



PINE TRAIL CAMP AND CONFERENCE CENTER
SUMMER STAFF EMPLOYMENT APPLICATION
2012
May 29 – August 5, 2012

Return to:
Pine Trail Camp
P.O. Box 35
Saugatuck, MI 49453
269-857-2564

THANK YOU FOR INQUIRY REGARDING SUMMER STAFF POSITIONS AT PINE TRAIL CAMP!

Greetings,

You will find attached a number of pages regarding application for summer employment at Pine Trail Camp (PTC) for the summer of 2012. Here are some thoughts you should be aware of when applying. This is a very significant summer for PTC in that we are celebrating 50+ years at making an impact in the lives of both children and adults alike. We believe God has used this place and countless people, like you, to make a difference in the spiritual experience of many young people. Some of those individuals have reflected on PTC as a “home away from home.” We at PTC like to think that hospitality and service are our strong suits. People feel welcome and experience a staff which is always willing to make their stay and experience memorable. It is our desire you would want to be part of this type of team.

PTC has a summer camping history of providing a safe and fun place for children. Many organizations over the last fifty years have brought their programs and children to this place in order to maximize the opportunity for growth in young lives. Again, countless numbers of children have gone on to make their mark and difference for God’s work, due in part, to their experience at camp. PTC seeks to come alongside the church in order to fulfill part of that calling.

As you complete this application, please think in terms of serving. There are a “variety” of things in which to get involved. All of the options are like the bricks in the foundation of a well built home – all serving to aid the guest in his/her experience at PTC. All permanent and summer staff work together in order to care for those who are with us. There is not one job more important than another. We like to think that each one of us has a role to play in the activity of God’s Spirit molding and shaping the youth and adults spending their time with us. To that end, each of the staff has the privilege of participating in shaping the guest’s experience. God bless you as you respond to this invitation.

Sincerely,

Curt Bush
Executive Director
Pine Trail Camp



PINE TRAIL CAMP AND CONFERENCE CENTER
SUMMER STAFF EMPLOYMENT APPLICATION

2012

May 29 – August 5, 2012

Return to:

Pine Trail Camp
P.O. Box 35
Saugatuck, MI 49453
269-857-2564

Today's Date: _____ College attending(ed): _____ Major _____
Name: _____ Year at School: _____ Career Interest _____
Home Address: _____ School or Present Address: _____
City/State/Zip: _____
Home Phone: () _____ Use present address until: _____
Cell Phone: () _____ Present Occupation _____ Full Time _____ Part Time
Email: _____ Have you attended Pine Trail as a camper? _____ Yes _____ No
Date of Birth: _____ Dates available: Arrival Date _____ Departure Date _____
Home Church: _____ Dates requiring absence from PTC: _____

Personal (Additional paper may be used – type written is preferred.)

Pine Trail Summer Camp employment requires high energy staff who love God, are growing spiritually and can work long hours, rise early, maintain enthusiasm, be flexible and enjoy a variety of tasks. Each staff member must be able to work both independently and as a team player, exhibit Godly maturity in handling conflicts and stressful situations; be willing to support and respect authority, be characterized by "Christ-likeness."

1. Why are you applying for summer employment at Pine Trail Camp?
2. Describe your personal Christian experience and background. Include how you came to know Christ, your church experience, current opportunities for growth in your life and how God has been working in your life. (Max. 400 words)
3. In the gospel according to Matthew (22:37-40) we read Christ saying; (the greatest commandment is) "You shall love the Lord your God with all of your heart, and with all of your soul, and with all of your mind. And a second is like it; you shall love your neighbor as yourself. On these two commandments hang all the law and the prophets." NRSV Please tell us what these verses mean to you and how you could relate it to working at Pine Trail Camp.
4. Is there additional information you would like to share with us? For example; Do you have any specific physical or medical needs that we should know about (allergies, dietary, etc.)?



PINE TRAIL CAMP AND CONFERENCE CENTER
SUMMER STAFF EMPLOYMENT APPLICATION
2012
May 29 – August 5, 2012

Return to:
Pine Trail Camp
P.O. Box 35
Saugatuck, MI 49453
269-857-2564

POSITIONS FOR CONSIDERATION AND BASIC RESPONSIBILITIES

Please check one or two areas of interest.

- _____ Activity Support Staff - Assists with all Pine Trail Activities that are offered to our guests. This may occasionally require field game activity that is part of the guest group's schedule: (4-needed)
- Activities offered by Pine Trail:
- Zip Line
 - Archery
 - Canoeing
 - Karaoke
 - Hiking
 - Field Games
 - Sports
- _____ Water Front/Pool Safety* - Oversee and assist Dir. of Guest Service and Facilities with ensuring guests have a safe and enjoyable opportunity in the following areas: (2-4 needed)
- Oversee and guard river front / in conjunction with Activity Staff
 - Keeping bathhouse, pool, pool office and deck area cleaned daily
 - Pool games and activities designed by guest groups
 - Record keeping for inspections
- _____ Kitchen - Assists Food Service Manager in the following areas: (4 - needed)
- Food preparation
 - Ordering and stocking product
 - Kitchen cleaning and organization
 - Dining Hall upkeep and set up
 - Dining Hall Bathroom daily cleaning and upkeep
- _____ Buildings and Grounds - Assists Director of Guest Services and Facilities with maintaining and repairing any/all buildings, equipment, grounds and special projects as assigned in the following areas: (2-needed)
- Mowing and mower upkeep
 - Building maintenance and cleaning
 - Vehicle and general equipment maintenance
 - Special projects as determined
 - Be cross-trained with Activities Staff when needed
- _____ Program - Assist Executive Director implementing Leadership In Training (L.I.T.) program for high school students and Day Camp Program through the following: (3-4 needed) Note: This position may require some previous camp experience.
- Develop program components during orientation
 - Oversee and implement program
 - Interact with and mentor students in LIT program
 - Implement Day Camp Program and interface with parents daily
 - Become familiar with larger PTC guest services and work cooperatively with other staffed areas
 - Crafts, music, activity (indoor/outdoor) and story telling abilities
 - Willing to be trained and implement initiative activities
 - Friendly and welcoming
 - Be cross-trained with Activity Staff
- _____ Office Assistant – Assists Office Manager with
- Camper/guest group registration
 - Communications; phone, email, web
 - Assisting with canteen oversight
 - Newsletter content; verbal/photo
 - Assisting with facility scheduling
 - Working with Office Manager regarding other office details

Please remember if you are offered a position other than what you have checked, it may not be due to your qualifications. PTC understands that though you may desire or have interest in a particular option, we must work to compliment all areas of ministry with needed staff. Again, TEAM is the operative word. Skills and gifts are helpful, but it is passion to serve that we look for.

*If interested in this position we are interested in your training or willingness to be trained. A.) If you have been trained, we need copies of all certifications with this application. B.) If you are not certified, you may find a program before camp to participate in to become certified (which we will pay for if you're hired) OR we will schedule you to be certified during orientation.



PINE TRAIL CAMP AND CONFERENCE CENTER
SUMMER STAFF EMPLOYMENT APPLICATION
2012
May 29 – August 5, 2012

Return to:
Pine Trail Camp
P.O. Box 35
Saugatuck, MI 49453
269-857-2564

Work Experience: (list the last two)

<i>Name/Phone Number of Employer</i>	<i>Position</i>	<i>Dates</i>	<i>Reason for Leaving</i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Personal References: Personal references must have known you for a minimum of three years and should not include relatives, room-mates or peers. A reference from your home church Pastor or youth pastor is recommended as one of the three.

**Each reference should complete a Reference Form and return it to Pine Trail Camp as soon as possible.

1. Name: _____ Phone () _____ Relationship to you _____
2. Name: _____ Phone () _____ Relationship to you _____
3. Name: _____ Phone () _____ Relationship to you _____

Harassment: The camp's policy is to prohibit all forms of harassment by our employees. This includes sexual, racial, religious, and other forms of harassment. Have you ever been accused of harassment of any person including, but not limited to, workplace harassment? (Note: a prior accusation or conviction is not an automatic bar to employment. The type of conviction or accusation and when it occurred will be evaluated by the camp before any decision is made).

_____ Yes _____ No (If yes, please explain)

Criminal Record: Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe. (Note: Pine Trail Camp does a criminal background check on all employees. A prior accusation or conviction is not an automatic bar to employment. The type of conviction or accusation and when it occurred will be evaluated by the camp before any decision is made).

_____ Yes _____ No (If yes, please explain)



PINE TRAIL CAMP AND CONFERENCE CENTER
SUMMER STAFF EMPLOYMENT APPLICATION
2012
May 29 – August 5, 2012

Return to:
Pine Trail Camp
P.O. Box 35
Saugatuck, MI 49453
269-857-2564

Characteristics Of A Summer Staff Member

A. *Spiritual maturity and sensitivity*

- Owns a complete commitment to Christ
- Enjoys a growing understanding of God's Word and knows the importance of prayer
- Shows Christ through healthy attitudes and actions, encouraging campers/guests to grow in their journey
- Shares Christ like behavior with guests and staff always
- Shows the love of Christ

B. *Personal relationship skills*

- Love for people and appreciation for relationships
- Understanding: able to listen and know what is said
- Accepting: recognizes, respects and accepts the individuality of each person and is able to share his/her own belief and feelings
- Enthusiasm: embraces a positive attitude thereby stimulating the whole program.
- Motivates the guests as well as setting a good example
- Communication: must be able/willing to share information readily and provide insight with growing awareness of camp environment
- Supervision: willing to share concerns, complaints or problems with the camp management.
- Problem Solving happens when the appropriate people are made aware of the situation. The management welcomes and encourages positive input of ideas and suggestions on how we can improve any area of our operations and ministry.

You can be a VERY BIG help in this regard.

C. *Technical skills*

- Leadership: lead a group with confidence and maturity
- Organized: able to adapt materials for a group and work within prescribed parameters using time effectively and responsibly
- Flexibility: work to adapt to change and use of resources in order to "go with the flow" when necessary
- Specialty skills: be willing to share your particular gifts and skills with the guests when appropriate and helpful