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2018 Summer Staff Application

Holston Center is a ministry of Holston Presbytery of East Tennessee (PC-USA)

PO BOX 428, 6993 Hickory Nut Gap Rd., Banner Elk NC 28604 (844) 465-7866

www.HolstonCenter.org

Director: Jim Austin (423) 202-1655

Is God Calling You to Serve?

God calls us into the "wilderness" to be renewed and grow in our faith and understanding of our relationship with God, other people, and our earth. Holston summer camp is a transformational experience for campers and for staff. Summer camp staff provide a nurturing Christian community for young people. Summer staff influence lives and provide positive role models for young minds and hearts. Become a summer staff member at Holston Camp and serve God by growing in your faith, and by serving others on their spiritual journey. We provide the training, room, board, and competitive wages.

Our Objective and Philosophy

"In lengthy discussion of the objectives and philosophy of our camp and conference program, all agreed that camping should be done in small groups, informally, out-of-doors and in simple housing facilities, with activities that are different from what can be done at home or in our local church programs. Care should always be taken to instill in each camper a healthy respect for nature, a loving response to the God who has given us this beautiful world, and a personal commitment to the One whom this same God has sent, providing for our spiritual needs as well as our material needs, even Jesus Christ, in whom all life is abundant."

Sub-committee on Camp and Conferences
Holston Presbytery, November 11, 1957

2018 Schedule and General Requirements

Resident Camp:

Work week is from Sunday at 2:00 pm until Friday at 5:00. (No Resident Camp week of July 4. Optional work week.)

Counselor Training: May 28-June 8. Last day of employment is August 4. At 3:00 pm.

Week 1-June 10-June 15

Week 2- June 17-22

Week 3- June 24-29

July 1-6- NO RESIDENT CAMP

Week 4- July 8-13

Week 5- July 15-20

Week 6- July 22-27

Week 7- July 29-August 3

Day Camp (Training dates TBD.

Daily Schedule is 8:00 am to 5:00 pm Monday through Friday. Early drop off and late pickup is available.

Week 1-June 11-15

Week 2- June 18-22

Week 3- June 25-29

Week 4- July 2-6

Week 5- July 9-13

Week 6- July 16-20

Week 7- July 23-27

Week 8- July 30-August 3

Week 9- Aug 6-Aug 10

Summer Staff general requirements include:

- Providing for the safety and wellbeing of each child
- Demonstrating Christian love and compassion for each child and other staff
- Recognizing each child's unique gifts and helping them enjoy camp and grow spiritually
- Supporting an inclusive and creative Christian community
- Enjoy leading and participating in program activities with young people including: field games, hiking, water sports, singing, arts and crafts, Bible studies, and prayer
- Supervising campers by making appropriate judgements in response to various needs or emergencies
- Having the physical, mental, and spiritual stamina to endure
- Adopting and abiding by the policies and procedures of Holston Camp
- Working with others in a collaborative team environment
- Commit to Summer program schedule (see application)

Employees must adhere to Holston Camp's policies of not using tobacco, alcohol or illegal drugs during the term of employment-- including weekends-- while on camp property. Employees are required to adhere to policies pertaining to inappropriate behavior including but not limited to sexual conduct, bullying, language, insubordination, cell phone/computer use, or heresy. Any aberration from the policies will result in immediate dismissal from employment. The Director of Holston Camp will take every measure to ensure the safety and quality of camper's experience during their stay at camp. To that end, employees may be subjected to surprise bunk inspections, breathalyzers, and urine tests.

Staff Positions (Internships available)

The Summer Program Director "SPD" (1 position, age 21+) will work with the Camp Director and full-time staff to plan and execute a safe and rewarding camp experience for all staff and campers. The SPD must demonstrate excellent leadership skills, mature faith, and the ability to supervise peers. He/she must be able to create, schedule, organize, and lead the summer camp resident and day camp program including training of staff as necessary. The SPD will begin employment in the spring to assist with planning and training of summer staff. Experience as a camp counselor and/or outdoor recreation management is necessary. **\$300/week-FILLED**

Adventure Leaders-(2 positions, 1 man, 1 woman 19+) are responsible for leading and instructing outdoor recreation skills and outdoor on and off campus activities including: wilderness camping, hiking, canoeing, rock climbing, and backpacking. Adventure Leaders will also participate as resident camp counselors. Experience is necessary. **\$230/week**

Resident Counselors (8 positions 4 men, 4 women, age 18+) are responsible for the oversight, safety, and care of campers throughout the day and evening. They provide instruction, motivation, encouragement, and a willingness to engage with each camper in a supportive way. Counselors must be creative and dedicated to building a Christian community within their small group and within the camp. Counselors will lead and/or facilitate activities according to their particular skills or special talents. Counselors must be responsible, mature, and conscientious as they lead with patience, kindness, compassion, and love. Counselors make a camper's experience memorable by nature of the close-knit relationship that small-group camping provides. Experience with children is essential. Experience in outdoor living, canoeing, nature study, arts and crafts, field games, sports, drama, music, and/or other camp program skills will be favorably considered. **\$190 /Week**

Swim Instructor/Lifeguard (2 positions 18+) must have Red Cross Lifeguard training course that includes CPR for the Professional Rescuer (CPRO) and First Aid, equipment-based rescues for aquatic environments, accident prevention, and decision-making skills or equivalent certifications. Swim Instructor/lifeguard will also function as a camp counselor (day or resident) as applicable. **\$210/week**

Day Camp Director (1 position, 19+) provides guidance, enthusiasm, and creative leadership over Day Camp program. The Day Camp Director oversees the Day Camp program, Day Camp Counselors, and Day Campers. The Day Camp Director maintains a safe, clean and comfortable environment for Day Campers and staff; offers conflict resolution between staff and between campers; and acts as the main contact for parents during the day. Previous experience working in a classroom, as a camp counselor, or with youth groups is required. Classroom and staff management skills are necessary. **\$10/HR-FILLED**

Day Camp Counselors (4 positions available, 16+) are responsible for the oversight, safety, and care of Day Campers. They provide instruction, motivation, encouragement, and a willingness to engage with each camper in an enthusiastic and supportive way. Counselors must be creative and dedicated to building a Christian community within their small group. Counselors will lead and/or facilitate activities according to their particular skills or special talents. Counselors must be responsible, mature, and conscientious as they lead with patience, kindness, compassion, and love. Counselors make a camper's experience memorable. Experience with children is essential. Experience in outdoor living, canoeing, nature study, arts and crafts, field games, sports, drama, music, and/or other camp program skills will be favorably considered. **\$8/HR.**

Nurse (1 position, NC licensed RN, LPN, Paramedic or EMT) responsible for medical service needs as authorized by the camp's on-call licensed physician. He/she is in charge of maintenance and supervision of the dispensary and sick bay, will observe camper and staff physical conditions, and will care for specific camper or staff disabilities, dietary needs, etc. The Nurse's duties will also include keeping records of health forms and daily sick calls, incident reports, medication dispensed, health screening, and general health treatment. Position may be either full time resident (including lodging and meals), or hourly contracted.

Photographer/Videographer (1 position, 18+) responsible for collecting superlative digital images of camp activities to display on social media. Must have own camera, computer, etc. Experience required. Position may be either full time resident (including lodging and meals), or hourly contracted. **Salary based on experience.**

The Application Process

Phase 1:

1. Complete the written application form.
2. Return both of these to Holston Center.
3. A thorough background check will be conducted on each applicant, including reference checks, a criminal background check, and sex offender registry check.

Phase 2:

1. A group interview will be arranged.
2. You will be notified of our decision and, if to be hired, sent a contract with a detailed job description, health forms and other information.

COMPLETE AND FORWARD TO INFO@HOLSTONCENTER.ORG

Position(s) applying for: Summer Program Director (age 21+) Day Camp Director (age 19+)
 Adventure Leader (age 19+) Resident Group Counselor (age 18+) Swim Instructor/Lifeguard (age 18+)
 Day Camp Counselor (age 16+) Nurse (RN, LPN, EMT, PM) Other _____

Name First _____ Middle _____ Last _____

Preferred to be called _____

S.S.# _____ D.O.B. _____ Age _____ M / F _____

Current address (mail) _____

City _____ State _____ Zip _____

Primary phone # _____ Email _____

Church of which you are a member: _____ Denomination _____

Address _____

Minister's Name _____ Minister's Phone #: _____

Other church you attend _____ Denomination _____

Address _____

Minister's Name _____ Minister's Phone #: _____

What leadership roles in church have you held?

Do you have a valid driver's license? YES NO Chuffers license? YES NO

In the following list, put a (1) by the activities you can LEAD or TEACH and a (2) by the activities you can ASSIST:

Arts & Crafts:

_____ Sketching/painting
_____ Macramé bracelets
_____ Ceramics
_____ Tie Dye
_____ Other _____

Outdoor Living Skills:

_____ Backpacking/overnight
camping
_____ Survival skills
_____ Outdoor cooking
_____ Rock Climbing/rappelling
_____ Low Ropes course/Team

Nature Skills:

_____ Animal identification
_____ ID Trees/plants/flowers
_____ ID Rocks/Minerals
_____ Weather study
_____ Ecology/environment
_____ Gardening

Music:

_____ Lead singing
_____ Piano
_____ Guitar
_____ Other _____

Building

_____ Orienteering

Aquatics:

_____ Swimming
_____ Canoeing
_____ Kayaks
_____ Paddle boards
_____ Water games

Other Activities:

_____ Initiative games
_____ Small Group leadership
_____ Skits/Drama
_____ Storytelling
_____ Field games
_____ Archery

:

Work History (3 most recent)

1) Employer: _____

Address (City and State): _____

Supervisor: _____ Phone: _____

Position: _____ From: _____ To: _____

Responsibilities _____

2) Employer: _____

Address (City and State): _____

Supervisor: _____ Phone: _____

Position: _____ From: _____ To: _____

Responsibilities _____

3) Employer: _____

Address (City and State): _____

Supervisor: _____ Phone: _____

Position: _____ From: _____ To: _____

Responsibilities _____

Professional References:

Please list 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.

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

1)Name: _____ Phone: _____

2)Name: _____ Phone: _____

3)Name: _____ Phone: _____

Education:

Did you graduate from high school? YES NO GED

High School: _____

Address (City and State): _____

College: _____

Address (City and State): _____

Degree: _____ From: _____ Date of Graduation: _____

College: _____

Address (City and State): _____

Degree: _____ From: _____ Date of Graduation: _____

Essay Questions: Please respond to these questions and use additional pages if necessary.

Describe previous camp experiences, if any, your best and worst experiences as a camper. (Previous camp experience is not a requirement for employment.)

Describe your experiences working with and relating to children and/or youth:

Why do you wish to serve at Holston Camp?

Write a brief biographical sketch describing your specialized skills/talents/interests (i.e. camping, leadership, early childhood education, water sports, music, art, certifications, etc.) that would enhance your effectiveness as a member of the Holston staff.

Describe important aspects of your belief about Jesus Christ and your faith journey?

Who is Jesus Christ to you?

How would you share with a Camper how to strengthen their faith and relationship with God by daily living practices?

Personal Question (confidential)

Are there any physical, emotional, social or academic factors we should know about which might prevent you from completing the summer and/or living up to our expectations for summer staff? YES NO If YES, please explain.

Have you ever been convicted of a felony or misdemeanor? YES NO If YES, please explain.

Have you ever been the subject of an investigation by the Department of Family and Child Services or comparable government entity for abuse of any kind, including child abuse, sexual abuse, etc.? YES NO If YES, please explain.

Have you ever been treated or hospitalized for alcohol or substance abuse, an emotional disorder, or psychiatric illness? YES NO If YES, please explain.

In submitting this application, I understand that a satisfactory personal interview is a prerequisite to being accepted for the position for which I am applying.

I hereby authorize, by my signature below, Holston Presbytery, Holston Presbytery Camp & Retreat Center, its agents and employees to contact for verification any and all references, employers, law enforcement agencies, doctors and health care providers and to specifically release Holston Presbytery and Holston Presbytery Camp & Retreat Center 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. By my signature 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 Holston Camp.

Signature: _____ Date _____

NOTE: All statements become part of any future employee's personal file.

Background Check Disclosure

IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Holston Camp & Retreat Center (“the Company”) may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report and a copy of any report about you. Please be advised that the nature and scope of the most common form of investigative consumer report obtained within regard to applicants for employment is an investigation into your education and/or employment history. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

First Name: _____ Middle: _____ Last: _____

Signature: _____ Date: _____

Date of Birth (mm/dd/yyyy): _____ SS#: _____