



# PINE SPRINGS CAMP

PINESPRINGS.ORG

371 PINE SPRINGS CAMP RD. PO BOX 186, JENNERSTOWN, PA 15547

814-629-9834

## 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 WILL YOU BE IN THE FALL? \_\_\_\_\_

### WORK HISTORY: LIST ANY PREVIOUS EMPLOYERS [LIST THE 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.

\_\_\_\_\_

**2007 SUMMER STAFFING POSITIONS: MARK THE POSITION YOU ARE APPLYING FOR.**

PROGRAM STAFF POSITIONS COME WITH MANDATORY EMPLOYMENT DATES. YOU MUST BE ABLE TO SERVE FOR THE DURATION OF THE SUMMER. PRIOR PINE SPRINGS EXPERIENCE IS DESIRED.

**PROGRAM STAFF:**

- WATERFRONT COORDINATOR
- ASSISTANT PROGRAM COORDINATOR
- WORSHIP COORDINATOR
- CHRYSALIS COORDINATOR (CRAFTS)
- NATURE COORDINATOR
- MEN'S DISCIPLER
- WOMEN'S DISCIPLER
- STUDENT LIFE COORDINATOR
- AFRAME COORDINATOR (KITCHEN)

**COUNSELING STAFF:**

- CORNERSTONE (GRADUATED HIGH SCHOOL SR)  FIRST YEAR (FRESH/ SOPH/ JR/ SR)  RETURNING STAFF
- FILL IN STAFF (IF YOU ARE WORKING 1-3 WEEKS)

**SUPPORT STAFF:**

- ADVENTURE STAFF (4)  LIFEGUARD STAFF (4)  VIDEOGRAPHER (1)  OFFICE ASSISTANT (1)

**TIMOTHY TEAM:**  1ST FOUR WEEKS  2ND FOUR WEEKS  FULL SUMMER

LISTED BELOW ARE SKILL AREAS THAT WE LOOK FOR TO HELP WITH PROGRAMMING THROUGH OUT THE SUMMER. COMPLETE AS FOLLOWS: "1"- VERY EXPERINCED, CAN LEAD/TEACH, "2"- SOME EXPERIENCE, CAN HELP, "3"-INTEREST BUT NO EXPERIENCE. LEAVE BLANK THOSE THAT DO NOT APPLY TO YOU.

- |                                      |  |  |   |
|--------------------------------------|--|--|---|
| <input type="checkbox"/> ARTS&CRAFTS | <input type="checkbox"/> DRAMA/THEATER | <input type="checkbox"/> MUSICAL PERFORMANCE | <input type="checkbox"/> SKITS                  |
| <input type="checkbox"/> FISHING     | <input type="checkbox"/> WATER SPORTS  | <input type="checkbox"/> -INSTRUMENT? _____  | <input type="checkbox"/> NATURE/ENVIORNMENT ED. |
| <input type="checkbox"/> ARCHERY     | <input type="checkbox"/> SOCCER        | <input type="checkbox"/> LACROSSE            | <input type="checkbox"/> FIELD HOCKEY           |
| <input type="checkbox"/> BASKETBALL  | <input type="checkbox"/> GOLF          | <input type="checkbox"/> MTN. BIKING         | <input type="checkbox"/> MULTI-MEDIA            |
| <input type="checkbox"/> CLIMBING    | <input type="checkbox"/> RAPPELLING    | <input type="checkbox"/> BACKPACKING         | <input type="checkbox"/> CAVING                 |
| <input type="checkbox"/> RAFTING     | <input type="checkbox"/> HIKING        | <input type="checkbox"/> INITIATIVES         | <input type="checkbox"/> HIGH ROPES             |
| <input type="checkbox"/> LOW ROPES   | <input type="checkbox"/> CANOEING      | <input type="checkbox"/> DANCE               | <input type="checkbox"/> BIBLE STUDIES          |
| <input type="checkbox"/> SWIMMING    | <input type="checkbox"/> DIVING        | <input type="checkbox"/> ART & PAINTING      |   |

**BACKGROUND INFORMATION:**

HAVE YOU EVER BEEN CONVICTED OF A CRIME INCLUDING SEXUAL OR PHYSICAL MISCONDUCT?  
 YES  NO IF YES, PLEASE EXPLAIN.

DO YOU HAVE ANY PHYSICAL OR EMOTIONAL CONDITIONS THAT WOULD PROHIBIT YOU FROM SERVING FULLY AND RESPONSIBLY WHILE CARING FOR YOUNG CAMPERS?  
 YES  NO IF YES, PLEASE EXPLAIN

BY SIGNING BELOW, I ACKNOWLEDGE THAT ALL THE INFORMATION IN MY APPLICATION IS TRUE. I GIVE MY PERMISSION, AND AUTHORIZE PINE SPRINGS CAMP TO USE THIS INFORMATION (BOTH PERSONAL AND EMPLOYMENT RELATED) AS THEY DEEM NECESSARY IN THIS PROCESS.

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\* UPON EMPLOYMENT YOU WILL RECEIVE A BACKGROUND CHECK FORM THAT WILL NEED TO BE FILLED OUT.

OFFICE USE ONLY:	MATERIAL RECEIVED:	
DATE RECEIVED: _____	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> COPY OF FIRST AID
REVIEWED BY: _____	<input type="checkbox"/> COPY OF LICENSE	<input type="checkbox"/> COPY OF CPR
INTERVIEW: _____	<input type="checkbox"/> COPY OF SS CARD	<input type="checkbox"/> COPY OF LIFEGUARD CERT.
HIRE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> COPY OF MED FORM	<input type="checkbox"/> ADDITONAL INFO.
HIRE DATE: _____	<input type="checkbox"/> COPY OF TAX FORMS	
CONTRACT SENT: _____	<input type="checkbox"/> BACKGROUND CHECK	
	<input type="checkbox"/> MONEY FOR BC	SALARY _____



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## FOR RETURNING STAFF ONLY

PLEASE ANSWER ALL OF THE QUESTIONS ON THIS PAGE  
ON A SEPARATE SHEET OF PAPER USING A COMPUTER.

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
Jesus	Charismatic Gifts	Forgiveness & Salvation
The Cross		
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?



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## FOR TIMOTHY TEAM ONLY

PLEASE ANSWER ALL OF THE QUESTIONS ON THIS PAGE  
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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	Jesus
Charismatic Gifts	Forgiveness & Salvation	The Cross
Christian World View		
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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## FOR FIRST YEAR STAFF ONLY

PLEASE ANSWER ALL OF THE QUESTIONS ON THIS PAGE  
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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	Christian World View
Jesus	Charismatic Gifts	Forgiveness & Salvation
The Cross		
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. In a couple of paragraphs, share with us a little 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?



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## 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
- 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 all alcoholic beverages and tobacco products during the length of your contractual agreement.
  - 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 will 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



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## SUMMER STAFF RECOMMENDATION FORM

\_\_\_\_\_ has submitted an application for a position on the Pine Springs Summer Staff. 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. 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
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

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Please circle any words that best describe the applicant.

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

I do not recommend this applicant [ ]

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

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## SUMMER STAFF POSITION DESCRIPTIONS

### **Assistant Program Coordinator:**

The primary responsibility is to support the Camp Ministries Director (CMD) 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 APC also works with the CMD 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.

### **Worship Coordinator:**

They are responsible for preparing and leading the many worship opportunities that take place on and about the camp including; Opening Program and Campfire, Wednesday night game and campfire, and see that every nightly campfire is staffed with a music leader. Candidates must be able to lead a group in singing and possess strong musical ability. A working knowledge of a sound system and sound dynamics is helpful.

### **Chrysalis Coordinator:**

They are responsible for all Chrysalis activities, crafts, and camp art projects. This person will work with the CMD to manage the Chrysalis inventory and projects. A creative and imaginative mind is helpful.

### **Nature Coordinator:**

They are 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 NC cares for the camp animals. The 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 Disciplers:**

The Men's and Women's Disciplers are responsible for the spiritual and emotional needs of all summer staff. 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.

### **Student Life Coordinator:**

They are responsible for the spiritual and emotional needs of all the High School Staff that pass through the camp including the CIT's, Volunteers, and Timothy Team. This candidate must be able to manage a staff, lead devotions and Bible Studies, disciple and mentor students, and assist whenever needed. A passion for teenagers and discipleship is necessary.

### **A-Frame Coordinator:**

They are responsible for directing the kitchen staff while ensuring the following; that dishes are washed and ready for the next meal, the tables are set, the floors are swept and mopped, bathrooms cleaned and stocked, snacks ready for delivery, and water jugs are filled and ready for the day. The AC is not the camp cook but works closely with them to prepare and serve the meals.

## SUMMER STAFF POSITION DESCRIPTIONS

### **Counseling Staff:**

The Counseling Staff is responsible for the care, discipling, nurturing, safety, and teaching of the summer campers. They assist the VWD's in leading a week of games, fun, and learning. 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 the Student Ministries Coordinator for one on one times.

**First Year Counselors**– First Year Counselors are counselors who 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**– They 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 Camp Ministries Director and are responsible for the care and safety of the pool and water activities on and off camp. They provide oversight for all pool activities, canoeing, 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 Outdoor Adventure Director, the Adventure Staff manage all adventure activities on and off site. They lead and facilitate the Pine Springs Initiatives, Low Ropes, Climbing tower, and High Ropes. They also facilitate off-site rock climbing, caving, hiking, camping, mountain biking, and white water rafting. They are responsible for the care and storage of all equipment, and the neatness of the adventure building. Experience is helpful, but candidates must be teachable as we will train you according to our requirements and procedures. Applicants should be physically fit, mature, responsible, and able to put the camper and safety before everything else.

### **Videographer:**

The Videographer is responsible for the weekly filming, editing, and production of the camp video, and the photographing of events and activities around camp. In addition, the Videographer is asked to produce promotional tools such as, commercials, internet ready video clips, and media tools for presentations. A working knowledge of Adobe Premier, Power Point, Word, Photoshop, and Flash is desired.