Dear Applicant,

Thank you for your interest in joining the Summer Staff of America’s Keswick! Summer staffers have the unique opportunity to be a part of a dynamic ministry that changes lives. It is our desire to hire individuals who are committed to Christ and are passionate about their relationship with Him. As a summer staffer, you will have powerful experiences, be a part of some awesome fellowship, and be challenged to grow spiritually.

Enclosed you will find the following forms:
- Summer staff application
- Three reference forms
- Summer staff positions/job descriptions sheet

Please take the time to read through this packet. Once completed, please return your application to:

America’s Keswick
Summer Staff Coordinator
601 Rt 530
Whiting, NJ 08759

**A note on the references:** References should be adults who know you well enough to assess your strengths and weaknesses. Please give one to your pastor or youth pastor/youth leader and give the other two to other family friends (adults). Your references do not need to be sent in at the same time as your application (ie., don’t wait to send in your application if you are waiting for someone to return a reference form). Provide addressed/stamped envelopes along with the reference forms to make it easier for your references to return them promptly.

We are excited at the possibility of serving along side of you this summer! If you have any questions, please call (732) 350-1187.

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” Colossians 3:17
Summer Staff Positions

All staff must complete a summer staff application packet, and be a minimum of 14 years of age, unless otherwise noted. All staff are expected to have a cheerful disposition, a heart for service and a flexible attitude. Being a team player is also vital to the growth and development of the summer staff. Hiring preference is given to those who can work until Labor Day.

**Dining Room:** Dining room staff work and serve our conference guests during meal times (mostly buffet-style). Duties include setting up prior to meals, serving during the meal, and cleaning up/resetting after the meals. Staff may also be asked to assist with additional preparations for specialty meals (barbecues, etc.), or may be assigned to “special projects” by the dining room manager. Most dining room staff work 3 meals a day, 6 days a week, but may work 1-2 meals a day in combination with other areas of service (lifeguarding, snack shop, etc.). Schedules will be assigned on a weekly basis. (12-13 positions, minimum age 14)

**Children’s Ministry:** Children’s ministry workers should be at least 15 years of age, and should have a love for children and a desire to see them know and love God. The Children’s Ministry department serves our guests by providing a VBS-style program throughout the week that runs mornings and evenings during the adult conference meetings. Responsibilities include building props/theme decorations for the classrooms, participating in worship times with the children, assisting with crafts, games, Bible lessons and other activities under the supervision of the Children’s Ministry Director. (8-9 positions, minimum age 14)

**Teen Ministry:** The teen ministry team must be at least 18, and should have the desire to see teens (11-17) come to a deeper knowledge of God. The teen ministry team is responsible for planning and organizing the teen meetings, which run mornings and evenings during our adult conference meetings. Specific duties include teaching lessons, leading worship, planning games and planning events for the afternoons and evenings. Additional duties may include assisting with afternoon family activities (ex. Water slide, archery tag, etc.) (2 positions: 1 male/1 female; preferably 19 or older)

**Lifeguards:** Lifeguards are responsible for keeping our guests safe at the lakefront and the indoor pool. Additional duties include general pool maintenance, operation, and cleaning, participating in in-service training when scheduled, working in the snack shop or dining room as needed, and providing emergency care when needed. Applicants must be able to attend our training, or provide a valid certification in lifeguarding, CPR for the Professional Rescuer, and waterfront lifeguarding. **Contracts are contingent upon the completion of the lifeguarding course. Minimum age 15 (Red Cross requirement); preference is given to those aged 16 or older.**

**AV Assistant:** The AV assistant is responsible for helping with the conference sound and video. This includes setting up equipment in meeting rooms, as well as being present at the morning and evening conference meetings to help with running video and sound. Although training is provided, any technical background is a plus. Applicant should be familiar with Apple computers. (1 position)
LEADERSHIP POSITIONS
Members of the leadership team should have good leadership skills, and should be at least **21 years old**. Younger applications may be considered on a case-by-case basis. The function of the Leadership Team is to work under the direction of the Summer Staff Coordinator to supervise and manage the daily living of the summer staff. Applicants should be flexible, open-minded, able to work effectively as part of a team, and have a heart to see young people grow.

**Head Lifeguard:** The Head lifeguard should have a current lifeguarding certification. Preferably, the head lifeguard should have at least 1 year of experience as a lifeguard and have a Lifeguard Management, WSI, or Pool Operator certification. Responsibilities include lifeguarding, making the weekly lifeguarding schedule, general supervision of the lifeguards, scheduling weekly in-service training, and general pool maintenance, operation, and cleaning.

**Snack Shop Supervisor:** Duties include preparing/serving ice cream, milkshakes, fries, grilled items, taking inventory for the Food Service Director, overseeing the snack shop crew during the shifts, setting up prior to opening and cleaning up for closing (dishes, tables/chairs, etc). The snack shop supervisor may also create specialty items to sell on certain days (i.e., banana split, cheesesteak night, etc). **Most summer staff will be asked to serve in the snack shop at some point during the summer**

**Dorm Supervisors (1 male, 1 female):** Individuals should be self-motivated with high initiative. Good mental and physical stamina is a must. The dorm supervisors are responsible for the overall growth of the summer staff (spiritual, and otherwise). Specific duties include overall supervision of the summer staff in the dorm, performing weekly room checks, curfew/lights out checks, enforcing the rules of the Summer Staff manual, overseeing the cleanliness of the lounge/halls/bathrooms, leading group devotions, planning and participating in activities/outings, and performing other duties as assigned by the Summer Staff Coordinators. In addition, the Dorm Supervisors may be responsible for the growth of the Discipleship Team, including checking lesson plans, leading their devotions, and meeting individually with them. A separate Dorm Supervisors Manual is available.
Summer Staff Application
(Please print or type)

Name __________________________________________ Date ____________________

Last                                    First                       Middle initial

Date of Birth: ________________

Month            Day            Year

Permanent Address:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Address at College:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

School name: __________________________

____________________________________________________________________

At this address until (date) __________

Phone # (_______) ______________

Evening (_______) _______________

Phone # (_____) ______________

Cell phone: ________________________ Facebook _______________________

Email: ___________________________ Twitter/other _____________________

Social Security # ______ / ______ / ________ Driver’s license _______________

Are you 14 years of age, or will you be 14 years of age by June 26, 2022? □ Yes □ No

Are you legally eligible for employment in the US?          □ Yes          □ No

Training begins around the last full week in June (specific dates TBA), and our summer conference season runs through Labor Day. Hiring preference will be given to those who can stay through Labor Day. Please fill in the date you will be available to begin work, and the earliest date you would need to depart for school or other responsibilities:

What date can you begin ________________

What date would you need to depart ________________ Reason ________________

**Please attach a separate sheet of paper with any dates you would need off during the summer as well as explanations (ie, family vacation, missions trip, etc). Be aware that the need for extensive time off may affect hiring/placement decisions.
**Position Applying for (see attached job descriptions):**

1\textsuperscript{st} Choice: __________________________

2\textsuperscript{nd} Choice: __________________________

Are you interested in serving on our Discipleship Team (must be 18)? ______

Can we contact you to work in a spot other than your first and second choice should they be unavailable? ______

**Church Information**

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<th>Home Church</th>
<th>Member (yes/no)</th>
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<tr>
<th>Church Street Address including City, State, &amp; Zip</th>
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<tr>
<th>Pastor’s Name</th>
<th>Phone #</th>
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Services you attend regularly: Sunday school ___ Sun AM ___ PM ___ Youth ____ Other ______

How long have you attended __________________

**Education**

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<tr>
<th>School</th>
<th>Name &amp; City</th>
<th>Graduated (Yes/No)</th>
<th>Current Grade Point Average</th>
<th>Major</th>
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<tr>
<td>High School</td>
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<td>College</td>
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**Employment Experience** (Please list the last two starting with the most recent. We reserve the right to contact these employers.)

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<th>Employer</th>
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<th>Duties</th>
<th>Supervisor</th>
<th>Reason for Leaving</th>
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<th>Supervisor</th>
<th>Reason for Leaving</th>
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</table>
**References (must do all three)**
Please give the enclosed forms to the individuals you list here. References should **not** be related to you. Give one to your pastor/youth pastor/youth leader, and the other two to **adults** who know you well, and have known you for a minimum of one year (preferably a teacher, employer, mentor or a family friend). **Reference forms do NOT need to be submitted with your application, but need to be submitted in order for your application packet to be considered complete.**

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<th>Name</th>
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**Medical Information**

Most jobs require a certain amount of physical and mental stamina to be performed properly. Do you believe you are able to effectively perform the essential functions of the job you are applying for with or without reasonable accommodation? (If you have questions about a specific position, please call the summer staff coordinator at (732) 350-1187).

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<td><strong>Yes</strong></td>
<td><strong>No</strong></td>
<td>If No, please explain</td>
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**Legal Information**

Have you ever used or currently use tobacco, alcohol, or illegal drugs?

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<td><strong>Yes</strong></td>
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Have you ever been convicted of a felony?

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<td><strong>Yes</strong></td>
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<td>If Yes, please explain</td>
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Have you ever been disciplined, discharged, or asked to resign from any job for misconduct, immoral behavior, or violation of work standards?

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<td><strong>Yes</strong></td>
<td><strong>No</strong></td>
<td>If Yes, please explain</td>
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</table>
Family Information
**Please circle the name of the parent you live with, if applicable**

Father's name ____________________________ Occupation ________________

Mother's name ____________________________ Occupation ________________

Home address ____________________________________________________________

        Street City State Zip

Home phone __________________________ Work phone ________________________

Cell phone ________________________________ (mother/father)

Emergency contact if neither parent can be reached: ______________________________

            Name

       Relationship Phone # ___________________

Is your family in favor of you working at America's KESWICK? ________ If no, explain:

__________________________________________

Essay Questions (Please answer questions on a separate sheet of paper.)

1-Please describe your Christian testimony, including your salvation experience and the events that led to your salvation. (Use scripture to support) In addition, please describe your current relationship with Christ. What is God teaching you?

2-Why do you want to work on Summer Staff?

3-Please describe your hobbies, extracurricular activities and current reading habits.

4-Name something(s) that you think you do well. In addition, what do you think your biggest struggle is right now?

5- What are your views on authority? How do you respond to authority that you do not agree with?
Miscellaneous

Please list any certifications held and attach photo copies of certification. (Lifesaving, First Aid, CPR, etc.)

________________________________________________________________________

________________________________________________________________________

Please list any special talents or interests and how they are currently being used. (Instruments, Puppets, Drama, etc.)

________________________________________________________________________

________________________________________________________________________

Shirt size for staff shirt:  S     M     L     XL     XXL  (Please circle one)

Name as you would want it on your name badge: ________________________________
(examples: Michael or Mike; Patricia or Patty)

America's KESWICK is committed to equal employment opportunity for all qualified persons, without regard to race, age, color, sex, national origin, ancestry, physical disability, medical condition, family care status, veteran status, or marital status, to the extent required by law. Our application form is designed to obtain and applicant’s skills, knowledge, and abilities based on specific job requirements. Questions are designed to gain enough data for us to determine an applicant’s abilities to successfully perform the job for which he/she is applying.
Please consider this:
We are serious about our Summer Staff Program, not just as a means to serve out guests, but as an opportunity for a group of college and high school students to come together to build lasting friendships with one another, grow in their knowledge and understanding of God’s Word, and develop a deeper relationship with Jesus Christ. In order for this to happen effectively, each of our staff members must be committed to their own spiritual growth and to genuinely love those around them.

Before signing and sending this application, please carefully consider your willingness to be an active part of this program and spend time in prayer asking God to guide you through this process.

Are you willing to:
_____ Commit this summer to Jesus Christ, understanding that you are serving Him.
_____ Fulfill your commitment and work the entire length of time you have indicated.
_____ Respect and adhere to all guidelines, without complaint, in the Staff Handbook.
_____ Actively participate in our Summer Staff Program and strive for unity.

_________________________________________  ____________________________
Applicant’s Signature                      Date

Parental Authorization (Must be signed by a parent/guardian of applicants under 18.)
I approve of ______________________ (staffer’s name) being at America’s Keswick as a staff member and I commit to being supportive of all management decisions pertaining directly or indirectly to my child. I will endeavor to see that he/she fulfills the responsibility of a staff member and I guarantee that he/she will fulfill the length of commitment as stated above. I understand that my child will not be re-hired if he/she leaves the program early (within 2 days of grace) as, by doing so, my child would not be fulfilling his/her signed commitment

_________________________________________  ____________________________
Parent’s Signature (If applicant is under 18)       Date

Mail Completed Application to:  America’s Keswick
Attn: Summer Staff Coordinator
601 Route 530
Whiting, NJ 08759
Pastor/Youth Pastor/Youth Leader Reference Form

After signing authorization, please give to the person who is completing it and have them return to:

Summer Staff Coordinator
America's Keswick
601 Rt. 530
Whiting, NJ 08759

Authorization

I, __________________________, am applying for a position on America's KESWICK’s summer staff. I give authorization for you to provide America’s KESWICK with the information requested. I release you from all liability from any damage incurred in the giving of this information.

Signed ___________________________ Dated _______________________

Applicant’s signature

The person named above has applied for a summer staff position at America's KESWICK. Your confidential evaluation is solicited, and we invite you to include a personal note regarding the applicant if you so desire. Please answer honestly, and leave blank any questions you feel unqualified to answer. The questions are not meant to be judgmental, but are designed to help us evaluate each applicant’s strengths/growth areas so we can make the most informed decision possible about hire and placement of our staff. The applicant has given the authorization above for you to release this information. Thank you for your assistance.

Name of Reference (printed) Date

Signature Phone #

Street Address including City, State, & Zip
Pastor/Youth Pastor/Youth Leader Reference Form

Applicant Name: _________________________

How long have you known the applicant? ________ In what capacity? ______________

Does the applicant profess to be a Christian? ________ For how long? ______________

Does the applicant appear to be growing in his/her Christian walk? ______________

What evidence of growth do you see? ______________

________________________________________________________________________

________________________________________________________________________

Does the applicant take an active role in Christian Service? ______________

If so, in which types? ______________

What do you believe are the strengths of the applicant? ______________

________________________________________________________________________

What are some areas in which the individual needs to grow? ______________

________________________________________________________________________

Please rate the applicant in the following areas:
(with 1 being the lowest score and 5 being the highest)

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<th>Leadership</th>
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Would you hire this individual to work for you? **Yes / Yes, with reservation / No**

Why or why not? _____________________________________________________________

________________________________________________________________________

Is there any additional information that would be helpful in evaluating the applicant’s potential as summer staff? ________________________________

________________________________________________________________________
Personal Reference Form 1

After signing authorization, please give to the person who is completing it and have them return to:

Summer Staff Coordinator
America's Keswick
601 Rt. 530
Whiting, NJ 08759

Authorization

I, ____________________________, am applying for a position on America's KESWICK's summer staff. I give authorization for you to provide America's KESWICK with the information requested. I release you from all liability from any damage incurred in the giving of this information.

Signed _______________________________  Dated _______________________

Applicant’s signature

The person named above has applied for a summer staff position at America's KESWICK. Your confidential evaluation is solicited, and we invite you to include a personal note regarding the applicant if you so desire. Please answer honestly, and leave blank any questions you feel unqualified to answer. The questions are not meant to be judgmental, but are designed to help us evaluate each applicant's strengths/growth areas so we can make the most informed decision possible about hire and placement of our staff. The applicant has given the authorization above for you to release this information. Thank you for your assistance.

Name of Reference  (printed)  Date

_________________________________________  ______________________________________
Signature  Phone #

Street Address including City, State, & Zip
Personal Reference Form 1

Applicant Name: ________________________

How long have you known the applicant? _______ In what capacity? ________________

Does the applicant profess to be a Christian? _______ For how long? ________________

Does the applicant appear to be growing in his/her Christian walk? ________________

What evidence of growth do you see? ____________________________________________

____________________________________________________________________________

Does the applicant take an active role in Christian Service? _______________________

If so, in which types? __________________________________________________________

What do you believe are the strengths of the applicant? ____________________________

____________________________________________________________________________

What are some areas in which the individual needs to grow? ________________________

____________________________________________________________________________

Please rate the applicant in the following areas:
(with 1 being the lowest score and 5 being the highest)

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Would you hire this individual to work for you? **Yes / Yes, with reservation / No**

Why or why not? ________________________________________________________________

____________________________________________________________________________

Is there any additional information that would be helpful in evaluating the applicant’s potential as summer staff? ________________________________

____________________________________________________________________________
**Personal Reference Form 2**

After signing authorization, please give to the person who is completing it and have them return to:

Summer Staff Coordinator  
America's Keswick  
601 Rt. 530  
Whiting, NJ 08759

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**Authorization**

I, ____________________________, am applying for a position on America's KESWICK’s summer staff. I give authorization for you to provide America’s KESWICK with the information requested. I release you from all liability from any damage incurred in the giving of this information.

Signed ___________________________  Dated ___________________________

Applicant’s signature

---

The person named above has applied for a summer staff position at America's KESWICK. Your confidential evaluation is solicited, and we invite you to include a personal note regarding the applicant if you so desire. Please answer honestly, and leave blank any questions you feel unqualified to answer. The questions are not meant to be judgmental, but are designed to help us evaluate each applicant’s strengths/growth areas so we can make the most informed decision possible about hire and placement of our staff. The applicant has given the authorization above for you to release this information. Thank you for your assistance.

---

Name of Reference (printed)  
Date

Signature  
Phone #

Street Address including City, State, & Zip
Personal Reference Form 2

Applicant Name: ____________________________

How long have you known the applicant? ________ In what capacity? ________________ 

________________________________________________________________________________

Does the applicant profess to be a Christian? ________ For how long? ________________

Does the applicant appear to be growing in his/her Christian walk? ________________

What evidence of growth do you see? ______________________________________________________________________________________

________________________________________________________________________________

Does the applicant take an active role in Christian Service? ________________

If so, in which types? ______________________________________________________________________________________

What do you believe are the strengths of the applicant? ________________

________________________________________________________________________________

What are some areas in which the individual needs to grow? ________________

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Would you hire this individual to work for you? Yes / Yes, with reservation / No

Why or why not? ____________________________________________________________

__________________________________________________________________________

Is there any additional information that would be helpful in evaluating the applicant’s potential as summer staff? ________________________________

__________________________________________________________________________

__________________________________________________________________________