



CEDAR CREST CAMP 2010 SUMMER STAFF EMPLOYMENT APPLICATION

Minimum Requirements:

1. Must be 18 years old by May 30, 2010.
2. Must be an active member of a church or a Christian campus fellowship and willing to communicate one's faith openly.
3. Willing to live on site for the duration of the camp season, commit most of the staffer's life and time to the 3-month camp schedule, and abide by all Cedar Crest policies.

Technical Requirements:

1. All Archery Staff must hold a NADA Level 1 Certificate or higher.
2. All Activity Staff who deal with water activities (Aquatics/Lifeguard) must have current lifeguard certification
3. Cedar Crest encourages all staff to have current First Aid, CPR, and AED certification prior to summer of 2010. Remember that CPR and AED certifications must be renewed every year, and lifeguard certification requires both. We recommend applicants be certified or, at least enrolled in a class by the time of the interview

Camp Season will begin on Sunday, May 30, and extend through Sunday, August 8, 2010.

Time Off: Applicants with obligations that conflict with the camp's schedule, must notify the Program Director before the interview, as it may affect whether they are hired. Requests for time off not approved at the time of hiring will NOT be allowed except in cases of emergency. Single days off are generally granted, but we ask that applicants plan not to take weeks off. Being a staff member is a huge commitment that requires a great deal of sacrifice, and losing staff members, even for a week, affects the delicate balance we must maintain.

Deadline for Application: Saturday, March 8, 2010. You may not receive an interview if application is postmarked after this date.

Interview Information: Saturday, March 13 thru Saturday March 20, 2010. You must participate in an interview to be considered for the job. Those located 175 miles or more from Cedar Crest may opt to be interviewed by telephone. Cedar Crest will mail each applicant an interview schedule shortly after the March 8 application deadline.

Remuneration: Pay scale is as follows:

1 st Year Summer Staff	\$1,700
2 nd Year Summer Staff	\$1,850
3 rd + Year Summer Staff	\$2,000

Please include with this application a BRIEF RESUME including education, work experience, church participation and other biographical information. In addition, the attached Disclosure Form must be completed, signed and returned with your application. Your references **MUST** be in the Cedar Crest office prior to the interview date. Provide your reference with a stamped envelope, so the form can be mailed following completion without your viewing. Applicants should not reacquire their completed reference forms. Be sure to follow up with your references to ensure all forms have been mailed.

MAIL APPLICATION TO:

SUMMER STAFF INTERVIEW TEAM
CEDAR CREST CAMP
7900 CEDAR CREST CAMP ROAD
LYLES, TN 37098

Cedar Crest does not discriminate in employment on the basis of race, color, ethnicity or sex.



CEDAR CREST CAMP 2010 SUMMER STAFF JOB OPPORTUNITIES

- A. LIFEGUARD: (Lifeguard Certificate Required)**
Responsible for overseeing all swimming and play activities, communicating and enforcing pool and swimming area regulations, maintaining proper water chemical levels, and cleaning the pool/deck area. Persons with certificates valid at interview will receive priority consideration over those with course work not yet completed.
- C. FIRST AID DIRECTOR: (Red Cross First Aid Certification Required)**
Responsible for the care of sick and injured persons, assistance with dispensation of medications, maintenance of a stocked First Aid Cabinet, and cleanliness of the area. The First Aid Director will work in close conjunction with the volunteer registered nurse for the week.
- D. CRAFTS DIRECTOR**
Oversees all activities at the Craft Hut, instructs campers in the proper methods for making crafts, maintains an inventory of supplies, accounts for all monies paid for crafts by campers (if applicable), maintains craft equipment, and keeps hut clean and organized. Craft experience in church or home preferred.
- E. RECREATION DIRECTOR**
Leads camp recreational activities and group games as scheduled, oversees the use of all recreational equipment, plans recreational activity periods and coordinates Progressive games. Applicants demonstrating knowledge of group games requiring limited athletic skill will receive priority consideration.
- F. CHALLENGE COURSE DIRECTOR**
Oversees all activities on Low Elements Ropes/Challenge Course, directs a weekly Ropes marathon, and maintains the course area to ensure safety and cleanliness. Requires the mental and physical ability to facilitate group discussion and handle the summer heat.
- G. RESIDENT COUNSELOR**
Lives with the camper night and day for the entire week and is the key person in caring for and relating to the campers as well as translating the theme and activities into meaningful and joyous experiences that can become treasured memories. Except for brief periods of planned relief, the counselor is on duty 24 hours a day as parent, friend, teacher, co-learner, advisor and sharer of faith. He/She must be mature enough to share wisely, lovingly, patiently and faithfully with the children or youth entrusted to them. The counselor is responsible for knowing and obeying all camp policies including "Lights Out." They are accountable to the Program Director. In the event of camp violations of policy, they will be accountable to the Executive Director. Resident counselors are subject to the same guidelines established for weekly volunteers and supervised by the Program Director.
- I. PROGRAM UTILITY FACILITATOR AND CANTEEN ASSISTANT:**
Serves the camp leadership team, the office staff and the Program Director in providing the leg work necessary to set up the auxiliary needs of the camp. (e.g. ensuring that water is available at activity sites, handling mobile canteen, carrying supplies to activities, setting up for worship, etc.). Transportation needs are provided. Must be 21 years old, have a valid driver's license and have a good driving record so camp insurance will provide coverage. Also stocks canteen supplies and maintains an inventory of all merchandise.
- J. MUSIC DIRECTOR**
Will offer a capable musician and song leader to all our camps that do not have a specified leader. In addition to leading music at gatherings and worship, our music director will lead a music activity period for each cabin/living group weekly and offer various music interest groups. Applicant should demonstrate knowledge of Christian music and the skills to lead group singing as well as be able to play a mobile instrument.

*****ALL CEDAR CREST ACIVITY STAFF POSITIONS CARRY RESPONSIBILITIES IN ADDITION TO DIRECTING THE SPECIFIC ACTIVITIES OF ITS CHARGE. RESPONSIBILITIES FOR WORSHIP, PARTICIPATION IN ALL CAMP ACTIVITIES, SERVICE ON OVERSIGHT AND PLANNING COMMITTEES, AND ASSISTANCE WITH CANTEEN, CHECK-IN, CHECK-OUT, ETC. ARE NECESSARY. SUMMER STAFF EMPLOYMENT IS DIFFICULT, BUT REWARDING WORK.*****

Applicants will be interviewed by a team under the direction of the Program Director or Executive Director. Strong consideration is given to ability in communicating one's Christian faith and his/her understanding of youth culture. The more diverse an applicant's understanding and experience, the higher the chances for success.



CEDAR CREST CAMP 2010 SUMMER STAFF EMPLOYMENT APPLICATION

NAME _____

HOME ADDRESS _____ CITY _____ ST _____ ZIP _____

HOME PHONE _____ CELL PHONE _____

EMAIL _____

CHURCH (include district) _____

COLLEGE (and class) _____ SCHOOL PHONE _____

SCHOOL ADDRESS _____ CITY _____ ST _____ ZIP _____

SOCIAL SEC. NUMBER _____ BIRTHDATE _____ AGE _____ T-SHIRT SIZE _____

PASTOR'S NAME _____ PHONE NO. _____

ADDRESS _____ CITY,STATE,ZIP _____

CHURCH PASTOR NOW SERVES _____

PREVIOUS CEDAR CREST EXPERIENCE (As camper, counselor, etc.) _____

OTHER CAMP EXPERIENCE (As camper, counselor, etc.) _____

TWO ADDITIONAL REFERENCES:(Other than family & pastor) Enclosed are two copies of reference forms. Give these to the two people you have listed below. Have them fill out the form and mail it back to Cedar Crest. Your employment form WILL NOT be processed until these completed reference forms are returned to the Cedar Crest office. *NOTE: These references should be 21 years of age or older.*

1. NAME _____ PHONE NO. _____

ADDRESS _____

CITY,STATE,ZIP _____

2. NAME _____ PHONE NO. _____

ADDRESS _____

CITY,STATE,ZIP _____

Each person chosen over the age of 18 must be willing to undergo a criminal background check.

Lifesaving Certifications

Check the lifesaving certifications you currently hold (Remember Cedar Crest would like for all Staff to be First Aid, CPR, and AED certified. We recommend you be certified or, at least, enrolled in a class by the time of your interview)

- | | |
|---|------------------------------------|
| <input type="checkbox"/> First Aid | Date Certified _____ Chapter _____ |
| <input type="checkbox"/> First Aid for the Professional Rescuer | Date Certified _____ Chapter _____ |
| <input type="checkbox"/> Adult CPR | Date Certified _____ Chapter _____ |
| <input type="checkbox"/> Child/Infant CPR | Date Certified _____ Chapter _____ |
| <input type="checkbox"/> AED Essentials | Date Certified _____ Chapter _____ |
| <input type="checkbox"/> Life Guarding | Date Certified _____ Chapter _____ |
| <input type="checkbox"/> Other _____ | Date Certified _____ Chapter _____ |

Tell us about any positions you have held involving medical care or lifesaving (life guarding, medical assistant, etc.)

Arts and Crafts

Participated in

Have Taught

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Bracelet/Necklace making weaving w/Hemp and Gimp |
| <input type="checkbox"/> | <input type="checkbox"/> | Pottery/Sculpture |
| <input type="checkbox"/> | <input type="checkbox"/> | Painting |
| <input type="checkbox"/> | <input type="checkbox"/> | Drawing |
| <input type="checkbox"/> | <input type="checkbox"/> | Nature Crafts |

Check the box that best applies to you in regards to your interest in Arts and Crafts

- I have been involved in Art and/or Crafts most of my life and hope my career involves them
- I have experience in Arts and/or Crafts and will pursue it as a hobby my whole life
- I have always enjoyed Cedar Crest Crafts and have become very good at them
- I would work Crafts if I needed to, but wouldn't be the best at it
- I have no experience with arts and crafts

Ropes Course

I have been trained and/or led a group at Cedar Crest in :

Trained **Led**

- Low Initiatives/Team Building
- Pamper Pole Belay
- Equipment/Course intros and inspection
- High Course Platform

Trained **Led**

- Giant Swing Belay
- Giant Swing Platform
- Climbing Tower/High Course Primary Belay
- High Course Transfer Watch

I have outside of Cedar Crest:

- Been Rock Climbing
- Facilitated Other Ropes Courses
- Extensive knowledge of climbing equipment, its use, and its maintenance

River Skills

Participated in

Have Taught

Lake Canoeing (Outside of Cedar Crest)

River Kayaking (Outside of Cedar Crest)

River Canoeing (Outside of Cedar Crest)

Check the boxes that apply to you

- I have grown up around motorized boats and have lots of experience driving them
- I have pulled skiers, tubers, boarders on highly trafficked waterways, and understand the safety concerns
- I have experience maintaining a motorized boat (checking gauges, checking/replenishing fluids, etc.)
- I have cleaned boats
- I would be nervous driving a boat with campers
- I have completed the TWRA Boating Safety Education Course (See <http://www.state.tn.us/twra/boated.html> for more information. If you are interested in a position that drives boats at camp, we recommend you pass or enroll in the course before your interview)

Sports/Games

Check the boxes that apply to you

- I have been a part of organized sports teams
- I exercise regularly to stay in good physical shape
- I have led games for people younger than me
- I know many games that children of varying skill levels could be more equal in
- I have led games for groups of 40 or more participants

Personality Profile

Check the 3 boxes that you consider your greatest strengths

- | | |
|--|---|
| <input type="checkbox"/> Patience | <input type="checkbox"/> Problem Solving Skills |
| <input type="checkbox"/> Organization | <input type="checkbox"/> Sense of Humor |
| <input type="checkbox"/> Motivation | <input type="checkbox"/> Positive Outlook |
| <input type="checkbox"/> Strong Work Ethic | <input type="checkbox"/> Flexibility |
| <input type="checkbox"/> Open Mindedness | <input type="checkbox"/> Encouraging |

Check the 4 boxes that most apply to you

- I am very outgoing and like to meet as many people as possible
- I like to lead and have a strong voice in most groups
- It is important for me to have a schedule with things laid out in an orderly fashion
- I prefer to cultivate deeper, one-on-one relationships with a few people in the group
- It is important to me to get all my responsibilities out of the way before anything else
- I feel comfortable with just about anyone
- I usually have multiple projects I am trying to complete at any given time
- It is very difficult to make me nervous or upset
- I like to fix problems
- I am a perfectionist
- It is important to me to always be looking for ways to help out my peers and co-workers
- I try to enjoy every moment of every day
- I am looking to challenge myself and do something that scares me a little
- I don't tire or get frustrated quickly. I have a lot of stamina
- I think a great deal about how my decisions and actions will affect others

Nature

Check the boxes of programs you are interested in enough to lead a group in

- | | |
|---|---|
| <input type="checkbox"/> Hiking | <input type="checkbox"/> Stargazing |
| <input type="checkbox"/> Plants and Trees | <input type="checkbox"/> Environmental Education/Ecology |
| <input type="checkbox"/> Wildlife | <input type="checkbox"/> Fruit/Vegetable/Herb Cultivation |

Music

Check if you possess any of these musical talents

- Strong voice that can lead songs
- Wide-ranging knowledge of Christian music that could introduce camp to new songs
- Interest/Knowledge of music theory
- Instrumental music proficiency (if so, which instruments?) _____

Camp Interests

Mark the 4 boxes that you are most interested in

- | | |
|--|---|
| <input type="checkbox"/> Spiritual Formation | <input type="checkbox"/> Recreational Activities |
| <input type="checkbox"/> Outdoors | <input type="checkbox"/> Developing new relationships |
| <input type="checkbox"/> At-Risk Children and Youth | <input type="checkbox"/> Spiritual Programming/Discussion |
| <input type="checkbox"/> Small Camps | <input type="checkbox"/> Worship |
| <input type="checkbox"/> Large Camps | <input type="checkbox"/> Art |
| <input type="checkbox"/> Water Activities (Skiing, Tubing, Canoeing, Swimming) | <input type="checkbox"/> Counsel/Advice/Sharing |
| <input type="checkbox"/> Drama | <input type="checkbox"/> Elementary Ages (8-12) |
| <input type="checkbox"/> Developmentally Disabled Campers | <input type="checkbox"/> Youth Ages (13-18) |

Technical Skills

Check if you are proficient in these categories

- | | |
|---|--|
| <input type="checkbox"/> Digital Photography | <input type="checkbox"/> Graphic Design / Desktop Publishing |
| <input type="checkbox"/> Web design and development | <input type="checkbox"/> Sound Equipment & Set-up |
| <input type="checkbox"/> PowerPoint and other Presentations | <input type="checkbox"/> DVD/Video Production |

Worship Strengths

Check the worships areas in which you are most talented or experienced

- | | |
|---|---|
| <input type="checkbox"/> Prayer | <input type="checkbox"/> Speaking (Proclamation) |
| <input type="checkbox"/> Spiritual Leadership | <input type="checkbox"/> Behind the Scenes/Set-up |
| <input type="checkbox"/> Scripture Reading | <input type="checkbox"/> Planning/Organizing |
| <input type="checkbox"/> Skits | <input type="checkbox"/> Creative Ideas |

Working with Children/Youth

In what 4 areas do you think you offer the best gifts for campers

- | | |
|---|---|
| <input type="checkbox"/> one on one counseling | <input type="checkbox"/> organizing activities/programs for campers |
| <input type="checkbox"/> worship/spiritual leadership | <input type="checkbox"/> teaching about Christ |
| <input type="checkbox"/> companionship | <input type="checkbox"/> emotional/spiritual support |
| <input type="checkbox"/> social interaction | <input type="checkbox"/> a positive role model |
| <input type="checkbox"/> play | <input type="checkbox"/> a good host |
| <input type="checkbox"/> supervision/keeping safe | <input type="checkbox"/> teaching new skills |
| <input type="checkbox"/> patience/unconditional love | <input type="checkbox"/> hard work to provide the best experience |
| <input type="checkbox"/> bonding a cabin group | <input type="checkbox"/> solving problems |

Working with Children/Youth (continued)

Check places you have experience working with people younger than you and describe your duties

Day Care

Time Worked _____ What you did _____

Youth Group Intern/Assistant

Time Worked _____ What you did _____

Sunday School/Vacation Bible School

Time Worked _____ What you did _____

Other Camps

Time Worked _____ What you did _____

Boys and Girls Clubs, YMCA, etc.

Time Worked _____ What you did _____

School/Tutoring

Time Worked _____ What you did _____

Other

Time Worked _____ What you did _____

Other

Time Worked _____ What you did _____

Other

Time Worked _____ What you did _____



Cedar Crest CAMP
 8384 Barren Fork Bridge Road
 Lyles, TN 37098
 931-670-3025 phone
 tnumcamps@tnumc.org

Voluntary Disclosure Statement
All Camp Staff & Volunteers

Name _____ Birth date _____
Last First Middle

Home address _____
Street Address City State Zip

Social Security # _____ Other names by which known (e.g., maiden name) _____

Home phone _____ Cell phone _____ Work phone _____

School or College _____

Address _____
Street Address City State Zip

Driver's License # _____ State _____ Expiration Date _____

1. Previous residence(s) for last 5 years (including college and home residences):
- | | | |
|------------|-------------|-----------|
| City _____ | State _____ | Zip _____ |
| City _____ | State _____ | Zip _____ |
| City _____ | State _____ | Zip _____ |
| City _____ | State _____ | Zip _____ |

(Continue on separate sheet if necessary)

2. Have you ever been convicted of any crime relating in any manner to children and / or your conduct with them? Yes No

If yes, please explain: (Use a separate sheet if necessary.)

3. Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below? Yes No

- Assault or battery on a child under eighteen
- Assault or battery on a mentally challenged person
- Rape
- Any other sexual offense
- Kidnapping of a child under sixteen
- Distribution and trafficking of narcotics or other controlled substances
- Intent to commit any of the above crimes

If yes, please explain: (Use a separate sheet if necessary.)

4. Have you ever been judged liable for civil penalties or damages involving sexual or physical abuse of children? Yes No

If yes, please explain: (Use a separate sheet if necessary.)

5. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection? Yes No

If yes, please explain: (Use a separate sheet if necessary.)

6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? Yes No

If yes, please explain: (Use a separate sheet if necessary.)

I understand that:

- A. The camp may deny employment to or decline volunteer service from any person who answers any of questions numbered 2-6 above in the affirmative.
- B. In applying for a camp position (either paid or voluntary) the information that I have furnished on this form is subject to verification, which may include a criminal history check and request from any central registry of child abusers.
- C. The camp may terminate employment or volunteer service of any person:
 - 1) Found to have a history of complaints of abuse of a minor and/or
 - 2) Found to have resigned, been terminated or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor.
- D. This disclosure statement must be updated yearly.

Signature _____ Date _____

Signature of Minor's Parent or Guardian _____ Date _____

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Cedar Crest Camp Summer Staff Reference Form for 2010

CONFIDENTIAL INFORMATION

Explanation: The following applicant has applied to work this summer at Cedar Crest Camp. Summer Staff is a rigorous 3-month commitment with little time off. Staffers spend great amounts of time with campers, plan worship, lead activities, enforce safety, and could operate hazardous equipment. Staffers are spiritual leaders and role models for volunteers and campers even after summer camp ends. Your evaluation could influence our choice of hiring or warn us of a potentially ineffective staffer, so please answer thoroughly and honestly. Please use the empty space on the back for further comment.

To be used as a Reference: You must be older than 21, **not** be a family member, and you should know the applicant predominately on a professional level. You must be able to thoroughly and objectively evaluate the applicant's strengths and weaknesses in regards to work with children and youth without serious conflicts of interest. If you do not feel you can complete the form objectively or there are conflicts of interest, please return the form to the applicant.

Applicant's Name _____

How do you know the applicant? _____

How long have you known the applicant? _____

Check the applicant's greatest strengths (especially at a summer camp for children and youth)

- Goes extra mile to make activities fun
- Children/youth respect him/her
- Makes co-workers better
- Always positive
- Keeps high energy level
- Communicates with tact and respect
- Good with problem children/youth
- Relates well to different age levels
- Responsible when left in charge of task
- Safety conscious/doesn't break things

Check what might be a weakness for this applicant (especially at a summer camp)

- Tardiness/disorganization
- Accident prone
- Sometimes not sensitive to others needs
- Easily overwhelmed
- Can seem mean, rude, or offensive
- Has problems with authority
- Too strict
- Too easygoing
- Easily distracted
- Problems working with peers
- Too social
- Could wear out over a whole summer

The Applicant:

- Has a knack for working w/others
- Works well with certain people
- Likes to work alone
- Has problems working with others
- Looks for ways to help everyone
- Will help in any way you ask
- Is helpful at times
- Has to be pushed to help out
- Is often not very helpful
- Works to improve when criticized

Describe something the applicant has done that really impressed you.

Describe an instance when the applicant has dealt with a serious problem and how he/she handled it.

More on back

Check what best applies in regards to the applicant's maturity level

- | | |
|--|--|
| <input type="checkbox"/> The most mature person I know | <input type="checkbox"/> Mature at times, immature other times |
| <input type="checkbox"/> Mature beyond his/her years | <input type="checkbox"/> Is a big kid |
| <input type="checkbox"/> Average for his/her age | <input type="checkbox"/> Doesn't act his/her age |

Tell what the applicant does that makes him/her a good spiritual leader.

What of the applicant's personal qualities could be a potential obstacle in his/her spiritual leadership?

Check the boxes that apply in regards to the applicant's moral/religious character

- | | |
|---|---|
| <input type="checkbox"/> Constant positive example everywhere | <input type="checkbox"/> Questionable witness outside of work |
| <input type="checkbox"/> Deep/Mature faith in God | <input type="checkbox"/> Can be too close-minded religiously |
| <input type="checkbox"/> Consistently prayerful | <input type="checkbox"/> Works hard to live out faith |
| <input type="checkbox"/> Good heart despite some rough times | <input type="checkbox"/> Poor discretion in what he/she says |

Share your feelings on the applicant caring for children/youth who are very important to you?

- | | |
|--|--|
| <input type="checkbox"/> I trust him/her as much as I trust myself | <input type="checkbox"/> I would use him/her if I were in a bind |
| <input type="checkbox"/> The first I would leave children with | <input type="checkbox"/> Probably not; I don't trust him/her |
| <input type="checkbox"/> I am fine leaving children with him/her | <input type="checkbox"/> No, I know he/she is abusive <i>(Explain below)</i> |

Name _____ **Signature** _____ **Date** _____

Daytime Phone _____ **Evening Phone** _____

Send the completed form to:

Cedar Crest Program Director
8384 Barren Fork Bridge Road
Lyles, TN 37098
931-670-3025 phone
tnumcamps@tnumc.org

(The applicant should not see the completed form)

Further Comments:



Cedar Crest Camp Summer Staff Reference Form for 2010

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- | | |
|--|--|
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Name _____ **Signature** _____ **Date** _____

Daytime Phone _____ **Evening Phone** _____

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Further Comments: