

Three Rivers Day Camp

The Three Rivers Day Camp seeks to honor God by connecting children to Jesus through a summer, outdoor day camp experience.

Day Camp Staff: Assistant Director

Responsible To: Day Camp Director

Dates & Hours: June 7th – July 30th / 8am – 5pm / Monday - Friday

Wages: \$450 Weekly

Job Summary: The Assistant Director is hired for the purpose of assisting the Director in the overall needs of the Three Rivers Day Camp. They will be responsible for providing Jr. & Sr. Counselors help in areas of need throughout the week & help in their spiritual growth process. The Assistant Director will also assist in the timely flow of the every day schedule of the Day Camp.

Qualifications:

- Profess Jesus Christ as Lord and Savior
- Possess a desire/commitment to serve Him and other people.
- Be at least 21 years of age or college graduate.
- Be able to teach and communicate effectively the Word of God (BIBLE).
- Have an ability/desire to learn new skills.
- Have the desire to work in children's ministry.
- To be able to set an example for those around you through your actions & speech.

Responsibilities for Assistant Director:

1. To proclaim the truth and love of Jesus Christ through a lifestyle that imitates His.
2. To explain from memory in personal, understandable language what it means to be a Christian.
3. To help lead morning devotions with staff.
4. To film each week & create a separate DVD for each week for parents to buy & take home. (And end of Summer DVD)
5. To be a role model for the Jr. & Sr. Counselors, as well as demonstrate how to utilize opportunities to share their faith with campers.
6. To be competent at the skills necessary to provide a secure environment for the staff & campers during their stay.
7. Help organize the groups for any field trips the Day Camp will be going on.
8. To challenge yourself to go above & beyond your preconceived limitations.
9. To participate in clean-up duties and other preparatory work prior to the start of the day and your camper's arrival and in clean-up duties after their departure.
10. To assist in keeping the daily activities on schedule.
11. To attend all staff meetings and Bible Studies.
12. To complete other duties as assigned.

Director's Responsibilities to Assistant Director:

1. Offer daily morning devotionals for Assistant Director & staff!
2. Give opportunity to talk to Director about any personal issues!
3. Train & assist the Assistant Director in the philosophies and policies of the Day Camp!
4. Maintain an atmosphere which allows for easy communication and freedom to clear up misunderstandings!
5. To provide a safe & unique work environment!
6. Do all I can to make this a successful summer of growth for you!

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(Assistant Director Application)

The Three Rivers Day Camp seeks to honor God by connecting children to Jesus through a summer, outdoor day camp experience.

NAME _____ BIRTHDATE _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ CELL PHONE _____

Last Grade Completed In School _____ GRADUATE YES / NO

(If Applicable)

COLLEGE NAME _____

COLLEGE ADDRESS _____

CITY _____ STATE _____ ZIP _____

COLLEGE PHONE _____

(You will not be considered for a position unless we have your SSN!)

SOCIAL SECURITY # _____ -- _____ -- _____

- Please answer **ALL** of the following questions as fully and honestly as you can. Every question must be answered for you to be considered for a position at Three Rivers Day Camp. If you need more room, attach an extra sheet with the question # assigned.

Why do you want to work at Three Rivers Day camp as the Assistant Director?

What Church do you regularly attend? How are you regularly involved?

WORK

Do you currently have a job? _____

(If Yes) Company Name _____

Supervisor's Name _____

Phone # _____

Your Position _____

Past Employees	Your Position	Phone #	Dates Employed
1.) _____	_____	_____	_____
2.) _____	_____	_____	_____
3.) _____	_____	_____	_____
4.) _____	_____	_____	_____

* May we be able to contact your past employers YES / NO

Have you ever been asked to resign or fired from a job? _____

Have you ever been accused of a crime (Felony, misdemeanor, etc...)? _____

(If you answered 'Yes' to either of these two questions, please explain)

SCHOOL

Please summarize your school history:

List any school activities & extra-curricular organizations, as well as community organizations to which you have belonged: _____

What was the highest grade of completion in school? _____

Had you ever been suspended or expelled from a school? _____

Were you ever in a serious altercation at school? _____

(If you answered 'Yes' to either of these two questions, please explain)

PERSONAL

Because you would be a role model to the staff, and because your impact on their current or future lifestyle will be very influential, what are your views on the following (within the Christian life):

ALCOHOL: _____

DRUGS: _____

HOMOSEXUALITY: _____

ABORTION: _____

_____.

PORNOGRAPHY: _____

_____.

Are there any circumstance concerning your candidacy that we should know about? _____

If yes, please explain: _____

_____.

Do you fully agree with our attached "Statement of Faith"? _____

If no, please explain: _____

_____.

Do you have any health conditions that we should know about? _____

If yes, please explain: _____

_____.

EXTRA-Personal

Do you have any experience in administrative or leadership type work?

_____.

What are your personal habits in Bible Study & Prayer? _____
_____.

Write your personal testimony of your conversion, assurance of salvation, and a brief resume of your Christian life (be as specific as possible & include the plan of salvation...use an extra page if necessary): _____

_____.

As an Assistant Director you will be working hands on with the staff and the organization of the Day Camp, in your own words, what kind of experience and knowledge do you bring to a position like this that you should be considered for the Assistant Director position? _____

Three Rivers Day Camp will run from June 7th – July 30th (8 weeks)

We will not be having Day Camp July 5th ...are there any other days you will be missing? When & Why? _____

In case of an emergency, whom should we contact on your behalf:

Name: _____

Phone #: _____

This application & all reference forms should be completed and turned into the Three Rivers Day Camp office by March 31st.