



MISSION MEADOWS

A PLACE TO ENCOUNTER CHRIST

Dear 2018 Prospective Summer Staff,

Thank you for your interest in serving at Mission Meadows during the 2018 summer camping season. We look forward to getting to know you during this application process and seeing God's plans unfold.

Mission Meadows seeks to hire individuals who sincerely follow Christ and desire to share their God encounters with campers. We look for individuals that will work hard and contribute positively to camp's Christian community. Even during time off, we expect our staff to be Christ-like role models. Working for a summer will not be easy, but spending a summer at camp and allowing God to use you can be a time of spiritual growth and personal development. We aren't expecting perfection, but are looking for staff members that desire to grow and will be full of humility, grace, patience, and love. If this sounds like something you'd like to experience, we invite you to continue this application process and look forward to considering how you might fit into our 2018 summer staff. Here are the steps necessary to be considered for a staff position:

- Pray for God's direction in this decision.
- Read over the position descriptions (these are not complete job descriptions) and determine if you are interested in what we need.
- Fill out the enclosed application
 - o Answer all questions, printing neatly in blue or black ink, or typing (preferred). Use extra paper when necessary.
 - o Detach the three reference sheets, fill in the top section and give one to each of those people you list in the "References" section of your application. Your references should be adults that have had significant contact with you over the last year. Please ask these adults to mail the sheets directly to camp. Your application will not be complete until we have all reference forms in hand.
- We will accept applications until the end of February. Please mail the application **by February 28, 2018** to:
 - 2018 Summer Staff Application
 - Camp Mission Meadows
 - 5201 Route 430
 - Dewittville, NY 14728

Make sure you have affixed enough postage to your envelope!
- Upon receipt of your application you will be notified via email within a week. If you have not heard from us by then please contact the camp office to check on the status of your application.
- Once your application and references are received you will be contacted to set up an interview either in person, over the phone, or Skype.

We will start interviewing in January and will interview until all positions are filled. Keep in mind the position you are interested in could be filled early in the process, so apply early! Feel free to get to know more about Mission Meadows on our website, www.missionmeadows.org. Contact camp if you have any questions.

Blessings as you prayerfully consider your place in camping ministry.

Bryan T. Muecke, Executive Director

Camp Mission Meadows – 2018 Summer Staff Positions

| Position | Preferred Minimum Age | Summary of Duties |
|--|-----------------------|---|
| Area Directors: Arts&Crafts, Athletics, Boating, Outdoor Adventure | 20 | Plan & implement activities in specific activity area. Must have proven skills in area and be able to teach. Supervise staff in areas. Counsel and help in other areas when needed. |
| Cabin Counselors | 19 | Supervise group of campers each week. Assist in group discussions and lead daily devotions. Participate in all programs. Work in an activity area under direction of Area Directors. This activity area may change throughout the summer. When not counseling, assist with facility maintenance and cleaning |
| Cook's Assitant | 18 | Assist cook with preparing and serving meals, and maintaining a clean kitchen. When not in kitchen, assist in supervising campers. |
| Jr. Staff Directors (Hospitality Manager) | 20 | Supervise and disciple Jr. Staff. Help develop and communicate standard operating procedures and establish standards for customer service with guidance from full time staff. |
| Jr. Staff | 18 | Assist counselors with cabin group supervision and leadership. Participate in discipleship training. Set up and clean up dining rooms and kitchen. Assist in cleaning and maintaining areas of camp. |
| Lifeguard | 18 | Must have current Red Cross Lifeguarding equivalent. Also have advanced First Aid, and current CPR for the Professional Rescuer certification. Experience preferred. May counsel or help in other areas when needed. |
| Maintenance Crew | 18 | Help maintain buildings and grounds and assist on work projects. Provide support and set up for program activities. Interact with campers when needed. |
| Office Assistant / Marketing | 19 | Assist with basic office duties including registration, answering phones, etc. Oversee camp store and snack store. Create weekly camp highlight videos, take photos of activities, manage weekly cabin pictures, help keep website up-to-date with pictures and newsletters. |
| Summer Program Directors | 21 | Oversee planning and implementing daily schedule and ministry curriculum for all ages. Assist Ministry Director in caring for and supervising counseling staff. |
| Worship Director | 21 | Oversee planning and implementing of all aspects of worship. Organize worship teams. Train and oversee staff for all audio visual needs during worship and other events at camp. Host weekly speakers and coordinate their needs for chapel times. Work with Executive Director, Ministry Director, and Program Directors to provide for the emotional and spiritual needs of summer staff. |
| Waterfront Director | 21 | Supervise all activities and staff at the waterfront. Must have 3 years waterfront experience, current Red Cross Lifeguarding and Water Safety Instructor certification or equivalent. Also have advanced First Aid, and current CPR for the Professional Rescuer certification. |

Notes for Counselors:

Counselors must be at least 19 years old AND/OR have been out of high school for one year. Consideration may be given to students that have completed our Jr. Staff training program even if they do not meet those prerequisites.

Job Expectations:

The descriptions above are the primary duties required for each position, but are NOT inclusive job descriptions. All staff members must be willing to cooperate in whatever capacity necessary to facilitate the camping program.



MISSION MEADOWS
A PLACE TO ENCOUNTER CHRIST

**To be considered, return
application by:
February 28, 2018**

For Office Use Only

Date Received: _____
Acknowledged: _____
Interviewer: _____
Interview Date: _____
Position: _____
Status: _____

2018 Summer Staff Application

Personal Information

Name: _____ Social Security #: _____
Date of Birth ____/____/____ Gender _____ Email: _____
Current Address _____ City _____ State _____ Zip _____
Permanent Address _____ City _____ State _____ Zip _____
Cell Phone (_____) _____ Permanent Phone (_____) _____
Parent/Guardian(s) _____ Phone (_____) _____
Church of Membership _____ Pastor _____
Church Currently Attending _____ Pastor _____

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 convicted of 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, please explain: _____

Health

Do you have any physical or emotional conditions that could limit your ability to perform the essential functions of a staff position? Yes _____ No _____ If yes, please explain _____

Education

School Attending or Completed _____ Year Completed by June 2018 _____
Degree/Major _____ Extra-curricular activities _____

Please list any current licenses or certifications: (WSI, Lifeguard Training, CPR, First Aid, RN, EMT, etc.) _____

I am out of school on: ____/____/____

My school starts on: ____/____/____

I am able to begin work on: ____/____/____

I must leave work on: ____/____/____

The exact dates you are available are extremely important!
Priority will be given to applicants that are available for the full term of employment.

Job Preference

Please refer to Staff Positions section of this packet and use exact job titles.

1. First Choice Position: _____
2. Second Choice Position: _____
3. Third Choice Position: _____

I am also willing to serve in the following areas: _____

Work & Ministry Experience

Camp staff experience: List the camp name, location & phone number. Use the second line to explain responsibilities.

1. _____

2. _____

Other Ministry & Leadership Experience: List paid & volunteer experiences. Use the second line to explain responsibilities.

| Organization/Position | Dates | Age Group Served | Supervisor | Phone |
|-----------------------|-------|------------------|------------|-------|
| 1. _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Non-Camping Employment: List your last two non-camping jobs & supervisors. Use the second line to explain your duties.

| Employer | Position | Dates | Supervisor | Phone |
|----------|----------|-------|------------|-------|
| 1. _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

References

Please list THREE references. Include one pastor or Christian worker, one teacher or employer, and one of your choice that is a non-family member. We will contact your references so all should be able to speak to your character, work ethic, and qualifications. Each person must also complete a reference form and send it to camp. **Your application is not complete until we have received all reference forms!**

Pastor/Christian Worker _____ Church _____
Address _____ Phone _____

Teacher or Employer _____ Relationship _____
Address _____ Phone _____

Your Choice _____ Relationship _____
Address _____ Phone _____

Getting to know you questions

Please use a separate sheet of paper (preferably typed) to answer the following questions. Make sure to number your answers according to the questions.

1. In a page or less tell us your story.
2. How would you describe Jesus to someone else?
3. Are you currently involved with any Christian organizations/activities at school or church? If so, how?
4. What 3 verses from Scripture have impacted you? Why and how?
5. While working at camp you will be called to be an example of faith. Describe an example of great faith you have seen or heard.
6. Please explain two of your strengths and two of your weakness. How will each of those impact your work at camp?
7. What benefits do you think exist for children and youth to attend camp?
8. Why do you want to work at Mission Meadows this year?
9. What else should we know about you that would make us want to hire you?

Personal Interests & Skills

Use the space provided or a separate sheet of paper to respond the following questions:

Small Groups/Bible Study: What kind of experience have you had in the leadership of small groups and Bible studies?

Dramas/Skits: What experience or interest do you have in writing and/or performing creative skits for large groups?

Music: What instruments do you play? What sort of experience you do have playing it? What experience and interest do you have being part of a worship team?

Activity Areas and skills needed: Listed below are several activity areas at camp. Please read the skills needed and then respond to the questions.

Athletics: Team sports such as soccer, ultimate Frisbee, basketball, kickball, and a variety of creative games

Waterfront: WSI (not crucial, but helpful), CPR, First Aid, and Lifeguard Certification

Outdoor Adventure: Interest in outdoors, hiking, camping skills, general wilderness knowledge, archery, climbing wall, and low ropes initiatives

Arts & Crafts: ability to organize and teach/facilitate crafts and creative projects for groups

Boating: knowledge of canoeing, kayaking, row boats, sailing small sunfish type boats, boat safety

With the above areas in mind, what skills and experience do you have that would qualify you to participate in areas?

Our Expectations of Applicants

- Staff members are hired to work the full season, from the beginning of staff training until the end of camp. Exact dates will be spelled out in the employment agreement. Exceptions may be discussed during the hiring process, but not expected.
- It is essential that all applicants be willing to:
 - o Share your relationship with Christ, through example and speech, with campers and staff throughout the life of the camp.
 - o Enter into your position’s responsibilities with a positive and supportive attitude
 - o Sacrifice personal desires in the interest of the campers and your peers.
 - o Comply with general expectations as outlined by summer management, i.e. curfew, etc.
- Mission Meadows will provide a minimum of 24 consecutive hours off each week.
- 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.
- Cell phones will be permitted to be carried by each staff member for emergency purposes or camp business only. Cell phones are NOT allowed to be used inside of cabins or around campers.

Applicants 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 have filled out the Background Check Authorization (enclosed with this application) with truthful information to the best of my knowledge.

I realize that any photos or recordings taken of me during the summer may be used in camp promotional materials displayed or broadcast in any medium, and I consent to any and all such uses.

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

Camp Mission Meadows – 2018 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:

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

| | | | | | |
|---|---------|--|---------------------------------|--|------------------------------------|
| Argumentative | Unknown | Often Apparent | Sometimes Apparent | Rarely Apparent | Never Apparent |
| Rude | Unknown | Often Apparent | Sometimes Apparent | Rarely Apparent | Never Apparent |
| Critical Attitude | Unknown | Often Apparent | Sometimes Apparent | Rarely Apparent | Never Apparent |
| Anxiety | Unknown | Often Apparent | Sometimes Apparent | Rarely Apparent | Never Apparent |
| Work Habits & Energy | Unknown | Lazy | Works enough to get by | Puts in a fair day's work | Puts forth extra effort |
| Social Interaction with Peers & Adults | Unknown | Avoided by others/ socially awkward | Tolerated by others | Liked by others/ sought out by others | Example for others |
| Personality (circle all that are applicable) | Unknown | Cold Withdrawn Needy | Quiet Shy | Friendly Warm Likeable Fun-loving | Overbearing Extroverted |
| Teachability | 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 Route 430, Dewittville, NY 14728
Phone: 716-386-5932 Fax: 716-954-0212

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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 _____

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Phone: 716-386-5932 Fax: 716-954-0212

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Phone: 716-386-5932 Fax: 716-954-0212

CONFIDENTIAL

Mission Meadows Background Check Authorization

Print Name: _____
(First) (Middle) (Last)

Former Name(s) and Dates Used: _____

Current Address Since: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: _____ DOB: _____

Telephone Number: _____

Driver's License Number/State: _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize **Camp Mission Meadows** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to **Camp Mission Meadows** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

**** Camp Mission Meadows** and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature: _____

Date: _____

Notice to California, Minnesota and Oklahoma Residents:

Please check the box below if you wish to receive a copy of a consumer report that is requested.

I wish to receive a copy of any Background Check Report on me that is requested.