



Summer 2010

Dear Applicant,

Enclosed you will find the application for a summer ministry position at The Springs Camp in Gladwin Michigan. We are excited to begin the process with you as we seek God's direction for this summer's team. A summer at The Springs can be a life changing experience. You are not applying for a summer job, but a great opportunity to serve campers and guests at The Springs. The work load is great, but very rewarding. We have a variety of positions to fill. You will find a list of positions and the description for each, but know that when you accept a ministry position here it will entail much more than can ever be put into a job description.

The process includes the steps below:

1. Read all the information enclosed
2. Pray that God will guide you as you seek direction for your summer plans
3. Fill out the application and send it to The Springs
4. Fill out the top of each reference form
5. Give out reference forms
6. Schedule an interview (we will call you once your references get to us)
7. Keep a list of questions to ask during our interview
8. Wait for a letter or phone call to let you know our decision.

If at any time you have any questions, feel free to call or email. We want to help you in any way we can through this process. Please pray for us. We love to see how God works in staff members lives as he brings us the staff we need each summer.

Here is how you may contact us:

Dan Kohns
616-894-0494

Martha Kohns
616-894-0493

The Springs Camp Office
989-426-7604
989-426-0993 fax
www.thespringscamp.com
thesprings@gmail.com
martha.thesprings@gmail.com

you may download applications and reference forms on the website

We are excited that you are thinking about applying for a summer ministry position this summer at The Springs. Look over the next few pages BEFORE you apply. We want you to fully understand what a summer here will be like.

-Working here for a summer is NOT like getting a summer job. You will sacrifice many things to be here. For example: youth group activities, family gatherings, weekend dates, using your cell phone on a daily basis and many other things.

-The benefits outweigh all the sacrifices. Most of our previous staff tell us their summer was amazing. Many of them return for a second or third summer. They have found that giving up a few things in the summer seem minimal when compared with the many ministry opportunities they have. Many friendships are built throughout the summer as well.

-We have many of our policies and procedures in place to help you minister more effectively. The whole idea behind these are to clear the way for the Holy Spirit to be free to work. We want to eliminate distractions. That is what camp is all about. So, we choose to set a standard for the staff different than we each may personally choose.

-Think of this summer ministry more like going on a summer mission's adventure than like a summer job. This will help you as you endure long days, little pay and great experiences. You'll go home with great stories to share.

We work very long hours. We all do. Many days start before 7 am and end at midnight. In order to run the summer camp and retreat facility efficiently that is what it takes. We do take short breaks and enjoy the camp atmosphere but basically your whole day is devoted to doing the work that is set before you. Sometimes it may be manual labor and sometimes it is direct ministry opportunities. No matter what job you apply for you could be asked to do either at any time. Be ready for that.

-God has done some amazing things here at The Springs. We continue to look forward as God grows us while he grows this place. We have labeled The Springs "A Place of Eternal Impact" and the feedback from our campers lets us know that is really happening, not just at camp, but all year long. That is what keeps us going. Even on the days when we are hot and tired.

-There is a saying that goes like this: "Work is only work if you'd rather be doing something else." Work projects and activities at camp can be lots of fun and the memories we make along the way are with us for life. Our attitudes as we work are just as important as completing the task in front of us. Be ready to be challenged in this area.

-Staff training is invaluable. Don't make plans to go home during staff training. This can interrupt the goals that we have for building a team during that week. We cover everything from cleaning restrooms to leading a child to Christ. The week is filled with teaching, training and bonding. Our volunteers may come and go during that week to receive training.

-Our team consists of support staff, program staff and counselors. Although each position plays a different roll, all are extremely important. While counselors spend their whole day with campers, it is the support staff that makes it all possible. Having a good support staff is vital to make a camp week successful. Counselors exert a tremendous amount of physical, mental, emotional and spiritual energy. They have to keep going no matter what. Support staff give a lot physically but often have some time to catch their breath through out the day. One thing that always keeps our team going is praying together and for one another.

-Working under pressure and with various different personalities can be a challenge for a summer staff team. It is important to go into the summer realizing that at times the job at hand may seem overwhelming but in the end will be very rewarding. Most staff leave at the end of the summer saying this experience is one they will always value.

-Volunteers are a vital part of getting the job done. Some may come for the whole summer, others for a week at a time. It is everyone's goal to help them get settled in as quickly as possible and share your passion for ministry. Volunteers may be 15 years old and older. This summer we expect some adult volunteers.

Summer Camp Dates are as follows

Lifeguard Training We pay for lifeguard training for many of our staff. If you are applying as a counselor we will discuss this option for you. We also look for other staff that would be willing and able to be trained. Your training is certified through the Red Cross. Training is held at the camp Monday, May 24-Thursday, May 27, 2010. We recommend that you begin swimming this winter. Also, if you would like to know the requirements to pass lifeguard training we can get that to you. Stamina is a big part of passing.

Adult Staff (counselors, program staff, cooks etc.) arrive on Friday May 28th (Memorial Day weekend) for a continuous 2 week training. Your contract will be through August 21. This is a 13 week commitment. If you need to leave a week early due to college or you have a weekend commitment during the summer i.e. wedding or reunion, please let us know during your interview.

High School Support Staff– all high school staff will be hired as VOLUNTEER POSITIONS.

If you are applying for a support staff position you have some options; you may choose to come for the whole summer or you may choose to come for a week or a weekend. Either way you will need to go through our volunteer training. There will be a couple of options for fulfilling this requirement. If you come as a volunteer for the entire summer, you will be going to camp one of the Senior High weeks of camp and there will be no charge for that.

Weeks of camp are as follows:

Mini Camp– *entering grades 2nd through 5th*
July 5-7, 2010

Junior Camp– *entering grades 3rd-6th in the fall of 2010*

June 14-19, 2010**

June 21-26, 2010*

July 12-17, 2010*

August 9-14, 2010

Junior High Camp–*entering grades 6th-8th in the fall of 2010*

June 14-19, 2010**

June 21-26, 2010*

July 12-17, 2010*

July 26-31, 2010

Senior High Camp–*entering grades 9-graduated senior*

June 14-19, 2010**

June 27-July 3, 2010

July 18-24, 2010

**Junior, Junior High and Senior High, each program runs separately.

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Positions Available:

Counselors– Out of high school one year, physically, spiritual, mentally and socially ready to face the challenges of being with various ages of campers 24 hours a day and 6 1/2 days a week. Responsible, loves kids, teachable, trainable and fun loving are all words to describe what is needed to be a great camp counselor. You will be trained in all aspects of the camping ministry. You will be given lots of tools to help you as you work with all the different age groups. Able to pass life guard training is a benefit.

Life Guards– We hire (and train) a head life guard. Some experience would be beneficial, but is not necessary. Responsibilities include overseeing the scheduling of lifeguards, cleaning and maintaining the pond area, maintaining the canoe area and making sure all lifeguards and others trained to run the pond continue to maintain a level of excellence and responsibility.

Head Cook–Camp side head cook runs the camp side kitchen, cooking all meals for the summer time campers. Responsibilities are to oversee 2 cooks assistants and supervise the setting up and cleaning of the dining hall.

Cooks Assistants– We hire two cooks assistants. The work in the area of food prep and clean up. They maintain stock and transport items between the two kitchens. Lifting is required as well as long periods of working on your feet. Must be 18 years old or older. Responsible and able to follow directions and work independently.

Laundry– We offer a laundry service to all staff. This position does all staff laundry. Must be able to work independent and be responsible. (volunteer support staff position, either high school or college age)

Camp Store–This position entails, stocking the store, maintaining inventory, using a cash box and using our bank card system. This position also involves working directly with campers. A love for kids is especially important. (volunteer position, either high school or college age)

Maintenance– We hire 1 maintenance staff. This position requires you to be 18 or older, a drivers license with a clean driving record and responsible to follow directions and work independently. Able to pass life guard training a benefit. Hired by Jeremiah Parks.

Music- We look for staff that are willing to use their musical abilities along with taking on another position at camp. This person would assist in our chapels by playing guitar or keyboard. We also make use of drums and a bass player. Able to pass life guard training a benefit.

Media– We hire 1 position in the area of media. The responsibilities are to film, edit and produce a video weekly. They will also upload each days still pictures to the website.

Photographer– We hire 1 photographer that is responsible to cover all activities of summer camp. Your own equipment can be used. You will work directly with the media uploading pictures, printing cabin pictures and maintaining a photo album for the camp.

Cleaning supervisor– This is someone 18 or older that is able to work with a rotating cleaning crew, overseeing the cleaning on a daily basis. They must be able to give directions effectively and work with many different personalities. Able to pass life guard training a benefit.

Cleaning and Dining Room Set Up–6-10 volunteers are needed each week to work in either our campside dining hall or Retreat Center Dining Room. This can be for 1 week/weekend or for the full summer. Requirements are that you must be at least 15 years of age or older, go through our volunteer training and sign an commitment to abide by the guidelines for the summer staff.

Office Assistant– be at lease 18 years of age, able to pass life guard training, proficient in computer use, using a printer, answering telephone, responsible and able to work independently.

Retreat Center Assistant– must be 18 years of age or older, this position includes assisting in the retreat center kitchen, assisting with the laundry, working with the guest group, and cleaning. No day will ever be the same. Able to pass life guard training will be a benefit. Responsible, able to follow directions and able to work independently is a must! This position is hired by Meredith Geselman, our food service director.

Questions you might have about the summer...

Weekends— campers leave on Saturday around 10:30 am. We have a staff meeting after all campers are gone. Cleaning assignments are given out that need to be completed before lunch. All staff work together to complete the cleaning jobs. Some weekends we also have guests in at the Retreat Center therefore we will have weekends that you are ask to take on a shift/meal there. Also, some Sundays we travel to various churches to do presentations. Some weekends we plan an outing that all will participate in; other times we offer options for various groups to be involved in. Trips home on weekends need to be kept to a minimum. The travel time there and back and the lack of rest most people get can make it a hard weekend. We have a sign in and sign out policy when you do make a trip off of the camp property. Support staff under the age of 18 are required to be with the planned group activity for the weekend. A signed permission slip is required for minors to ride with other staff members. This will come in the packet once you are accepted as a staff member. Weekends are mainly for rest and relaxation. Come with that in mind. Your time spent on the weekend will help you prepare for the next week of ministry.

Camp Store— store items are available to you at our cost. We offer t-shirts, sweatshirts, water bottles, gift items and much more.

Staff Shirts— you will receive two staff shirts. One will be worn on the day the campers arrive and one will be worn on the day they leave. This helps guests recognize staff. We also wear our staff shirt to Church presentations. It is important to keep them clean and ready for the next time they need to be worn.

Volunteers— We often have individual or groups of volunteers. We cannot hire all the help we need to run our entire summer. It is important to help volunteers to quickly adjust to camp life, find a place to stay and help them fit into the staff. Your response to them will make or break their time here. Make every effort to welcome them and help them; they have not been through all the training you have.

Visitors— you may have your family come to visit any time. Please make plans with us before assuming there is a place for them to stay overnight. If it is a day visit, short notice is fine. If it is an overnight visit, check about a week or more in advance to make housing arrangements. Your family may eat meals with you during their stay. Other visitors will be charged \$5.00 a meal.

Vehicles-you may drive your car to camp. It will be parked at the Retreat Center/Office during the camp week. Keys will be kept in the camp office. You will have access to your vehicle after cleaning duties on Saturday.

Cell Phones— only a few staff members will carry their cell phones during the camp week. The program director, camp store, office assistant, cooks, maintenance and permanent staff all have the availability to carry their phones. We try to keep the distractions to a minimum. Counselors and all other staff will turn their phones in on Sunday night and get them back Saturday after cleaning duties. Any time a phone call needs to be made staff can have access to their phone or use the camp phone. Those staff members carrying their phones are asked to use them only for staff calls. They are not to let other staff use their phones.

Things to bring:

- Bible
- bedding, both sheets/blankets and a sleeping bag, pillow
- various clothing for warm and cool weather
- swimsuit, (modest one piece for girls and boxer type for guys)
- raincoat/boots/umbrella
- flip flops/tennis shoes/work shoes
- cosmetics, towels, something to carry these items in
- large Rubbermaid tub to put laundry in (no laundry bags or baskets)
- clipboard (counselors only)
- whistle (counselors, lifeguards and any staff over 18) Bring this specific brand only: FOX 40 found at a sporting goods store
- water bottle (we have this item with our name on it in the camp store)
- medication, all meds must be in original container. We do recommend taking a multivitamin through out the summer. Also bring along any other meds, such as cold meds and pain relievers that you normally would take as needed. These will be kept in the health office and given to you at meal times.
- shoes to wear in the river for canoe trips and water slides

Things NOT to bring:

- electronic devices such as the following...
- ipod, mp3 players
- video games
- movies, CDs,
- guns, knives, fireworks, air soft equipment,
- laptops

Something to consider when you bring items to camp:

Personal items that are brought to camp can get lost, stolen, misplaced and misused. Think twice about bringing anything of value. Bring only the necessities. Also, put your name on any item that you can. If you buy any items at the camp store please do the same.



The Springs Camp
1950 N. M-30 Gladwin, MI 48624 (989) 426-7604
Email:thesprings@gmail.com *
Web:thespringscamp.com

Summer 2010 Confidential Personal Reference Form

Name of Camp Staff Applicant _____

Position applying for _____

Referent Name _____

I authorize the following referent to provide The Springs Camp with the following information requested in order to determine my suitability for a summer ministry position. I realize this is a confidential reference form and I release him/her from all liability in giving The Springs this information.

Signature of Applicant _____

Before filling out the following reference form please read the following:

The above applicant has put you as a reference and we would appreciate your honest assessment as to their skills and abilities. We are a Christian Youth Summer Camp. Our staff is with the campers 24 hours a day. All of our staff are influential in the lives of the youth that come here. It is very important that each staff person is of the high character and responsibility. Thank you for taking the time to fill out this form. Your promptness would be appreciated as we cannot start the process of hiring until all the references are in. If you have any questions or would rather discuss this applicant in person, please contact the Director, Dan Kohns at 616-894-0494. Thank you.

How long have you known the applicant? _____ How well do you know the applicant? _____

In what capacity have you seen this applicant? Work, casual, social, ministry etc. _____

To your knowledge, does the applicant possess a personality and lifestyle that would provide a positive role model? _____

Responsibility

- Excellent—diligently follows through on tasks
- Good—follows through on tasks
- Average—usually follows through on tasks
- Poor—needs to be repeatedly told what to do

Initiative

- Excellent—will look for things to do
- Good—will do things that need to be done
- Average—will do the obvious if there is need
- Poor—needs to be told what to do

Industry

- Excellent—puts forth the extra for excellence
- Good—will put in a fair day's work
- Average—works enough to get by
- Poor—lazy

Leadership

- Excellent—a leader of leaders
- Good—contributes positively
- Average—usually well-balanced
- Poor—passive, observing and indifferent;

Emotional

- Excellent—exceptionally stable and consistent
- Good—well-balanced in most situations
- Average—usually well-balanced
- Poor—excitable or unresponsive

Judgment

- Excellent—consistently makes wise decisions
- Good—makes good decisions in most situations
- Average—makes good decisions in optimal situations
- Poor—hasty or indecisive

Motivation

- Excellent—highly self motivated
- Good—effectively motivated
- Average—usually purposeful
- Poor—purposeless

Cooperation

- Excellent—deeply sensitive to others, to all
- Good—generally concerned for others, to most
- Average—cooperates when it is convenient
- Poor—difficult to work with

Integrity

- Excellent—consistently trustworthy
- Good—generally honest and true
- Average—honest, but may stretch the truth
- Poor—questionable at times

Personable

- Excellent—Sharp, excellent first impression
- Good—well-groomed, good first impression
- Average—gives an average first impression
- Poor—neglects fine detail, sloppy

Teachable

- Excellent—always open to suggestions and criticism
- Good—listens to suggestions
- Average—listens, but has to give opinion
- Poor—resists suggestions and criticism

Communication

- Excellent—articulate, communicates to all groups clearly
- Good—communicates well with most groups of people
- Average—gets thought across
- Poor—has difficulty in articulating thoughts

Stress

- Excellent—thinks well under pressure
- Good—able to make wise decisions under pressure
- Average—reasonably calm under pressure
- Poor—abandons responsibility under pressure

Servanthood

- Excellent—will give to others sacrificially
- Good—gives willingly of themselves
- Average—willing to serve if asked
- Poor—looks out for themselves

What do you consider to be the strengths of the applicant? _____

Weakness? _____

How would you describe this applicants relationship with God? _____

How would you describe the applicants work ethic? _____

What do you know of the moral character of the applicant? _____

To your knowledge, does the applicant have any history in his life that would be a red flag in the area of working with children, a criminal record or child abuse? (use a separate sheet of paper or call if there is a concern) _____

Does the applicant get along well with others of the same sex? _____

Opposite sex? _____

How would you rate the applicant's physical, relational, mental and emotional endurance for a summer ministry? _____

___ Superior ___ High ___ Average ___ below average

Is there any area in the above question where there is concern for a ministry position? _____

How would you describe the applicant's spiritual growth and sensitivity? _____

Do you consider the applicant mature or immature for his/her age? _____

Please add any other comments that you feel would help us in making a decision about placing this applicant on the summer ministry team. _____

How do you recommend the applicant for a summer of ministry?

___ Highly recommend ___ Recommend ___ with reservations ___ do not recommend

I think The Springs will benefit from this applicant: (choose the most appropriate answer)

The Springs will benefit from this applicant I think the applicant will benefit from this experience

Comments: _____

Signature: _____ Date: _____

Please return this promptly as we will not be able consider this applicant until all references are obtained. Thank you



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Initiative

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Industry

- Excellent—puts forth the extra for excellence
- Good—will put in a fair day's work
- Average—works enough to get by
- Poor—lazy

Leadership

- Excellent—a leader of leaders
- Good—contributes positively
- Average—usually well-balanced
- Poor—passive, observing and indifferent;

Emotional

- Excellent—exceptionally stable and consistent
- Good—well-balanced in most situations
- Average—usually well-balanced
- Poor—excitable or unresponsive

Judgment

- Excellent—consistently makes wise decisions
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- Average—makes good decisions in optimal situations
- Poor—hasty or indecisive

Motivation

- Excellent—highly self motivated
- Good—effectively motivated
- Average—usually purposeful
- Poor—purposeless

Cooperation

- Excellent—deeply sensitive to others, to all
- Good—generally concerned for others, to most
- Average—cooperates when it is convenient
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Integrity

- Excellent—consistently trustworthy
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- The Springs will benefit from this applicant
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Signature of Applicant _____

Before filling out the following reference form please read the following:

The above applicant has put you as a reference and we would appreciate your honest assessment as to their skills and abilities. We are a Christian Youth Summer Camp. Our staff is with the campers 24 hours a day. All of our staff are influential in the lives of the youth that come here. It is very important that each staff person is of the high character and responsibility. Thank you for taking the time to fill out this form. Your promptness would be appreciated as we cannot start the process of hiring until all the references are in. If you have any questions or would rather discuss this applicant in person, please contact the Director, Dan Kohns at 616-894-0494. Thank you.

How long have you known the applicant? _____ How well do you know the applicant? _____

In what capacity have you seen this applicant? Work, casual, social, ministry etc. _____

To your knowledge, does the applicant possess a personality and lifestyle that would provide a positive role model? _____

Responsibility

- Excellent—diligently follows through on tasks
- Good—follows through on tasks
- Average—usually follows through on tasks
- Poor—needs to be repeatedly told what to do

Initiative

- Excellent—will look for things to do
- Good—will do things that need to be done
- Average—will do the obvious if there is need
- Poor—needs to be told what to do

Industry

- Excellent—puts forth the extra for excellence
- Good—will put in a fair day's work
- Average—works enough to get by
- Poor—lazy

Leadership

- Excellent—a leader of leaders
- Good—contributes positively
- Average—usually well-balanced
- Poor—passive, observing and indifferent;

Emotional

- Excellent—exceptionally stable and consistent
- Good—well-balanced in most situations
- Average—usually well-balanced
- Poor—excitable or unresponsive

Judgment

- Excellent—consistently makes wise decisions
- Good—makes good decisions in most situations
- Average—makes good decisions in optimal situations
- Poor—hasty or indecisive

Motivation

- Excellent—highly self motivated
- Good—effectively motivated
- Average—usually purposeful
- Poor—purposeless

Cooperation

- Excellent—deeply sensitive to others, to all
- Good—generally concerned for others, to most
- Average—cooperates when it is convenient
- Poor—difficult to work with

Integrity

- Excellent—consistently trustworthy
- Good—generally honest and true
- Average—honest, but may stretch the truth
- Poor—questionable at times

Personable

- Excellent—Sharp, excellent first impression
- Good—well-groomed, good first impression
- Average—gives an average first impression
- Poor—neglects fine detail, sloppy

Teachable

- Excellent—always open to suggestions and criticism
- Good—listens to suggestions
- Average—listens, but has to give opinion
- Poor—resists suggestions and criticism

Communication

- Excellent—articulate, communicates to all groups clearly
- Good—communicates well with most groups of people
- Average—gets thought across
- Poor—has difficulty in articulating thoughts

Stress

- Excellent—thinks well under pressure
- Good—able to make wise decisions under pressure
- Average—reasonably calm under pressure
- Poor—abandons responsibility under pressure

Servanthood

- Excellent—will give to others sacrificially
- Good—gives willingly of themselves
- Average—willing to serve if asked
- Poor—looks out for themselves

What do you consider to be the strengths of the applicant? _____

Weakness? _____

How would you describe this applicants relationship with God? _____

How would you describe the applicants work ethic? _____

What do you know of the moral character of the applicant? _____

To your knowledge, does the applicant have any history in his life that would be a red flag in the area of working with children, a criminal record or child abuse? (use a separate sheet of paper or call if there is a concern) _____

Does the applicant get along well with others of the same sex? _____

Opposite sex? _____

How would you rate the applicant's physical, relational, mental and emotional endurance for a summer ministry? _____

___ Superior ___ High ___ Average ___ below average

Is there any area in the above question where there is concern for a ministry position? _____

How would you describe the applicant's spiritual growth and sensitivity? _____

Do you consider the applicant mature or immature for his/her age? _____

Please add any other comments that you feel would help us in making a decision about placing this applicant on the summer ministry team. _____

How do you recommend the applicant for a summer of ministry?

___ Highly recommend ___ Recommend ___ with reservations ___ do not recommend

I think The Springs will benefit from this applicant: (choose the most appropriate answer)

- The Springs will benefit from this applicant
- I think the applicant will benefit from this experience

Comments: _____

Signature: _____ Date: _____

Please return this promptly as we will not be able consider this applicant until all references are obtained. Thank you

References

You must have 4 references to be considered for a summer ministry.

Please use people who have known you for an extended time. References should not be a relative or a peer. One must be your Pastor or Youth Pastor or Youth leader and one must be a boss or supervisor. Other suggestions are teachers, a neighbor you have worked for, close friends of your parents, adults you have worked with in ministry or other activities, a boss or someone who has entrusted a responsibility to you. You need to send out the reference forms to those you have listed below as soon as possible. (Fill in the top of the form with your information and give them a stamped and addressed envelope)

You should check with your references shortly after they have received them as to whether they have filled them out. We do not begin to process your application until all of your references have come in. We will set up an interview shortly after we receive your last reference.

Reference #1 (Pastor, Youth Pastor or Youth Leader)

Name _____
Address _____
City _____ State _____ Zip _____
Work phone _____ Cell Phone _____

Reference #2 (boss or supervisor)

Name _____
Address _____
City _____ State _____ Zip _____
Work phone _____ Cell Phone _____

Reference #3

Name _____
Address _____
City _____ State _____ Zip _____
Work phone _____ Cell Phone _____

Reference # 4

Name _____
Address _____
City _____ State _____ Zip _____
Work phone _____ Cell Phone _____