

Dear Prospective Summer Staffer,

Thank you for your interest in serving the Lord at Smoky Mountain Christian Camp! We are already planning another exciting summer full of endless possibilities for ministry. Your gifts and talents may be just what we need to make this another successful camp season! The job you are applying for is challenging, but it will also be life-changing and rewarding.

All those hired as summer staffers in 2018 are required to attend the **Staff Training May 28 through June 1**. This event will be held on site at Smoky Mountain Christian Camp. In addition to the requirements detailed throughout this document, hiring you will be contingent on your agreement to these training dates and your faithfulness to follow through and participate in them.

All applications MUST be received no later than March 15, 2018

Before you submit your application, however, please take some time to carefully read through our expectations. We want you to know exactly what we are looking for. We also want to give you a chance to prepare and to ask any questions you may have. If you read all of this and still believe that God is leading you to pursue a summer job at SMCC, our online application is available to download and print off. Please mail all completed and signed forms to:

Smoky Mountain Christian Camp
P.O. Box 116
Coker Creek TN 37314

Sincerely,

SMCC Staffing Director

Summer Staff Qualifications and Information

I. Jobs Available

All staff positions presently available at SMCC are summer positions. They extend from the beginning of June through the end of July. Specific job descriptions are included later in this document.

II. General Requirements

A. You must be a genuine follower of Jesus Christ.

All our summer weeks seek to fulfill the Great Commission (**Matthew 28:18-20**). We help people become disciples of Jesus Christ (also see **Acts 2:38**) and teach baptized believers to walk in daily fellowship and obedience. All our staff members must be enthusiastic examples of true biblical discipleship in word and in deed.

B. You must have a passion for serving others.

We are looking for Staff members with Godly character and integrity who can accept responsibility and be trusted to perform any job given to them to the best of their abilities. We expect our staff to be proactive and flexible and to maintain a great attitude, every single day. As staff, our purpose is to serve the campers and faculty; we want people who enjoy this.

C. You must demonstrate genuine respect for authority.

We need staff members who respect the camp administration and follow the rules and policies that are set in place. Our staff must consistently follow instructions, be great team players, and set a great example of this kind of conduct and integrity for the campers and faculty, every single week.

D. You must exhibit maturity in your faith and as a young adult.

As most of our campers will be in high school or younger, our policy is to hire students who have completed at least one year of college. We need to know you are at least two years older than the oldest campers both chronologically and in your level of maturity and responsibility. If you have not begun college yet but have spent more than one full post-high school year serving as a missionary, a youth minister, or in a similar capacity, we would take that into consideration rather than blindly require a year of college.

III. Further Information for Summer Workers

A. Mission Statement

Smoky Mountain Christian Camp exists to glorify God and to advance His kingdom by providing churches, missions organizations, and other individuals and groups with a high quality venue for summer camp programs, spiritual retreats, worship services, meetings and other team building events. Put simply: we provide a great place for God to do amazing things.

The heart of our mission statement is an attitude of service. We serve the campers and guests we hosts out of reverence for God Himself. As a summer staffer, you will partner with us as we seek to minister to everyone who uses this facility. We will expect that your personal use of time, strength, and creativity be grounded in this principle for as long as you serve alongside us.

B. Additional Qualifications

While we will try to help you find and focus your gifts, we expect each of our staff to serve in whatever ways are most needed at any given time. While we will mentor, train, and encourage you, we also expect you to take responsibility for your own spiritual growth and personal pursuit of God. You must consistently put the needs of the campers, faculty leaders, and the camp staff as a whole ahead of your personal desires while you work here. This includes waiting to pursue romantic relationships with other staff members until after the summer camp season. We simply cannot afford the distraction these types of relationships cause when our main focus needs to be the campers.

You must commit to work out any disagreements with maturity, patience, and in accordance with the Bible's clear teaching on conflict resolution and reconciliation. You must not use tobacco, alcoholic beverages or illegal drugs of any kind while on staff here. All staff members must sign a statement stating their faith in the Bible as the inspired and inerrant word of God and that Jesus Christ is both your Savior and your Lord.

C. Responsibilities

As stated above, we will try to place you in your greatest area of giftedness, but all of our staff must serve in a variety of ways as needed. Summer staff works in the kitchen, the dish room, and the camp office; they help with property maintenance, help create various multi-media programs, act as assistants to camp deans, help lead recreation, and run the canteen. They also help maintain and ensure safety at the waterfront, obstacle course, and on off campus adventures.

When asked, summer staff must participate enthusiastically in campfires, sports, and other group activities. The enthusiasm of the staff should always be clear and contagious. Opportunities for witnessing often occur, so you should take every opportunity to get to know the people you are serving.

Summer staff are NOT required to handle complicated or legally sensitive situations; they must report any difficult situations that may arise to the Camp Director promptly and proceed as instructed by him.

D. Time Off

Staff will maintain a curfew at night and given adequate time off each weekend to rest and recuperate. The nature of the summer camp schedule, however, requires all staff to be on call for the entire summer season. All weekend maintenance, repairs, cleaning, training, and other preparations must be made between when the last campers leave on Friday night and the first campers arrive the following Sunday afternoon. Daily time management and strategy is key.

E. Final thoughts

The attitude and work ethic we expect is best described by the apostle Paul in this passage. We encourage you to memorize this and intentionally attempt to live it out daily:

“...make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others as better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as Christ Jesus: who being in very nature God, did not consider equality with God something to be grasped, but made himself nothing, taking the very nature of a servant, being made in human likeness. And being found in appearance as a man, he humbled himself and became obedient to death—even death on a cross. Therefore God has exalted Him...” Philippians 2:2-9a

Application Process/Checklist

- ___ Complete and mail this application to SMCC before March 15, 2018.
- ___ Contact your three references and ask them each to mail us a completed reference form.
- ___ Await a follow-up email or phone call from SMCC, stating we have received your application.
- ___ Await notification from the Staffing Director to schedule an interview appointment.

Summer Staff Application

Date: ____/____/____

Name: _____ Birth Date: ____/____/____

Home Phone: (____) ____-____ Social Security #: _____

Home Address: _____
(Street) (City) (State) (Zip)

School Name: _____

Address at School: _____

Your Phone # at School: (____) ____-____ Cell Phone: (____) ____-____

Your Email Address: _____

Church Membership: _____
(Name) (City) (State)

Pastor's Name: _____

Denomination: _____ Church Phone: (____) ____-____

Educational Background

<u>Name</u>	<u>Date Graduated</u>	<u>Major</u>
High School: _____	____/____/____	_____
College: _____	____/____/____	_____
Trade School: _____	____/____/____	_____
Grad School: _____	____/____/____	_____

Classification by the end of this school year (Freshman - Senior) : _____

Please list any scholastic honors or school-related clubs or organizations with which you have been or are currently involved. Include any offices or positions held.

What are your educational and career goals?

In terms of general career, what would you enjoy so much that you would do it for free? (i.e. what job, task or activity would make you so happy that you would do it the rest of your life for free if you could?)

Please list personal interest books you have read in the last year.

Spiritual Background

Please list and describe any past or present involvement with any Christian Organizations (F.C.A., church, special programs, etc.)

Briefly state your beliefs about the Bible and its purpose.

What steps would you use to lead a person to understand what it means to have saving faith in Jesus Christ? Support with Scripture.

Please give a brief biographical sketch of your Christian life which includes such information as when you became a Christian, any growth you've experienced since then, or struggles you've experienced that taught you something important about God.

Work / Employment History

<u>Company</u>	<u>Phone#</u>	<u>Dates Employed</u>	<u>Supervisor</u>
1. _____	(____) _____	- _____ / _____ to _____ / _____	_____

Responsibilities: _____

I would describe my work as (circle one): Poor Fair Good Excellent

Reason for leaving: _____

<u>Company</u>	<u>Phone#</u>	<u>Dates Employed</u>	<u>Supervisor</u>
1. _____	(____) _____	- _____ / _____ to _____ / _____	_____

Responsibilities: _____

I would describe my work as (circle one): Poor Fair Good Excellent

Reason for leaving: _____

<u>Company</u>	<u>Phone#</u>	<u>Dates Employed</u>	<u>Supervisor</u>
1. _____	(____) _____	- _____ / _____ to _____ / _____	_____

Responsibilities: _____

I would describe my work as (circle one): Poor Fair Good Excellent

Reason for leaving: _____

References

List 3 references unrelated to you: (ideally 1 friend, 1 pastoral, 1 work/educational reference) and have them each fill out the included reference form and mail it to us. Our receiving these

references is a prerequisite to you being hired, and it is your responsibility to make sure we receive them.

<u>Name</u>	<u>Email Address</u>	<u>Phone#</u>
1. _____	_____	(____) ____ - _____
2. _____	_____	(____) ____ - _____
3. _____	_____	(____) ____ - _____

Camping Skill and Experience

Please rate your skill/experience in the following areas on a scale of 1 (almost nonexistent) to 10 (certified expert) and briefly describe any training, certifications or teaching experience you may have in each area.

Leading Bible Studies: [____] _____

Management: [____] _____

Lifeguarding/Swimming: [____] _____

First Aid: [____] _____

Hiking/Nature Walks: [____] _____

Challenge/Ropes Course: [____] _____

Field Sports (large group games) [____]

Fun or Drama Skits: [____] _____

Social Media: [____] _____

Leading Worship: [____] _____

Adventure Activities: [____] _____

Video Production: [____] _____

Use of A/V equipment: [____] _____

Ability to Cook: [____] _____

Mowing/Landscape: [____] _____

Describe any previous experience you have had in working with students.

What is your reason for wanting to work at SMCC? What do you hope to gain from the experience?

Please list any previous camp or retreat experiences or training, including dates as camper and/or staff member.

General Information

As you are applying for a summer staff position, we do require that you be here all summer. Summer staff orientation begins June 1 and the last day of camp is July 23. While we do make special exceptions in extreme situations, as general rule, we are only interested in applicants who can commit to the entire summer.

Pay is on a sliding scale based on number of years in college and number of years working on staff. Pay and time requirements will be discussed during the face-to face-interview.

By signing my name below I affirm that I accept the Bible as the inspired Word of God, trust Jesus Christ as your Lord and Savior?

Signed: _____ Date: ____/____/____

By signing my name below, I affirm that I have completed truthfully and further give authorization to SMCC personnel to confer with the references listed in this application regarding my previous work history and performance or other information that might be beneficial. I also give SMCC personnel to submit my information for a background check through whichever agency they see fit.

Signed: _____ Date: ____/____/____

By signing my name below, I affirm that I have thoroughly read the summer staff qualifications and information section of this application.

Signed: _____ Date: ____/____/____

Please make sure that the application is completely filled out! **Please enclose a recent photo.**

Mail to: Smoky Mountain Christian Camp
 Attn: Staffing Director
 P.O. Box 116
 Coker Creek, TN 37314

Reference Form: Summer Staff Applicant

Congratulations! You have been selected by a potential Smokey Mountain Christian Camp Summer Staffer to provide a sincere and honest appraisal of this individual. We greatly appreciate you taking the time to complete this form and returning it to us. Your comments will be kept confidential unless you choose otherwise. Thank you again for enabling us to hire Godly men and women for a summer of service.

Applicant's Name: _____ Date: ____/____/____

Name of Reference: _____ Are you familiar with SMCC? _____

Phone # or email address so we may contact you: _____

Known applicant for _____ months/years In what capacity: _____

Please comment on the following areas based on your personal knowledge of the applicant. If further space is needed, please attach additional paper.

Applicant's Christian devotion or service: _____

Applicant's biggest strengths: _____

Applicant's biggest weaknesses: _____

Applicant's ability to handle conflict: _____

Applicant's response to authority: _____

Applicant's overall intelligence/common sense: _____

Applicant's general demeanor: _____

Applicant's ability to work with children, teens, adults: _____

Would you want this applicant working with your children or teens? _____

Any other noteworthy comments: _____

Please check the boxes that most accurately describe the applicant

Would you recommend this applicant for summer staff at this time? Yes _____ No _____

If conditional Yes, please explain: _____

Concerning confidentiality of your comments: (please check one per pair of statements)

_____ I give SMCC staff permission to discuss this form with the applicant.

_____ I DO NOT give SMCC hiring- staff permission to discuss this form with the applicant.

_____ I give SMCC hiring-staff permission to contact me regarding this form.

_____ I DO NOT give SMCC staff permission to contact me regarding this form.

I have personally filled out this reference form honestly and completely based on my current knowledge of the applicant who is applying for summer staff.

Signature of Reference: _____ Date: ____/____/____

Please mail form to:

Smoky Mountain Christian Camp
Attn. Staffing Director
P.O. Box 116
Coker Creek, TN 37314

Spiritual Life	No interest in spiritual growth	Small evidence of spiritual growth	Average spirituality	Shows growth intentional living	Deeply spiritual	Do not know
Purposefulness	Aimless trifler	Vacillating in purpose	Average or potentially purposeful	Self-Directed	Well-formed purpose	Do not know
Initiative	Requires constant supervision	Requires some direction	Average: occasional initiative	Shows good Initiative	Anticipates needs; resourceful	Do not know
Responsibility	Irresponsible; careless	Shows some dependability	Usually reliable	Thoroughly dependable	Capable of much responsibility	Do not know
Industry	Difficult to handle	Needs prodding	Performs assigned tasks	Goes beyond what is required	Seeks additional work	Do not know
Influence on Others	Detrimental influence	Passive; no positive influence	Varying influence	Consistently good influence	Usually wholesome influence	Do not know
Leadership	Always a follower	Tries, but usually fails	Assumes occasional leadership	Good leadership	Inspiring and successful leader	Do not know
Emotional Qualities	Too emotional or apathetic	Excitable or Unresponsive	Usually well balanced	Consistently well balanced	Unusually emotionally stable	Do not know