



Pleasant Valley Bible Camp

3606 Wilson Rd., East Jordan, MI 49727

2017 Summer Staff Application

This document may be mailed to the above address or emailed to office@pleasantvalleybiblecamp.com

Name: _____ DOB: _____ Shirt Size: _____

Home Phone: _____ Cell Phone: _____

Home Address: _____

Email Address: _____

School/College Attending (if any): _____

Address at College: _____

Send mail to school address until (date): _____

Home Church: _____ Name of Pastor: _____

Church Address: _____

Our summer camps run from June 25 – July 29, 2017. Staff Orientation begins June 18. Please indicate weeks available to serve (positions and weeks will be confirmed in writing upon completion of paperwork required).

___ **Week of June 18 (Staff Orientation)**

___ **Week of June 25 (Senior High Camp)**

___ **Week of July 2 (Junior Camp/ Day Camp)**

___ **Week of July 9 (Junior Camp)**

___ **Week of July 16 (Junior Camp/ Junior High Camp)**

___ **Week of July 23 (Junior High Camp)**

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

___ Program Director Assistant*

___ Arts & Crafts Assistant*

___ Counselor

___ Food Service Assistant*

___ Registration Assistant*

___ Engineer (ages 14-17)

___ Go Cart Staff

___ Lifeguard*

___ Technician (ages 14-17)

___ Jr. Counselor (class of 2017)

___ Office Assistant

___ Other: _____

*Must be at least 18 years old

CERTIFICATIONS (Circle only those that will be current June – Aug 2016).

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

Subjects of Special Study/ Major: _____

Career Goals: _____

WORK EXPERIENCE: (List the last two)

Name and Phone number of Employer

Position Dates

1. _____

Reason for Leaving: _____

2. _____

Reason for Leaving: _____

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. Please include at least one reference who is a Minister, Elder, Deacon, Christian College Professor or Board member of a Christian organization. Reference checks will either be sent via email or a direct phone call. Please do not provide the names of peers, boyfriend/girlfriend, or relatives.

1. Name: _____ Phone: _____

Email: _____

2. Name: _____ Phone: _____

Email: _____

3. Name: _____ Phone: _____

Email: _____

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.

___ Child Care	___ Mechanical Repair	___ Mowing	___ Videographer
___ Counseling	___ Swimming	___ Canoeing	___ Photography
___ Bible teaching	___ Praise Team Leader	___ Singing	___ Cleaning / Laundry
___ Cooking	___ Team Building	___ Archery	___ Drama/Acting
___ Dish washing	___ Group Games	___ Camp Crafts	

PERSONAL:

FIRST TIME STAFF QUESTIONS

Please answer the following questions if you have **never worked for PVBC** or you haven't served on PVBC's Staff **within the past 3 years**. **Please use a separate sheet of paper to answer the questions, if necessary.**

1. What events led to your decision to give your life to Christ?
2. What was your life like BEFORE you knew Christ?
3. Since you've made a decision to follow Christ, how is life different now?
4. List your specific reasons for believing God is leading you to work as a summer staff member?
5. As you read the gospels and learn about Jesus, what are your 3 favorite attributes of Jesus and why?
6. Share how you will make positive contributions to the ministry at PVBC:
7. Do you have daily devotionals? If yes, please explain your format.
8. Select a passage from the New Testament and develop a short and simple outline lesson for any age group using: key verse, object lesson, questions, etc. to bring out the major truths.
9. Are you currently dating anyone applying to serve at PVBC? If yes, who?
10. What other summer positions or jobs are you applying for this summer? When will you need to make a decision on these positions?
11. What would be some of your goals for working at PVBC this summer?

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:

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 PVBC and all others from liability in connection with the same. 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 PVBC. In signing this application, I authorize PVBC and its appointed agents to conduct a criminal history/background check (applicants over the age of 18) as well as a Department of Human Services Background check (applicants over the age of 21) through Central Registry Clearance.

Signature _____ Date _____

Print Name _____

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

I approve of _____ being at Pleasant Valley Bible 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 _____

Description of Areas to Serve (Detailed Job Descriptions may apply)

Office Assistant – The Office Assistant volunteers to work under the supervision of the Office Manager. The position involves considerable independent work as well as being an effective member of a team. Manage the daily operations of the camp office. Coordinate the inventory and ordering of business and office supplies. Manage customer service and communication functions as needed. Assist in the management and record keeping of camper and staff information.

Program Director Assistant– must be at least 18, 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. Assist in the oversight of high school and college age staff, including living/work adjustments, cabin relations, accountability, disciplinary action, overall staff life, and the junior counselor program. Help to lead campfires, worship, and assembles teams for all camp activities. Help plan and lead myriad of staff events, hikes, campouts, weekend activities, etc. Works closely with Summer Camp Director and Program Director. Much behind the scenes work.

Lifeguard–must have current Lifeguard training and 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. Assist in any recreational/ waterfront activities and any other tasks as assigned by Program Director. Assist in swimming instruction and canoeing at lakefront. Assist in overall camp activities during down time as well as other duties as described by the Summer Camp Director. Can include Snack Shop/Craft Assistant and Kitchen duties.

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 possibly mentoring a junior counselor for 6-day intervals. Direct activity periods, lead hikes, and conduct cabin 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 activities.

Junior Counselor–Must be at least going into senior year of high school. Spiritually mature and energetic young men/women to assist counselor as a leader and guide of girls/boys. Assist in directing activities and discussing spiritual matters. Must provide joyful, creative and fun atmosphere for campers. Must exhibit a high level of enthusiasm when appropriate. Supports counselor and other staff in the goals and mission of PVBC. Attend meetings, training and staff activities.

Food Service Assistant and Technicians– Must be at least 14 and 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. Assist in food service and kitchen cleaning needs of the camp. Dining hall organization and meal set up and clean up on a daily basis. Great experience in a fun environment.

Engineers–must be at least 14, enjoy physically hard work outdoors/indoors, no restrictive allergies, experience with landscaping, painting, basic carpentry preferred. Responsibilities include general landscaping, painting, waste management, and minor maintenance projects/repairs. Cutting and stacking wood very likely.

Go Cart Staff-Specific Responsibilities include but are not limited to: Prepare, care for and maintain go carts, Read and follow staff handbook and go cart rules. Plan, organize and assist with Go Cart operation and camper safety.

Arts & Crafts Assistant- The assistants will further the mission of the camp through the development and delivery of arts and craft activities that are safe, fun, and appropriate to the campers' age and abilities. Ensure camp staff and campers know and follow safety and educational procedures. Assist in the management and care of the physical facilities and equipment in the crafting area. Be a leader and role model to staff and campers in whatever areas may be in need.

Registration Assistant-Coordinate registration procedures with the Office Manager. Assist in camper registration, pictures, and possibly parent relations. Registration for overnight campers is on Sunday evenings from 6-8 pm. Assistants may be required to arrive early in order to set up prior to registration.