



Summer 2012

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

James Petersen
989-313-0961

Martha Kohns
616-894-0493

The Springs Camp Office
989-426-7604
989-426-0993 fax
www.thespringscamp.com

Dan's email- thesprings@gmail.com
Martha's email- martha.thesprings@gmail.com
James' email- james.thesprings@gmail.com

**You may download applications and reference forms on the website.
Find us on Facebook.**

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 throughout the year.

-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 this 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 those weeks. We cover everything from cleaning restrooms to leading a child to Christ. The weeks are filled with teaching, training and bonding. Our volunteers may come and go during those weeks to receive training.

-Our team consists of support staff, program staff and counselors. Although each position plays a different role, 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 throughout 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 during the first week of Staff Training. **We recommend that you begin swimming or some type of training 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.** Staff Training begins on May 25, 2012 and life guard training begins on May 28, 2012.

Adult Staff:(counselors, program staff, cooks etc.) arrive on Friday May 25th (Memorial Day weekend) for a continuous 3 week training. Your contract will be through August 20. This is a 12 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– most 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, 2012

Junior Camp– *entering grades 3rd-6th in the fall of 2012*
June 18-23, 2012*

July 9-14, 2012**

July 16-21, 2012**

July 23-28, 2012*

August 6-11, 2012*

Junior High Camp–*entering grades 6th-8th in the fall of 2012*
June 18-23, 2012*

June 25-30, 2012 **Boys Only**

July 9-14, 2012 **

July 16-21, 2012 **

July 23-28, 2012 **Girls Only**

August 6-11, 2011 *

Senior High Camp–*entering grades 9th-graduated senior*
June 24-30, 2012

July 9-14, 2012 **

July 16-21, 2011**

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

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Positions Available:

Counselors– Out of high school one year, physically, spiritually, 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 lifeguard must be 18 or older.

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. Some weekend cooking is required.

Cooks Assistants– We hire two cooks assistants. They 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 or paid position depending on whether in high school or college age)

Maintenance– We hire 1 maintenance staff person. 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 is a benefit. Hired by our maintenance director.

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, when available. 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 department 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 camp side 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 a commitment to abide by the guidelines for the summer staff.

Office Assistant– Must be at least 18 years of age, able to pass life guard training a benefit, 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 groups, 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 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 asked 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, food 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.

Call if you have any questions!

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 for sale)
- 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, (pocket knife by approval)

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. Think about leaving anything at home that might be a distraction from your summer ministry. It can be a great summer where you are free from having your attention divided by other things. Plan to enjoy your summer at camp just like the campers do.



The Springs Camp
2012 Summer Staff Application

T shirt size

circle one

- Small
- medium
- large
- XL
- XXL

Personal Information: Please attach a current photo

Name _____
Last First

Middle _____

Birth date _____ Marital Status _____

social security number _____ - _____ - _____

Home/Parents Address _____

City _____ State _____ Zip _____

Current/College Address _____

City _____ State _____ Zip _____

Contact numbers: Your cell _____

email address _____

Parent's home _____

Parent's cell _____

The physical demands of a summer ministry are great. Early mornings, late nights, long days, constant activity, working in heat, standing for long periods, lifting, etc.

Health: Do you have any health concerns or physical limitations that would make it difficult to meet the demands of working an entire summer? _____

Church Background:

Home Church _____

Address _____

City _____ State _____ Zip _____

Phone number _____ Pastor _____

Are you a member? Yes or No

List any areas of ministry that you have been involved in at the church listed in the previous question. _____

Church you currently attend _____

Address _____ state _____ zip _____

List any areas of ministry that you are now or have been working in at this church

Pastor: _____

How often do you currently attend Church services in a week?

___ 4 or more ___ 3 times ___ 2 times ___ 1 time

Education:

Present Grade in School: High School _____ College _____

School you are presently enrolled in _____

Please list the schools you have attended:

High School _____

Colleges _____

Major, if in college _____

Last Day of school this year _____ First Day of School in the Fall _____

List any areas you have participated in at your schools _____

Camp Background:

List any camps you have attended as a camper _____

List any camps where you have been on staff or volunteered _____

What do you think is the purpose of Christian Camping? _____

Why would you like to work at a summer camp? _____

Have you used tobacco or alcoholic beverages in the last 12 months? yes no

Have you used any drug in an illegal manner in the last 12 months? yes no

Do you have an ongoing, continual struggle with any of the following?

gossip cheating stealing deception lying
pornography course language drunkenness self mutilation

(can be discussed in person if you are hesitant to mark yes)

Do you believe and practice abstinence regarding sex before marriage? yes no

Have you ever been accused or convicted of any sex crime? yes no

Have you ever been convicted of a crime other than a minor traffic violation? yes no

If yes, please explain _____

Response to Authority:

If chosen for a ministry position at The Springs would you agree to abide by the guidelines set out for the summer staff? yes no If no, you may explain on the back of this page.

Would you follow and support the leadership and the supervisors over you? yes no

How do you respond to conflict? _____

Family Background:

Parents _____

List names and ages of brothers and sisters? _____

Where do you fit into the order of your siblings? Oldest, youngest etc _____

Describe your relationship with you parents. _____

Have you discussed your application to work this summer with your parents? Are they in agreement with you spending your summer in ministry? _____

Skills and interests: (mark any that you have skill in)

<input type="checkbox"/> canoeing	<input type="checkbox"/> archery	<input type="checkbox"/> computers	<input type="checkbox"/> photography
<input type="checkbox"/> swimming	<input type="checkbox"/> riflery	<input type="checkbox"/> paintball	<input type="checkbox"/> crafts
<input type="checkbox"/> climbing	<input type="checkbox"/> volleyball	<input type="checkbox"/> hiking	<input type="checkbox"/> media
<input type="checkbox"/> cooking	<input type="checkbox"/> drama	<input type="checkbox"/> music	<input type="checkbox"/> other _____

Do you have any certifications that would be helpful to your summer here? _____

Drama or Music Ability or interest: circle any you have been involved in.

Singing Piano musical instrument _____
Leading worship drama guitar drums bass

Choose the top five areas where you would like to serve this summer. 1 being your 1st choice.

<input type="checkbox"/> counselor	<input type="checkbox"/> crafts	<input type="checkbox"/> store	<input type="checkbox"/> lifeguard
<input type="checkbox"/> cleaning	<input type="checkbox"/> laundry	<input type="checkbox"/> kitchen help	<input type="checkbox"/> cook
<input type="checkbox"/> maintenance	<input type="checkbox"/> office	<input type="checkbox"/> program	<input type="checkbox"/> media/video
<input type="checkbox"/> lawn care	<input type="checkbox"/> music		

*Thank you for taking the time to fill out this application. We will be processing this application once your **references** have arrived at the camp. It is your responsibility to hand out your references with stamped envelopes. We hope to be talking to you soon. If, in the mean time, you have any questions don't hesitate to call.*

I _____ hereby authorize The Springs to contact any prior employers and any references listed to verify information related to my character and work performance. I release all references and employers from any liability for information provided in good faith. I hereby affirm that I will carefully read and agree with The Springs summer staff guidelines. If at anytime I no longer agree with The Springs guidelines or I exhibit conduct which is contrary to the guidelines, I may be disqualified from employment. I affirm that I have neither been convicted of, or accused of any offense involving actual or attempted child abuse or sexual misconduct. I affirm that by signing below that all of the information I have given is true and complete.

Signature _____ date _____

If employed by The Springs Ministries, I agree to conform to the rules and policies of The Springs. I also understand and agree that while employed, my hours, working conditions, job assignments, and compensation are subject to the discretion of The Springs Ministries, except for my status as an at-will employee.

Signature _____ date _____

If under 18, signature of your parent or guardian is required

Mother _____ date _____

Father _____ date _____

Guardian _____ date _____

Are you available the entire summer, from May 24, 2012 through August 18, 2012? Yes or No
List any dates/events that would hinder you from committing to the summer that can be discussed during your interview.



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

Summer 2012 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 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; negatively influential

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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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



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

Summer 2012 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 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; negatively influential

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
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Servanthood

- Excellent—will give to others sacrificially
- Good—gives willingly of themselves
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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

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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 _____