



## Summer Staff Application Procedure

1. Carefully read over the **Summer Staff Job Description** (included). Be certain that you meet all qualifications listed.
2. Complete the **Summer Staff Application** & distribute the **Summer Staff Reference Forms** with a stamped envelope for each addressed to Zephyr Baptist Encampment (2 different references are required). Please return the application completed and signed without delay to:

Zephyr Baptist Encampment  
Attn: Guest Services Director  
151 FM 3162  
Sandia, TX 78383

Applications are reviewed in the order they are received. Incomplete applications will not be processed.

3. If an interview is scheduled, the applicant will be asked to work a weekend retreat at Zephyr during which time an interview will be conducted.
4. A hiring decision will not be made at the time of the interview. Following reference checks, background checks, and further reflection, a final decision will be made and conveyed by phone or e-mail.



# Zephyr Baptist Encampment ✦ 2010 Summer Staff Application

## PERSONAL DATA (PLEASE TYPE OR PRINT CLEARLY ON APPLICATION)

Full Name:	_____	Gender:	_____	Date of Birth:	_____	Current Age:	_____	
E-Mail Address:	_____	Marital Status:	_____					
Name of School/College:	_____	Classification:	_____	Major:	_____			
Current Mailing Address:	_____	City:	_____	State:	_____	ZIP:	_____	
Current Phone Number:	_____	Cell Phone:	_____					
Permanent Home Address:	_____	City:	_____	State:	_____	ZIP:	_____	
Home Phone Number:	_____	T-Shirt Size (please circle):	S	M	L	XL	XXL	XXXL
Facebook URL/Twitter URL:	_____							

## CHURCH MEMBERSHIP

Church Name:	_____	Church Address:	_____				
Phone Number:	_____	Youth or College Minister:	_____				

## GENERAL INFORMATION

Describe previous experience working with children between the ages of 8 and 18: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why would you like to work at Zephyr? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been arrested? If so, please describe and include dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of any charge of child abuse or neglect, unlawful sexual offense, or any felony? If so, please describe and include dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thoroughly read the job description (pages 7 & 8). Do you feel you can satisfy all required skills & responsibilities? If not, please indicate the reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**PERSONAL BELIEFS (provide insight about your personal beliefs/please be open and honest)**

Tobacco Products: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alcohol Products: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Homosexuality: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pre-Marital Sex: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bible: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPIRITUAL BACKGROUND**

Please give a brief description of your salvation experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any past or present involvement with any Christian organizations (FCA, BSM, Church, Bible Study group, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you describe your current relationship with Christ? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CAMPING BACKGROUND**

Have you attended a summer camp? \_\_\_\_\_ What camp(s): \_\_\_\_\_ Year(s) attended \_\_\_\_\_

Have you been on staff at a summer camp? \_\_\_\_\_ Where: \_\_\_\_\_ Year(s): \_\_\_\_\_ Position: \_\_\_\_\_

How did you find out about Zephyr? \_\_\_\_\_

Have you interviewed or applied for a position at Zephyr in the past?      Yes      No



## EMPLOYMENT BACKGROUND

Place of Employment	Supervisor's Name	City & State	Position	Dates
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

## REFERENCES (2 references are required to complete the summer staff reference form pg. 4)

Please list 2 references who know you well (preferably Ministry Leader & Employer) that we may contact.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Email: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Email: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## CERTIFICATIONS

Please list any ropes course, life-guarding, Red Cross, or WSI certification you hold and expiration dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SUMMER SCHEDULE

Summer staff members are allowed a maximum of one full week (five consecutive working days) vacation. Please work around the following dates: June 14-18, July 11-17, June 28-July 2, & July 5-9. What week during our summer schedule (May 25 – August 6, 2010) would you prefer off (list 1<sup>st</sup> & 2<sup>nd</sup> choice)? \_\_\_\_\_

## APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I understand and authorize an investigation into my background through references and a criminal history background check through the State and/or Federal Bureau of Investigation. This application is considered active for a period of time not to exceed one (1) year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I hereby understand that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature which means that the employee may resign at any time and the Employer may discharge Employee at any time with our without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate discharge. I understand, also, that I am required to abide by all employment policies, rules, and regulations of the employer. If hired, I willingly submit to the authority set by Zephyr Baptist Encampment, and at all times will abide by all rules and regulations set in place by the supervising authority.

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

Return this completed and signed (unsigned applications will not be considered) application to:  
Zephyr Baptist Encampment, Attn: Guest Services Director, 151 FM 3162, Sandia, TX 78383



# Zephyr Baptist Encampment ★ 2010 Summer Staff Reference Form

## TO THE APPLICANT

Before presenting this form to the reference (no family members or peers), read the statement below, print your name and sign in the appropriate space. Please provide the reference with a stamped envelope addressed to Zephyr Baptist Encampment. After completing the form, the reference should then mail it to Zephyr Baptist Encampment. Hiring decisions can only be made if all references have been received. Thank you!

Applicant statement: I hereby authorize the person completing this recommendation to provide information to Zephyr Baptist Encampment, concerning my competence, ethics, character, and suitability for the position for which I am applying. I understand that the information provided will be held confidential by Zephyr Baptist Encampment, and I waive any right to review this information.

Applicant's name (please print): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TO THE REFERENCE

The person named above has applied for a summer staff position at Zephyr Baptist Encampment. We would appreciate your evaluation and will rely heavily on your recommendations. Please be completely honest, commenting only on the characteristics you have had the opportunity to observe. It is essential that a summer staff member is a positive role model, enjoys children & youth, can collaborate with coworkers, can live in a community with others, is flexible, an eager learner, and lives a Christian life. All information will be kept confidential. Please feel free to elaborate if further explanation is needed. **Please mail this reference directly to Zephyr Baptist Encampment at the address at the bottom of the second page.** Thank you for your help

How long have you known the applicant? \_\_\_\_\_ How often do you interact with them? \_\_\_\_\_

Please comment on what you believe to be this person's greatest strength(s): \_\_\_\_\_

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Please comment on any areas regarding this person's work style where improvement may be needed: \_\_\_\_\_

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Do you consider this person to have good interpersonal and communication skills? Please explain: \_\_\_\_\_

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How would you assess this person's ability to perform under stressful conditions (e.g. long hours, large crowds, elevated noise levels, outdoor setting, etc.)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In what specific areas should our full-time staff be prepared to mentor this person? Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you want your child placed under the direct charge, influence, and care of this person? Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My recommendation in hiring this person is: (circle one):  
strongly recommend      recommend      recommend w/ some reservation      not recommend this person

Additional comments or impressions you feel would be helpful in determining his/her qualifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Reference: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Phone Number: (home) \_\_\_\_\_ (cell) \_\_\_\_\_  
Address: \_\_\_\_\_  
Email address: \_\_\_\_\_

**Please Remit To:**  
Zephyr Baptist Encampment  
Attn: Guest Services Director  
151 FM 3162  
Sandia, TX 78383



# ZEPHYR BAPTIST ENCAMPMENT

## JOB DESCRIPTION

### JOB TITLE: SUMMER STAFF

#### IMMEDIATE SUPERVISOR:

Operations Director

#### JOB OVERVIEW:

Each Summer Staff member will provide thorough service in various daily tasks as directed by their supervisor. All staff will be dedicated to the missions & goals of Zephyr Baptist Encampment; these being more significant than any individual desires or wants.

#### SUMMER STAFF RESPONSIBILITIES:

Providing dedicated & thorough service including, but not limited to...

- Maintain a daily quiet time / weekly church attendance.
- Attend & participate in all staff meetings & gatherings.
- Be accountable to camp policies.
- Take responsibility for all campers at all times.
- Take responsibility for the condition of any equipment used at all times.
- Personal hygiene & appearance will convey a “clean cut” & respectable look.
- Each staff member is responsible for camp effectiveness & operations. This may include but is not limited to: setting up for upcoming camps, programmed events, maintaining of the grounds, assisting in serving meals, working free time sites (water sites & ropes course), assisting in cleaning of dorms, assisting in running the gift shop & snack shack.

#### SUMMER STAFF QUALIFICATIONS:

- Have a personal relationship with God through faith in Jesus Christ & a desire to see guests come to know Christ as their Savior & grow in Him
- Be self-motivated, responsible, dependable, & possess a Christ-like personality
- Have a deep love & enjoyment for working with children between the ages of 8-18
- Understand & carry out oral & written instructions
- Work independently without direct supervision
- Establish & maintain effective work relationships with others
- Have good leadership skills, a heart for service, flexible attitude, & be a team player
- View themselves as servant minister
- Be willing to forego personal rights to a reasonable degree for the common good of the guests & campers
- Be in agreement with Zephyr’s philosophy & policies
- Be of sound judgment, emotionally mature for their age, and possess good communication skills
- Be of a patient & kind nature

#### SUMMER STAFF KNOWLEDGE & SKILLS:

- Come ready to learn



**PREVIOUS TRAINING REQUIRED:**

Applicants may need to have First Aid, CPR, and/or lifeguard certifications prior to May 21, 2008. Please check with your interviewer if you have any questions about which certifications are needed prior to working at summer camp.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to guests, and other employees of the organization.

**MATHEMATICAL SKILL:**

Ability to add, subtract, multiply, and divide in units or measure, using whole numbers, common fractions and decimals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES:**

Ability to use various tools used in carpentry, plumbing, electrical work, concrete work, and all phases of constructions and repair.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, use hands and fingers, handle or feel objects, tools, or controls; reach with hand and arms; talk and hear. The employee is required to walk. The employee is required to operate machinery, drive passenger vehicles and small trucks. The employee is required to occasionally climb or balance and stoop, kneel, lift, crouch, or crawl.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is exposed to temperatures ranging from freezing to 110 degrees. The employee is often exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. While performing the duties of this job, the employee will find themselves in stressful conditions amongst large crowds in the dining hall, meeting spaces, and recreation sites. The noise level in the work environment is normally moderate, but can vary to extremes.

