

2018
SUMMER
PROGRAM STAFF
INFORMATION + APPLICATION

TRINITY PINES CAMP & CONFERENCE CENTER | CASCADE, ID

JOB DESCRIPTION

OBJECTIVE

To gain valuable camp ministry experience in a wide variety of areas and work in a team environment to provide excellence in food service, housekeeping, maintenance, and program activities.

CAMP INFORMATION

Trinity Pines Camp and Conference Center is located in Cascade, Idaho, and is a year-round Christian facility, owned by the Church of the Nazarene. Our facility is 198 acres which provides an inspiring atmosphere for summer camps, family camps, youth and adult retreats, family reunions, school events, sports camps, and conferences.

MISSION STATEMENT

To provide a unique retreat and camp environment to allow for the transforming of lives into the nature and character of Jesus Christ.

GENERAL QUALIFICATIONS

- Must be at least 18 years of age, have a valid driver's license, and complete all necessary paperwork
- Exhibits a lifestyle which reflects a personal relationship with Jesus Christ
- Enjoys working in a team environment and maintaining cooperative working relationships with others
- Is able to meet schedules and timelines
- Displays an excellent attitude and servant's spirit
- Demonstrates Christian character consistent with Trinity Pines' Mission Statement
- Exhibits maturity in lifestyle and choices
- Enjoys working indoors and outdoors
- Must provide own transportation to and from camp
- Shows respect for authority and camp property
- Has prior experience working with children/youth
- Must be able to add, subtract, multiply, and divide quickly and accurately
- Can understand and follow oral and written directions
- Is able to stand and walk for extended periods of time, bending, pushing, moving, and lifting objects weighing up to 50 pounds

GENERAL RESPONSIBILITIES

- ACTIVITIES** Trinity Pines offers a variety of activities for campers that are facilitated by summer program staff members. These include a high and low ropes course, zip line, archery range, tubing, canoeing, hiking and more! Trinity Pines will provide necessary training for staff in these areas.
- HOUSEKEEPING** Staff will be required to assist in the cleaning of restroom and facilities every morning. This may include: toilets, floors, sinks, showers, and mirrors in bathrooms as well as vacuuming, making beds, dusting, emptying trash, and checking bunks in all rooms. Summer program staff will work with housekeeping manager to "turn over" the facility on Fridays in preparation for incoming groups.
- KITCHEN** Staff will rotate into the kitchen for their work assignment a week at a time. During those weeks, duties may include, but not be limited to, food prep, serving meals, dining room set-up and clean-up, dish window and dish-washer duty, and/or other tasks as assigned by the food-service manager or kitchen supervisor.
- FACILITIES** Summer program staff may be asked to assist facilities and maintenance personal with landscaping and grounds upkeep. This may include, but is not limited to: weeding, mowing, moving things around camp, digging, and weed eating.

CAMP STORE

The summer program staff is responsible for stocking, cleaning, and working the camp store as well as assisting in the management of inventory.

SAMPLE WORKDAY

Due to the unique nature of each group we serve at Trinity Pines, every day is different. Below is a sample workday schedule. Please note that due to the varying nature of the groups we serve, this schedule is subject to change without notice.

8:00 AM	Serve and eat breakfast
9:00 AM-NOON	Clean
12:15 PM	Lunch
1:00-5:00 PM	Facilitate program activities
5:00 PM	Serve and eat dinner
6:00 PM	Do end-of-the-day check of the main building
9:00-10:00 PM	Operate camp store (Please note this is on rare occasions only)

DURATION OF EMPLOYMENT / TIME OFF

STARTING DATE: Tuesday, May 15, 2018 (Move in Sunday, May 13, 2018)

ENDING DATE: Monday, August 13, 2018

Summer program staff will work six days a week, with days off rotating throughout the week to allow some staff to be available each day. Staff will be released at the end of their duties the evening before their day off, and will need to be back at Trinity Pines prepared to work by 8:00am on the morning after their day off. Staff are usually finished with work after dinner and are free of duties until breakfast.

COMPENSATION

Individuals will be paid a salary of \$2,750, which will be paid in six equal payments throughout the summer. Returning summer staff will receive an additional \$150 for each year of experience. Students who will be attending NNU in the following school year will also qualify for a \$1,000 scholarship applied to school expenses upon completing the full summer work assignment. Part of the compensation includes free housing on the grounds as well as any meals that are provided when scheduled groups are present. While living in Trinity Pines housing, staff will be required to maintain clean and orderly living quarters.

COLLEGE CREDIT

It may be possible to obtain college credit through the Northwest Nazarene University Kinesiology Department. For more information or if you have questions, please contact Ron Manley at 208.382.6200 or tpinesmanager@frontier.com.

ENCLOSED IN THIS PACKET

- 1) Copy of Job Description (one for your records, one to return with application)
- 2) Application
- 3) Questionnaire
- 4) Positions Available
- 5) Reference Forms – We ask that you have a minimum of two reference forms completed and returned to the camp office. Acceptable references may include: teachers, pastors, coaches, and employers. Please do not use family members or friends.

All these items need to be completed and sent to:

Trinity Pines Camp & Conference Center
P.O. Box 1269
Cascade, ID 83611
EMAIL: tpinesmanager@frontier.com
PHONE: 208.382.6200
FAX: 208.382.6010

*After your application is received, and it is determined that you meet all qualifications, you will be contacted to arrange an interview time. The contents of this packet and application needs to be completed and submitted no later than **Saturday, March 10, 2018**, in order to allow sufficient time for processing and interviews.*

Please note that during interviews applicants will be asked to fill out a background check and lifestyle agreement.

Please sign and date this job description:

Signature

Date

APPLICATION FOR EMPLOYMENT

(MUST BE 18 YEARS OF AGE)

Please print or type (use separate paper if necessary)

Date _____

I. PERSONAL / BACKGROUND

Name _____ Phone _____

Home Address _____

School Address (if applicable) _____

City/State/Zip _____ Date of Birth ____ / ____ / ____

Email _____

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Is there any information we would need about your name or use of another name for us to be able to check your work record?

Please specify: _____

Do you have any relatives who are presently or have formerly been employed by Intermountain District Camps?

If yes, please list: _____

How were you referred to Intermountain District Camps? _____

Are you a U.S. Citizen? Yes No

Have you ever been convicted of a felony, child abuse, or unlawful sexual offense? Yes No

If yes, please explain: _____

Briefly explain any background you have which would help qualify you for working at a Christian camp.

II. PERFORMANCE / ABILITY

Is there any reason that you would have difficulty performing any of the tasks listed in the General Qualifications of the Job Description?

Y / N If yes, please explain: _____

III. CHURCH AFFILIATION

Church attending _____

Denomination _____ Attending since _____

Pastor's Name _____ Church Phone _____

IV. EDUCATION

High School _____ City/State/Zip _____ Graduation date _____

College _____ City/State/Zip _____ Graduation date _____

Other _____ City/State/Zip _____ Graduation date _____

Major/Minor _____

Extracurricular Activities (specify and indicate when involved):

Sports/Music/Organizations _____

Christian Group/Church Involvement _____

Please list any other activities you enjoy _____

V. HISTORY OF EMPLOYMENT

Current employer _____ Position _____

Employer's address _____

Manager/Supervisor _____ Phone _____

Dates employed: From _____ To _____ Wage/Salary _____

Reason for leaving _____

Employer _____ Position held _____

Employer's address _____

Manager/Supervisor _____ Phone _____

Dates employed: From _____ To _____ Wage/Salary _____

Reason for leaving _____

Employer _____ Position held _____

Employer's address _____

Manager/Supervisor _____ Phone _____

Dates employed: From _____ To _____ Wage/Salary _____

Reason for leaving _____

NOTE: Use a separate sheet to list additional employers if necessary. We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion.

Employer's Name _____

Reason _____

Employer's Name _____

Reason _____

Employer's Name _____

Reason _____

VI. REFERENCES

Please list three (3) references other than relatives or former employers

NOTE: *These may also be used on the Personal Reference Form*

Name _____ Phone _____

Address _____

City/State/Zip _____

Occupation _____ Years known _____

Name _____ Phone _____

Address _____

City/State/Zip _____

Occupation _____ Years known _____

Name _____ Phone _____

Address _____

City/State/Zip _____

Occupation _____ Years known _____

Employees of Intermountain District Camps are required by District policy to complete a background check and lifestyle agreement upon hire.

Applicant's Signature

Date

Please return application **by Saturday, March 10, 2018** to:

Trinity Pines Camp & Conference Center

P.O. Box 1269

Cascade, ID 83611

EMAIL: tpinesmanager@frontier.com

PHONE: 208.382.6200

FAX: 208.382.6010

ADDITIONAL POSITIONS AVAILABLE

Please note that if you receive one of these positions it does not make you exempt from other general responsibilities at camp. For example, if you are the lifeguard, it does not mean that you are relieved of the responsibility of helping with grounds and maintenance. Please note all of these positions are filled from within the summer program staff. **You are not required to complete this page to be considered for the summer program staff.** Please fill out ANY positions you are interested in and explain why you would qualify for that position.

CAMP STORE ASSISTANT MANAGER

Responsibilities of the Camp Store Assistant Manager include cleaning the camp store daily, re-stocking items as needed, assisting with the counting of the till, and transporting the money to the camp office. You will also be responsible for managing inventory and keeping accurate records of items that need ordered, which includes working with the camp cook to order “hot” food items such as nachos and soft pretzels. A crucial part of being the Camp Store Assistant Manager is communicating with Marketing Director and Store Manager on inventory that is low, as well as which items are trending each week and throughout the summer.

I would like to be considered for the Camp Store Assistant Manager position because:

CAMP PHOTOGRAPHER

The Camp Photographer will be expected to be able to capture the heart and life of Trinity Pines on video and pictures. This includes, but is not limited to: campers playing, activities, chapel services, staff at work, staff playing, individual pictures, group pictures, and the beauty of Idaho in your surroundings. You will be responsible for compiling your work into final video or slideshow at the end of the summer to show at the staff party.

I would like to be considered for the Camp Photographer position because:

CAMP LIFEGUARD

The Camp Lifeguard will be an individual from the summer program staff who is certified or is willing to be certified as a lifeguard. You will be required to be at the lake with campers whenever they are present and oversee the safety of campers and staff while at the beach. Trinity Pines will provide Red Cross training and certification for the individual that is chosen prior to the beginning of camp.

I would like to be considered for the camp lifeguard position because:

REFERENCE FORM

Contact: Ron Manley, *Trinity Pines Camp Manager* | 208.382.6200 | tpinesmanager@frontier.com

_____ has applied to be a part of the summer program staff at Trinity Pines Camp and Conference Center in Cascade, Idaho. This camp is owned and operated by the Intermountain District Church of the Nazarene.

If chosen, the applicant will be doing various tasks, including working with children and teens, working in maintenance, leadership in programming, and working with other summer staff. Our main concerns for the applicant are his/her personal spiritual life and desire to share their faith as well as their maturity in making good decisions and working in a team environment.

We are encouraging you to give us your evaluation for the applicant as you have seen him/her live and perform on a daily basis. It is our desire to hire a staff person who is trustworthy, caring and loving toward children, teens and adults. It is imperative that all our summer program staff are positive role models.

Please type or print your responses. Thank you. Your feedback is greatly appreciated!

REFERENT INFORMATION

Name _____

Date Completed _____

Relation to Applicant _____

How long have you known this applicant? _____

How would you categorize your relationship to the applicant? (Circle one)

CLOSE FRIEND

ACQUAINTANCE

MENTOR

PROFESSIONAL

QUESTIONS FOR REFERENT

Do you have any reservations about this applicant's moral integrity? _____

How is the applicant's relationship with God visible? _____

What is one challenge you would give the applicant for his/her own personal growth? _____

How would you describe the applicant's attitude toward authority? _____

How would you describe the applicant's reliability? _____

How do you feel about the applicant's...
(Please circle one)

WORK ETHIC

- a. Excellent - Puts forth extra effort
- b. Good - Will put in a fair day's work
- c. Average - Works enough to get by
- d. Poor - Lazy

LEADERSHIP

- a. Excellent - A leader of leaders
- b. Good - Contributes positively
- c. Average - Usually well-balanced
- d. Poor - Passive or negative influence

EMOTIONAL STABILITY

- a. Excellent - Exceptionally stable, consistent
- b. Good - Well-balanced in most situations
- c. Average - Usually well-balanced
- d. Poor - Excitable or unresponsive

JUDGMENT

- a. Excellent - Consistently makes wise decisions
- b. Good - Makes good decisions
- c. Average - Makes fair decisions
- d. Poor - Makes hasty decisions or is indecisive

COOPERATION

- a. Excellent - Deeply sensitive to others
- b. Good - Cooperates well
- c. Average - Cooperates when convenient
- d. Poor - Difficult to work with

COMMUNICATION

- a. Excellent - Articulate in all groups
- b. Good - Usually gets thoughts across well
- c. Average - Gets thoughts across, may be hesitant
- d. Poor - Difficulty articulating thoughts

MOTIVATION

- a. Excellent - Highly self-motivated
- b. Good - Effectively motivated
- c. Average - Usually purposeful
- d. Poor - Purposeless

APPEARANCE

- a. Excellent - Outstanding first impression
- b. Good - Good first impression
- c. Average - Fair first impression
- d. Poor - Negative first impression

TEAM PARTICIPATION

- a. Excellent - Outstanding group member
- b. Good - Contributes positively in a group
- c. Average - Usually contributes positively
- d. Poor - Difficulty working in a group

SOCIABILITY (Circle all that apply)

- a. Confident
- b. Consistent
- c. Mature
- d. Shy
- e. Assertive
- f. Spontaneous
- g. Negative
- h. Noisy
- i. Humorous
- j. Hyperactive
- k. Aggressive
- l. Wise
- m. Rude
- n. Caring

With which age groups have you seen this applicant interact?

- a. Infant
- b. Preschool
- c. Elementary
- d. Junior High
- e. High School
- f. College
- g. Adult

Knowing the applicant as you do, to what extent would you encourage us to hire him/her as a summer staff member at Trinity Pines?

- a. Highly recommend
- b. Recommend
- c. Recommend with reservation
- d. Would not recommend for the position

Signature

Date

I prefer to discuss this applicant further.

Please call me at _____

Thank you for your honesty. Please return this form **by March 31st** to:

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QUESTIONNAIRE

Please answer these questions to the best of your ability. Please print or type. Use additional paper if necessary.

Have you attended summer camp? Yes / No Where? _____

Year(s) _____

Have you ever been on a camp staff? Yes / No Where? _____

Year(s) _____

What was your favorite part of camp? _____

What experience do you have with...

Elementary age children? _____

Middle School age? _____

High School age? _____

Describe your ideal work environment. _____

Why are you applying for Trinity Pines' summer program staff? _____

Describe your ideal boss. _____

Would you say you are more task-oriented or people-oriented? _____

Please write a little about your relationship with God. _____

Tell me about a time you made a mistake in the workplace and what you did. _____

What special knowledge, skills, and/or abilities do you think are important for this position? _____

Which of the following best fits you? **VISIONARY** **DETAIL-ORIENTED** **COLLABORATIVE** **EFFICIENT**

Do you have any commitments in the foreseeable future (May-August) that would prevent you from fulfilling this position should you be hired?

Signature

Date

Thank you! Remember, this questionnaire along with all other items need to be completed **by Saturday, March 10, 2018** and sent to:

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