

Summer 2011

# ROCKHAVEN CAMP

Summer Staff Employment Packet



**Scott Thrasher – Rockhaven Director**

Rockhaven Camp - PO Box 1150 Bozeman, MT 59771

Phone: 406.586.9194 Ext. 267 Fax: 406.587.3726 Cell: 702.250.2074

Email: [scott@rockhavencamp.org](mailto:scott@rockhavencamp.org) Web Site: [www.rockhavencamp.org](http://www.rockhavencamp.org)

# ROCKHAVEN CAMP

## STAFF APPLICATION

### Personal Information:

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

What name do you prefer to be called? \_\_\_\_\_ Today's Date \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Shirt Size: S M L XL XXL XXXL

Present Address \_\_\_\_\_

Parents Address (if different from above) \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Alternative Phone \_\_\_\_\_

Website, Blog, MySpace, Facebook: \_\_\_\_\_

Best time to contact you at home? \_\_\_\_\_

### Education:

High School \_\_\_\_\_ Diploma Received? Yes No (circle one)

School Activities \_\_\_\_\_

College \_\_\_\_\_ City, State \_\_\_\_\_

Degree Received \_\_\_\_\_ Major/Minor \_\_\_\_\_

School Activities \_\_\_\_\_

Graduate or Professional Degree? \_\_\_\_\_ School, City, State \_\_\_\_\_

Are you currently employed? \_\_\_\_\_

May we contact your current employer? Yes No Phone: \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country? Yes No Explain: \_\_\_\_\_

Date available to work \_\_\_\_\_

Are there conflicts in your availability to work: Yes No Explain all conflicts: \_\_\_\_\_

**Employment History (starting with most recent employment):**

**Company/Organization** \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Responsibilities \_\_\_\_\_  
Salary or hourly rate: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Status/Reason for Leaving \_\_\_\_\_

---

**Company/Organization** \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Responsibilities \_\_\_\_\_  
Salary or hourly rate: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Status/Reason for Leaving \_\_\_\_\_

---

**Company/Organization** \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Responsibilities \_\_\_\_\_  
Salary or hourly rate: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Status/Reason for Leaving \_\_\_\_\_

---

**Comments:** Include explanation of any gaps in employment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Criminal Record**

Have you ever been convicted of a felony or misdemeanor? Yes No Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Drivers License Information**

Do you have a current/valid driver's license? Yes No State Issued: \_\_\_\_\_ License #: \_\_\_\_\_  
Have you had any moving violations in the last 3 years? Explain \_\_\_\_\_  
\_\_\_\_\_

## **Skills and Abilities:**

Do you play a musical instrument? What instrument? \_\_\_\_\_

Can you lead music? \_\_\_\_\_

List any specialized training, apprenticeship, skills or extra-curricular activities:

---

---

Describe any job-related training or training received in the United States military:

---

---

List professional, trade, business or civic activities and offices held:

---

---

Additional information and other qualifications: (Summarize special job-related skills and qualifications)

---

---

## **Talents, Gifts and Skills: (Indicate your experience in each of the following areas.)**

**1 = I feel comfortable teaching or leading the activity.**

**2 = I can Assist in organizing, teaching or leading.**

**3 = I have no experience but would like to learn.**

- |                                      |                               |                                    |
|--------------------------------------|-------------------------------|------------------------------------|
| _____ PC/MAC Skills                  | _____ Spreadsheet             | _____ Word Processing              |
| _____ Grounds keeping/landscaping    | _____ Small engine repair     | _____ Custodial/maintenance        |
| _____ Electrical                     | _____ Plumbing                | _____ High/low ropes certification |
| _____ First Aid Certification        | _____ CPR certification       | _____ Lifeguard certification      |
| _____ Nature/environmental education | _____ Outdoor survival skills | _____ Food Service/Cooking         |
| _____ Swimming                       | _____ Hiking/Camping          | _____ Rafting / Kayaking           |
| _____ Archery                        | _____ Horseback Riding        | _____ Nature Studies               |
| _____ Campfire Building              | _____ Orienteering            | _____ Astronomy                    |
| _____ Song Leading                   | _____ Guitar                  | _____ Piano/Keyboard               |
| _____ Dance                          | _____ Drama/Acting            | _____ Clowning                     |
| _____ Juggling/Circus Skills         | _____ Photography             | _____ Magic                        |
| _____ Arts & Crafts                  | _____ Storytelling            | _____ Bible Study/Worship          |

Office/Administrative \_\_\_\_\_

Program Development/Leadership \_\_\_\_\_

Youth supervision \_\_\_\_\_

List Any Other \_\_\_\_\_

## **Church and Community Involvement**

Where do you worship? \_\_\_\_\_ How often? \_\_\_\_\_

Where do you serve in the Church? \_\_\_\_\_

Where do you serve in the community? \_\_\_\_\_

How would you help campers experience being an active participant in a Christian community with other campers? \_\_\_\_\_

---

---

**On a separate sheet please write and attach a statement of faith describing your Christian Experience.**

**NOTE: Be thorough and describe how it will shape and inspire you as a camp counselor.**

**References:**

Name: \_\_\_\_\_

Phone Number \_\_\_\_\_

Occupation/Company \_\_\_\_\_

Best time to call \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number \_\_\_\_\_

Occupation/Company \_\_\_\_\_

Best time to call \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number \_\_\_\_\_

Occupation/Company \_\_\_\_\_

Best time to call \_\_\_\_\_

**NOTE TO ALL APPLICANTS:**

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.      \_\_\_\_\_ YES                      \_\_\_\_\_ NO

Rockhaven Camp is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, or any other legally protected status.

**Applicant's Statement:**

**I certify that answers given herein are true and complete.**

**I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.**

**This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.**

**I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.**

**In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.**

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# ROCKHAVEN SUMMER CAMP 2011 SCHEDULE

<b>DATE</b>	<b>PROGRAM</b>	<b>Grade</b>
June 15-21	Summer Staff Training	Staff
June 23 – 25	Senior High Adventure Retreat	9-12
June 27-July 1	Small Adventures Day Camp	K-5
July 6-8	Middle School Adventure Camp	6-8
July 11-15	Arts Day Camp	K-5
July 18-22	Creation Day Camp	
<b>August 1-6 (TBA)</b>	<b>MTNG</b>	
<b>August 8-12 (TBA)</b>	<b>MTNG</b>	

## **General Information**

All Rockhaven summer staff are screened, hired and trained to lead campers through a safe and nurturing, Christian camp experience. Each camper is unique, every camper is special. The Rockhaven staff is trained to lead campers from a variety of socioeconomic backgrounds in building a community of faith in which to grow spiritually, intellectually and physically. Dedicated, mature and highly motivated individuals possessing prior camp experience or background working with children are selected to fill our staff positions. Rockhaven's application process includes criminal background checks for all staff. The staff is provided with an intensive leadership and counselor training program prior to summer and receive on-going training and mentoring throughout the season by the camp director.

### **PROGRAM GOALS:**

- To encourage an understanding of basic Christian principles through character development (caring, honesty, respect and responsibility).
- To plant the seeds of Christian community.
- To encourage an appreciation and understanding of nature and our place in God's world.
- To have FUN!
- To challenge each camper mentally, physically and spiritually.
- To provide a safe environment to experience, discover and grow.
- To develop understanding, acceptance and appreciation of the uniqueness of each person.

### **SOME REWARDS OF WORKING AT A SUMMER CAMP**

- Opportunity to serve Jesus Christ by serving others
- To disciple and to be disciple
- A time to grow in your faith
- Increase vocational skills
- Growth in the pursuit of a lifestyle with Jesus Christ as Lord.

## **GENERAL QUALIFICATIONS:**

- Commitment and relationship with Jesus Christ as Savior and Lord
- Seeking to grow in the Christian Faith
- Strong desire to give of self and serve others.
- Involvement in the life of the Church and the community.
- Desire and ability to work with children and youth
- Strong commitment to the ministry of Rockhaven.
- The ability to relate to one's peer group
- Enthusiastic, positive, responsible, sense of humor and self control
- A consistent and contagious Christian life.
- Appreciation for the outdoors

Employment as a member of the Rockhaven summer staff will be made on the basis of the applicant's qualifications as determined by written application, personal recommendations, and interviews the Director and Camp Pastor.

## **ROCKHAVEN CAMP**

PO Box 1150, Bozeman, MT 59771  
Telephone: 406.586.9194 Ext. 267 Fax: 406.587.3726  
Email: [scott@rockhavencamp.org](mailto:scott@rockhavencamp.org)  
Web Site: [www.rockhavencamp.org](http://www.rockhavencamp.org)

## **APPLICATION INFORMATION:**

Before completing the application form, read carefully all this attached packet and prayerfully consider your qualifications.

**EMPLOYMENT DATES:** June 15 thru July 29 (Tentative Extension to August 12)

**APPLICATION FORM:** Print clearly in ink. Please answer all questions.

Mail or Fax completed application to:

**Scott Thrasher – Staff Application**  
**ROCKHAVEN CAMP**  
**PO Box 1150**  
**Bozeman, MT 59771**

You may apply online at [www.rockhavencamp.org/staffapplication.htm](http://www.rockhavencamp.org/staffapplication.htm)

## **ABOUT ROCKHAVEN**

Rockhaven is located at the base of Sheep Rock in the spectacular Gallatin Canyon half way between Bozeman and Big Sky, Montana on US Hwy 191 at milepost 67, the road to Yellowstone National Park.

This 10 acre church camp facility includes a winterized kitchen and dining hall, dormitory, showers and restrooms as well as a log chapel. A foot bridge over the Gallatin River provides access to Trinity Meadow on the east side of the river; where guests can enjoy an outdoor vesper dell, a low ropes challenge course and a 9 circuit prayer Labyrinth.

## **MISSION STATEMENT:**

**Rockhaven Camp and Retreat Center provides a welcoming Christian community for all ages, in a unique natural setting; which is set apart to nurture spiritual growth and renewal, build relationships, encounter God, realize Christ's presence, and witness the transforming power of the Holy Spirit.**