



# CAMP HOPEWELL

Oxford, MS

## 2021 Summer Staff **Re-Employment** Application

A Ministry of [St. Andrew Presbytery](#), Presbyterian Church (USA)

[www.camphopewell.com](http://www.camphopewell.com)

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### INFORMATION FOR SUMMER STAFF APPLICANTS

We invite you to consider again being a part of the fun and exciting ministry of Camp Hopewell. The mission of Hopewell is to foster community that enables one and all to experience the love and wonder of God in the natural beauty of God's creation. We seek sincere Christians who desire to share Christ and Godly values by example and teaching. Camp Hopewell is a ministry of St. Andrew Presbytery of the Presbyterian Church (USA). We are also accredited by the American Camp Association and follow the standards of this association to the highest degree.

### THE APPLICATION PROCESS:

#### Phase 1:

1. Complete the written application form, including the **essay questions**.
2. Return both of these to Allyson Ashmore, 24 CR 231, Oxford, MS 38655 FAX: (662) 234-4150 or [Allyson@camphopewell.com](mailto:Allyson@camphopewell.com)
3. A thorough background check will be conducted on each applicant, including reference checks, a criminal background check and a 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 form and other information.

***Send in your application as soon as possible, before all positions are filled.***

## HOPEWELL CAMP STAFF POSITIONS

**FOR ALL PROGRAM POSITIONS** - Christian faith. Understand campers' needs and help them enjoy camp and grow spiritually. Lead program activities. Maintain a wholesome Christian community. Supervise campers by sight and sound and make appropriate judgments in responding to various needs or emergencies. Lead assigned Bible studies and assist in worship. Perform all other duties required for the position. Full participation in staff training before supervising campers.

**RESOURCE COUNSELOR** – 4-5 positions - age 19+. Must have demonstrated good leadership skills and served on the Hopewell staff in a previous season. Will work to resource campers and support and supervise Group Counselors. One Resource Counselor will also serve as Pool Supervisor. (Must be 21). Each Resource Counselor must be skilled and/or certified in things such as **Lifeguarding, Archery, Canoe Instructor, Challenge Course, Outdoor Living Skills, Arts and Crafts, Leadership for Support Staff, Worship Leadership**, or other specialty.

**ADVENTURE CAMP COUNSELOR** - 2 positions - age 19+. Training in challenge course or adventure education. Lifeguard Training certification desirable. The Adventure Camp Counselor will guide Adventure Campers (ages 13-16) in planning and carrying out learning and activity goals. Any other camp program skills will be looked upon with favor. (Hopewell may require this person to complete special training at Hopewell and perhaps at another center.)

**GROUP COUNSELOR** – 12-14 positions -age 18+. Will work with Co-Counselor and Support Staff to lead Cabin Group planning their schedule of activities for the week and work to see that stated goals are met. **Will reside with and supervise assigned Cabin Group at all times except for designated times off.** Will serve as a role model to campers, and will work to insure their safety and well-being. Certifications or experience such as Lifeguard Certification, adventure programs such as challenge course, swimming, outdoor living, canoeing, nature study, arts and crafts, recreation, sports, drama, music, and other camp program skills will be looked upon with favor. (Some of these skills will be taught during staff training.)

**COUNSELOR WITH DIABETES (CWD)** 2-4 positions, age 18+, with Type 1 diabetes. (1-week-long session, 1- ½ week session) Certifications or experience with camp program skills are looked upon with favor but are not required. Will work with the cabin group counselors to lead cabin group activities. Acts as a role model for children and insures safety of children with respect to blood glucose during all activities. Is able to recognize and treat hypoglycemia appropriately in self and others. Coordinates daily blood glucose testing and works with cabin nurse. CWDs participate in nightly rounds on campers with diabetes. CWDs and group counselors work collaboratively to insure proper oversight of blood glucose in campers with diabetes.

**NURSE** - 1 position - Mississippi licensed RN, LPN, Paramedic or EMT. The Nurse will handle all medical service needs as authorized by the camp's on-call licensed physician. He/she will be in charge of maintenance and supervision of the dispensary, will make a daily check for cleanliness of the facilities, will observe camper and staff physical condition, 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 (includes lodging and meals), or hourly contracted.

**HEALTH CARE MANAGER** - 1 position - age 19+. (This position is in lieu of a resident nurse.) The Health Care Manager will have the same duties as the Nurse listed above except limited by qualifications and the medical protocols. (A Nurse will be hired to work with the Health Care Manager a few hours each day.)

**STORE MANAGER** - 1 position - age 18+. (This position will be shared with another position such as a Resource Counselor or Health Care Manager.) The Store Manager will manage camp store and keep records of store deposits for each camper. At the end of each week, return receipts and items ordered —such as photos— to each camper.

**SUPPORT STAFF** – 4-6 positions - age 17+. Will reside in cabin with campers and group counselors. Duties will be assigned in support of the overall camp operation —these will include: dish washing, trash detail, cleaning, grounds care, and other “behind-the-scenes” projects. As assigned, will assist Group Counselors, but are not to be left solely responsible for supervision and leadership of campers. Participation in the daily leadership education is one of the values of this position.

**COMPENSATION:** All amounts are for each week of work including 1 staff education week.

- Base starting weekly cash salary is \$150.
- Add \$10 per week for each level of school completed starting with college freshman up to 4 years.
- Add \$5 per week for Archery, \$10 per week for Low Challenge, \$10 per week for High Challenge \$20 per week for Lifeguard
- Add \$15 per week for each summer you return.
- The Director can add up to \$10 per week for demonstrated effectiveness as a Christian camp leader, including local church leadership throughout the school year.
- Recruiting Bonus: Returning staff who recruit another staff person who works through the whole summer will receive a one-time bonus of \$75 for each person recruited. Both persons must work the whole season to qualify for the bonus which will be paid at the end of camp.
- Housing, food, training, laundry facilities, accident insurance, required worker's insurance, and FICA taxes are also part of the compensation for a total value of \$4000 to \$6000 for the season.

## Staff What to Bring List

Keep this list to help you pack. Mark all your possessions so they can be easily identified.

Clothes should be casual and comfortable for active outdoor games. **Clothing should be modest.** Clothes for opening and closing days need to be neat and attractive for meeting parents. Staff shirts will be issued. For days off you may want some clothes suitable for going out or to church.

\_\_\_ Bible  
\_\_\_ bedding: 2 twin bed sheets  
\_\_\_ 1 blanket and **sleeping bag (camp outs)**  
\_\_\_ 1 pillow with pillowcase  
\_\_\_ 3-4 towels (a large towel for pool)  
\_\_\_ Toiletries  
\_\_\_ pajamas  
\_\_\_ appropriate bathing suit(s) (**no strings**)  
\_\_\_ 2-3 pairs comfortable shoes (**no flip flops**)  
\_\_\_ 7 pairs of socks  
\_\_\_ 7 sets of underclothing  
\_\_\_ 2-3 pair long pants (like jeans or yoga)  
\_\_\_ 7 pair of shorts

\_\_\_ 10 shirts  
\_\_\_ light sweater or jacket  
\_\_\_ **rain jacket**  
\_\_\_ **alarm clock or watch** -electricity in cabins-

### **OPTIONAL ITEMS INCLUDE:**

\_\_\_ musical instrument(s)  
\_\_\_ Backpack  
\_\_\_ your hobby or items of special interest which you can share especially with others. Do not bring things that you would mind being used, or getting damaged, or that are especially valuable.

You will be living out of your suitcase or trunk all summer, where little or no hanger space is available so plan accordingly. **You may be moving to a different cabin each week.** Special program equipment like helmets and tents which are needed will be provided for use during activities requiring them. You are welcome to bring your own, including personal sports equipment, but it is **not required** and should be stored safely and with permission from a director.

**DO NOT BRING:** TV, pets, alcohol, tobacco (any form), drugs, weapons, ammunition, explosives or anything hazardous. Laptops and cell phones may be brought to camp, but please refer carefully to the personnel policies for restrictions on their use. Laptops will not be allowed to be used in cabins with campers. Do not bring books or magazines inappropriate for children **such as** those containing horror stories, nude photos, sexual language, etc. Do not bring or wear clothing with inappropriate images such as beer advertisements, crude or derogatory messages or that are inappropriate for a church camp. **Undergarments, such as sports bras or boxers are not to be visible and string bikinis are not permitted.** Remember, campers, parents and we are looking at you as a Christian role model.

**PLEASE KEEP THIS INFORMATION FOR YOURSELF  
AND RETURN REMAINING PAGES TO APPLY.**

Application for **RE-EMPLOYMENT**

NAME: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Age: \_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ E-MAIL \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_ SS# \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

CELL \_\_\_\_\_ EMERGENCY CONTACT/PHONE \_\_\_\_\_

ALTERNATIVE ADDRESS (If different)

\_\_\_\_\_

School level \_\_\_\_\_ Completed degree(s) \_\_\_\_\_

Present major \_\_\_\_\_ Career goal \_\_\_\_\_

T-SHIRT SIZE (circle one)    Adult Small    Adult Medium    Adult Large    Adult XL    Adult XXL    Adult XXXL

**ROLE MODEL INFORMATION**

Do you smoke? \_\_Yes. \_\_No.    Do you use other forms of tobacco? \_\_Yes. \_\_No.

Do you drink alcohol? \_\_Yes. \_\_No.    Have you ever used drugs for recreational purposes? \_\_Yes. \_\_No.

Do you use any performance enhancing drugs? \_\_Yes. \_\_No.

If you answered "yes" to any of these please explain what you use, and if prescription(s), list the name of the doctor(s) and reason for the prescription(s).

**Will you be able to and do you promise to meet our standards and policies of not using tobacco, alcohol or illegal drugs during your term of employment?** \_\_Yes. \_\_No. Explain.

\_\_\_\_\_

Have you ever been convicted of any criminal activity? \_\_Yes. \_\_No. If "Yes", please explain.

\_\_\_\_\_

Check ☒ all summer camp staff positions for which you wish to be considered.

\_\_Resource Counselor (age 19+) \_\_\_\_\_ Specialty \_\_Health Care Manager (age 19+)

\_\_Adventure Camp Counselor (age 19+) \_\_Group Counselor (age 18+) \_\_Counselor with Diabetes (age 18+)

\_\_Nurse (RN, LPN, EMT, PM) \_\_Support Staff (Age 17+)

**Availability: Will you be able to work the whole season, May 23-July 17, 2020?** \_\_Yes. \_\_No.

If "No", please explain. \_\_\_\_\_

**(Please understand that if you are not able to work the whole season, you may not be hired due to this.)**

**I understand that if hired, I might be required to remain at Hopewell throughout my entire employment due to Covid-19 restrictions?** \_\_Yes \_\_No

I would be available for additional training from May 12-May 22, 2021. \_\_Yes \_\_No

I am interested in: \_\_\_\_\_ Lifeguard Training \_\_\_\_\_ Archery Training \_\_\_\_\_ Low Challenge Training \_\_\_\_\_ High Challenge

Please respond to the following:

- Staff Application Information Page 6  
10/27/2020

6. List any certifications, characteristics, skills, or additional training you have which would enhance your effectiveness as a member of the Camp Hopewell staff.

**References:**

List 2 or more **non-family** references that have had a direct association with you in the past 6 months.

**(Please don't list Hopewell Staff Members)**

Include **complete** addresses and phone numbers.

1. Name \_\_\_\_\_ Years have known you \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_\_ **E-mail** \_\_\_\_\_

Is this person in relation to you a \_\_\_\_ Friend / \_\_\_\_ Employer/ \_\_\_\_ Teacher/ \_\_\_\_ Other \_\_\_\_\_

2. Name \_\_\_\_\_ Years have known you \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_\_ **E-mail** \_\_\_\_\_

Is this person in relation to you a \_\_\_\_ Friend/ \_\_\_\_ Employer/ \_\_\_\_ Teacher/ \_\_\_\_ Other \_\_\_\_\_

All Hopewell application information given here and in person is true to the best of my knowledge. I understand and give permission for the employers to carry out background checks regarding any and all statements I have made in this application and during interviews, they may check with previous employment, law enforcement, child abuse registry, personal references and other sources regarding my suitability for employment. I understand that any deliberate misrepresentation will be justification for termination of employment.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

If applicant is under 18, signature of parent or legal guardian is also required. (Also see supervision page.)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Any questions regarding this application or terms of employment can be directed to:

Allyson Ashmore, Director  
Camp Hopewell 24 CR 231 Oxford, MS 38655  
662.234-2254 or 662.816.8544  
[allyson@camphopewell.com](mailto:allyson@camphopewell.com)