



Spring Heights Education Center Summer Staff Application

OFFICE USE ONLY
Date Rec'd _____
Referrals Rec'd _____
1 2 3
Contract Rec'd _____
Agr. Dates _____

Summer Staff Applicants must be out of high school by June 2018, be a member of a Christian church, be actively developing a mature Christian faith, love children and youth, communicate well, be willing to do whatever benefits Spring Heights Education Center and its summer program, and be available from May 21 through July 21, 2018.

Circle the position(s) for which you are applying. If applying for more than one, indicate your preference.

On-site Position(s):

Counselor
*Outdoor Activity Team**
Spiritual Formation Director
Summer Program Director

Hourly Positions:

Animal Activities Director
Kitchen
Maintenance

*Must be a Red Cross Certified Lifeguard

PERSONAL INFORMATION:

Name: _____ Gender: Male Female
Last First Middle

Preferred Name: _____ Social Security #: _____ Birthdate: _____

Permanent Address: _____ Phone: _____

_____ E-mail: _____

Current Address (If Different): _____ Phone: _____

_____ E-mail: _____

Current Address through what date? _____

EDUCATION:

(Highest level of education completed as of June 2018)

School: _____ Year/Grade: _____

Address: _____ Major: _____

CHURCH AFFILIATION:

Church Name: _____ Minister's Name: _____

(Minister you know best)

Denomination: _____

Address: _____

City: _____ State: _____ Zip: _____

How often do you attend worship? _____ What leadership roles have you held? _____

CAMP EXPERIENCE: List your experience in camps - designate your role for each (camper, counselor, lifeguard, etc.)

Camp & State	Role	Dates

List your experience working with children and youth: What age groups and where?

CAMP ACTIVITIES, INTERESTS AND SPECIAL QUALIFICATIONS:

Do you have a valid driver's license? _____

Please indicate areas in which you have training - include certification, date, agency, and copy of certification:

Lifeguard _____ CPR _____

First Aid _____ EMT _____

High Ropes Course _____ Low Ropes Course _____

Zip-Lining _____ Climbing/Rappelling _____

ServSafe/Food Handler _____ Other _____

In the following list put a (1) by the activities you can LEAD or TEACH, (2) by the activities you can ASSIST, or a (3) by the activities you have NO EXPERIENCE.

WORSHIP/BIBLE ACTIVITIES

- ___ Leading Bible Studies
- ___ Leading Discussions
- ___ Devotions
- ___ Worship Leadership
- ___ Worship Planning
- ___ Mission
- ___ Storytelling
- ___ Small Group Leadership

ARTS & CRAFTS

- ___ Sketching
- ___ Painting
- ___ Drama
- ___ Dance
- ___ Nature Crafts
- ___ Skits

MUSIC

- ___ Guitar
- ___ Piano
- ___ Lead Singing
- ___ Other

OUTDOOR ACTIVITIES

- ___ Overnight Camping
- ___ Outdoor Cooking
- ___ Backpacking/Hiking
- ___ Climbing/Rappelling
- ___ Initiative Games
- ___ Low Ropes
- ___ High Ropes
- ___ Zip Lining
- ___ Caving
- ___ Sports
- ___ Archery
- ___ Field Games

NATURE SKILLS

- ___ Animals
- ___ Plants/Flowers
- ___ Rocks/Minerals
- ___ Fossils
- ___ Astronomy
- ___ Weather
- ___ Gardening

AQUATICS

- ___ Swimming
- ___ Water games
- ___ Canoeing
- ___ Kayaking

ANIMALS

- ___ Horseback riding
- ___ Horse Care
- ___ Tacking
- ___ Tack Care
- ___ Goats
- ___ Cattle

MAINTENANCE

- ___ Lawn Care
- ___ Electricity
- ___ Plumbing
- ___ Handyman
- ___ Farm Work

KITCHEN

- ___ Food Preparation
- ___ Dish Washing
- ___ Commercial Kitchen

WORK HISTORY:

Please list your 3 most recent employers, their city and phone number, type of work and dates employed (start with most recent).

- 1) _____
- 2) _____
- 3) _____

REFERENCES:

Sign the enclosed reference forms and indicate if you are willing to waive your right to see your reference forms. Then give the signed reference forms to **3 people who are not related to you** who will act as a reference for you. These people should be knowledgeable not only about your character, but should know your qualifications for the positions for which you are applying. **We would prefer for one of them to be your pastor, church educator, youth leader or another person from your church.**

Completed forms should be returned directly to Spring Heights Education Center at the address on the form. **These are required for employment.**

Please list below the names, addresses and phone numbers of the persons you ask to be a reference for you.

	NAME ADDRESS	PHONE NUMBER	RELATIONSHIP
1)			
2)			
3)			

ESSAY QUESTIONS:

(Complete this section if applying for on-site position.)

Please fill out this essay page. (Feel free to use additional pages, if needed when filling out this page).

- 1) Please state why you wish to serve at Spring Heights Education Center. What contributions can you make?

- 2) You will be a leader in a summer staff role. What is your style of leadership and what do you feel makes a good leader?

- 3) Who is Jesus Christ and what would you tell an Elementary Camper is the most important part of your relationship with Him?

- 4) How would you share with a Middle School Camper how you put your faith and relationship with God into daily living practice?

- 5) What is a way that you have been put into a servant role over the past year?

- 6) Briefly describe one experience that has contributed to a recent growth in your Christian Faith.

PERSONAL QUESTIONS:

Are there any physical, emotional, social or academic factors we should know which might prevent you from completing the summer and/or living up to our expectations for summer staff? _____ If yes, please explain.

Have you ever been convicted of a felony or misdemeanor? _____ If yes, please provide additional details including date, place, lawyer's name, charge, etc.

Have you ever been the subject of an investigation by the Department of Family and Children Services or comparable government entity for abuse of any kind, including child abuse, sexual abuse, etc.? _____ If yes, please provide additional information including date, county and state of investigation, etc.

Have you ever been treated or hospitalized for alcohol or substance abuse, an emotional disorder, or psychiatric illness? _____ If yes, please provide additional information including dates of treatment, place(s) of treatment and doctor's name(s), etc.

Are you able to work the entire summer? Yes _____ No _____. If no, what dates would you need to be away from camp? Please list

By submitting this application, I understand that applicants must complete a personal interview and pass a background check before any position will be offered.

I hereby authorize the West Virginia Annual Conference of the United Methodist Church, Spring Heights Education Center, and its agents and employees to contact for verification any and all references, employers, law enforcement agencies, doctors and health care providers. I specifically release the the West Virginia Annual Conference of the United Methodist Church, Spring Heights Education Center, and its agents and employees of any and all claims arising from such inquiries or contacts and further release any and all persons and entities from any claim arising from their responding to such inquiries or contacts.

I verify that all information on this application is true to the best of my knowledge and understand that any falsification on my part is grounds for not being hired or termination of employment with Spring Heights Education Center.

Signature _____ **Date:** _____

All statements become part of any future employee's personnel file.

**Please complete this form and return it by January 31, 2018, to:
Amy Mullins, Spring Heights Education Center
2067 Barrcut Rd | Spencer, WV 25276 | 304.927.5865 |
info@springheights.org**