



ZEPHYR POINT PRESBYTERIAN CONFERENCE CENTER

P.O. BOX 289, ZEPHYR COVE, NV 89448

Telephone (775) 588-6759, Fax (775) 588-1095, Email: rmckenzie@zephyrpoint.org, Web page: www.zephyrpoint.org

SUMMER STAFF APPLICATION INFORMATION

Before completing the application form, please read carefully through the attached general summer staff information, as well as the specific job descriptions.

EMPLOYMENT DATES: (8 Weeks) June 10 – August 14, 2016

APPLICATION FORM: Please answer all questions. Incomplete applications will not be processed. **Completed applications can be faxed or mailed to Zephyr Point Attn: Ryan McKenzie or emailed to rmckenzie@zephyrpoint.org**

ABOUT ZEPHYR POINT...

Situated high up in the Sierra Nevada Mountains upon the shoreline of Lake Tahoe, Zephyr Point Presbyterian Conference Center is one of the most beautiful retreat sites in the entire world. Since 1925 Zephyr Point has ministered rest, rejuvenation and recreation for thousands of guests seeking to encounter Christ in a way that only time spent within creation can provide. Embracing the pace and rhythm of a place like Zephyr Point is to embrace the wisdom of Jesus himself who recognized his need to retreat into the wilderness from time to time for rest and reflection. As John Muir writes, "Everybody needs beauty as well as bread, places to play in and pray in, where nature may heal and give strength to body and soul."

Our Mission: "Zephyr Point Conference Center exists to serve as an extension of the ministry of the church and to provide a place apart where God's Spirit may penetrate hearts and minds as they are confronted with the Gospel and the claims of Jesus Christ, and enable Christians to communicate and relate their faith to the world in which they live."

The purpose of the Program Ministry Department at Zephyr Point: "Through our summer and year-round programs, we want to work alongside the mission of the Church in guiding people both young and old to discover and cultivate the abundance of life lived in discipleship to Jesus Christ." To fulfill this, Zephyr Point ministry programs are uniquely geared to provide for both small and large group experiences, directed and supervised by our well trained staff. Summer staff members minister through a focused relational ministry model, working within God's magnificent creation to encourage all who participate toward a dynamic and intimate relationship with Jesus Christ as both disciples and ambassadors of His kingdom!

GENERAL INFORMATION

This summer 15 individuals will be serving on our summer CREW at Zephyr Point, working to fulfill our ministry vision through serving elementary school, Jr. High, and Sr. High School students, as well as College students, adults, and families. **The staff is on the front line to see that the purpose of Zephyr Point is achieved. Our key word in serving our guests is CREW (Care, Respect, Encourage, and Welcome). Our example is found in Jesus Christ, who gave completely of himself, joyfully and obediently to meet the needs of others.**

Selections for positions on the Zephyr Point Summer CREW are made on the basis of the applicant's qualifications as determined by written application, personal recommendations, and interviews by members of the Zephyr Point Program Department.

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.
- Enthusiastic, positive, responsible, with a consistent and contagious Christian life.
- In good health and full of energy.
- Willing to be guided by schedules & principles established for daily work, community living & personal conduct.
- Be able to relate to both young people and adults.
- High appreciation of the outdoors.
- Minimum eligibility requirement: 19 years of age or turning 19 within the summer season.
- Particular qualifications are indicated within each job description.
- Certification in CPR and Basic First Aid are strongly recommended.
- **Commitment to the entire summer is MANDATORY. Any exceptions (such as School related needs) must be approved by Ministry Director, Ryan McKenzie.**

REWARDS OF SUMMER STAFF SERVICE

- Opportunities in Ministry to serve Jesus Christ by serving others.
- Opportunities to disciple others and to be disciplined by others.
- The chance to live within and be a part of an intentional Christian Community of peers.
- A time to grow in your faith.
- Increase in vocational skills.

COMPENSATION

- On-site housing, Worker's Compensation Insurance, and salary as indicated under job descriptions
- Two days off per week.
- The possibility of securing field credits for school (See your School's requirements and arrange accordingly)

SUMMER POSITION DESCRIPTIONS

Activities Director: (1 Position) The Activities Director (or A.D.) is responsible for developing and leading all program activities, organizing and leading special events, and assisting the Summer Coordinator in giving direction to each day's schedule. The A.D. must be well organized, able to work well with campers as well as fellow staff, and able to lead both large and small group activities and events. The main focus of the A.D. is to assist in building weekly camp communities and to supplement the efforts of volunteer and lead counselors through games, activities and fun. Those applying for this position should have a lot of energy and be very creative.

Salary - \$2,750.00

Program Lead Counselor: (8 Positions) Lead counselors serve in program areas as leaders and facilitators of small group units of campers ranging in number from eight to twelve. The main focus of the lead counselor is to provide a definitive process through a relational ministry approach for a person to come into faith in Jesus Christ and direction for how to grow in one's discipleship. Their responsibilities include presenting daily Bible studies and lesson stemming from loose curriculum, leading group discussions, enforcing behavioral discipline when camp rules are broken, and leading outdoor recreation that could include canoe/kayaking, mountain bike rides, hikes, games and other programmed activities. The lead counselors must be mature and need to have an understanding of the Christian faith with the ability to teach and communicate what a life of faith looks like in dynamic and spontaneous situations. Experience in Bible study and recreational activity leadership is preferred.

Salary - \$2250.00

Crafts Director: (1 Position) The Crafts director administers the summer crafting program. They are responsible for directing a specific daily craft projects and for supervising free-time crafts activities, They are also responsible for buying summer supplies within a specified budget, while also stocking and maintaining inventory of all crafts supplies throughout the summer. This person must have exceptional interpersonal skills, a knack for organization and planning, and the ability to be spontaneous and extremely creative.

Salary - \$2000.00

Life Guard/First-aider: (2 Positions) Zephyr Point lifeguards/first-aiders are primarily responsible to maintain safety for all guests and campers at the Zephyr Point waterfront by supervising the marked off swimming area, maintaining a clean and safe environment throughout the ZP beachfront area, and oversee the safe use of ZP waterfront equipment (including monitoring the proper care and use of that equipment). The Life Guard/First-aiders' responsibility also includes giving immediate medical aid to individuals with common camp injuries, both around the Zephyr Point property as well as offsite on special camp excursions. These individuals must be reliable and have good communications skills, as well as have the ability to cope with stressful emergency events. Lifeguards work under the supervision of the Director of Ministry, the Summer Coordinator, and the Waterfront Coordinator. *Red Cross or Ellis Lifeguard Training certificate required. Advanced First Aid and CPR certificates required.*

Salary - \$2250.00

Video/Photographer: (1 Position) The videographer/photographer is responsible for capturing photos and video footage of weekly camp events and editing that footage into a final camp video each week. The videographer must be able to transport, set up, and operate video equipment and accomplish all technical tasks related to production and post-production using editing software such as iMovie or Final Cut Pro. *Previous experience in videography work is desirable*

Salary - \$2000.00

Office Assistant: (1 Position) The Office Assistant is to assist the department Program Coordinator. This person must possess excellent communication skills, have a knack for organization and administration duties, and proficient computer skills with the ability to quickly learn new software. This position works to assist the Program Coordinator in program registration data entry, and general office duties including making copies, organizing program packets for guests, and answering phones.

Salary - \$2000.00



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Zephyr Point is an Equal Opportunity Employer. As an equal opportunity employer, ZPPCC prohibits employment discrimination based on race, Color, religion, national origin, age, disability or veteran status. Please print all answers accurately. The information supplied is subject to verification, and any inaccuracy or omission may disqualify you from employment. For Priority Selection, applications must be submitted by February 26th.

Personal Information

Name:		Phone:	
Permanent Address:			
City:	State:	Zip:	
College:			
School Address			
City:	State:	Zip:	
Driver's License Number:	State:	SSN:	
Church Affiliation?		Pastor:	

(Please indicated the top three positions you are interested in applying for, 1-first choice, 2-second choice, 3-thrid choice)

- Activities Director Lead Counselor
- Craft Director Office Assistant
- Lifeguard/First Aider Video/Photographer

With or without reasonable accommodation, are you able to perform the duties of the positions you are applying for as outlined in the position descriptions? Yes No

Are you legally authorized to accept employment in the United States? Yes No

Have you been convicted of a felony or a misdemeanor which resulted in imprisonment (excluding traffic violations)? Conviction does not necessarily disqualify the applicant from employment: Yes No

If yes, please explain: _____

Summer employment begins Friday, June 10th, 2015 and concludes the morning of Sunday, August 21st, 2016. Will you be available during this time in its entirety? Yes No

If no, please explain: _____

Employment History (Please include a Résumé if you have one)

List your work experience for the past five years beginning with your most recent job

Company		Dates of employment: From		To:
Address:			Position	
City:		State:		Supervisor
Phone:		Reason for Leaving:		
Company		Dates of employment: From		To:
Address:			Position	
City:		State:		Supervisor
Phone:		Reason for Leaving:		
Company		Dates of employment: From		To:
Address:			Position	
City:		State:		Supervisor
Phone:		Reason for Leaving:		
Company		Dates of employment: From		To:
Address:			Position	
City:		State:		Supervisor
Phone:		Reason for Leaving:		

References (Please choose three references that can attest to your character. References can include Spiritual Leaders, Teachers/Mentors, Former or current Employers, etc. (Please do not include family members).

Name	Email Address	Phone	Occupation
1)			
2)			
3)			

Personal Interests:

Do you currently participate in any Extra Curricular Activities? Yes No

If "Yes", what do you do? _____

What are some of your hobbies – things you like to do with you free time? _____

What are your current educational and career goals? _____

Have you ever attended a youth or Christian Camp? Yes No

If "Yes, Where and When? _____

Have you ever served on staff or volunteered leadership at a youth or Christian camp? Yes No

If "Yes, Where and When? _____

Activity Experience

Please share any experience or abilities you have in the following areas. List any classes, instruction or certification you may have received as well. If you have no experience in a particular area, you can leave the space blank. Use an additional page if needed. Please type or print clearly, using blue or black ink.

Have you or are you currently serving in some kind of Ministry (Inter-Varsity, FCA, Young Life, Church etc.) Yes No

If "Yes", what do you do? _____

Teaching activities (Bible study, Environmental education, Coaching, etc.): _____

Waterfront (rowing, canoeing, rafting, etc.): _____

Arts & Crafts: _____

Music (lead singing, guitar, piano, other instruments): _____

Drama (Plays, Improvisation, Musicals, etc.): _____

Natural Studies (i.e. Geology, Biology, Physical Geography, etc.): _____

Group games (i.e. initiatives, Recreation facilitation, challenge courses, low and high adventure elements, etc.): _____

Christian leadership with children and/or youth: _____

Other (list any other skills and abilities you have that would apply): _____

Swimming level: ____Beginner ____Intermediate ____Advanced

Lifeguard certification: Yes No

Certified through: _____EXP: _____

First Aid and/or CPR certification: Yes No

Certified through: _____EXP: _____

On a single page please tell us why you desire to work at Zephyr Point, and briefly write about your key aspects of your Faith Journey. (Please limit to one typed page)

Zephyr Point Presbyterian Conference Center prohibits the use, possession, sale and/or distribution of illegal drugs in or on ZPPCC property or while work is being performed for ZPPCC. Violation of ZPPCC drug policy will result in disciplinary action up to and including suspension or termination. ZPPCC specifically reserves the right to administer a scientifically valid testing procedure to employees on an incident-related or scheduled basis to determine whether an employee is under the influence of alcohol or whether illegal drugs are present in the body. Failure to submit to such a test may result in the suspension or termination of an employee. If you are selected for employment at ZPPCC you will be required to take a drug test prior to hire.

I authorize ZPPCC to obtain any information concerning my record of character whether from records of previous employment, references or other parties. I authorize said companies and individuals to release such information and release them from any liability or damage, which may result from this information. I understand all information supplied in this application is subject to verification and any inaccuracy, omission or falsification may disqualify me from consideration for employment or result in my immediate discharge if I am selected for employment.

I understand that my employment is not for any definite term and may be terminated at any time, without advance notice by either ZPPCC, or myself for any reason. I understand that should I be accepted for employment at ZPPCC, I will be an at-will employee.

In consideration for employment with ZPPCC if employed, I agree to comply with rules, regulations, policies, and the community standards of ZPPCC at all times and understand that such compliance is condition of employment.

By signing this document I verify that I have read and understood and agreed to the above statements.

Signature

Date