



PINE SPRINGS CAMP

814-629-9834 : www.pinesprings.org

SUMMER STAFF APPLICATION

PLEASE PRINT CLEARLY ON THIS PAGE!

NAME: _____ DATE: _____

HOME ADDRESS: _____ D.O.B: _____

_____ AGE: _____

SCHOOL NAME: _____ T-SHIRT SIZE: CIRCLE ONE
S M L XL 2XL

SCHOOL ADDRESS: _____

_____ WHICH ADDRESS DO YOU PREFER WE USE? [] HOME [] SCHOOL

PHONE NUMBER AT SCHOOL: _____

CELL PHONE: _____ EMAIL ADDRESS: _____

WHAT IS YOUR MAJOR? _____ WHAT YEAR IN SCHOOL ARE YOU CURRENTLY? (i.e. freshman) _____

WORK HISTORY: LIST ANY PREVIOUS EMPLOYERS [MOST RECENT FIRST]

NAME OF ORGANIZATION & POSITION	NAME OF SUPERVISOR	PHONE NUMBER	DATE OF EMPLOYMENT
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

CAMP HISTORY: LIST ANY CAMP INVOLVEMENT YOU'VE HAD EITHER AS A CAMPER OR EMPLOYEE.

NAME OF CAMP & POSITION	NAME OF SUPERVISOR	PHONE NUMBER	DATE OF EMPLOYMENT
1. _____	_____	_____	_____
2. _____	_____	_____	_____

REFERENCES: PLEASE INCLUDE 4 REFERENCES. *HAVE 2 REFERENCES FILL OUT THE ATTACHED REFERENCE FORMS AND RETURN DIRECTLY TO PINE SPRINGS CAMP VIA MAIL. INCLUDE THEIR NAMES AND 2 ADDITIONAL REFERENCES ON THIS SHEET.

*1. EMPLOYER OR SUPERVISOR: _____ PHONE NUMBER: _____

*2. CAMPUS MINSITER/YOUTH PASTOR: _____ PHONE NUMBER: _____

LIST THE OTHER TWO REFERENCES BELOW INCLUDING THEIR NAME, PHONE NUMBER, AND YOUR RELATIONSHIP WITH THEM.



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FOR RETURNING STAFF ONLY

PLEASE TYPE YOUR ANSWERS ON A SEPARATE SHEET OF PAPER

1. Why do you want to return to Pine Springs?
2. Based on your personal performance last summer, what would you change this summer? What would you do again?
3. Tell us, in a couple brief paragraphs, how you are currently growing in your faith (i.e. what bible study are you in, are you working with your college ministry?)
4. What were your weaknesses last summer?
5. What were your strengths last summer?
6. Share with us your beliefs as they relate to the following topics:
The Bible Living in Community Christian World View
Charismatic Gifts Forgiveness & Salvation Work Ethic
7. If you are hired, you will be asked to sign a contract for employment and a covenant agreement showing us that you promise to adhere to all the camp policies and procedures (attached), will submit to the authority of the Pine Springs full-time staff, and seek to bring glory to God by sharing Jesus with every camper. Will you be able to uphold this agreement? Why or Why Not?



1. Why do you want to work at Pine Springs and spend your summer serving in a camping ministry?
2. How would you describe yourself? Share character qualities, traits, personality, hobbies, ambitions, fears, goals, and dreams.
3. To be an eligible candidate you must be actively participating in a church fellowship that is supporting and encouraging the growth and maturity of your faith. Share with us what fellowship you attend, why you are attending, and what you are learning. If you are currently in a Bible study or small group, tell us about that as well.
4. Share with us your beliefs as they relate to the following topics:
The Bible Living in Community
Forgiveness & Salvation Work Ethic
5. Tell us about your family. What is your relationship with your parents/siblings like?
6. If you are hired, you will be asked to sign a contract for employment and a covenant agreement showing us that you promise to adhere to all the camp policies and procedures (attached), will submit to the authority of the Pine Springs full-time staff, and seek to bring glory to God by sharing Jesus with every camper. Will you be able to uphold this agreement? Why or Why Not?
7. In a few short sentences, share your position on sexual purity.
8. What does it mean to be a servant leader?



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7. In a few short sentences, share your position on sexual purity.
8. In a couple of paragraphs, share with us about your relationship with Jesus Christ.
9. Tell us, in a couple brief paragraphs, about how you are currently growing in your faith (i.e. what bible study are you in, are you working with your college ministry?)
10. Have you ever shared your faith with someone? Describe the scenario and how you felt about the experience.
11. How do you respond to conflict with roommates, friends, family, strangers?
12. If you are hired, you will be asked to go without some of the creature comforts that you might be accustomed to including; limited use of cell phones, mp3/cd players, personal computers, and access to your personal vehicle, to name just a few, for the sake of the campers and program. How do you think you might respond to the loss of certain freedoms?



PINE SPRINGS CAMP

PSC personnel policy

Our mission statement is the constant reminder of what Pine Springs is all about.

Pine Springs' mission is to provide every camper with a vital encounter with Jesus Christ that leads to growth in Christian faith and discipleship.

Do not sign your contract until you have read this carefully. You must understand and adhere to these policies in order to work at Pine Springs Camp.

We carry out our mission by providing safe and exciting camping and retreating opportunities. Through the camps we provide, campers can experience Pine Springs in a wide variety of programs and activities. In order to achieve this we adhere to the following policies:

I. Relationship with Jesus Christ:

- A) Daily time in prayer and in the Bible. Not only do you serve as a model, but also without this time with God you will be without defense (Ephesians 6:10-18).
- B) Sunday Bible Study with the Staff, combined with weekly worship.
- C) Commitment to pray for campers, VWD's, and all other staff
- D) Commitment to the lives of your fellow staff members
- E) Remember, your whole life reflects your greatest priorities

II. Relationship with other staff:

- A) Accountability to the Volunteer Weekly Director's
- B) Because we are building a unique Christian atmosphere and because of the intense nature of the spiritual battle in which we will be fighting, we are requiring that:
 - 1- Staff abstain from alcoholic beverages and tobacco products during the length of your contractual agreement (see staff handbook for more details)
 - 2- Additionally, due to the short period of time with campers and the desire to be intentionally focused on honoring Christ through all facets of our ministry including outreach to campers and parents, no body piercing (other than ears) will be permitted. Hair needs to be well kept, no dread locks.
 - 3- The following behavior/actions will not be tolerated: Physical attacks on persons, emotional or verbal abuse or neglect of persons, Illegal Drug Use, Smoking, Drinking Alcohol, Sexual immorality, theft or destruction of camp or private property...*these behaviors could lead to automatic dismissal*

"You say- 'I am allowed to do anything' - but not everything is helpful. You say, 'I am allowed to do anything'-but not everything is beneficial. Don't think only for your own good. Think of other Christians and do what is best for them." - 1 Corinthians 10:23-24



SUMMER STAFF POSITION DESCRIPTIONS

Program Coordinator:

The primary responsibility of the PC is to support the Summer Camp Director (SCD) with the daily operation and management of the summer camp program. They are responsible for coordinating and leading the Opening Programs, Wednesday Night game and campfire and MC'ing the meal time activities. The PC also works with the SCD to care for the Volunteer Weekly Directors (VWD) in providing props, game supplies, and snack items. Candidates need to possess strong organizational skills, good time management, must be a trouble shooter, work independently, be able to take initiative and be comfortable with public speaking and giving directions.

Chrysalis & Nature Coordinator (1 position):

The C&NC is responsible for all Chrysalis activities, crafts, and camp art projects. This person will work with the SCD to manage the Chrysalis inventory and projects. A creative and imaginative mind is helpful. They are also responsible for leading and coordinating nature activities including: nature hikes to locate and identify trees, insects, animals, creek walks, and time at the frog pond. The C&NC cares for the camp animals. The C&NC will also help identify and develop new discovery opportunities for the camp and campers. A good understanding of nature, the environment, plant life and animals is helpful.

Men's & Women's Discipleship Coordinators (2 positions):

The Men's and Women's Directors are responsible for the spiritual and emotional needs of all summer staff. One way this occurs is through weekly 1 on 1 meetings with every staff member. They also play a large role in staff orientation. They plan and lead the Saturday night staff meetings and devotions, attend the VWD end of the week evaluations, and coordinate the daily morning staff devotions.

Timothy Team Coordinator:

The Timothy Team Coordinator supervises and serves alongside our Timothy Team members and cares for their spiritual and emotional needs. Candidate must be able to effectively manage a staff, lead devotions and Bible Studies, disciple and mentor students, and assist whenever needed. A passion for teenagers and discipleship is necessary.

Waterfront Coordinator:

This person is responsible for all programming at and around the pool including; morning dip, swim tests, daily swimming time, pool parties, water slide, slip and slide and water balloons. The WC will coordinate all pool and water-related activities with the Summer Camp Director. The WC works directly with all PSC lifeguards and acts as their immediate supervisor in the absence of the SCD. Supervision of lifeguarding staff includes discipleship and encouragement as well as leading by example in daily job assignments, attendance/promptness at the pool during scheduled working hours and ensuring proper lifeguard rotation while on duty. The WC is also responsible for checking pool levels daily and works with Facilities Director when additional chlorine and/or other pool maintenance is required. The WC must possess current documentation of all necessary Red Cross Lifeguard, First Aid, and CPR certifications.



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SUMMER STAFF POSITION DESCRIPTIONS

Counseling Staff:

Counselors are responsible for the care, discipleship, nurturing, safety, and teaching of the summer campers. They assist the VWD's in leading games, fun, and learning each week. They lead daily devotions, lead or assist in teaching the daily Bible lessons, plan and lead the evening campfires, and any game needs that the VWD's might have. Pine Springs works with three levels of counselors.

Cornerstone— Cornerstone staff are counselors that have completed their senior year of high school and want to be counselors. They will be paired with various second year staff for the summer and meet with an individual on Leadership or full time staff for one on one times.

First Year Counselors— First Year Counselors are counselors who have completed their freshman year of college and are working at Pine Springs for the first time. They have the opportunity to work with our returning staff to learn how Pine Springs does summer camp.

Returning Counselors— These counselors are second year staff who are returning to Pine Springs. They are experienced staffers who lead and teach both campers and new staff.

Lifeguard Staff:

The Lifeguard staff serve under the Waterfront Coordinator and are responsible for the care and safety of the pool and water activities on and off camp property. They provide oversight for all pool activities, canoeing (in the pool), swimming, and the slip-n-slide. The Lifeguard staff also assist the program in leading water related games and activities, filling and preparing water balloons and are responsible for the cleanliness of the pool area, bathhouse, and lawns within the pool walls. Red Cross Lifeguard Certification, First Aid, and CPR are required. Pine Springs offers an opportunity for CPR recertification.

Adventure Staff:

Serving under the Adventure Director, the Adventure Staff manage all adventure activities on and off site. They are responsible for facilitating Pine Springs initiatives, low ropes course, mountain biking, orienteering, target sports, climbing walls, climbing tower, zip line, and high ropes course. They also facilitate off-site rock climbing, caving, canoeing, hiking and white water rafting. They are responsible for the inspection, care and storage of all equipment, as well as weekly cleaning and organizing of the adventure building. Experience is helpful, but candidates must be teachable as we provide training specific to our requirements and procedures. Applicants should be physically fit, mature, responsible, and able to put the well-being of campers and total safety before everything else.

Timothy Team:

Serving under the Timothy Team Coordinator, Timothy Team members are the backbone of the summer camp ministry. Team members work primarily behind the scenes assisting the camp cook, preparing food, washing dishes, cleaning the A-frame (dining hall), cleaning bathrooms, serving snacks at campfires and various other tasks as needed. Timothy Team members also get to help with skits, games and various programming throughout the summer. This paid position is the first opportunity campers have to serve on summer camp staff. Candidates must be at least 16 years old and must be able to make a minimum commitment of 4 consecutive weeks. Experience as a Pine Springs camper is preferred but not required.



EMPLOYER

PINE SPRINGS CAMP

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SUMMER STAFF RECOMMENDATION FORM

_____ has submitted an application for a summer staff position at Pine Springs Camp. This recommendation is an important and helpful part of the application process. Please complete the following questions and mail directly to Pine Springs Camp. Thank you for your honesty and for your time.

Name of person completing this form: _____

Address: _____

Phone number _____ Email: _____

Relationship to applicant: _____

How long have you known the applicant? _____

1. If you could sum up this person in three words, what would they be?

2. Please describe the applicant's work ethic and attitude towards authority.

3. Do you believe he/she is qualified to work with children? Explain.

4. Any concerns or hesitations?

Any additional comments.

Please circle any words that best describe the applicant.

- | | | | | | |
|------------|----------|----------------|-----------|-------------|-------------|
| Leader | Follower | Team Player | Respected | Dependable | Hardworking |
| Confident | Immature | Mature | Organized | Spontaneous | Boisterous |
| Shy | Outgoing | Compassionate | Withdrawn | Involved | Teachable |
| Personable | Honest | Procrastinates | | | |

Check which applies: I highly recommend this applicant! []

I do not recommend this applicant []

Signature _____ Date _____

Thank you! Please mail directly to Pine Springs Camp
PO BOX 186 Jennerstown, PA 15547/ Office: 814.629.9834 / Fax: 814.629.6520 / www.pinesprings.org



PINE SPRINGS CAMP

Pastor/Youth Director

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Name of person completing this form: _____

Address: _____

Phone number _____ Email: _____

Relationship to applicant: _____

How long have you known the applicant? _____

1. How has the applicant continued to grow in their faith?
2. Would you trust your own child under the direct charge and influence of this person? Why?
3. Do you believe he/she is qualified to work with children in a Christ-centered program? Explain.
4. Any concerns or hesitations?

Any additional comments.

Please circle any words that best describe the applicant.

- | | | | | | |
|------------|----------|----------------|-----------|-------------|-------------|
| Leader | Follower | Team Player | Respected | Dependable | Hardworking |
| Confident | Immature | Mature | Organized | Spontaneous | Boisterous |
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Check which applies: I highly recommend this applicant! []

I do not recommend this applicant []

Signature: _____ Date: _____

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