

# Hidden Acres

## Summer Staff 2019

### Application

**Deadline for Applications is January 1, 2019**

Return your completed application to:

Hidden Acres Christian Center  
Attn: Summer Staff Application  
3837 Union Ave  
Dayton, IA 50530

Or email to [eric.smith@hacamps.org](mailto:eric.smith@hacamps.org)

Please have your four required references sent to:

Hidden Acres Christian Center  
Attn: Summer Staff References  
3837 Union Ave  
Dayton, IA 50530

Or email to [eric.smith@hacamps.org](mailto:eric.smith@hacamps.org)

Applications will be processed on a first come, first serve basis. You are required to fill out the application completely and send it to Hidden Acres by the deadline above if you wish to be considered for a position. Applications received after January 1st are not guaranteed consideration for hire. However, they may still be reviewed based on hiring needs. Keep in mind we only have a limited number of positions open for our summer staff.

Please note we also have internships available for college students who are interested in working at Hidden Acres for 12-weeks over the summer. The internship application is a different application and can be found on our website.

It will be up to the Summer Ministries Director to choose who will be on staff for our summer program. We are looking for mature individuals who can handle responsibility, a busy schedule, and children of all ages, and have the ability to lead students in spiritual growth in any way needed. If you seem like an individual that would fit well in this position, please continue to fill out the application.

**\*\*Notice\*\*** All new applicants are expected to participate in an interview for their summer position. Hidden Acres will conduct an interview with you either in person or via Skype after we have reviewed your application and all four references. Please make sure your updated contact information is on your application.

If you have any questions regarding your application, interview, or status feel free to contact the director below.

Eric Smith  
[eric.smith@hacamps.org](mailto:eric.smith@hacamps.org)  
515-547-2751 (office)  
515-450-3476 (cell)

Office Use Only  
Date Received \_\_\_/\_\_\_/\_\_\_  
Access \_\_\_\_\_  
Email \_\_\_\_\_

**I. Personal Information**

Name \_\_\_\_\_  
Date of Birth (mm/dd/yy) \_\_\_/\_\_\_/\_\_\_ Current Age \_\_\_\_\_ Gender: M F  
Current Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_ (please make sure this is your primary email address)  
Do you have Facebook? Yes \_\_\_ No \_\_\_  
Parent / Guardian Name(s) \_\_\_\_\_  
Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (required for background check only if considered for hire)  
Are you a U.S. Citizen? Yes / No  
If not, do you have a Working Visa? \_\_\_\_\_  
What size of Staff T-shirt would you request? (If hired) \_\_\_ S \_\_\_ M \_\_\_ L \_\_\_ XL \_\_\_ XXL  
How did you hear about Hidden Acres?  
\_\_\_ Youth Group \_\_\_ Friend: list name \_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_ Internet \_\_\_ Former camper: # of years \_\_\_\_\_

**II. Church Affiliation**

Church Attending \_\_\_\_\_  
Denomination \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Attending Since \_\_\_\_\_  
Home Church \_\_\_\_\_  
Denomination \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Attending Since \_\_\_\_\_

**III. Education**

2018-2019 Class: **High School** 9 / 10 / 11 / 12 **College** Fr. / Soph. / Jr. / Sr.  
High School \_\_\_\_\_ City/State \_\_\_\_\_  
Date of Graduation \_\_\_\_\_  
College \_\_\_\_\_ City/State \_\_\_\_\_  
Major/Minor \_\_\_\_\_ Date of Graduation \_\_\_\_\_

**IV. Other Information**

- |  |     |    |
|--|-----|----|
| 1. Do you smoke?   | Yes | No |
| 2. Do you drink alcoholic beverages?   | Yes | No |
| 3. Do you use controlled substances (illegal or non-illegal)   | Yes | No |
| 4. Do you have any pending arrests or have you ever been convicted of a crime?                               | Yes | No |
| 5. Have you ever been found guilty for any offense involving a minor child?                                  | Yes | No |
| 6. Are you, or have you ever, been placed on any registry for sex offenders?                                 | Yes | No |
| 7. Have you ever been denied the opportunity to work with children in any capacity?                          | Yes | No |
| 8. Have you ever been convicted of any crime related to the abuse or molestation of children?                | Yes | No |
| 9. Have you ever been convicted of a felony or terminated from employment as a result of workplace violence? | Yes | No |
| 10. Have you ever worked at Hidden Acres before? Dates: _____  | Yes | No |
| 11. Have you ever applied for a position at Hidden Acres before?   | Yes | No |
| 12. Are you available to work the entire 6 weeks of camp? (June 2-July 13)<br>If no, please explain.         | Yes | No |

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- |  |     |    |
|--|-----|----|
| 13. Would you be interested in working as a member of Hidden Acres Staff past the six weeks of summer camp as a summer job? (Various job duties) | Yes | No |
|--|-----|----|

**\*\* Please Note\*\*** Hidden Acres does not tolerate the abuse of illegal or non-illegal substances such as paint sniffing, glue sniffing, or over dosage of common household items. Abuse of substances such as these will be grounds for immediate termination.

**V. Camp Experience**

Have you ever been a camper at Hidden Acres? \_\_\_ No \_\_\_ Yes If yes, when?

\_\_\_\_\_

Have you been a camper at another camp? \_\_\_ No \_\_\_ Yes If yes, which camp(s)?

\_\_\_\_\_

Have you been on a camp staff before? (T3 is not considered staff) \_\_\_ No \_\_\_ Yes

If yes, which camp? \_\_\_\_\_

Previous camp job responsibilities:

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**VI. Position Choices** Please list your top three choices for which you would like to be considered. **It is important for us to have a stable and regular staff. Priority will be given to those who can commit to working for the entire six weeks of our summer program.** Time off can be granted on a case-by-case basis determined by the Summer Ministries Director

1st Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

3rd Choice: \_\_\_\_\_

**Lead Staff Positions:**

**Area Director:** Responsible for immediate needs of counseling staff. Works directly with Summer Ministries Director.

**Support Staff Area Director:** Responsible for immediate needs of Support Staff. Working alongside during the day.

**T3 Coordinator:** Responsible for immediate needs of T3 counseling staff and coordinating facility cleaning needs for T3.

**Quad Leader:** Responsible for immediate needs of counseling staff assigned to them in quad groups.

**Lead Support Staff Positions:**

**Horse Camps Outfitter:** Responsible for preparing and serving horse wilderness meals, and other horse-related tasks.

**Wilderness/Fishing Outfitter:** Assist with outdoor program setup and education.

**Chapel Coordinator:** Responsible for leading music team, tech, speaker needs, and other chapel needs.

**Special Needs Coordinator:** Responsible for managing the needs of campers with special needs, contacting parents, and supporting counselors who have campers with special needs.

**Program Specialist Positions:**

**Airsoft Specialist:** Prep, care, and repair of Airsoft guns. Create games. Provide safety during games.

**Creation Education Specialist:** Teach about and care for animals within facility.

**Craft Specialist:** Create and conduct age appropriate crafts. Organize, stock, and manage craft room.

**Video Specialist:** Record, create, and edit highlight videos, promos, and other needs during summer program.

**Photography Specialist:** Shoot and upload weekly cabin photos. Take photos of daily activities and upload to social media sites.

**Shooting/Archery Specialist:** Teach and conduct safe gun and archery shooting for campers.

**Tower Specialist:** Prepare and run all aspects of tower use for afternoon activities. (No experience necessary)

**Waterfront Specialist:** Schedule lifeguards and run all waterfront activities. Clean and care for waterfront.

**Activity Specialist:** Set up and tear down for games. Proper storage of equipment. Assist in other program areas.

**Office Specialist:** Assist in the office with check-in, answering phones, emails, checking camper certificate sheets, etc.

**Counselor Staff Positions:**

**Senior Counselor:** Out of High School. Responsible for the care and spiritual leadership of campers and Junior Counselor.

**Junior Counselor:** Going into 11th or 12th grade. Responsible for care and spiritual leadership of campers.

**Timothy Team Counselor (T3):** Out of High School. Responsible for care and spiritual leadership of high school campers. Lead cleaning needs of the camp.

**Assistant Wrangler Counselor (female):** Out of High School. Responsible for the care and spiritual leadership of AW high school campers. Assist wranglers with daily needs of the horse program.

**Wilderness Counselor (male):** Responsible for care and spiritual leadership of campers. Teach and educate campers with planned wilderness activities and skills.

**Fishing Counselor (male):** Responsible for care and spiritual leadership of campers. Teach and educate campers with planned fishing outings and skills.

**Horse Wilderness Counselor (female):** Responsible for care and spiritual leadership of campers in a "horse outpost" environment. Rides and outdoor skills are taught.

**Support Staff Positions:**

**Wrangler:** Horse experience required. Prep and care for horses and barn area needs. Teach and educate campers on horse skills.

**Jr. Wrangler:** Wrangler training position. Prep and care for horses and barn area needs.

**Maintenance:** At least 15 years old. Able to physically care for needs of camp grounds, facilities, and various other projects. (No experience necessary)

**Cook:** At least 15 years old. Able to work and follow directions with meal preparations for campers and staff. (No experience necessary)

**Dishwasher:** At least 15 years. Able to work and follow directions concerning all dishwashing needs during mealtimes. (No experience necessary)

**Lifeguard:** Must have lifeguard certification. Will serve with different program areas during morning hours.

## **VII. Skills Assessment**

**Certifications:** Fill in blank with date of expiration.

Basic Water Safety_____	CPR_____
Camp Horsemanship Assoc. _____	Lifeguard_____
EMT_____	Climbing Tower Cert._____
First Aid_____	Nurse_____
Coaching_____	

**Skills:** Mark with a “T” areas you are able to **teach**, and “E” areas in which you have **experience**.

### **Nature**

\_\_\_ Animals  
\_\_\_ Astronomy  
\_\_\_ Creation Science  
\_\_\_ Animal Identification  
\_\_\_ Hikes

### **Arts/Crafts**

\_\_\_ Drawing/Painting  
\_\_\_ Leather Craft  
\_\_\_ Beadwork/Necklace  
\_\_\_ Planning new ideas

### **Media**

\_\_\_ Photography  
\_\_\_ Videography  
\_\_\_ Graphic Design  
\_\_\_ Website Maintenance

### **Music**

\_\_\_ Song Leader / vocal  
\_\_\_ Instrument (List: \_\_\_\_\_)  
\_\_\_ Coordinating Worship  
\_\_\_ Running Sound / Video

### **Outfitting**

\_\_\_ Backpacking  
\_\_\_ Outdoor Cooking  
\_\_\_ Overnight Trips  
\_\_\_ Wilderness Trips  
\_\_\_ Canoeing/Kayaking

### **Shooting**

\_\_\_ Archery  
\_\_\_ .22 cal rifles  
\_\_\_ Pistols  
\_\_\_ Shotguns  
\_\_\_ Muzzleloaders

### **Adventure/Outdoors**

\_\_\_ Climbing/Rappelling  
\_\_\_ High Ropes

### **Sports**

\_\_\_ Basketball  
\_\_\_ Volleyball  
\_\_\_ Cross Country  
\_\_\_ Airsoft  
\_\_\_ Horse Riding  
\_\_\_ Fishing

### **Maintenance**

\_\_\_ Housekeeping  
\_\_\_ Lawn Mowing  
\_\_\_ Gardening  
\_\_\_ Hand Tools / Power Tools  
\_\_\_ Woodworking / Carpentry  
\_\_\_ Mechanical / Engine  
\_\_\_ Painting

**VIII. Maturity (Please answer all questions on a separate sheet of paper.)**

1. Briefly describe when and how you came to faith in Christ.
2. If you achieve a position on our staff, how could you create unique experiences for your campers to enjoy at Hidden Acres?
3. Why do you deserve a position on our summer staff?
4. Describe your thoughts/opinions on:
  - Homosexual Relationships / Marriage
  - Premarital Sex
  - Dating
5. Describe your current relationship with God and your church, and the effect they have on your daily life.
6. How have you specifically grown in your spiritual walk over the past two years?
7. Why did you choose the positions that you listed on page 4 of this application?

**IX. References**

List referents whom you are sending forms to who are **not** related to you and have known you for at least six months.

**\*\*Please Note\*\*** You must send our **printable reference forms** to the persons listed below. The list below is for our office to know who will be submitting the forms on your behalf.

**Academic**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_

**Work Performance**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_

**Character**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_

**Pastor**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_

## **Applicant Agreement**

If my application is accepted, I can be depended upon to cooperate with the Director and other leaders, to be subject to camp regulations and routines, and to sacrifice personal desires in the interest of the campers and Christ.

By signing this application form I (or my parents if under 18) release and waive any and all claims arising out of the use by Hidden Acres and its authorized designee of my likeness and/or my voice on film, video tape, or sound recording in any promotional literature, film, or camp website.

I hereby authorize all previous employers to furnish my record, reason for leaving, and all information they have concerning me, and release employers / references from all liability or damage arising there from.

I also understand that Hidden Acres may conduct a criminal record history check for the purpose of ensuring all applicants will have had no history of abusing or neglecting children.

I certify that everything in this application is correct and truthful. Employment may be terminated at any time if I have given false or incomplete information on this application.

**Applicant's Printed Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature (If under 18 years)** \_\_\_\_\_

*Applications will be processed when all reference forms have been returned. Early applicants are always considered first.*

***Email [eric.smith@hacamps.org](mailto:eric.smith@hacamps.org) at any time during the process if you have questions.***