



Rcvd \_\_\_\_\_

# Rhodes Grove Camp and Conference Center Returning Camp Ministry Team Application

7693 Browns Mill Road ◊ Chambersburg, PA 17202  
717-375-4162 ◊ fax 717-375-4634  
www.rhodesgrove.com

### PERSONAL INFORMATION: *Please print clearly.*

Name \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First Middle Initial

Are you over the age of 18?  Yes  No Are you over the age of 16?  Yes  No T-Shirt Size \_\_\_\_\_

Permanent Address \_\_\_\_\_

Street City State Zip  
Phone # ( ) Mobile/Other Phone # ( ) Email Address \_\_\_\_\_

Temporary School Address \_\_\_\_\_

Street City State Zip  
Phone # ( ) Mobile/Other Phone # ( ) Email Address \_\_\_\_\_  
(If different from above)

Address is effective \_\_\_\_/\_\_\_\_/\_\_\_\_ thru \_\_\_\_/\_\_\_\_/\_\_\_\_ School Phone # ( ) \_\_\_\_\_

Parent / Guardian Name (If under 18 years of age) \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Parent / Guardian Address (If different from above) \_\_\_\_\_  
Street City State Zip

### POSITION DESIRED (Please see attached position descriptions)

Service Areas Desired	Related Experience / Skills

### EDUCATION and CERTIFICATIONS

High School Attended \_\_\_\_\_ Date of (expected) graduation \_\_\_\_\_

College Attended \_\_\_\_\_ Date of (expected) graduation \_\_\_\_\_

Major \_\_\_\_\_ Degree Earned \_\_\_\_\_

I am certified in the following (list expiration date):

CPR \_\_\_\_\_  Lifeguarding \_\_\_\_\_  First Aid \_\_\_\_\_  Other \_\_\_\_\_

Are you interested in being certified for lifeguarding?  Yes  No

### REFERENCE

Please provide one professional reference that you have been in contact with in the last year that can attest to your job performance or character and have them fill out the attached reference form. This person can NOT be a relative/friend/co-worker.

Name \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

If you have recruited anyone to be a member of Rhodes Grove staff please list their names below:

\_\_\_\_\_  
(For more information about staff recruitment bonus please visit the website or call Rhodes Grove)

Rhodes Grove will be holding a Candidating Weekend March 8-9, to conduct interviews. The weekend will conclude after dinner on Saturday. Please choose one:

I am able to attend the Candidating Weekend March 8-9

I am not able to attend and will arrange another time for an interview at Rhodes Grove

## PERSONAL INFORMATION II

Are you legally authorized to work in the United States and will be able to present evidence of authorization?

Yes  No

Do you have the ability to perform all essential job related functions for the position applied for with or without reasonable accommodation?  Yes  No

Have you ever worked under or used a different name? If yes, please provide name(s) below.

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses\*?  Yes  No

If yes, describe in full. \*A conviction will not necessarily be a bar to employment and will be considered only if job related.

Driver's License No. \_\_\_\_\_ State Issued \_\_\_\_\_ Exp. Date \_\_\_\_\_

Do you participate in any of the following social networking websites or have a personal website?

Facebook  Yes  No Twitter  Yes  No (Twitter Web Address \_\_\_\_\_)

Other website or weblog  Yes  NO (Address \_\_\_\_\_)

\*In general, Rhodes Grove views social networking sites, personal websites, and weblogs positively and respects the right of applicants to use them as a form of self-expression. In the application process, Rhodes Grove may check social networking and weblog sites of applicants that can be viewed by the public (has no privacy settings on it) and review its content. Any content that conflicts with Rhodes Grove policy or could be viewed as inappropriate for working with children may result in not being hired.

## QUESTIONS (Use a separate sheet of paper if needed)

1. Please list some successes and struggles from last summer as well as goals for this summer: \_\_\_\_\_

2. How have you grown spiritually since you left camp last summer (Include what the Lord is teaching you right now)? \_\_\_\_\_

3. Have you made any significant changes in your life since last summer? \_\_\_\_\_

4. Why do you want to return to Rhodes Grove this summer? (Also note why you have chosen to apply for this position) \_\_\_\_\_

5. What do you want Rhodes Grove to do for you this summer? \_\_\_\_\_

## APPLICANT STATEMENT

•I certify that the information set forth in this application is true, correct and complete without misrepresentation or omissions of any kind whatsoever. I further understand that any misrepresentation or omission may be grounds for rejection of my application or for dismissal if I am employed. If I am dismissed, I will be paid only through the date of dismissal.

•I understand that by accepting a position at Rhodes Grove I will be committing myself to serving others and that my behavior and attitude will be examined in terms of my modeling and ministry to others.

•I understand that if employed, I will be required to abide by all camp policies, standards and regulations as they are initiated and maintained by Rhodes Grove.

•I hereby authorize Rhodes Grove to contact all prior employees and any references listed herein (or provided by them) to verify all information provided and to obtain any and all information related to my character, past work performance and ability to perform for Rhodes Grove. I further hereby release all references and prior employees from any liability for information that is given in good faith. I voluntarily submit to any criminal/driving background check Rhodes Grove deems necessary. I affirm that I have never been charged with or convicted of any offense relating to child or sexual abuse.

•I understand that this is an application for employment and that no employment contract is being offered.

### DO NOT SIGN UNTIL YOU HAVE READ THE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

(Required if applicant is under the age of 18)

**THIS APPLICATION MUST BE RETURNED TO RHODES GROVE BY THE SECOND FRIDAY OF MARCH AND WILL REVIEWED WHEN REFERENCE FORM HAS BEEN RECEIVED**



Rcvd \_\_\_\_\_

**Rhodes Grove Camp and Conference Center  
Confidential Reference Form for Camp Staff**

Individual applying for camp staff: \_\_\_\_\_

The person named above is applying for a summer staff position at Rhodes Grove, a Christian camp and conference center located in South Central Pennsylvania (visit us at [www.rhodesgrove.com](http://www.rhodesgrove.com)). We thank you for your time and your frank and objective appraisal, as this will help serve and protect campers. We keep all information confidential unless you say otherwise. You do not need to share this reference with the applicant, though you are free to.

1. How long have you known the applicant and in what capacity? \_\_\_\_\_

2. How well do you know the applicant? Very well Fairly well Slightly

3. Please rate the applicant on the following:

	Highly Developed	Above Average	Average	Below Average	Unknown
Responsibility	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____
Maturity	_____	_____	_____	_____	_____
Accepts direction from supervisors	_____	_____	_____	_____	_____
Ability to maintain confidentiality	_____	_____	_____	_____	_____
Ability to motivate others	_____	_____	_____	_____	_____
Personal initiative	_____	_____	_____	_____	_____
Enthusiasm for work	_____	_____	_____	_____	_____
Acceptance of difference in others	_____	_____	_____	_____	_____
Accepts criticism	_____	_____	_____	_____	_____
Ability to work in groups	_____	_____	_____	_____	_____

4. Is the applicant a Christian? Yes No If yes, how long? \_\_\_\_\_ To the best of your knowledge, how is the applicant's current personal relationship with God \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What strong traits do you see in the applicant? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What do you consider the applicant's challenge areas? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Continued on back...

7. Please describe the applicant's work ethic (circle all that apply): diligent, resourceful, cooperative, complains, lacks discretion, lazy, initiates, helpful, generous, needs supervision, average, above average, below average, other: \_\_\_\_\_  
\_\_\_\_\_

8. How well does the applicant respond to authority? Do you have a positive/negative example? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. If your child were attending camp, would you feel comfortable having the applicant work with your child in a one-on-one setting as a spiritual mentor all day for a week at a time? Please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Do you have any concerns about the applicant's social or emotional wellbeing? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Knowing the applicant as you do, would you recommend we accept this person:

Enthusiastically

Willingly

Questionably

Not at all

Please feel free to write additional comments below or on a separate sheet of paper. Or if you know of anyone who may know the applicant well and provide additional information please list them below (name, phone).

You may also contact Keith Humes, Ministry Director, at 717-375-4162 or keith@rhodesgrove.com

**Your name:** Printed \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

When you have completed this form, please mail it directly to Rhodes Grove by the second Friday of March at the following address:

**Rhodes Grove Camp- Attn: Keith Humes, Ministry Director  
7693 Browns Mill Road, Chambersburg, PA 17202**

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Rhodes Grove Camp & Conference Center Summer Camp Position Descriptions



It is expected that all summer staff is first and foremost seeking growth in their relationship with Christ. While any free time given is intended to rest and is not filled for you, we suggest that a portion of this time be devoted to personal growth. While on the job, it is expected that you will follow your direct supervisor with respect and complete your given tasks with excellence. You are given responsibilities with the understanding that you are capable of performing your given duties and will be held to a standard of quality.

### **Program Assistant (18+ years old)**

Reporting directly to the Ministry Director, the Program Assistant is the right hand man/woman to the Ministry Director. They, like the Ministry Director, are responsible for keeping camp running smoothly. The Program Assistant is also the immediate leader that is to be contacted by Counselors concerning problems or issues regarding campers, maintenance, and other such issues. There is a male and female Program Assistant. Each is responsible for their respective gender and the leader for those cabins. The Program Assistant is also responsible for helping to lead games and mealtime instruction as well. Like the Ministry Director, The Program Assistant will be visible and will solve any problems that may occur during camp. The Program Assistant may also join in instruction with counselors during activity times or may simply sit in on devotionals. The Program Assistant is the Counselor's first line of contact and best ally for solving any issues while camp is in session.

### **Senior Counselor (18+ years old)**

Reporting to the Program Assistant and then to the Ministry Director. The Senior Counselor is the leader for an individual cabin. Counselors are responsible for ministering the Gospel of Christ to campers daily. The Senior Counselor is also responsible ultimately for making sure that their campers arrive to all planned events on time AND safely! The Senior Counselor is also primarily responsible for the conduct of their campers during Facing North, campfire sessions, and meals. Senior Counselors will also be asked to lead various activities such as cabin time activities, and free time activities during camp. The Senior Counselor is expected to lead their cabin in devotions each night before bed. As the leader to the entire cabin, the Senior Counselor is also expected to energetically and enthusiastically participate in ALL activities and encourage campers to do the same. They will be the example looked to by the campers and the JC.

### **Junior Counselor (15-17 years old)**

Reporting to the Program Assistant and then to the Ministry Director. The Junior Counselor is the Senior Counselor's right hand man/woman. This position is meant to assist the senior counselor in any and all counselor duties. Together, the JC and Senior Counselors are a team and are expected to work together as such. While the counselors are a team, it is still expected that the JC respects the authority of the Senior Counselor. However, this does not mean that you do not provide feedback, criticism, and other points to the Senior Counselor in a constructive and caring way. You two are a team and will be so for the entire summer. Therefore, it is important that understanding and respect is maintained for one another. Like the Senior Counselor, JCs will be expected to help lead activities, free time activities, and handle the conduct of their campers during Facing North, campfire sessions, and meals. JCs are also expected to energetically and enthusiastically participate in ALL activities and encourage campers to do the same. While the JC does not have the final authority in the cabin, they do still hold a great deal of responsibility over the camper's safety and their spiritual growth.

## **Office Assistant**

Reporting directly to the Executive Director, then the Ministry Director, the Office Assistant will be responsible for the flow of information from the office to all relevant departments regarding summer camp registrations. The Office Assistant will create reports and maintain records with respect to confirmation letters, cabin assignments, camper activities, allergies, and memory packages. The Office Assistant will also help to manage the camp store. The Office Assistant will be available to help in other areas of need as assigned.

## **Summer Nursing Assistant (18+ years old)**

Reporting directly to the camp nurse then the Ministry Director, the summer nursing assistant will work alongside our licensed nursing staff. Duties will include but are not limited to providing basic first aid, charting and record keeping, administering medications and maintaining infirmary inventories. This will all be done under the supervision and instruction of our nursing staff in a Christ centered environment and will yield opportunity to minister to students in grades 2-12.

## **Work Crew**

### **Maintenance (15+ years old)**

Reporting directly to the Facilities Manager, then the Ministry Director, the Maintenance Work Crew member will assist the Facilities Manager in whatever needs taken care of during that day from fixing a light bulb to unclogging a toilet to replacing a broken window or mowing and weed whacking. It will be this crew member's responsibility to clean the bath houses used by campers twice each day. This crew member will be responsible for removal of trash on campus and any recycling. When needed, this crew member will be in charge of starting, maintaining, and putting out any camp fires. In the evening hours, it is understood that this crew member will be assisting the Ministry Director and The Program Staff.

### **Wranglers (15+ years old)**

Reporting directly to the Assistant Wrangler, wranglers must be mature and have the ability to teach campers about horses. Wranglers must have significant equestrian experience and the ability to demonstrate God's grace through their ability to instruct campers in the proper care and control of horses. They are responsible for the maintenance of the stable and riding areas, feeding and caring for the horses, teaching riding classes, leading trail rides, and sharing the Gospel of Christ through various equestrian activities.

### **Kitchen (15+ years old)**

Reporting directly to the Food Service Director, the Kitchen crew member will assist the Food Service Director and Kitchen Leader daily. The Kitchen crew member will be responsible for setting up tables, washing dishes, food prep, and assisting the Food Service Director with any other needs as assigned. The Kitchen Crew member will also set up and serve any planned evening snack.

### **Lifeguards (16+ years old)**

Reporting to the Ministry Director and the Facilities Manager, the Lifeguard's most important task is to ensure the safety of campers and staff in the pool area. Lifeguards will need to be well trained and able to react to any given situation. It is the lifeguard's responsibility to test the pool chemical levels daily and report them to the Facilities Manager. It is the Lifeguard's responsibility to clean the pool bath houses twice a day. The pool and pool area will need to be kept tidy and cleaned. This will involve putting away pool toys, using the surface skimmer and vacuuming the pool and making sure the gates are locked when the pool is not in service. The Lifeguard will also manage lost and found articles. In the evening hours, it is understood that Lifeguards will be assisting the Ministry Director and the Program Staff in game preparation.

**Lead Media (18+ years old)**

Reporting directly to the Ministry Director, media staff is tasked with capturing camp in action. Media staff will photograph and take video of campers and staff during games and activities. Media Staff will also be responsible for bringing the videos and pictures together for each week in the camp video. The Head Media is responsible for facilitating the media needs for Facing North. The Head Media must upload pictures to Facebook and Picasa daily. The Head Media will be responsible for knowing the camp schedule and determining where to be and when to be to there. At the close of summer camp, the media staff is responsible for creating the camp promotional video for the coming year.

**Media Assistant (15+ years old)**

Report directly the Lead Media and the Ministry Director. The Media Assistant is tasked with capturing camp in action. The Media Assistant will need to photograph and video all camp activities such as games and electives, free time, meal times etc. The Media Assistant will be responsible for bringing the videos and pictures together for each week's camp video. The Media Assistant is also responsible for facilitating media needs for Facing North. At the close of summer camp, the media staff is responsible for creating the camp promotional video for the coming year.

**\*\*\*Note: These are the basic job descriptions; other responsibilities may be included as assigned.**