



2010 Summer Staff Application Packet



Dickson Valley Camp & Retreat Center is located 60 miles southwest of Chicago. This is a unique outdoor program setting that has existed to support the ministry of the local church and help bring youth and adults toward a strong and personal relationship with Jesus Christ since 1971.

Dickson Valley Camp partners with local churches for a fantastic week of Christian Camp for a variety of areas: Elementary – High School Camps, Family Camps, and Multi-Church Outreaches.

Dates of employment are from June 2 – August 14, 2010

Our compensation package includes salary with room and board.

Salaries: \$250.00 per week for first-time staff

\$10.00 more per week for every additional year experience at camp

Please note that there are three reference forms (2 pages each) enclosed that need to be completed and turned in with your application. These references should be from three people who know you well (not including relatives) and can attest to your faith, character, abilities, and experience. Church leaders, teachers and long-standing family friends would be good reference choices.

SUMMER CAMP JOB DESCRIPTIONS

Counselors for the Mentor and Disciple Program

This position is responsible to provide leadership and supervision for the M.A.D. (Mentor and Disciple) participants; run activities including archery, lake time, climbing wall, GPS course, and canoe trips; train participants to assist with camp activities; help plan weekly schedule and create activities for M.A.D. sessions; lead team building and M.A.D. activities; lead Bible studies and facilitate spiritual growth; work with participants to provide housekeeping and maintenance support; and participate in staff activities. These individuals shall possess a growing faith in Jesus Christ and the ability to share that faith with others, be at least 18 years of age and one year out of high school, possess a willingness to work as a team, a willingness to be held to high personal and public standards as a leader in a Christian community, and a willingness and the ability to be trained in CPR/First Aid and Life Guarding.

Hosting Staff

Hosting Staff is responsible to welcome groups upon arrival and check in with leaders on a regular basis; convey rules and scheduling to campers; be continually available to anticipate and help with camp needs; run activities including archery, lake time, climbing wall, GPS course, and canoe trips; invent and promote new activities; provide housekeeping and maintenance support; spend time with and support the M.A.D. counselors and participants; and participate in staff activities. These individuals shall have personal belief in Jesus Christ as their Savior, a desire to serve Christ and ability to put others' needs first, possess a willingness to work as a team, the ability to work long hours, a willingness to be held to high personal and public standards as a leader in a Christian community, and a willingness and ability to be trained in CPR/First Aid and Life Guarding. Hosting Staff must be at least 16 years of age.

Maintenance Staff

Maintenance Staff will be responsible to work with the maintenance coordinator to keep buildings and grounds in working order; provide housekeeping support; drive the hayride and build campfires; occasionally assist with facilitation of activities including lake time, climbing wall, archery, and canoe trips; lead volunteer work crews; spend time with and support the M.A.D. counselors and participants; and participate in staff activities. These individuals shall have a personal belief in Jesus Christ as their Savior, desire to serve Christ and ability to put others' needs first, a willingness to work as a team, the ability to work long hours, have good health and the ability to do challenging physical work, a willingness to be held to high personal and public standards as a leader in a Christian community, and a willingness and ability to be trained in CPR/First Aid and Life Guarding. Maintenance Staff must be at least 16 years of age.

Dickson Valley Camp and Retreat Center

Application for Employment

8250 Finnie Road
Newark, IL 60541



Phone: 630-553-6233
Fax: 630-553-6240
Email: camp.office@dicksonvalley.com

Personal Information:

Name: _____ Social Security #: _____ - _____ - _____

Current Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Driver's License #: _____

Permanent Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Are you lawfully authorized to work in the United States? _____ Yes _____ No

Were you referred to Dickson Valley Camp? _____ Yes _____ No

If so, by whom? _____

Position(s) For Which You Are Applying:

_____ Counselor for the Mentor And Discipleship Program

_____ Host

_____ Maintenance

_____ Other: _____

Qualifications:

What experiences, skills, current certificates or qualifications do you have which you feel would especially fit you for work at Dickson Valley?

What related work experience do you have? _____

Educational Background:

School	City/State	# Years	Diploma/Degree

Are you known to school or references by another name? _____

Prior Work History: (most recent first)

Dates	Name and Address of Employer	Supervisor's Name, Title, Phone Number	Reason For Leaving

Duties:

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Duties:

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Duties:

Personal References: (excluding former employers or relatives)

Name	Complete Address	Telephone

May we contact the employers and personal references listed above? _____ If not, indicate which one(s) and why.

Additional Information: (use additional paper if necessary)

Are you able to do physical work outdoors? _____ Yes _____ No

If no, please explain _____

State briefly your reasons for seeking employment at Dickson Valley: _____

List your personal qualities and strengths that you think make you a good candidate to work at Dickson Valley: _____

Have you accepted the Lord Jesus Christ as your personal Savior? _____ When? _____

Please give a brief testimony of your own relationship with Jesus Christ and how you have seen yourself grow in that relationship in the last year: _____

Give a practical example of how to show God's love in action (not just by words) to another person: _____

Church currently attending: _____ Denomination: _____

Church address: _____

Pastor's name and phone number: _____

STATEMENT OF FAITH OF DICKSON VALLEY CAMP

We believe in:

The inspiration of the entire Old and New Testaments as the very Word of God.

The Triune God: Father, Son, and Holy Spirit.

God the Father, Almighty, Creator of the universe.

The deity of the Lord Jesus Christ, His substitutionary atonement of sins, His bodily resurrection, and His personal, visible return to earth to rule in righteousness and glory.

The person of the Holy Spirit, His work of conviction, regeneration, and sanctification, and His indwelling of every believer.

The necessity of the new birth.

Salvation by faith in Jesus Christ alone.

The importance of a life fully committed to the will of God in Christ.

Do you fully subscribe to this statement? _____ Explain any reservations you may have: _____

Dickson Valley is a Christian camp and retreat center. As most of our staff live on site, we strive to have a community where Jesus Christ is honored and a Christian lifestyle is displayed. All employees must agree to accept the responsibilities of being a member of this community. This commitment applies continuously for the duration of employment.

The Bible establishes basic principles for Christian character and behavior that members of the community are expected to follow. These include: the Lordship of Christ over all life and thought (wholehearted obedience to the teachings of the Bible and stewardship in all of life); the responsibility to love God with our whole being and to love our neighbor as ourselves (unselfish love should be the motive in all decisions, actions and relationships); the need to exercise our freedom responsibly within the framework of God's Word, with loving regard for the sensitivities of others; and participation in the worship and activities of the church which forms a necessary context for Christian living.

The Bible also condemns as morally wrong attitudes and practices such as greed, jealousy, pride, lust, bitterness, uncontrolled anger, drunkenness, stealing, profanity, dishonesty, occult practices, illegal activities, and sexual sins such as pre-marital sex, adultery, and homosexual behavior. In addition to these, Dickson Valley has chosen to adopt rules that exhibit our desire to honor Christ in our community. We require members of our community to abstain from the illegal use of drugs, the use of tobacco and alcoholic beverages.

I understand that my signature indicates my commitment to these statements and my willingness to adhere to them throughout the duration of my employment. My signature also indicates that all the information I have provided in this application is truthful and I understand that Dickson Valley will do a background check including driving record to verify information and check for any history relating to the mistreatment of children or similar.

Signature _____ Date _____

Please mail completed application to:
Dickson Valley Camp and Retreat Center *** 8250 Finnie Road *** Newark, IL 60541



Dickson Valley Camp and Retreat Center Personal Reference Form

Mail to: Wade Nyhuis
Dickson Valley Camp
8250 Finnie Road
Newark, IL 60541

Applicant Information

Name: _____ Position applied for: _____

Dickson Valley Information

Dickson Valley is a non-denominational Christ-centered year-round camp and retreat center located in Newark, Illinois (about 60 miles southwest of Chicago). We support the ministries of churches to youth and adults of all ages and from all walks of life. The applicant named above has expressed an interest in working for us. We encourage you to give us your honest evaluation of the applicant as you have seen him/her live and perform on a daily basis. All references are confidential and will not be discussed directly with the applicant.

It is our desire to hire a staff person who is trustworthy, caring and loving toward children, youth and adults. It is imperative that all staff are positive role models for anyone with whom they come in contact. Your input is very important in helping us get to know the applicant better and to see if Dickson Valley is the right place for them. Please print your responses and thank you for taking the time to complete this reference form. Your feedback is greatly appreciated.

Referent Information

Your Name: _____ Date Completed: _____

Type of reference given: Academic Work Pastor/Spiritual Leader Friend Family

How long have you known the applicant? _____

How well do you know this applicant? Please check all that apply.

- | | | | | |
|---|------------------------------------|---|---|--|
| <input type="checkbox"/> Family member | <input type="checkbox"/> Roommate | <input type="checkbox"/> Counselor | <input type="checkbox"/> Hang out together | <input type="checkbox"/> Supervisor / Boss |
| <input type="checkbox"/> Close friend | <input type="checkbox"/> Co-worker | <input type="checkbox"/> Teammate | <input type="checkbox"/> Go to school together | <input type="checkbox"/> Coach |
| <input type="checkbox"/> Friend of a friend | <input type="checkbox"/> Teacher | <input type="checkbox"/> Friend of family | <input type="checkbox"/> Attend church together | <input type="checkbox"/> Other _____ |

Referent Information (Please check the most appropriate description for each character quality.)

Responsibility

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Excellent | diligently follows through on all tasks |
| <input type="checkbox"/> Good | follows through on tasks |
| <input type="checkbox"/> Fair | usually follows through on tasks |
| <input type="checkbox"/> Poor | follows through on tasks when convenient |

Integrity

- | | |
|------------------------------------|---------------------------|
| <input type="checkbox"/> Excellent | consistently trustworthy |
| <input type="checkbox"/> Good | generally honest and true |
| <input type="checkbox"/> Fair | may stretch the truth |
| <input type="checkbox"/> Poor | questionable |

Work Ethic

- | | |
|------------------------------------|-------------------------------|
| <input type="checkbox"/> Excellent | puts forth the extra effort |
| <input type="checkbox"/> Good | will put in a fair day's work |
| <input type="checkbox"/> Fair | works enough to get by |
| <input type="checkbox"/> Poor | lazy |

Communication

- | | |
|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Excellent | articulate in all situations |
| <input type="checkbox"/> Good | usually gets thoughts across well |
| <input type="checkbox"/> Fair | gets thoughts across, may be hesitant |
| <input type="checkbox"/> Poor | difficulty in articulating thoughts |

Leadership

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Excellent | a leader of leaders |
| <input type="checkbox"/> Good | contributes positively |
| <input type="checkbox"/> Fair | usually well balanced |
| <input type="checkbox"/> Poor | <input type="checkbox"/> passive <input type="checkbox"/> negative influence |

Initiative

- | | |
|------------------------------------|-------------------------------|
| <input type="checkbox"/> Excellent | will look for things to do |
| <input type="checkbox"/> Good | will do what needs to be done |
| <input type="checkbox"/> Fair | will do the obvious |
| <input type="checkbox"/> Poor | needs to be told what to do |

Emotional Stability

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Excellent | exceptional, stable, consistent |
| <input type="checkbox"/> Good | well balanced in most situations |
| <input type="checkbox"/> Fair | usually well balanced |
| <input type="checkbox"/> Poor | <input type="checkbox"/> excitable <input type="checkbox"/> unresponsive |

Flexibility

- | | |
|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Excellent | has a plan "B" , thinks well on feet |
| <input type="checkbox"/> Good | willing to change when need be |
| <input type="checkbox"/> Fair | has difficulty "going with the flow" |
| <input type="checkbox"/> Poor | cannot veer from schedule |

Judgement

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Excellent | consistently makes wise decisions |
| <input type="checkbox"/> Good | makes good decisions |
| <input type="checkbox"/> Fair | makes fair decisions |
| <input type="checkbox"/> Poor | <input type="checkbox"/> hasty decisions <input type="checkbox"/> indecisive |

Commitment

- | | |
|------------------------------------|--------------------------------|
| <input type="checkbox"/> Excellent | their word is their bond |
| <input type="checkbox"/> Good | follows through on commitments |
| <input type="checkbox"/> Fair | follows through reluctantly |
| <input type="checkbox"/> Poor | no follow through |

Cooperation

- Excellent deeply sensitive to others
- Good generally concerned for others
- Fair cooperates when convenient
- Poor difficult to work with

Team Participation

- Excellent outstanding group member
- Good contributes positively in a group
- Fair usually contributes positively
- Poor difficulty working in a group

Appearance

- Excellent outstanding first impression
- Good well groomed, good first impression
- Fair fair first impression
- Poor sloppy, negative impression

Social Interaction

- Excellent respected, sought out by others
- Good well liked by others
- Fair tolerated by others
- Poor avoided by others

Courtesy

- Excellent puts others' needs before their own
- Good consistently friendly and polite
- Fair usually polite
- Poor displays rudeness

Punctuality

- Excellent consistently early to commitments
- Good early or on time
- Fair mostly on time, late occasionally
- Poor never on time, always late

With which age groups have you seen this applicant interact?

- Infant PreSchool Elementary Junior High High School College Adult

What impresses you about this applicant?

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

Does the applicant appear to be growing in his/her Christian walk and what evidence one way or the other do you see of this?

Please explain any tendencies or traits which might reduce the effectiveness of the applicant in the position(s) listed above.

Would you place your child or teenager under the direct care and influence of the applicant? Yes No
If no, please explain why.

To your knowledge, has the applicant ever abused a child or been formally charged with child abuse? Yes No
If yes, please explain.

Are you aware of any reason that this applicant should NOT be considered for employment? Yes No
If yes, please explain.

Please check the box which most accurately describes your overall impression of this applicant:

- Highly recommend Recommend Have reservations Would not recommend for this position

I prefer to discuss this applicant further. Please call me at: _____

Signature: _____ Date: _____



Dickson Valley Camp and Retreat Center Personal Reference Form

Mail to: Wade Nyhuis
Dickson Valley Camp
8250 Finnie Road
Newark, IL 60541

Applicant Information

Name: _____ Position applied for: _____

Dickson Valley Information

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- Family member
- Close friend
- Friend of a friend
- Roommate
- Co-worker
- Teacher
- Counselor
- Teammate
- Friend of family
- Hang out together
- Go to school together
- Attend church together
- Supervisor / Boss
- Coach
- Other _____

Referent Information (Please check the most appropriate description for each character quality.)

Responsibility

- Excellent diligently follows through on all tasks
- Good follows through on tasks
- Fair usually follows through on tasks
- Poor follows through on tasks when convenient

Integrity

- Excellent consistently trustworthy
- Good generally honest and true
- Fair may stretch the truth
- Poor questionable

Work Ethic

- Excellent puts forth the extra effort
- Good will put in a fair day's work
- Fair works enough to get by
- Poor lazy

Communication

- Excellent articulate in all situations
- Good usually gets thoughts across well
- Fair gets thoughts across, may be hesitant
- Poor difficulty in articulating thoughts

Leadership

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- Good contributes positively
- Fair usually well balanced
- Poor passive negative influence

Initiative

- Excellent will look for things to do
- Good will do what needs to be done
- Fair will do the obvious
- Poor needs to be told what to do

Emotional Stability

- Excellent exceptional, stable, consistent
- Good well balanced in most situations
- Fair usually well balanced
- Poor excitable unresponsive

Flexibility

- Excellent has a plan "B", thinks well on feet
- Good willing to change when need be
- Fair has difficulty "going with the flow"
- Poor cannot veer from schedule

Judgement

- Excellent consistently makes wise decisions
- Good makes good decisions
- Fair makes fair decisions
- Poor hasty decisions indecisive

Commitment

- Excellent their word is their bond
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Leadership

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If no, please explain why.

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If yes, please explain.

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If yes, please explain.

Please check the box which most accurately describes your overall impression of this applicant:

- Highly recommend Recommend Have reservations Would not recommend for this position

I prefer to discuss this applicant further. Please call me at: _____

Signature: _____ Date: _____