

Mustang Island Family Camp 2008

Staff Positions

MIFC Staff applicants must have had one year of college or be at least 20 years old as of June 1, 2008.

Please check all positions you are applying for:

Musician
 Beach Staff
 Arts & Crafts

General Information Page

Please print all information.

*Attach
Current
Photo
Here.
Really.*

Name _____

Age as of Jan. 1, 2008 _____ Date of Birth _____

Home Phone _____ Cell Phone _____

Email _____

Home address _____ City _____ State _____ Zip _____

Home parish _____ Rector/Pastor _____

'07 - '08 Class (Circle one) FRESH. SOPH. JR. SR. Grad. school Other _____

School/College Attending _____

School Address _____ City _____ State _____ Zip _____

School parish _____ Rector/Pastor _____

Parents/Guardians _____

Address _____ City _____ State _____ Zip _____

Their phone for emergencies: Home _____ cell _____ other _____

Shirt size: S M L XL XXL

Work Experience: List the last two jobs you have held, with the most recent first.

Company	Position	City/State	Dates
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Work Experience with children (paid and volunteer) with most recent first.

Group, Church or Company	Position	City/State	Dates
1. _____	_____	_____	_____
2. _____	_____	_____	_____

REFERENCES:

Please provide two reference, EXCLUDING RELATIVES AND PEERS. These should be people who are familiar with your work and/or ministry experience. Have your references complete the attached form. Forms are also available at www.campcapers.org in the "forms" section.

Reference 1:

Name _____
Telephone (____) _____
Email _____

Reference 2:

Name _____
Telephone (____) _____
Email _____

Explain why you would like to be on Mustang Island Family Camp Staff and what you expect to get out of your experience.

Please list the qualities that would make you a great Summer Staff member.

What do you see as your greatest role and responsibility as a member of the Summer Staff Team?

In your opinion, how does the ministry of *servant-hood* fit into the Summer Staff life and work?

Are there any reasons you would have difficulty performing any of the basic functions of the position(s) for which you are applying (*see pg. for Staff Duties and Responsibilities*)?

How would you describe your ability to respect and follow rules set forth, whether the rules are initially given or modified as needed?

ESSAY: Please write a brief biographical sketch about yourself (one page maximum). Do not be afraid to include any awards or honors you have received. Please include a brief description of your personal spiritual journey and any other vital information that would better enable us to evaluate you as a potential Mustang Island Family Camp Staff member. Attach and send in with your completed application.

SAFETY CERTIFICATIONS:

RED CROSS: Beach Staff must have current Red Cross certifications for Lifeguard, Waterfront Safety, and CPR for the Professional Rescuer. MIFC will assist staff members in acquiring these certifications. Safety certification is not required of other Staff. However, if you have current certifications and are willing serve as a Lifeguard, please include your information.

Lifeguard ___ Expires _____

Water Safety Instructor ___ Expires _____

Waterfront Safety ___ Expires _____

CPR for the Professional Rescuer ___ Expires _____

SAFEGUARDING GOD’S CHILDREN: *Anyone who serves in a ministry with children or youth in the Diocese of West Texas must have this training. Certification for MIFC Staff is valid for one calendar year. The Camps & Conferences office must have a copy of your certification on file. This course is provided as a part of your staff training.*

Have you attended a Safeguarding God’s Children Training? YES NO

If yes, list the date and location of the training.

Date: _____ Location: _____

* The use of drugs, alcohol, and/or tobacco at Mustang Island Family Camp is strictly prohibited. Violation of this policy due to use or being under the influence of any of these substances will result in immediate termination of your position. **IF YOU UNDERSTAND THIS STATEMENT, AND ARE WILLING TO ACCEPT THIS RESTRICTION IF CHOSEN, PLEASE INITIAL HERE _____.**

APPLICATION DEADLINE: Monday, December 31, 2007. Applications received after this date will only be considered if positions remain unfilled.

INTERVIEW DATES:

We will contact you to coordinate your interview date and time.

Mail completed forms to:

**The Episcopal Diocese of West Texas
Camps and Conferences
P.O. Box 6885
San Antonio, TX 78209**

General Responsibilities for Mustang Island Summer Staff include the following:

1. Consciously continuing their Christian growth and renewal and view their positions as an extension of the Lord's Church and service ministry. Responsible for being good stewards of their time and the resources made available to them as well as good servants to all who visit the Mustang Island Conference Center.
2. Responsible for extending hospitality to every guest and visitor. Summer staff is among the representatives for the ministry of Christian hospitality for the Episcopal Diocese of West Texas.
3. Work effectively with a variety of different individuals and personalities, whether guests or fellow staff.
4. Summer Staff will understand that the Family Camp schedule requires early mornings and long days. The staff will rotate the responsibility of closing and locking up the MICC each night of Family Camp.
5. The Family Camp weekly work schedule will usually begin Wednesday at 9:00 am and continue through the weekend until work is completed after the closing of each session on Sunday. Sunday evening, Monday, and Tuesday are the usual days off.
6. The above schedule does not apply when MICC is hosting Family Camps that run consecutively or over Labor Day.
7. The Summer Staff is to be the Cheerleading squad of the session. The attitude of the staff sets the stage and the tone of each session.

Individual Staff Duties and Responsibilities:

Summer Musician

1. Lead music during Worship.
2. Coordinate Worship services with each chaplain and prepare elements for Holy Eucharist. Notify Director if supplies run low.
3. Lead music at opening of camp, before, during, and after each teaching activity.
4. Be flexible as to when music is needed spontaneously such as at the bonfire.
5. Help set the closing C. D. to music.
6. If families bring their own instruments, be prepared to incorporate them into the session if appropriate either in the music time or separate jam sessions.
7. Be prepared to help in any other area of the weekend especially taking pictures!
While music is an important focus of this position, the schedule definitely allows for helping the other summer staff in facilitating the flow of the weekend.

Summer Beach Staff

1. Be prepared to set up beach Friday and Saturday morning. This includes moving the equipment trailer down to the beach and setting up umbrellas, surfboards, caution signs, and beach toys.
2. Offer surfing instruction.
3. Be prepared to address jellyfish and stingray incidents and other minor first aid needs.
4. Set up (during lunch) and lead the treasure hunt on Saturday.
5. Stay on the beach from the time of set up until take down to ensure safety of equipment. Arrange with another staff person for lunch break relief.
6. Coordinate with the Facilities Manager the setup of the bonfire. Provide the ingredients and supplies for the bonfire and remain at the bonfire until the last family has left the beach.
7. Clean up bonfire area and ensure that fire is completely out and covered. Return supplies to the MICC.
8. Help at meal times in the beverage area, nightly activities, and at other times during the session to ensure that the flow of the camp runs smoothly.
9. Report any incidents or accidents that occur on the beach to the Facilities Manager.
10. Report any troubling motor traffic to 911 and notify the Facilities Manager of the situation.

Summer Craft Staff

1. Organize the craft area and closet in the designated end of the dining room.
2. Cover the table with a durable and cleanable tablecloth provided by MICC.
3. Be prepared to help with any and all art projects including those built in to curriculum and those available for families to work on throughout the session.
4. Coordinate with the teacher as to the times that the arts and crafts area will be open and remember that children are to be with an adult while working in the area.
5. Help in the dining area with place settings, ice cream machine preparation, and beverage area maintenance.
6. Help and participate in nightly activities including worship and work together with staff in the production of the Family Camp C.D.
7. Check the craft supplies at the end of each session to ensure the availability of materials for the next session. If more are needed, notify the teacher so that they may be purchased before the next Family Camp.
8. Load wagon for bonfire. Notify the Director if supplies run low.
9. Create and organize non-curriculum art projects. Arrange to purchase supplies with the Director.

Summer Staff Combined Responsibilities

1. Be ready, willing, and able to help in any area of need during Family Camp.
2. Work as a team to take pictures for the Camp C.D. throughout the session.
2. Keep beverage area supplied and clean.
3. Remember that the words and actions during the weekend reflect the ministry of the Diocese, so please be ministers of hospitality and grace. If you have a problem or concern, please go to the Facilities Manager.

The Episcopal Diocese of West Texas

Mustang Island Family Camp

2008 Staff Reference Form

Have two references complete and return this form.
References from family members or peers will not be considered.

Name of Applicant: _____

Name of Reference: _____

The above person has applied to be a Mustang Island Family Camp staff member in 2008.

The emphasis of Family Camp is for the participants to enjoy fellowship within their families and with one another and to provide an atmosphere for families to spend intentional time growing and playing together. Staff members work together to provide a relaxing, Christ centered session. The worship and teaching life of Mustang Island Family Camp are in the tradition of The Episcopal Church.

As a reference for an applicant, your input is valuable. Your honest and candid evaluation is an essential resource for our hiring process.

This evaluation will be held in confidence by the Episcopal Diocese of West Texas.

I. General Information

1. How long and under what circumstances have you known the applicant?

2. In what way does the applicant express a genuine interest in youth and children's ministries?

II. Personal Qualifications

From your personal knowledge of the applicant, please rate the following as compared to their peers, by indication with an "X" in the appropriate space.

	Outstanding	Above Average	Average	Needs Improvement	Poor
Teachable					
Sensitive					
Trustworthy					
Takes Initiative					
Is Responsible					
Leadership ability					
Team Player					
Emotionally Stable					
Dependable/Punctual					
Sense of Humor					
Respectful of Authority					
Follows through on assigned tasks					

II. Personal Qualifications continued

Please list three strengths this applicant brings to this position:

1. _____ 2. _____ 3. _____

Comments: _____

Please list three areas for improvement for the applicant:

1. _____ 2. _____ 3. _____

Comments: _____

Our staff serves as examples of healthy, Christ-like behavior at Mustang Island Family Camp. Is there anything that would make this difficult for the applicant? (I.E.: alcohol, tobacco, illegal drug use or abuse, or inappropriate sexual behavior)

Limitations: Listed below are some tendencies that may reduce effectiveness of Summer Staff’s work or leadership. Please circle any that may apply. Then comment on any if you can.

- Impatient Intolerant Domineering “Cocky” Critical of others Sarcastic
- Easily embarrassed Offended Discouraged Overly sensitive Irritated frequently
- Worried Anxious Nervous/tense Depressed

If any of these were noted, please comment, describing the form and intensity of behavior:

Any other comments: _____

Print name: _____

Signature: _____

Position or title: _____ **Date:** _____

Phone number if we may contact you: _____ **Email:** _____

Mustang Island Family Camp appreciates your time and effort in completing this employee reference.

PLEASE RETURN PROMPTLY TO:

The Episcopal Diocese of West Texas

P.O. Box 6885

San Antonio, TX 78209

