



# MICHIGAN CHRISTIAN YOUTH CAMP

## STAFF EMPLOYMENT APPLICATION

Hiring begins March 1<sup>st</sup>, Applications are accepted until June 15<sup>th</sup> for paid staff positions.

Name: \_\_\_\_\_ Address at School: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Your School Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Send mail to school address until (date): \_\_\_\_\_

\_\_\_\_\_ Home Church: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

School Attending: \_\_\_\_\_ Minister's Name: \_\_\_\_\_

**Our summer session runs from June 17 – July 27, 2012. Leadership Positions will report on June 10, 2012.** Our desire is to hire staff members for the entire season, but we know that school schedules, work schedules, and other commitments may affect this. Will you be available for the entire summer season? YES NO, please explain \_\_\_\_\_

**POSITION(s)** applying for: (number in order of preference if applying for more than one) Please read job descriptions for details.

___ Activities Director*	___ Media / Tech	___ Counselor	___ Activities Crew
___ Staff Life Director*	___ Outdoor Crew	___ Registrar*	___ Wrangler / Barn Staff
___ Waterfront Director*	___ Lifeguard	___ Kitchen Crew	___ Other

**CERTIFICATIONS** (List only those that will be current June – Aug 2011). **Submit a copy with your application of each certification.**

RN    LPN    Standard First Aid    Advanced First Aid    Lifeguard    Water Safety Instructor

CPR    CDL    Other: \_\_\_\_\_

**EDUCATION:**

Name & Location of School	Circle Year Completed			
High School: _____	9	10	11	12
College: _____	1	2	3	4
Graduate School: _____	1	2	3	4
Subjects of Special Study: _____				
Career Goals: _____				

**\*Leadership Positions. Requires starting summer camp a week early on June 10, 2012.**

**WORK EXPERIENCE:** (List the last two)

*Name and Phone number of Employer*                      *Position*                      *Dates*                      *Reason for Leaving*

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

**PERSONAL REFERENCES:** (MUST NOT BE RELATIVES and *should* have known you for 3 years or more and be able to speak to your Spiritual Commitment and Christian Influence. Preferably a Minister, Elder, Deacon, Christian College Professor or Board member of a Christian organization.)

\*\*\*Each reference should fill in a REFERENCE form and return it to MCYC as soon as possible.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_
3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

**CHURCH / MINISTRY INVOLVEMENT:** (List any training or ministry involvement you have had that will help you minister)

**SCHOOL INVOLVEMENT:** (sports, groups, leadership positions, etc...give most recent)

**DESCRIBE ANY PREVIOUS CAMP EXPERIENCE:**

**SKILLS & EXPERIENCES:**

Please indicate your level of experience in each of the skills listed. Mark 1 those you have significant experience, 2 those with moderate experience, 3 those with little experience, and leave blank those with no experience.

- |                        |                    |                        |                   |
|------------------------|--------------------|------------------------|-------------------|
| ___ Horseback riding   | ___ Child Care     | ___ Mechanical Repair  | ___ Mowing        |
| ___ Riding Instruction | ___ Counseling     | ___ Swimming           | ___ Canoeing      |
| ___ Trail guiding      | ___ Bible teaching | ___ Praise Team Leader | ___ Praise Team   |
| ___ Cooking            | ___ Rollerblading  | ___ Skateboarding      | ___ High Ropes    |
| ___ Dish washing       | ___ Group Games    | ___ Camp Crafts        | ___ Low Ropes     |
| ___ Cleaning / Laundry | ___ Hiking         | ___ Photography        | ___ Videographer  |
| ___ Paintball          | ___ Team Building  | ___ Archery            | ___ Rock Climbing |

**PERSONAL:**

**FIRST TIME STAFF QUESTIONS**

Please answer the following questions if you have **never worked for MCYC** or you have not served on MCYC's Staff **within the past 2 years**.

**Please use a separate sheet of paper to answer the questions.**

1. What was your life like BEFORE you knew Christ?
2. What events led to your decision to give your life to Christ?
3. Since you've made a decision to follow Christ, how is life different now?
4. How would you explain God's plan of Salvation to a camper?
5. What in your opinion are your strengths, spiritual gifts, and abilities? What area's need development or attention?
6. Have you had any experience working with young people? If so, please describe the age group with which you were involved, what your involvement was and also where this involvement took place.
7. Because of the nature of camp, there are specific expectations and limitations placed on you (i.e. mandatory meetings, curfew, limited time off, etc.). We are looking for self-motivated people who can monitor their own behavior. Would you be able to do this? Do you feel that you would have difficulty adjusting to these limitations(physical, emotional, and spiritual exhaustion)? Please explain your answers.
8. What do you hope to gain or learn from a summer at MCYC?
9. Select a passage from the Gospels and develop a short and simple outline lesson for any age group using: key verse, Object lesson, song, stories, questions, etc. to bring out the major truths.
10. What other summer positions or jobs are you applying for this summer? When will you need to make a decision on these positions?

**RETURNING STAFF QUESTIONS**

Please answer the following questions on a separate sheet of paper if you **HAVE served** on MCYC's Staff **within the last three years**.

1. What ministry activities have you been involved in this past year?
2. In the last year, how has your relationship with God grown?
3. Why do you want to come back to MCYC and serve on the Staff?
4. What did you learn last summer and what would you do differently this summer?
5. Do you have any conditions, impairments or disabilities that could affect your performance this summer?

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List any physical limitations, allergies, special dietary needs, conditions, impairments, or disabilities that could affect your performance this summer?

List any convictions you have other than minor traffic violations:

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**MCYC BELIEF STATEMENT**

1. We believe in the DIVINE AUTHORITY of the Bible alone.
2. We believe in ONE GOD, eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe in the DEITY AND HUMANITY of JESUS CHRIST in one person.
4. We believe that ALL mankind is LOST eternally without JESUS CHRIST.
5. We believe that BAPTISM is essential as a part of God’s plan of salvation.
6. We believe that the ONLY way to Heaven is through JESUS CHRIST.
7. We believe in the PHYSICAL RETURN of JESUS CHRIST.

**APPLICANT’S AFFIRMATION**

The information in this application is correct to the best of my knowledge. I authorize investigation of all statements herein and release MCYC and all others from liability in connection with the same. I understand that, if employed, I will be an at-will employee and that any agreement to the contrary must be in writing and signed by the director. I authorize any references or churches listed in this application to give any information (including opinions) that they may have regarding my character and fitness for working with children or youth. I waive any rights that I may have to inspect any information provided about me by any person or organization identified by me in this application. I also understand that untrue, misleading, or omitted information herein may result in dismissal regardless of the time of discovery. I authorize the use of photographs or videotape pictures of myself to be reproduced and utilized by MCYC. I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE, KNOW THE CONTENTS THEREOF, AND SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement.

**In signing this application, I authorize MCYC and its appointed agents to conduct a criminal history/background check as well as a Department of Human Services Background check through Central Registry Clearance.**

**Initials** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**PARENT / LEGAL GUARDIAN AUTHORIZATION – applicants under the age of 18 as of June 1.**

I approve of \_\_\_\_\_ being at Michigan Christian Youth Camp as a Staff Member and I commit to be supportive of all management decisions pertaining directly or indirectly to my child. I will endeavor to see that he / she fulfills his/her responsibilities as a staff member in every respect and I will strongly encourage that he/she will fulfill the length of commitment as stated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Please send your application to the following address:

Michigan Christian Youth Camp  
 820 N. Lake George Rd.  
 Attica, MI 48412  
 ATTN: SUMMER STAFF

## JOB DESCRIPTIONS

**Registrar** – The Registrar directs the overall business operation of the camp on a seasonal basis, including purchasing, camp store, personnel record keeping, customer service, and financial records. The position involves considerable independent work as well as being an effective member of a team. Manage the daily operations of the camp business service. Oversee the inventory and ordering of business, program, and office supplies and arrange for the routine maintenance of the camp business equipment. Manage all customer service and communication functions with customers and vendors. Assist in the management and record keeping of camper and staff information. **This position will start in mid-May, usually around the second week full week. It may also require part-time days during late April and early May that are very flexible.**

**Staff Life Director**– must be at least 20, possessing a very committed and mature faith in Jesus Christ, must be a servant-leader who knows how to love, lead, disciple, discipline, motivate, encourage and organize. Responsible for oversight of high school and college age staff, including living/work adjustments, dorm relations, building accountability, disciplinary action, overall staff life, and the counselor in training program. Leads campfires, worship, and assembles teams for all camp activities. (I.E. Jam session, evening activity, worship teams for bible classes, etc.) Help plan and lead myriad of staff events, hikes, campouts, socials, etc. Works closely with Summer Camp Director and Directors. Demanding position that is most rewarding. RA type experience helpful. Must be flexible and willing to pitch in whenever needed (often “fill in” for sick staff, etc.). Much behind the scenes work.

**Waterfront Director**–must be at least 18, must be athletic/outdoors person who thoroughly enjoys being with people, physically healthy, outgoing personality and not timid. Able to initiate and instruct various activities, organize group games and generally help others to get involved and have a good time. Must be conscious of others and of safety at all times, not conscious of self. Responsible to organize, monitor/participate, maintain, clean equipment and area, follow through and promote all assigned activities; lead hikes, canoe trips. Must be enthusiastic, versatile and a servant-leader. Have current CPR for the Professional Rescuer, Standard First Aid and Lifeguard Training or Advanced Lifesaving; experience in swim instruction is helpful, lifeguard leadership experience, knowledge of general beach safety and maintenance, ability to communicate and enforce safety policies/regulations; mature individual who realizes the responsibility this position carries. Responsible for a beach-front swimming area, for general safety procedures, and for the enjoyment and welfare of people in that area; also monitor beach and organize/supervise a staff of certified lifeguards to maximize safety and enjoyment.

**Lifeguard**–must have current Lifeguard training or Advanced Lifesaving certificate, or WSI, plus First Aid and CPR (American Red Cross Basic Life Support for the Professional Rescuer or American Heart Association Course C); some life guarding experience desired, preferably on a waterfront rather than poolside; guard swimming area, monitor beach activity, assist in any recreational/ waterfront activities and any other tasks as assigned by Waterfront/Recreation Director. Assist in swimming instruction. Complete Outdoor Crew duties during down time as well as other duties as described by the Summer Camp Director. Can include Canteen Assistant and Kitchen duties.

**Activities Director**–must be at least 18, must be athletic/outdoors person who thoroughly enjoys being with people, physically healthy, outgoing personality and not timid. Able to initiate and instruct various activities, organize group games and generally help others to get involved and have a good time. Must be conscious of others and of safety at all times, not conscious of self. Responsible to organize, monitor/participate, maintain, clean equipment and area, follow through and promote all assigned activities; lead hikes, canoe trips. Challenge/Ropes Courses and Zip Line, training provided on these elements. Must be enthusiastic, versatile and a servant-leader. Current CPR certification or First Aid is helpful; ability to communicate and enforce safety

policies/regulations; mature individual who realizes the responsibility this position carries. Responsible for general safety procedures, and for the enjoyment and welfare of people in the recreation areas; also monitor Tennis/Basketball courts and organize/supervise staff to maximize safety and enjoyment. Plan and execute paintball events and daily supervision of games. Responsible for planning and execution of evening program with the weekly manager or summer camp director.

**Counselor**—Must be at least 18 years old, preferably with one year of college experience. Spiritually mature and energetic men/women to serve as cabin counselor, leader and guide of girls/boys along with mentoring a co-counselor for 6-day intervals. Direct activity periods, lead hikes, and conduct dorm Bible studies. Must provide joyful, creative and fun atmosphere for campers. Creates shared experiences between you and campers to draw on experiences to deepen your relationship. Must exhibit a high level of enthusiasm when appropriate. Attend meetings, training and staff fellowship.

**Kitchen Crew**— Must be able to work with others under pressure; must enjoy being part of a team. Cooking experience helpful, including exposure to quantity preparation. Responsible to assist Food Service Director/Lead Cook in high quality and quantity food preparation for buffet style service, help ensure food safety and sanitation, plan menus. Will oversee food service, cleaning needs of the camp. May supervise assistants and be responsible for the ordering of supplies, management of cleaning and food systems. Will learn a ton in a fun environment. Great experience in a professional kitchen.

**Outdoor Crew**—must be at least 16, enjoy physically hard work outdoors/indoors, no restrictive allergies, basic knowledge of small machinery operation, experience with landscaping, painting, basic carpentry preferred. Responsibilities include general landscaping, painting, waste management, and minor maintenance projects/repairs.

**Wrangler**-Specific Responsibilities include but are not limited to: Prepare, care for and maintain horses, Read and follow horsemanship handbook, Plan, organize and assist with Trail Rides, Gather animals for Petting Zoo and being in charge of their feeding and care, Ensure that the animal program works toward fulfillment of the purpose, Help lead prayer/devotional times with WITS.

**Media/Tech**-must have depth of experience with audio/recording equipment, able to operate sophisticated sound and tape recording equipment for mass recording/duplication. Responsible for sound/taping of selected chapel services, making of master tapes. Also have basic knowledge of lighting/ sound. (This position combines with Assistant Counselor position)

**Activities Assistant** – Must be at least 16. Participate enthusiastically in all camp activities, planning and leading those as assigned. Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions. Assist in the planning of any special events. Deliver a field sports program that is appropriate for the age and ability of the campers. Ensure that camp staff and campers know and follow safety and educational procedures. Ability to wrap up event or activity in a Biblical manner to draw on experience to grow campers' relationship with God. Assist in the management and care of the physical facilities and equipment in the field sports program area. Documented experience in field sports instruction or documented training and experience in the variety of sports the camp offers.



## Reference Questionnaire

Mail Form to:  
 MCYC  
 820 North Lake George Road  
 Attica, MI 48412  
 Attn: Summer Staff

This person is applying for employment as part of our Summer Staff at Michigan Christian Youth Camp. This reference form will be used only in the hiring process and will be kept with their permanent file. We seek to hire those who are socially, mentally, physically and spiritually qualified. Your fair and accurate response will assist us in properly evaluating that applicant.

Please see that this form is mailed by you directly to Michigan Christian Youth Camp.

Reference(Applicant's Name): \_\_\_\_\_

Position Applying for: \_\_\_\_\_

How Long Have you known the applicant? \_\_\_\_\_

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

**Please make the following evaluations:**

	Excellent	Good	Fair	Poor	Uncertain
Spiritual Commitment					
Christian Influence					
Judgment					
Dependability					
Leadership Ability					
Positive Attitude					
General Attitude					
Personal Presentation					
Emotional Maturity					
Moral Character					
Willingness to Serve					
Organization					
Motivation					

Additional Comments:

The primary mission of Michigan Christian Youth Camp is to Glorify God by providing an environment that promotes Christian Growth. On this basis, can you recommend this applicant for employment?

\_\_\_ Strongly Recommend

\_\_\_ Recommend

\_\_\_ Do Not Recommend

\_\_\_ Recommend with Reservations

Signature \_\_\_\_\_

Date \_\_\_\_\_

Position – Organization \_\_\_\_\_

Work Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

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



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\_\_\_ Strongly Recommend

\_\_\_ Recommend

\_\_\_ Do Not Recommend

\_\_\_ Recommend with Reservations

Signature \_\_\_\_\_

Date \_\_\_\_\_

Position – Organization \_\_\_\_\_

Work Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

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