

MEL TROTTER

M I N I S T R I E S

Dear servants in the Lord,

Thank you for considering Camp Mel Trotter as a potential ministry assignment for the summer 2009. At Camp Mel Trotter we are dedicated to sharing the Gospel of Jesus Christ with all children and all families. Like all of Mel Trotter's ministries, we exist to bring the hope and reality of the Savior to a hurting world.

In this packet, you will find information about being a staff member as well as about Mel Trotter Ministries. More information about Mel Trotter Ministries (an inner city rescue mission) and Camp Mel Trotter can be found on our website at www.meltrotter.org.

It is my pleasure to give you this application pack. Please look over the enclosed information. If you have any questions, please feel free to contact me. Our summer begins on June 1 with two weeks of Staff Training. Camp officially runs June 17 through August 8.

If after reading and praying over this application, you are interested in being a part of the staff of Camp Mel Trotter 2009, please complete the application and return it to me at Camp Mel Trotter by Saturday January 31, 2009. I will then be in contact with you to schedule an interview sometime in February.

I look forward to hearing from you.

Jon Wolters
Camp Director

Camp Mel Trotter
2058 20th St.
Hopkins, MI 49328
Office Phone #: 269.793.0189
Office Fax #: 269.793.0041
Cell Phone #: 616.293.6492
Email: jonwolters@meltrotter.org

Camp Mel Trotter
(A division of Mel Trotter Ministries)

"Reaching Urban Youth for Christ"

APPLICATION PROCESS...

1. Pray

Ask God to direct you about joining the team at Camp Mel Trotter.

2. Complete and return the application form

Please return this application by Saturday January 31, 2009:

Camp Mel Trotter
Attn: Jon Wolters
2558 20th Ave.
Hopkins, MI 49328

3. Distribute 3 reference forms

1. A personal friend
2. An employer/ teacher
3. A pastor/ Christian leader

4. Interview

I will contact you in February to set up an interview, discuss any questions you have, and to verify the status of your application. If you have any questions prior to contact, please feel free to call 269.793.0189, 616.293.6492 or email jonwolters@meltrotter.org.

BENEFITS...

- Experience God's love in a Family of believers.
- Be a Minister of the word in a safe environment with culturally diverse staff and youth.
- Be paid a weekly salary depending on the position for which you are hired.
- Receive room and board for all 10 weeks of the camp season.

2008 STAFF TESTIMONIES...

“At camp God runs you through the gauntlet, and makes you better as a person in the end.” -- Andy / Hope College

“The best part about camp is when kids act tough till they get around the animals. That loosens them up.” -- Brittany

“It’s a relationship on a spiritual level. You come to show the youth Jesus, and in return they show you Jesus.” -- Tyler / Grace Bible College

“I learned about who I am and who God is, just as much as the campers did.”
-- Amanda / Kuyper College

“Camp Mel Trotter is a great place for kids to learn and see an example of who Jesus is, through their counselors and other staff.” -- Chad / Grand Rapids Community College

“Camp isn’t the place we go to witness to the saved, but the place where we seek those who are lost.” -- Linda / Baker College

“A very intense way to live out the great commission!”
-- Kristin / Cornerstone University

“I think one of life’s greatest achievements is doing something you love.
And I loved this summer!!”
-- Shawn

“Seeing kids grow either in the course of one week or over the course of several years, going to camp and community club, is a tremendous blessing and keeps me encouraged in the Lord.” -- Courtney

“It was all God!” -- Crystal / Grace Bible College

“OHANA (Family)” -- Jon / Camp Director

Summer Staff Positions

POSITION: Program Director

GOAL: conduct the day-to-day administration of the Camp and assure the care, safety, and protection of all campers, while leading "all-camp" activities and meetings. Help Staff become all that they can be in the Lord.

RESPONSIBLE TO: Camp Director

QUALIFICATIONS:

1. Knows Jesus Christ as their personal Savior as evidenced by lifestyle and testimony.
2. Appropriate character, emotional stability, health, and ability.
3. Competent, cooperative, and compassionate.
4. Shows maturity and ability in understanding people in a leadership role.
5. Ability to motivate staff to work well together, put the campers before themselves.
6. Pass State of Michigan criminal check.

TRAINING:

1. Start work at camp at least one week before Staff Training begins.
2. Attend pre-camp orientation and successfully complete all required Staff Training session.
3. Become familiar with State of Michigan Camp regulations and administrative rules.
4. Become thoroughly acquainted with all areas of Camp program.

RESPONSIBILITIES:

1. Lead Staff Training with help of others on staff.
2. Develop, with Camp Director, the schedule for the camp sessions.
3. Keep the camp program on schedule.
4. Camper and staff announcements.
5. Leads meals (dining room organization and announcements).
6. Keep staff accountable for their responsibilities.
7. Handle difficult camper problems (Behavior Management).
8. Delegate responsibilities for:
 - a. Evening activities such as skits, fires, movies, etc.
 - b. All-camp games and activities.
 - c. Daily rotations and interest groups.
9. Have a good spirit and friendly attitude toward all.
10. Pray with and for others.
11. Honest input in staff meetings.

POSITION: Administrative Assistant / Guest Relations

GOAL: To assist Camp Director and Program Director in many areas of camp. To serve and assist other staff as needed.

RESPONSIBLE TO: Camp Director & Program Director

QUALIFICATIONS:

1. Knows Jesus Christ as their personal Savior as evidenced by lifestyle and testimony.
2. Minimum 21 years of age.
3. Must have knowledge of Microsoft Word, Access, Excel and PowerPoint.
4. Ability to keep records.
5. Willing to accept responsibility for appropriate care of keys, funds, records, and merchandise.
6. Be willing and able to answer phones and do any office tasks that need to be done.
7. Be a mature Christian in work, conduct, and character.
8. Pass State of Michigan Background Check

TRAINING:

1. Start work at camp at least one week before Staff Training begins.
2. Attend pre-camp orientation and successfully complete all required Staff Training sessions.
3. Become thoroughly familiarized to all aspects of camp.

RESPONSIBILITIES:

1. Prepare an alphabetically typed list for each camper.
2. Maintain office hours as scheduled by Camp Director.
3. Answer phone and deliver messages.
4. Contact parents and campers concerning coming weeks of camp.
5. Maintain filing.
6. Maintain records and reports as needed.
7. Keep office straightened up and cleaned as needed.
8. General Secretary Work.
9. Participate in all evening activities as able.

RESPONSIBILITIES FOR SNACK SHACK:

1. Keep all merchandise orderly and in safe, dry storage.
2. Conduct a pre-camp and weekly inventory of all merchandise.
3. Arrive at least 15 minutes ahead of opening time to prepare for opening.
4. Schedule with SWAT Team Counselors for Snack Shack help.
5. Clean the Snack Shack after snack shack time is done.

RESPONSIBILITIES FOR GUEST RELATIONS:

1. Work with groups that are volunteer workers at camp.
2. Work with Camp Director to organize fall retreats for local churches.

POSITION: Photographer / Office Assistant

GOAL: To create great memories for campers and Counselors through pictures and videos. To assist the Administrative Assistant as needed

RESPONSIBLE TO: Camp Director, Program Director & Administrative Assistant

QUALIFICATIONS:

1. Knows Jesus Christ as their personal Savior as evidenced by lifestyle and testimony.
2. Minimum 18 years of age.
3. Must have knowledge of camera and picture taking.
4. Must have Knowledge of Microsoft Movie Maker.
5. Must have knowledge of Microsoft Word, Access, Excel and PowerPoint.
6. Ability to keep records.
7. Be willing and able to answer phones and do any office tasks that need to be done.
8. Be a mature Christian in work, conduct, and character.
9. Pass State of Michigan Background Check.

TRAINING:

1. Attend pre-camp orientation and successfully complete all required Staff Training sessions.
2. Become thoroughly familiarized to all aspects of camp.

RESPONSIBILITIES:

1. Take as many pictures and videos as possible during each week of camp.
2. Develop a slideshow / movie for each week of camp.
3. On Thursday night make a copy of video for each camper to take home.
4. Perform other office duties as request by Administrative Assistant.
5. Participate in all evening activities as able.

RESPONSIBILITIES FOR SNACK SHACK:

1. Perform duties in Snack Shack as requested by the Administrative Assistant.

RESPONSIBILITIES FOR GUEST RELATIONS:

1. Perform duties in Guest Relations as requested by the Administrative Assistant.

POSITION: Nurse / Health Officer

GOAL: To provide safety and quality health care for all campers and staff. Be a gentle listening ear when campers or staff need to talk or are hurting.

RESPONSIBLE TO: Camp Director

QUALIFICATIONS:

1. Knows Jesus Christ as their personal Savior as evidenced by lifestyle and testimony.
2. Shall be one of the following:
 - a. A licensed physician.
 - b. A registered nurse.
 - c. A licensed practical nurse.
 - d. A licensed Emergency Medical Technician.
 - e. A licensed medical first responder.
 - f. Adult who has satisfactorily completed training and certification that is equivalent to the requirements as set forth in the American National Red Cross manual numbered 656101 ("Responding to Emergencies").
3. Certification that is equivalent to the requirements as set forth in the American Red Cross manual numbered 652049 ("CPR for the Professional Rescuers").
4. Flexible and able to work with campers, staff, and others.
5. Appropriate character, emotional stability, health, and ability.
6. Pass State of Michigan Background Check.

TRAINING:

1. Attend pre-camp orientation and successfully complete all required Staff Training Sessions.
2. Become acquainted with the State of Michigan requirements and guidelines for first aid treatment as well as those specific to the camp.

RESPONSIBILITIES:

1. Be at mission to meet parents and take medications.
2. Health screening of all campers within 24 hours of arrival to camp:
 - a. The checking in of prescription and nonprescription drugs and medications.
 - b. A review of the health history statement.
 - c. A discussion with the camper concerning current health needs.
 - d. An observation of the camper's physical state, paying particular attention to potential contagious diseases and possible abuse.
3. Responsible for Health form information and maintain a permanent medical record:
 - a. Date of treatment.
 - b. Name of camper.
 - c. Ailment.
 - d. Treatment prescribed or medication dispensed.
 - e. Identification of the person providing the treatment.
4. Administer all medications/treatments to campers and staff according to the camp's health policy and standing orders from doctor.
5. Watchful for dangerous practices or conditions which may lead or contribute to an accident or poor health. Report these to Director immediately.
6. Be available at camp any and all times that staff or campers are present.
7. Have a good spirit and friendly attitude toward all.
8. Pray with and for others.
9. Honest input in staff meetings.

POSITION: Counselor

GOAL: To be with a cabin of boys or girls and help each individual by providing opportunities to make wise choices regarding their emotional, physical, social, mental, and spiritual development.

RESPONSIBLE TO: Camp Director & Program Director

QUALIFICATIONS:

1. Knows Jesus Christ as their personal Savior as evidenced by lifestyle and testimony.
2. Preferably 18 years old.
3. Appropriate character, emotional stability, health and ability.
4. Competent, cooperative and compassionate.
5. Shows maturity and ability in understanding people in a leadership role. Able to motivate others.
6. Pass State of Michigan Background Check.

TRAINING:

1. Attend pre-camp orientation and successfully complete all required Staff Training Sessions.
2. Become thoroughly familiarized with daily routines of camp.

RESPONSIBILITIES TO CAMPER:

1. Sets an example and role model to all campers.
2. Lives with a group of assigned campers and helps each to profit in every way from the camping experience.
3. Leads cabin devotions and small group discussions.
4. Helps shy campers to mix with others and assist those with social and emotional problems.
5. Firm in Behavior Management; never partial; always tries to be fair to all campers.
6. Acquaints each camper with the facilities and rules of the camp.

RESPONSIBILITIES TO STAFF:

1. Involved cooperatively with the camp staff in executing the camp policies and program. SPECIFICALLY: Being with your cabin group at all times, except during your 1 hour scheduled break each day.
2. Leading and assisting your cabin group in activities.
3. Cabin cleaning and work assignments.
4. Observe all rules of the camp including health and safety.
5. Have a good spirit and friendly attitude toward all.
6. Pray with and for others.
7. Honest input in staff meetings.

POSITION: SWAT Team Counselor (Servants Working All Together)

GOAL: To be with a cabin of 16-18 year old boys or girls for two week camp sessions. Help each individual by providing opportunities to make wise choices regarding their emotional, physical, social, mental, and spiritual development. Teach Students what it means to be a servant leader.

RESPONSIBLE TO: Camp Director & Program Director

QUALIFICATIONS:

1. Knows Jesus Christ as their personal Savior as evidenced by lifestyle and testimony.
2. Preferably 21 years old.
3. Minimum of 8 weeks of full-time experience working with a population similar to that which camp serves.
4. Appropriate character, emotional stability, health and ability.
5. Competent, cooperative and compassionate.
6. Shows maturity and ability in understanding people in a leadership role.
7. Able to motivate others.
8. Pass State of Michigan Background Check.

TRAINING:

1. Attend one week of training before Staff Training to prepare for SWAT Team.
2. Attend pre-camp orientation and successfully complete all required Staff Training Sessions.
3. Become thoroughly familiarized with daily routines of camp.

RESPONSIBILITIES TO CAMPER:

1. Sets an example and is a role model to campers.
2. Lives with SWAT Team, of their gender, and helps each to profit in every way from the camping experience. Teaching them to serve with a Christ-like attitude.
3. Leads cabin devotions and small group discussions.
4. Help shy campers to mix with others and assist those with social and emotional problems.
5. Firm in Behavior Management; never partial; always tries to be fair to all campers.
6. Acquaints each camper with the facilities and rules of the camp.

RESPONSIBILITIES TO STAFF:

1. Involved cooperatively with the camp staff in executing the camp policies and program. SPECIFICALLY: Being with your cabin group at all times.
2. Leading and assisting your cabin group in activities.
3. Cabin cleaning and work assignments.
4. Observe all rules of the camp including health and safety.
5. Have a good spirit and friendly attitude toward all.
6. Pray with and for others.
7. Honest input in staff meetings.

POSITION: Challenge Coordinator

GOAL: Direct a challenge staff of approximately 10 individuals (5 guys and 5 girls). To oversee and maintain a safe, fun and educational environment in all challenge related activities (swimming, wading, and canoeing, blobbing, teambuilding and ropes course)

RESPONSIBLE TO: Camp Director & Program Director

QUALIFICATIONS:

1. Knows Jesus Christ as their personal Savior as evidenced by lifestyle and testimony.
2. Preferably 21 years old.
3. Understand and be able to lead and train others in all ropes and team building activities.
4. A level 1 aquatic supervisor shall be one of the following:
 - a. An Adult who has satisfactorily completed training and certification that is equivalent to the lifeguard and CPR requirement set forth in the American Red Cross manuals numbers 654112 ("Lifeguarding") and 652049 (Red Cross CPR for the Professional Rescuers") respectively.
 - b. An adult aquatic observer if assisted by a person who is not less than 16 years of age and who meets the training requirements above.
 - c. For a watercraft activity, an adult who has satisfactorily completed training and certification that is equivalent to the requirement set forth in the American Red Cross manual number 654171 ("Basic Water Rescue and Small Craft Safety")
5. Appropriate character, emotional stability, health, and ability.
6. Competent, cooperative, and compassionate.
7. Shows maturity and ability in understanding people in a leadership role.
8. Pass State of Michigan background check.

TRAINING:

1. Attend and assist in leading one week training with the whole Challenge Team one week before Staff Training begins.
2. Attend pre-camp orientation and successfully complete all required Staff Training Sessions.
3. Assigned reading (especially State of Michigan Licensing rules)
4. Become thoroughly familiarized to all Aquatic facilities and procedures specific to Camp.

RESPONSIBILITIES:

1. Supervise and assist in scheduling all challenge staff.
2. Participate in training staff toward their responsibilities in all challenge activities.
3. Enforce all rules pertaining to the challenge activities for maximum safety, problem areas should be brought to the Camp Director immediately.
4. Maintain all challenge equipment: life-saving equipment, canoes, paddles, ropes, cables and any other team building equipment.
5. Be present at ALL aquatic activities, not engaging in an activity that will distract from your duties.
6. Assist with other programming activities per Camp Director/Program Director.
7. Participate in all evening activities.
8. Have a good spirit and friendly attitude toward all.
9. Pray with and for others.
10. Honest input in staff meetings.

POSITION: Head Wrangler

GOAL: To over-see and maintain a safe, fun, and educational environment in all equestrian activities also including work in the petting zoo.

RESPONSIBLE TO: Camp Director & Program Director

QUALIFICATIONS:

1. Knows Jesus Christ as their personal Savior as evidenced by lifestyle and testimony.
2. Preferably 21 years old.
3. Preferably hold at least a current CHA certificate at Beginner Instructor Level.
4. Have a least one-year experience in a camp/public horsemanship program.
5. Have an elementary skill in repairing the stable area and tack.
6. Appropriate character, emotional stability, health, and ability.
7. Competent, cooperative, and compassionate.
8. Shows maturity and ability in understanding people in a leadership role.
9. Pass State of Michigan background check.

TRAINING:

1. Be present one week before Staff Training begins to work with horses and get familiar with barn area and riding trails.
2. Attend pre-camp orientation and successfully complete all required Staff Training Sessions.

RESPONSIBILITIES:

1. Coordinate weekly horsemanship classes or trail rides for campers.
2. Conduct horse program according to CHA procedures.
3. Train Horse Care staff in their responsibilities.
4. Maintain a record of all people involved in trail rides or classes.
5. Locate limbs, brush, or obstacles on the trails and remove or report them to the Maintenance Director.
6. Assist in feeding, worming, and trimming of horses.
7. Conduct a pre and post camp inventory.
8. Organize weekly housekeeping of the barns.
9. See that the Camper-staff ratio is never greater than 10-1.
10. Make sure the atmosphere at the barn is edifying, sets a good Christian example of testimony and is consistent with that of the other parts of camp.
11. Participate in training staff toward their responsibilities in your area.
12. Participate in all evening activities.
13. Have a good spirit and friendly attitude toward all.
14. Pray with and for others.
15. Honest input in staff meetings.

POSITION: Assistant Wrangler

GOAL: To assist Head Wrangler in over-seeing and maintaining a safe, fun and educational environment in all equestrian activities.

RESPONSIBLE TO: Camp Director, Program Director & Head Wrangler

QUALIFICATIONS:

1. Knows Jesus Christ as their personal Savior as evidenced by lifestyle and testimony.
2. Minimum of 15 years old.
3. Have elementary skill in equestrian activities.
4. Appropriate character, emotional stability, health, and ability.
5. Competent, cooperative, and compassionate.
6. Pass State of Michigan background check.

TRAINING:

1. Be present one week before Staff Training begins to work with horses and get familiar with barn area and riding trails.
2. Attend pre-camp orientation and successfully complete all required Staff Training Sessions.

RESPONSIBILITIES:

1. Learn horse care responsibilities from Head Wrangler.
2. Maintain stable management and procedures of CHA.
3. Assist in conducting horsemanship classes and trail rides.
4. Assist in feeding, worming, and trimming of horses.
5. Assist in any maintenance that involves the barn of the horses.
6. Participate in all evening activities.
7. Have a good spirit and friendly attitude toward all.
8. Pray with and for others.
9. Honest input in staff meetings.

POSITION: Craft leader (1 Male Counselor & 1 Female Counselor)

GOAL: To over-see and maintain a safe, fun, and educational environment in all craft activities.

RESPONSIBLE TO: Camp Director & Program Director

QUALIFICATIONS:

1. Knows Jesus Christ as their personal Savior as evidenced by lifestyle and testimony.
2. Minimum 18 years old.
3. Must be knowledgeable about various forms of Art.
4. Be apt to teach arts and crafts to children and youth.
5. Appropriate character, emotional stability, health, and ability.
6. Competent, cooperative, and compassionate.
7. Shows maturity and ability in understanding people in a leadership role.

TRAINING:

1. Attend pre-camp orientation and successfully complete all required Staff Training Sessions.
2. Become thoroughly familiarized with Craft house and procedures specific to camp.

RESPONSIBILITIES:

1. Teach craft projects during activity rotation periods, camper free time and provide more advanced opportunities during personal choice classes.
2. Maintain Craft House in a clean and orderly fashion.
3. Inform Camp Director of supply needs.
4. Participate in training staff toward their responsibilities in your area.
5. Participate in evening camp activities.
6. Have a good spirit and friendly attitude toward all.
7. Pray with and for others.
8. Honest input in staff meetings.

POSITION: Archery Leader (1 Male Counselor & 1 Female Counselor)

GOAL: To over-see and maintain a safe, fun, and educational environment in all archery activities.

RESPONSIBLE TO: Camp Director & Program Director

QUALIFICATIONS:

1. Knows Jesus Christ as their personal Savior as evidenced by lifestyle and testimony.
2. Minimum 18 years old.
3. Knowledge in archery.
4. Appropriate character, emotional stability, health, and ability.
5. Competent, cooperative, and compassionate.
6. Shows maturity and ability in understanding people in a leadership role.

TRAINING:

1. Attend pre-camp orientation and successfully complete all required Staff Training Sessions.
2. Become thoroughly familiarized with Archery area and procedures specific to camp.

RESPONSIBILITIES:

1. Teach archery skill to campers.
2. Maintain archery supplies.
3. Participate in training staff toward their responsibilities in your area.
4. Participate in all evening activities.
5. Have a good spirit and friendly attitude toward all.
6. Pray with and for others.
7. Honest input in staff meetings.

POSITION: Recreation Leader (1 Male Counselor & 1 Female Counselor)

GOAL: To over-see and maintain a safe, fun, and educational environment in all recreational activities.

RESPONSIBLE TO: Camp Director & Program Director

QUALIFICATIONS:

1. Knows Jesus Christ as their personal Savior as evidenced by lifestyle and testimony.
2. Minimum 18 years old.
3. Knowledge in Basketball, Soccer, Softball, Volleyball, and other recreational games.
4. Appropriate character, emotional stability, health, and ability.
5. Competent, cooperative, and compassionate.
6. Shows maturity and ability in understanding people in a leadership role.

TRAINING:

1. Attend pre-camp orientation and successfully complete all required Staff Training Sessions.
2. Become thoroughly familiarized with recreational area, supplies, and procedures specific to camp.

RESPONSIBILITIES:

1. Supervise all recreational activities.
2. Plan recreational activities.
3. Participate in training staff toward their responsibilities in your area.
4. Maintain all recreation equipment and let directors know if items need to be fixed or if new items need to be purchased.
5. Participate in all evening activities.
6. Have a good spirit and a friendly attitude toward all.
7. Pray with and for others.
8. Honest input in staff meetings.

POSITION: Nature Leader (1 Male Counselor & 1 Female Counselor)

GOAL: To over-see and maintain a safe, fun, and educational environment in all Nature activities.

RESPONSIBLE TO: Camp Director & Program Director

QUALIFICATIONS:

1. Knows Jesus Christ as their personal Savior as evidenced by lifestyle and testimony.
2. Minimum 18 years old.
3. Knowledgeable about nature and able to teach.
4. Able to plan and carryout nature activities.
5. Appropriate character, emotional stability, health, and ability.
6. Competent, cooperative, and compassionate.
7. Shows maturity and ability in understanding people in a leadership role.

TRAINING:

1. Attend pre-camp orientation and successfully complete all required Staff Training Sessions.
2. Become thoroughly familiarized to all nature resources available to use.

RESPONSIBILITIES:

1. Teach Nature during activity rotations.
2. Develop a curriculum to teach about nature with an emphasis on God's handiwork in creation and the natural processes.
3. Maintain Nature Center, trails, and equipment.
4. Care for plants and animals in nature center.
5. Participate in all evening activities.
6. Have a good spirit and friendly attitude toward all.
7. Pray with and for others.
8. Honest input in staff meetings.

POSITION: Chapel and SMASH coordinator (One Staff Member)

GOAL: To plan and facilitate campers and staff in a time of worshipping our Lord and Savior

RESPONSIBLE TO: Camp Director & Program Director

QUALIFICATIONS:

1. Knows Jesus Christ as their personal Savior as evidenced by lifestyle and testimony.
2. Able to plan and carryout music and drama for chapel and SMASH each day.
3. Appropriate character, emotional stability, health, and ability.
4. Competent, cooperative, and compassionate.
5. Shows maturity and ability in understanding people in a leadership role.

TRAINING:

1. Attend pre-camp orientation and successfully complete all required Staff Training Sessions.
2. Thoroughly familiarized to all music selections available to use.

RESPONSIBILITIES:

1. Plan order of worship for all chapels and SMASH.
2. Choreograph motions to songs.
3. Carryout plan during chapel services.
4. Maintain music, instruments, and sound equipment.
5. Participate in all evening activities.
6. Have a good spirit and friendly attitude toward all.
7. Pray with and for others.
8. Honest input in staff meetings.

Camp Mel Trotter Staff Application
2058 20th St.
Hopkins, MI 49328
269.793.0189 (Office #)
269.793.0041 (Office Fax #)
616.293.6492 (Cell #)

EMAIL: jonwolters@meltrotter.org
WEB: www.meltrotter.org

Name: _____ Date of Birth: _____

Home Address: _____
Street City State Zip

Phone: _____ Cell Phone: _____

Social Security #: _____ Drivers Licenses #: _____

Email Address: _____

Name of School Attending: _____

School Address: _____
Street City State Zip

Year (circle one): Freshman Sophomore Junior Senior Major: _____

Have you ever been convicted of anything other than a minor traffic violation? Yes No

If yes, indicate all details (use back of paper if necessary): _____

Have you ever been convicted of child abuse or sexual assault? Yes No

If yes, please indicate all details (use back of paper if necessary): _____

Is there any reason you may have difficulty performing essential job tasks? Yes No

If yes, please explain: _____

Please name all medications you are currently taking or any special dietary needs you may have: _____

Where do you currently attend Church? _____

What does your church involvement look like? _____

Positions Applying For: _____

Dates Available: from _____ to _____

Employment History

Dates	Employer	Phone	Nature of Work

Education History

Dates	School	Major area of study	Degree
			Y / N
			Y / N
			Y / N

Camp History

Dates	Camp	Director's Name	Camp Phone	Camper/Staff

References (These should be the same as reference sheets)

Name	Relationship	Phone

Skills and Interests: (S = Skill, E = Experience, I = Interest)

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Basketball | <input type="checkbox"/> Ropes Course |
| <input type="checkbox"/> Archery | <input type="checkbox"/> Soccer | <input type="checkbox"/> Horsemanship |
| <input type="checkbox"/> Volleyball | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Singing |
| <input type="checkbox"/> Swimming | <input type="checkbox"/> Softball | <input type="checkbox"/> Skits |
| <input type="checkbox"/> Lifeguarding | <input type="checkbox"/> Baseball | <input type="checkbox"/> Music Instruments |
| <input type="checkbox"/> Canoeing | <input type="checkbox"/> Large Group Games | What instruments: _____ |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Sharing your faith | _____ |
| <input type="checkbox"/> Office work | <input type="checkbox"/> Photography | _____ |

Please answer the following questions:

Why would you like to work at Camp Mel Trotter this summer? _____

What would you want to receive from a summer staff experience? _____

What do you think campers should gain from their camp experience? _____

What specific strengths and/or experiences do have you had that would help you this summer? _____

Please share your salvation experience. _____

How would you explain to a camper the way a person can be saved? _____

Camp Mel Trotter - Reference Questionnaire

Applicant: _____ Positions applying for: _____

Reference's Name: _____ Reference's Phone #: _____

How long have you known the applicant? _____

Describe that applicant's relationship with God. _____

In your opinion, how does the applicant (rate from 1-5, 5 being best)

Get along with co-workers _____

Respond to authority _____

Respond to discipline _____

If you had a child of camp age, how would you feel about the applicant working with your child for a week as a (rate 1 to 5, 5 being best).

Cabin Counselor _____

Example _____

Spiritual Teacher _____

Your child duplicating the applicant's mannerisms _____

Do you have any reservations about the applicant's moral integrity? _____

Has the applicant ever been accused of any improper conduct around children? _____

Does the applicant have any emotional problems? _____

Would you hire the applicant as a leader and spiritual teacher for young people? _____

Would you encourage us to hire this applicant? Rate from 1-5, 5 being best? _____

Please sign and date here to verify that your answers on this reference form are true to the best of you knowledge. _____ Date: _____

Thanks you for your help in selecting a staff to serve our children at Camp Mel Trotter for the summer of 2009!!

Please return this form to Camp Mel Trotter ASAP:

Camp Mel Trotter

Attn. Jon Wolters

2558 20th St.

Hopkins, MI 49328

**If you have any questions please feel free to call me at
269.793.0189 or 616.293.6492**

Camp Mel Trotter - Reference Questionnaire

Applicant: _____ Positions applying for: _____

Reference's Name: _____ Reference's Phone #: _____

How long have you known the applicant? _____

Describe that applicant's relationship with God. _____

In your opinion, how does the applicant (rate from 1-5, 5 being best)

Get along with co-workers _____

Respond to authority _____

Respond to discipline _____

If you had a child of camp age, how would you feel about the applicant working with your child for a week as a (rate 1 to 5, 5 being best).

Cabin Counselor _____

Example _____

Spiritual Teacher _____

Your child duplicating the applicant's mannerisms _____

Do you have any reservations about the applicant's moral integrity? _____

Has the applicant ever been accused of any improper conduct around children? _____

Does the applicant have any emotional problems? _____

Would you hire the applicant as a leader and spiritual teacher for young people? _____

Would you encourage us to hire this applicant? Rate from 1-5, 5 being best? _____

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