



JOB DESCRIPTION FOR PAID SUMMER CAMP STAFF

Covenant Mountain Mission Bible Camp
2390 Horse Hollow Rd., Jonesville, VA 24263
276-346-1013 www.cmmbc.org

ABOUT CMMBC...

Covenant Mountain Mission Bible Camp (CMMBC) has been offering free and low cost camps to the young people of southwestern Virginia and the surrounding areas since 1951. Our mission is to worship God and enjoy Christian fellowship and discipleship in the midst of His beautiful creation; and to present the gospel of Jesus Christ to youth, adults and families through the camp's outreach and community involvement. We offer 1 week of Pathfinders, a day camp for grades K-5 and 3 weeks of overnight camps: Trailblazers Camp (grades 4-6), Junior Camp (grades 6-8) and Senior Camp (grades 9-12). We have also added a week of Community Soccer Camps (grades K-12).

Mission Teams and local volunteers provide most of the workers and funding for our summer camps and any improvements to the camp's facilities. You can learn more about us at our website.

QUALIFICATIONS OF PAID SUMMER CAMP STAFF MEMBER...

CMMBC seeks to hire individuals who sincerely follow Christ and desire to share their Christian walk with campers. We look for individuals who will work hard to contribute positively to CMMBC's Christian community. Even during time off, we expect our staff to be Christ-like role models. Working for a summer will not be easy, but spending a summer at camp and allowing God to use you can be a time of spiritual growth and personal development. We aren't expecting perfection, but we are looking for staff members who desire to grow and will be full of humility, grace, patience, and love. If this sounds like something you'd like to experience, we invite you to continue this application process and look forward to considering how you might fit into our summer staff.

We are looking to hire two counselors (at least 1 year beyond high school graduation) for June and July. We may also hire qualified individuals as junior counselors (high school graduate) or junior staff (high school students). Qualified individuals must have:

- a personal relationship with Jesus Christ
- a desire to serve others
- flexibility in dealing with different situations and people of all ages
- a willingness to be stretched
- a willingness to live without the internet or a cell phone
- the ability to lead others to follow the rules at camp
- the courage to hold yourself and others accountable to honor God in all circumstances
- the health and stamina to work outdoors during the summer

We may also hire a nurse, speaker or lead cook, as needed to support a week of camp. Qualified applicants will need the appropriate certification and/or experience. The camp nurse may be a LPN, RN or EMT.

JOB DESCRIPTION...

Ultimately, being a summer camp staff member is about building personal relationships with others to share the love of Jesus. The primary duties of a summer camp staff member at CMMBC can vary significantly from day-to-day and role.

Counselor, jr. counselor or jr. staff member: must be willing to cooperate as necessary to facilitate our camping program. Some of the duties include the willingness to:

- help with camp readiness (i.e. plan/organize activities, ensure cabins and bathhouses are clean and stocked)
- partner with mission team members to facilitate summer camp and work projects
- greet campers and help with camper registration and getting them settled into their group or cabin
- oversee campers' daily activities (i.e. cleanup duties, Chapel services/daily devotions, crafts, games, offsite excursions, mealtimes, personal hygiene and canteen)
- help maintain grounds and buildings
- help with meal preparation, service, and cleanup

Camp nurse is responsible for distribution of medication and handling first aid.

Lead cook is responsible for complying with food safety requirements, planning/preparing/serving meals, as well as supervising kitchen and dining hall cleanliness.

Camp speaker is responsible for teaching morning and evening Chapel Services.

HOW TO APPLY...

Here are the steps necessary to be considered for a staff position:

- pray for God's direction in this decision.
- submit a completed staff application form to CMMBC. (Applications are available at cmmbc.org/forms or by calling Joe or Tammy at 276-346-1013 to request an application to be mailed to you). Hiring may happen upon interview of the first qualified candidate.
- fill in the top section of the personal reference forms and give one to your pastor or Christian leader and at least one other person that you list in the "References" section of your application. Please ask these adults to mail the completed form directly to camp. Your application will not be complete until we have all reference forms in hand.
- CMMBC will confirm your interest in a position at CMMBC within 1 week of receiving the completed application.

PAID STAFF APPLICATION FORM

Covenant Mountain Mission Bible Camp

Please submit completed application to:
CMMBC, 2390 Horse Hollow Road, Jonesville, VA 24263 or cmmbc1950@gmail.com
Phone: 276-346-1013

Name: _____ Social Security #: _____
Date of Birth ____/____/____ Gender _____ Email: _____
Current Address _____ City _____ State _____ Zip _____
Permanent Address _____ City _____ State _____ Zip _____
Phone#1 (_____) _____ Phone #2 (_____) _____
Church of Membership _____ Pastor _____
Church Currently Attending _____ Pastor _____
School Attending or Completed _____ Current Year Completed _____
Applying for: Counselor (at least 1 year beyond high school graduation) Jr. Counselor (high school graduate) Jr. Staff (in high school)
Camp Cook Camp Nurse Camp Speaker
Parent/Guardian or Emergency Contact _____ Phone (____) _____

I am applying to work the entire summer.
I am able to begin work on: ____/____/____ I must leave work on: ____/____/____
 I am applying to work the following camps: Soccer Camp Pathfinders Sr. Camp Jr. Camp Trailblazers

T-Shirt Size **CIRCLE ONE** Youth: **S M L** Adult: **S M L XL XXL XXXL**

Please answer these questions:

- Are you a citizen of the United States? yes no
- Have you ever been charged, convicted of, or pled guilty to a crime, either a misdemeanor or a felony? yes no
- Have you ever been charged or arrested for child abuse or contributing to the delinquency of a minor? yes no
- Do we have your permission to complete a criminal background check (if over 18 years of age)? yes no
- Do you have any physical or emotional conditions limiting your ability to perform as camp staff? yes no

Our Expectations of Camp Staff

Staff members are expected to be present throughout the duration of their hiring period. Exact dates will be determined by CMMBC administration in consultation with potential camp staff. It is essential that all applicants be willing to:

- Share your relationship with Christ, through example and speech with campers and staff
- Enter into your position's responsibilities with a positive and supportive attitude.
- Sacrifice personal desires in the interest of the campers and your peers.
- Comply with general expectations and staff policies as outlined by summer management (i.e. attending camp planning meeting the day before camp starts, cell phone policy, etc.)

CMMBC prohibits the use of tobacco products and/or the drinking of alcoholic beverages by its summer staff, on or off duty. The use of drugs shall be limited to such as prescribed by a physician. Sexual immorality, either in practice or verbal endorsement, may provide grounds for discipline or dismissal, depending on the issue/event. The camp reserves the right to dismiss a worker for incompetence, misconduct, or failure to comply with camp policies.

Camp Staff Agreement

Covenant Mountain Mission Bible Camp is committed to sharing the Gospel of Jesus Christ with the campers and other guests who come to the camp. As a potential staff member, I understand this, and pursue to model a Christian lifestyle to the campers and others.

I understand and agree to the standards of dress and conduct required of camp staff. I certify that all of the information that I have provided to CMMBC in this application is true. I give permission for CMMBC to verify the information by contacting the references that I have identified in order to determine my eligibility for work. I have provided a personal reference form to my pastor and at least one other reference listed in my application. Additionally, CMMBC has my permission to complete a background check for applicants over 18 years of age or have parental signature for those under age 18.

This agreement and application is signed prayerfully, understanding that the overall goal is to glorify the Lord. If I am accepted for a position, I will abide by the policies above and principles of ethics, conduct, and dress asked of me, and will accept my responsibility as a member of the camp community.

I realize that any photos or recordings taken of me during the summer may be used in camp promotional materials.

PLEASE READ THE ABOVE AGREEMENT CAREFULLY. IF ACCEPTED, YOUR SIGNATURE INDICATES CONSENT TO THE ABOVE CONDITIONS.

Signature of Applicant

Date

Signature of Parent for applicants under age 18 years

Date



Most Recent Employer or Volunteer Organization

Please list a current/most recent employer or volunteer organization. We may contact this person as a reference.

Employer/Organization: _____ Supervisor: _____

Address: _____ City _____ State ____ Zip _____

Phone: (____) _____ E-mail: _____

References

Please list THREE references here. Include one pastor or Christian worker, one teacher or employer, and one of your choice that is a non-family member. We may contact your references so all should be able to speak about your character, work ethic, and qualifications. In addition, provide a personal reference form to your pastor/Christian worker and at least one other individual.

Name of Pastor/Christian Worker: _____ Church: _____

Address: _____ City _____ State ____ Zip _____

Phone: (____) _____ E-mail: _____

Name of Teacher or Employer: _____

Address: _____ City _____ State ____ Zip _____

Phone: (____) _____ E-mail: _____

Name: _____

Address: _____ City _____ State ____ Zip _____

Phone: (____) _____ E-mail: _____

Getting to Know You Questions

Please check any of the following statements that describe an interest or ability that you possess:

- I have experience leading a small group and/or Bible study.
- I am actively involved in a small group and/or Bible study.
- I enjoy writing and/or performing creative skits for groups.
- I enjoy singing as a member of a music team.
- I enjoy playing _____ (list musical instruments) as a member of a music team.
- I can organize and lead groups to complete a craft or creative project.
- I enjoy outdoor experiences, like hiking and camping.
- I enjoy team sports like _____ (list athletic team membership)
- I enjoy designing and participating in creative and fun games, like obstacle courses.
- I am experienced with cooking or baking for more than 4 people.

Please list any current licenses or certifications: (CPR, First Aid, LPN, RN, EMT, etc) _____

Please list any extracurricular activities _____

Please use a separate sheet of paper (preferably typed) to answer the following questions. Make sure to number your answers

1. In less than a page tell us about yourself. Please describe:
 - your commitment to Christ, what it means to you to be a Christian, and how this affects your daily life.
 - two of your strengths and two of your weakness and how each of these will impact your work at camp.
 - the most significant Bible verse (or two) in your life and how it has impacted you.
2. How would you describe Jesus to someone else?
3. Describe your current involvement with any Christian organizations/activities at school or church.
4. Describe your personal camp experiences by listing the camp name, location, phone number and your role there (i.e. camper, counselor, etc.). What did you gain from your camp experiences? Why you think that children and youth need to attend camp?
5. Why do you want to work at CMMBC? What else should we know about you that would encourage us to hire you?

COVENANT MOUNTAIN MISSION BIBLE CAMP PERSONAL REFERENCE FORM

TO BE COMPLETED BY CAMP STAFF APPLICANT

Name of Applicant _____ Position Applied for _____
 I authorize _____ (reference) to provide CMMBC with the information requested. I release all references from any liability for information provided in good faith.

Applicant's Signature _____ Date _____

TO BE COMPLETED BY REFERENCE

Name (please print) _____ How long have you known this person? _____
 What is your relationship to this person? _____

CMMBC strives to accept workers who are trustworthy, capable of caring for and discipling our campers, and who live as followers of Christ. Your honest and prompt response is appreciated. Place a check in the appropriate box below:

Spiritual maturity	<input type="checkbox"/> unknown	<input type="checkbox"/> immature	<input type="checkbox"/> minimal growth	<input type="checkbox"/> growing	<input type="checkbox"/> consistent growth
Christ-like lifestyle	<input type="checkbox"/> unknown	<input type="checkbox"/> inconsistent attitudes-practices	<input type="checkbox"/> lifestyle consistent with beliefs	<input type="checkbox"/> high moral-spiritual values evident	<input type="checkbox"/> role model for others
Motivation	<input type="checkbox"/> unknown	<input type="checkbox"/> Needs prodding	<input type="checkbox"/> meets timelines	<input type="checkbox"/> Self starter	<input type="checkbox"/> finds additional tasks to do
Leadership ability	<input type="checkbox"/> unknown	<input type="checkbox"/> passive <input type="checkbox"/> negative influence	<input type="checkbox"/> well-balanced	<input type="checkbox"/> contributes positively	<input type="checkbox"/> leader of leaders
Decision making	<input type="checkbox"/> unknown	<input type="checkbox"/> hasty <input type="checkbox"/> indecisive	<input type="checkbox"/> fair decisions	<input type="checkbox"/> good decisions	<input type="checkbox"/> wise decisions
Honesty/Integrity	<input type="checkbox"/> unknown	<input type="checkbox"/> questionable	<input type="checkbox"/> may stretch the truth	<input type="checkbox"/> generally true and honest	<input type="checkbox"/> consistently trustworthy
Cooperation	<input type="checkbox"/> unknown	<input type="checkbox"/> unable to cooperate	<input type="checkbox"/> minimally cooperative	<input type="checkbox"/> reasonably cooperative	<input type="checkbox"/> extremely cooperative
Work habits	<input type="checkbox"/> unknown	<input type="checkbox"/> lazy	<input type="checkbox"/> works enough to get by	<input type="checkbox"/> puts in a fair day's work	<input type="checkbox"/> puts forth extra effort
Social interactions	<input type="checkbox"/> unknown	<input type="checkbox"/> avoided by others/ socially awkward	<input type="checkbox"/> tolerated by others	<input type="checkbox"/> liked by others	<input type="checkbox"/> example for others
Personality	<input type="checkbox"/> unknown	<input type="checkbox"/> withdrawn <input type="checkbox"/> needy	<input type="checkbox"/> quiet <input type="checkbox"/> shy	<input type="checkbox"/> friendly <input type="checkbox"/> like-able	<input type="checkbox"/> extroverted <input type="checkbox"/> fun-loving
Teachability	<input type="checkbox"/> unknown	<input type="checkbox"/> resistant or disrespectful	<input type="checkbox"/> questions authority	<input type="checkbox"/> respectful	<input type="checkbox"/> accepts and seeks guidance
Rebellious	<input type="checkbox"/> unknown	<input type="checkbox"/> often apparent	<input type="checkbox"/> sometimes apparent	<input type="checkbox"/> rarely apparent	<input type="checkbox"/> never apparent
Argumentative	<input type="checkbox"/> unknown	<input type="checkbox"/> often apparent	<input type="checkbox"/> sometimes apparent	<input type="checkbox"/> rarely apparent	<input type="checkbox"/> never apparent
Rude	<input type="checkbox"/> unknown	<input type="checkbox"/> often apparent	<input type="checkbox"/> sometimes apparent	<input type="checkbox"/> rarely apparent	<input type="checkbox"/> never apparent

Critical attitude	<input type="checkbox"/> unknown	<input type="checkbox"/> often apparent	<input type="checkbox"/> sometimes apparent	<input type="checkbox"/> rarely apparent	<input type="checkbox"/> never apparent
Anxiety	<input type="checkbox"/> unknown	<input type="checkbox"/> often apparent	<input type="checkbox"/> sometimes apparent	<input type="checkbox"/> rarely apparent	<input type="checkbox"/> never apparent
Positive Attitude	<input type="checkbox"/> unknown	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
Sense of Humor	<input type="checkbox"/> unknown	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
Temper Control	<input type="checkbox"/> unknown	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
Tact	<input type="checkbox"/> unknown	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
Dependability	<input type="checkbox"/> unknown	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
Enthusiasm	<input type="checkbox"/> unknown	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
Flexibility	<input type="checkbox"/> unknown	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
Promptness	<input type="checkbox"/> unknown	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
Rapport with kids	<input type="checkbox"/> unknown	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
Rapport with adults	<input type="checkbox"/> unknown	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
Creativity	<input type="checkbox"/> unknown	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
Humility	<input type="checkbox"/> unknown	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent

If you had a child of camper age, would you feel comfortable leaving your child in the care of the applicant?

yes no

why or why not? _____

Do you have any reason to believe that this applicant is **not** fit to work in close contact with or individually supervise children?

yes no

If yes, please explain: _____

Please check the following statement that most closely agrees with your recommendation for this applicant:

- I would recommend the applicant because I think that they will be an asset to the camp staff.
- I would recommend the applicant because I think there will be an equal benefit to them and to the camp.
- I would recommend the applicant because I think the camp experience will help them.
- I would not recommend the applicant.

Signed _____ Date _____

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Rude	<input type="checkbox"/> unknown	<input type="checkbox"/> often apparent	<input type="checkbox"/> sometimes apparent	<input type="checkbox"/> rarely apparent	<input type="checkbox"/> never apparent

Critical attitude	<input type="checkbox"/> unknown	<input type="checkbox"/> often apparent	<input type="checkbox"/> sometimes apparent	<input type="checkbox"/> rarely apparent	<input type="checkbox"/> never apparent
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Positive Attitude	<input type="checkbox"/> unknown	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
Sense of Humor	<input type="checkbox"/> unknown	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
Temper Control	<input type="checkbox"/> unknown	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
Tact	<input type="checkbox"/> unknown	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent
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Humility	<input type="checkbox"/> unknown	<input type="checkbox"/> poor	<input type="checkbox"/> average	<input type="checkbox"/> good	<input type="checkbox"/> excellent

If you had a child of camper age, would you feel comfortable leaving your child in the care of the applicant?

yes no

why or why not? _____

Do you have any reason to believe that this applicant is **not** fit to work in close contact with or individually supervise children?

yes no

If yes, please explain: _____

Please check the following statement that most closely agrees with your recommendation for this applicant:

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