



# CAMP HOPEWELL

Oxford, MS

## 2019 Summer Staff 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 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 active members of the Presbyterian Church Camp and Conference Association. We are also accredited by the American Camp Association and follow the standards of this association to the highest degree.

#### Our philosophy:

Seeing that God has often led people into the "wilderness" or other places apart for special calls, renewals, messages, and instructions, we affirm the immense value of camp, conference and retreat experiences for spiritual formation, growth and renewal and seek to provide the place, programs, and services where these spiritual needs can be met.

Therefore, Hopewell summer staff members work with children ages 6-16 to help them become or remain faithful followers of Jesus Christ. We work together so that every child will experience Christ-like faith, hope, joy, love, and fun. During their time at Hopewell they will witness staff who live wholesome Christian examples 24-7 and will desire to live the same way when they return home. All program activities are done in such a way as to model safety, achieve identified goals, affirm Christian values and enhance healthy relationships.

**Working at Hopewell has been meaningful** to previous staff and can be so for you as well. You will find this a time when you can grow in your faith and relationship with God. You will develop or sharpen skills in working with people that will be valuable in any future vocation. Some previous staff members have found new direction and clarity for their lives while working at Hopewell. Life-long friendships are frequently developed among campers and staff while at Hopewell.

The work is **challenging and the standards high**. At times you may experience fear of failure but you will find encouragement from people who know that mistakes are excellent opportunities to learn. Within approved guidelines and safety standards, you will be privileged to help children and youth in their spiritual growth. Working with campers from ages 6 through 16, you will develop parenting skills that will serve you well when/if you have children of your own. You will develop and practice **leadership** and communication skills that will be useful throughout life. Because of human nature, conflicts will arise between campers and among staff, so you will gain experience in **problem solving** and conflict resolution. Through all the challenges you face at camp you will find yourself supported by people with sincere compassion.

A number of staff members have gotten 2-4 hours of **college course credit** for their work at camp. The Directors will be happy to work with you and your professors to make such an "Independent Study" or "Internship" course possible. Check with your school to determine course requirements.

## THE APPLICATION PROCESS:

### Phase 1:

1. Complete the written application form, including the **essay questions on a separate page**.
2. Return both of these to Allyson Ashmore, 24 CR 231, Oxford, MS 38655 FAX: (662) 234-4150 or 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.

**SUMMER PROGRAM DIRECTOR**- 1 position- age 20+. Good leadership skills. Mature faith and ability to supervise peers. Able to create, organize and lead program areas during summer camp. The Summer Program Director will work to resource campers, Group Counselors and will support and supervise Resource Counselors. Will begin employment in the spring to assist with hiring summer staff, meeting ACA accreditation standards, and preparing for and assisting with staff training. Certification/Authorization in program area leadership is preferred.

**RESOURCE COUNSELOR** - 4 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 in 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 or 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** – 5-8 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 2 staff education weeks.

- Base starting weekly cash salary is \$120.
- Add \$10 per week for each level of school completed starting with college freshman up to 4 years.
- Add \$5 per week for Archery/Slingshot, \$10 per week for Challenge Course, \$15 per week for Lifeguard/Canoe
- 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 \$50 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, 2 weeks training, laundry facilities, accident insurance, required worker's insurance, and FICA taxes are also part of the compensation for a total value of \$4,000 to \$6,000 for the season.

## Hopewell 2019 Camp Schedule

Dates	Event	Age	Fee
Mar 24	OPEN HOUSE	All	Free
June 3-7	Day Camp	Completed PK - 4th	\$195
June 9-15	Discovery 1	Completed 1st - 3rd	\$375/475/575
	Explorer Rope & River	Completed 4th - 6th	\$425/525/625
	Explorer Solve It! 1	Completed 4th - 6th	\$410/510/610
June 16-22	Discovery 2	Completed 1st - 3rd	\$375/475/575
	Explorer Treehouse Sherwood 1	Completed 4th - 6th	\$400/500/600
	Adventure Times 3!	Completed 7th - 10th	\$595/675/750
June 16-19	Wee Bit 1	Completed K - 2nd	\$240/290/340
June 19-22	Wee Bit 2	Completed K - 2nd	\$240/290/340
June 23-29	Type 1 Diabetes	10 - 15 years of age	\$435/565/680
	Adventures in Leadership	16 years of age	\$435/565/680
July 5-7	Diabetes Wee Bit	6 - 9 years of age	\$240/290/340
July 7-13	Discovery 3	Completed 1st - 3rd	\$375/475/575
	Explorer Treehouse Sherwood 2	Completed 4th - 6th	\$400/500/600
	Explorer Solve It! 2	Completed 4th - 6th	\$410/510/610
July 7-10	Wee Bit 3	Completed K - 2nd	\$240/290/340
July 10-13	Wee Bit 4	Completed K - 2nd	\$240/290/340
July 14-20	Night Owl	Completed 4th - 9th	\$410/510/610

## 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**
- \_\_\_ flashlight or headlight
- \_\_\_ **alarm clock** -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, 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 **EMPLOYMENT**  
HOPEWELL CAMP AND CONFERENCE CENTER

Date \_\_\_\_\_

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

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

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

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

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

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.

\_\_Summer Program Director (age 20+) \_\_Resource Counselor (age 19+) \_\_\_\_\_Specialty

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

\_\_Nurse (RN, LPN, EMT, PM) \_\_Health Care Manager (age 19+) \_\_Support Staff (Age 17+)

**Availability: Will you be able to work the whole season, May 26-July 20, 2019? \_\_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 would be available for additional training from May 17-May25, 2019. \_\_Yes \_\_No

**Church of membership:**

Church Name: \_\_\_\_\_ Denomination: \_\_\_\_\_

What has been your participation in church activities (at home and at school)?  Inactive  Active

**Who convinced you to apply? (Who recruited you?)** \_\_\_\_\_

**Personal experience and opinions:**

Please respond to the following:

1. Describe what has motivated you to seek employment at Hopewell.
2. Describe previous camp experiences, if any, both what you appreciated and what you didn't like and why.  
(Previous camp experience is not a requirement for employment.)
3. Describe important aspects of your belief about God and your faith journey.

4. What do you hope as a staff member to contribute to Hopewell's ministry this summer?

5. Tell us about your experience working with/relating to children and/or youth.

6. Tell us 3 words or phrases that your friends would use to describe you.

7. What certifications, characteristics, and/or skills, do you have which would enhance your effectiveness as a member of the Camp Hopewell staff? **(Please attach photocopies of certification cards.)**

**Employment History:**

Please list your previous employment beginning with most recent or current employer.

1. Name \_\_\_\_\_ Dates Employed \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

**(Required) Email of Supervisor** \_\_\_\_\_

Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_



2. Name \_\_\_\_\_ Dates Employed \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

**(Required) Email of Supervisor** \_\_\_\_\_

Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**References:**

List 3 or more **non-family references** with **complete** addresses and phone numbers and your relationship to each.

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ **Email** \_\_\_\_\_

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

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ **Email** \_\_\_\_\_

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

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ **Email** \_\_\_\_\_

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 the employers will 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. Camp Hopewell is an equal opportunity employer. Applications are accepted without regard to race or ethnicity.

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)