifeguarding and Water Safety Instructor certification or equivalent, advanced First Aid, and current CPR for the Professional Rescuer certification.

### Notes For Counselors:

- Counselors must be at least 18 and have been out of high school for one year, or be a graduating senior who has successfully completed the Counselor-In-Training program.
- Counselors who work at the waterfront must have current Red Cross Waterfront Lifeguarding certificate or equivalent, advanced First Aid, and CPR for the Professional Rescuer.

### Job Expectations:

- The descriptions above are the primary duties required of each position, but are not exclusive job descriptions. All staff members must be willing to cooperate in whatever capacity necessary to facilitate the camping program.
- Summer staff members are hired for the entire summer season and will have responsibilities from 2 p.m. Sunday through 2 p.m. Saturday of each week, with some additional time off during the week. The camp provides room and board for the entire season in addition to a modest salary.

**Camp Mission Meadows - 2012 Staff Application**

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

**Job Interest** -- Please number your desired position(s) in order of preference:

- \_\_\_ A/V Tech/Mktg Asst.      \_\_\_ Area Director\*      \_\_\_ Cabin Counselor\*
- \_\_\_ CIT Director/Asst. Program      \_\_\_ Cook's Assistant      \_\_\_ Dining Hall Steward
- \_\_\_ Counselor In Training (C.I.T.)      \_\_\_ Maintenance Crew      \_\_\_ Office Assistant
- \_\_\_ Waterfront Director

\* Check area of interest: \_\_\_ Arts & Crafts    \_\_\_ Athletics    \_\_\_ Boating    \_\_\_ Nature    \_\_\_ Waterfront

(Note: Affirmative Action legislation gives you the right, should you so choose, to omit certain categories in this application, i.e. Date of Birth, Age, Sex, Physical limitations. All help in placement but cannot be required. Mission Meadows is an equal opportunity employer.)

**Personal Information**

Current Address \_\_\_\_\_

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

School Attended(ing) \_\_\_\_\_

Permanent Address \_\_\_\_\_

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

Cell Phone (\_\_\_\_) \_\_\_\_\_ Permanent Phone (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_ School Phone (\_\_\_\_) \_\_\_\_\_

Age by June 10, 2012 \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender \_\_\_\_\_

Parent/Guardian(s) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Member of what church \_\_\_\_\_ Pastor \_\_\_\_\_

What church do you now attend? \_\_\_\_\_ Pastor \_\_\_\_\_

Do you have any physical conditions that would limit your activities at camp? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

**Legal**

Are you a citizen of the United States? \_\_\_\_\_ If not, what certification do you have to work in the U.S.? \_\_\_\_\_

Have you ever been charged with or arrested for child abuse? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Have you ever been convicted or have charges pending of any crime other than a minor traffic violation? Yes \_\_\_ No \_\_\_

If yes, explain \_\_\_\_\_

**Education**

Present level of education \_\_\_\_\_ Study emphasis \_\_\_\_\_

Extra-curricular activities \_\_\_\_\_

**Employment**

Have you ever worked at a camp? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, name the camp and describe your duties \_\_\_\_\_

List your last two non-camping jobs and describe your duties. (Volunteer work may be listed if no paid experience.)

1. \_\_\_\_\_

2. \_\_\_\_\_

## Camp Mission Meadows – 2012 Staff Application

### Your Personal Interests and Skills

Mark the appropriate response: **T** = can **Teach**; **S** = am **Skilled** in; **I** = have an **Interest** in

#### WATERFRONT

- \_\_\_\_\_ Canoeing
- \_\_\_\_\_ Sailing
- \_\_\_\_\_ Swimming
- \_\_\_\_\_ Lifeguarding
- \_\_\_\_\_ Water Sports
- \_\_\_\_\_ Kayaking
- \_\_\_\_\_ Other \_\_\_\_\_

#### CRAFTS

- \_\_\_\_\_ Jewelry/Bead Making
- \_\_\_\_\_ Drawing
- \_\_\_\_\_ Nature Crafts
- \_\_\_\_\_ Painting
- \_\_\_\_\_ Scrap Crafts
- \_\_\_\_\_ Fabric Arts
- \_\_\_\_\_ Woodworking
- \_\_\_\_\_ Other \_\_\_\_\_

#### ATHLETICS

- \_\_\_\_\_ Aerobics
- \_\_\_\_\_ Archery
- \_\_\_\_\_ Basketball
- \_\_\_\_\_ Group Games
- \_\_\_\_\_ Soccer
- \_\_\_\_\_ Tennis
- \_\_\_\_\_ Martial Arts
- \_\_\_\_\_ Volleyball
- \_\_\_\_\_ Lacrosse
- \_\_\_\_\_ Other \_\_\_\_\_

#### PERFORMING ARTS

- \_\_\_\_\_ Guitar
- \_\_\_\_\_ Piano/Keyboard
- \_\_\_\_\_ Solo Singing
- \_\_\_\_\_ Song Leading
- \_\_\_\_\_ Other Instruments \_\_\_\_\_
- \_\_\_\_\_ Acting
- \_\_\_\_\_ Creative Drama Writing/Directing
- \_\_\_\_\_ Puppets
- \_\_\_\_\_ Dance (Jazz, Ballet, Folk, Line, Modern, etc...)
- \_\_\_\_\_ Other \_\_\_\_\_

#### NATURE/ OUTDOOR SKILLS

- \_\_\_\_\_ Nature Study
- \_\_\_\_\_ Ecology
- \_\_\_\_\_ Outdoor Living Skills/Survival Skills
- \_\_\_\_\_ Ropes Course Facilitation
- \_\_\_\_\_ Orienteering
- \_\_\_\_\_ Astronomy
- \_\_\_\_\_ Birds
- \_\_\_\_\_ Climbing/Rappelling
- \_\_\_\_\_ Fire Building/Safety
- \_\_\_\_\_ Wilderness Trips
- \_\_\_\_\_ Other \_\_\_\_\_

#### CERTIFICATIONS

	Issued	Expires
_____ Lifeguard	_____	_____
_____ LG-Waterfront Module	_____	_____
_____ WSI	_____	_____
_____ CPR Prof. Rescuer	_____	_____
_____ Advanced First Aid	_____	_____
_____ 1st Aid-Resp to Emerg.	_____	_____
_____ Belayer Certification	_____	_____
_____ Boater Safety Course	_____	_____
_____ Joint Pilot & Engineer	_____	_____
_____ Other _____	_____	_____

**\*\*Please enclose a copy of your certification card(s)**

**Please list other activities or interests that may be of value in camp:**

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#### References:

Please list three references. Include one from your pastor or other Christian worker, and two from non-family adults who are familiar with your character, work habits, and qualifications. **(Returning staff only need one reference.)**

1. Name of Pastor/Christian Worker \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

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2. Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

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3. Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

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**Camp Mission Meadows – 2012 Staff Application**  
**Questions for Previous Staff Seeking to be Re-Hired**  
Use additional paper if necessary to fully answer the questions.

Year(s) previously on staff at Mission Meadows: \_\_\_\_\_

Position(s) held: \_\_\_\_\_

1. Describe your spiritual journey in the last year, and tell us what you have done to grow closer to God?

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2. What challenges did you face in your previous summer(s) on staff and how did you address them?

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3. Why do you desire to be a summer staff member again? \_\_\_\_\_

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4. What personal strengths qualify you for the position you are seeking for Summer 2012?

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5. Tell us about any significant happenings or difficulties for you in the past year and how they affected you.

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6. Describe a time when you had to give up your own comfort or desires for the benefit of someone else.

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7. What else would you like us to know about you? \_\_\_\_\_

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## Camp Mission Meadows – 2012 Staff Application

### OUR EXPECTATIONS OF APPLICANTS

- Staff are hired to work the full season, from the beginning of staff orientation week until the end of camp. **Exceptions must be discussed during the hiring process.** Exact dates will be spelled out in the written employment agreement.
- It is essential that all applicants be willing to:
  - Share your relationship with Christ, through example and speech, with campers and staff throughout the life of the camp.
  - Enter into your position's responsibilities with a positive and supportive attitude.
  - Sacrifice personal desires in the interest of the campers and your peers.
  - Comply with general expectations as outlined by summer management, i.e. curfew, etc.
- Mission Meadows prohibits the use of tobacco products and/or the drinking of alcoholic beverages by its summer staff members, on or off duty, while serving in either a volunteer or paid position. The use of drugs shall be limited to such as prescribed by a physician. Sexual immorality, either in practice or verbal endorsement, may be grounds for discipline or dismissal, depending on the issue/event.
- The camp reserves the right to dismiss a staff member for incompetence, misconduct, or failure to comply with camp policies.

### APPLICANT'S AGREEMENT WITH MISSION MEADOWS

I understand that as part of the staff of Mission Meadows, I would represent Jesus Christ to campers and help them take their next step in faith. I would also represent the Great Lakes Conference of the Evangelical Covenant Church who operates the camp and on whose behalf I would serve. I understand that my speech and actions must not be counter to the beliefs and policies of the Evangelical Covenant Church.

If I am accepted for a staff position, I will abide by the policies above and principles of ethics, conduct, and dress asked of me, and will accept my responsibility as a member of the camp community.

I hereby give Camp Mission Meadows permission to contact any and all former employers, associates and schools they find necessary in determining my eligibility for employment. Also, I will not hold any of the above, nor individuals employed by the above, liable for furnishing the information requested and waive my right to receive written notice of any such information provided.

I consent to Camp Mission Meadows performing a criminal background check and understand the results can affect the hiring process.

I realize that any photos or recordings taken of me during the summer may be used in camp promotional materials.

The information provided by me in this application is true to the best of my knowledge, and I understand that the information will be kept confidential.

**PLEASE READ THE ABOVE AGREEMENT CAREFULLY. IF HIRED, YOUR SIGNATURE INDICATES ASSENT TO THE ABOVE CONDITIONS.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian (if under the age of 18)

\_\_\_\_\_  
Date

## Staff Rules

1. All Staff members will strive to be committed Christians; dedicated to spreading God's word. To this end, staff members should set proper examples for campers to emulate.
  2. The use of cell phones or electronic devices (ipods, MP3 players, DVD and CD players, etc.) in the presence of campers at any time or when you are working is prohibited.
  3. The camp does not permit acceptance of individual tips or gratuities from parents or campers. Tips given will be put into a staff fund and used for the good of the entire staff.
  4. Night hours - All staff members will stay in their cabins with their campers on Sunday and Friday nights, and when on campouts, from lights out time until morning. On other nights, a minimum of one staff member will stay in the cabin all night. Other staff may leave their cabins after campers are **settled** and **quiet** and **lights are off** but must return to their cabins before midnight. Staff may not leave camp at night except under special circumstances approved by the Executive Director or Program Director.
  5. Leaving the Camp Grounds - No staff member may leave the camp grounds without permission from the Executive Director or Program Director, except during their time off. Staff members must sign out and in on the list on top of staff mailboxes when leaving camp.
  6. Vehicles - No staff member shall operate any vehicle of the camp unless authorized by the Executive Director, Program Director, or Camp Manager. Staff members are not allowed to give campers rides in private or camp vehicles unless authorized by the Executive Director.
  7. Consumption of alcohol by staff during the summer is prohibited both on and off duty.
  8. Use of tobacco products by staff during the summer is prohibited both on and off duty.
  9. Staff must follow all waterfront rules when using swimming or boating areas (even on weekends.)
  10. Staff may not go into cabins of the opposite sex.
  11. Staff are not permitted to engage in romantic relationships or flirtatious behavior with campers. It is important to realize that innocent gestures toward the opposite sex may be misunderstood, and care must be taken when relating to campers.
  12. Exclusive relationships among staff, either romantic or plutonic, are discouraged in an effort to foster unity and community.
  13. Termination of Employment - Staff members failing to carry out, or violating, camp policies may have their employment terminated. This decision rests with the Executive Director and will only result after consultation with the staff involved. Any staff will be paid up to the day terminated.
- Staff members unable to perform duties because of illness or injury for an extended period of time may have their employment terminated. Staff members shall be paid up to the time of termination. If illness or injury is employment related, the staff member may be covered by Workers' Compensation Insurance.
14. All staff members are required to fill out and hand in an evaluation of the summer program at the conclusion of the season.

**IF HIRED, YOUR SIGNATURE INDICATES ASSENT TO THE ABOVE CONDITIONS.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent or Guardian (if under the age of 18)**

\_\_\_\_\_  
**Date**

**Camp Mission Meadows – 2012 Staff Application  
PERSONAL REFERENCE**

**TO BE COMPLETED BY APPLICANT**

Name of Applicant \_\_\_\_\_ Position Applied for \_\_\_\_\_

I authorize \_\_\_\_\_ (reference) to provide Camp Mission Meadows with the information requested. I release all references from any liability for information provided in good faith.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY REFERENCE**

Name (please print) \_\_\_\_\_ How long have you known the applicant? \_\_\_\_\_

What is your relationship to the applicant? \_\_\_\_\_

**Mission Meadows strives to hire staff members who are trustworthy, capable of caring for and discipling our campers, and who live as followers of Christ. Your honest and prompt response is appreciated.**

Please circle all that apply to this applicant's character:

<b>First Impression</b>	Unknown	Poor	Average	Good	Excellent
<b>Positive Attitude</b>	Unknown	Poor	Average	Good	Excellent
<b>Spiritual Maturity</b>	Unknown	Immature	Minimal growth	Growing	Consistent growth
<b>Christ-Like Lifestyle</b>	Unknown	Inconsistent attitudes & practices	Lifestyle consistent with beliefs	High moral & spiritual values evident	Role model for others
<b>Motivation</b>	Unknown	Needs prodding	Performs tasks in allotted time	Self-starter	Finds additional tasks to do
<b>Sense of Humor</b>	Unknown	Poor	Average	Good	Excellent
<b>Temper Control</b>	Unknown	Poor	Average	Good	Excellent
<b>Tact</b>	Unknown	Poor	Average	Good	Excellent
<b>Emotional Stability</b>	Unknown	Unpredictable	Variable	Usually well adjusted	Consistently stable
<b>Leadership Ability</b>	Unknown	Passive or negative influence (circle one)	Usually well-balanced	Contributes positively	A leader of leaders
<b>Judgment &amp; Decision Making</b>	Unknown	Hasty decisions or indecisive (circle one)	Makes fair decisions	Makes good decisions	Consistently makes wise decisions
<b>Dependability</b>	Unknown	Poor	Average	Good	Excellent
<b>Enthusiasm</b>	Unknown	Poor	Average	Good	Excellent
<b>Flexibility</b>	Unknown	Poor	Average	Good	Excellent
<b>Honesty/Integrity</b>	Unknown	Questionable	May stretch the truth	Generally honest and true	Consistently trustworthy
<b>Promptness</b>	Unknown	Poor	Average	Good	Excellent
<b>Cooperation</b>	Unknown	Unable to cooperate	Minimally cooperative	Reasonably cooperative	Extremely cooperative
<b>Rapport with Kids</b>	Unknown	Poor	Average	Good	Excellent
<b>Humility/Servant Heart</b>	Unknown	Poor	Average	Good	Excellent
<b>Creativity</b>	Unknown	Poor	Average	Good	Excellent
<b>Rebellious</b>	Unknown	Often Apparent	Sometimes Apparent	Rarely Apparent	Never Apparent
<b>Argumentative</b>	Unknown	Often Apparent	Sometimes Apparent	Rarely Apparent	Never Apparent
<b>Rude</b>	Unknown	Often Apparent	Sometimes Apparent	Rarely Apparent	Never Apparent

<b>Critical Attitude</b>	Unknown	Often Apparent	Sometimes Apparent	Rarely Apparent	Never Apparent
<b>Anxiety</b>	Unknown	Often Apparent	Sometimes Apparent	Rarely Apparent	Never Apparent
<b>Work Habits &amp; Energy</b>	Unknown	Lazy	Works enough to get by	Puts in a fair day's work	Puts forth extra effort
<b>Social Interaction with Peers &amp; Adults</b>	Unknown	Avoided by others/ socially awkward	Tolerated by others	Liked by others/ sought out by others	Example for others
<b>Personality (circle all that are applicable)</b>	Unknown	Cold Withdrawn Needy	Quiet Shy	Friendly Likeable Warm Fun-loving	Overbearing Extroverted
<b>Teachability</b>	Unknown	Resistant or disrespectful	Questions authority or critical	Respectful and teachable	Eagerly accepts and seeks guidance

If you had a child of camper age, would you feel comfortable leaving your child in the care of the applicant?  
 yes  no      Why or why not?

Do you have any reason to believe this applicant is **not** fit to work in close contact with or individual supervision of children?  yes  no      If yes, please explain in detail.

Please share any additional comments regarding the applicant's suitability for this position.

Would you recommend this person to work at Mission Meadows?  yes  no

Why? (check one)

- because you think camp will help them
- because you think they will be an asset to the camp staff
- because there will be equal benefit to them and to the camp if they are hired
- I would not recommend this person to work at Mission Meadows

Signed \_\_\_\_\_ Date \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

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

Thank you! This reference is confidential. Please send completed form directly to:

**Camp Mission Meadows, 5201 E. Lake Road, Dewittville, NY 14728**  
**Phone: 716-386-5932 Fax: 716-386-6558**