

Dear prospective senior staffer,

Enclosed is an application for White Sulphur Springs Senior Staff. Please pray about serving from mid-June through mid-August this coming summer in an exciting missions project—ministry to military families. Serving on Senior Staff at White Sulphur Springs is essentially a missionary endeavor where servants of Jesus Christ set aside nine weeks of the summer to give themselves in His service and minister in His name to members of the military society of our nation.

We offer a stipend of \$900 for a full summer service period (\$950 if application submitted before Jan 15th).

In a typical summer we need qualified Senior Staff in the following positions:

Summer Family Camp:

- 1 High School counselor/teacher (male)
- 1 Jr. High counselor/teacher (male)
- 3 Elementary - Gr. 6 counselor/teachers (female)
- 1 Nursery Coordinator (female)
- 1 Boys' Support Team (HS) Supervisor
- 2 Girls' Support Team (HS) Supervisor
- 1 Wrangler (male)
- 1 Kitchen Manager (male)
- 1 Receptionist/Substitute Counselor (female)
- 1 Cook's Assistant (female)

Camp Caleb (youth camp for Gr. 3-8)

- 2 Head Counselors (male)
- 3 Girls' Counselors (female)
- 1 Chef (female)

Allegheny Outback! (teen adventure camp)

- 2 AO! Leaders (male)
- 2 AO! Assistant Leaders (female)

We ask that you be willing to serve in any position for which we select you although you may state your specific gifts or desires in the application itself. Since serving on Senior Staff is a privilege and high calling, we expect you to be willing to make personal sacrifices called for in our Senior Staff Guidelines. A copy of these guidelines is enclosed so that you may make an informed decision about this commitment.

I sincerely hope you will seek the Lord's guidance and make a decision to serve Him this summer, regardless of whether or not on our Senior Staff. I look forward to hearing from you soon. Please complete and return the enclosed application as soon as possible.

Your friend in Christ,

Clay Thomas
Center Director



APPLICATION FOR WSS SENIOR STAFF

White Sulphur Springs
4499 Milligans Cove Rd
Manns Choice, PA 15550
(814) 623-5583 PHONE
(814) 623-1520 FAX
office@whitesulphursprings.org
www.whitesulphursprings.org

Personal Data

Name _____ Preferred Name _____ Date _____

Social Security Number _____ Birthday _____ Age _____

Address (College) _____ City _____ ST _____ Zip _____

Address (Home) _____ City _____ ST _____ Zip _____

Phone (at College) (_____) _____ Home Phone(_____) _____

Cell Phone (_____) _____ E-mail _____

If employed, can you provide proof of U. S. Citizenship? Yes No N/A

Education Record

Year of high school graduation _____ Current year in school _____

College/University/Trade _____ School Major/Degrees _____

Employment History

List and briefly describe three employment or volunteer experiences you have had.

Business/Organization _____ Position _____ Dates _____

Description of duties _____

Business/Organization _____ Position _____ Dates _____

Description of duties _____

List two references (Note: Your application is not complete without personal references from adults. One should be from your pastor or youth leader, the second should be from a current teacher, employer or significant adult. Relatives or classmates are not to be used as references.).

Reference/Relation _____ Phone(_____) _____

Address _____ City _____ State _____ Zip _____

Reference/Relation _____ Phone(_____) _____

Address _____ City _____ State _____ Zip _____

Camp Experience (years): Senior Staff Support Team Camper
White Sulphur Springs _____ _____ _____

Check if you have certifications in: Lifeguarding CPR First Aid Other _____

Have you ever been convicted of a felony or misdemeanor? Yes No
(other than a minor traffic violation) Explain _____

Have you ever been convicted of physical or sexual misconduct? Yes No
Explain _____

Position Interest

Please select **THREE(3)** areas that you would like to be considered for.

SUMMER FAMILY CAMP

- 1 High School counselor/teacher (male)
- 1 Jr. High counselor/teacher (male)
- 3 Counselor/Teachers, PreK-Grade 6 (female)
- 1 Nursery Coordinator (female)
- 1 Boys' Support Team (High School) Supervisor
- 2 Girls' Support Team (High School) Supervisor
- 1 Wrangler (male)
- 1 Kitchen Manager (male)
- 1 Cooks' Assistant (female)
- 1 Receptionist/Substitute Counselor (female)

CAMP CALEB (YOUTH CAMP FOR GR. 3-8)

- 2 Head Counselors (male)
- 3 Girls' Counselors (female)
- 1 Chef (female)

ALLEGHENY OUTBACK! (TEEN ADVENTURE CAMP)

- 2 AO! Leaders (male)
- 2 AO! Assistant Leaders (female)

Questions for First Time Applicants to Answer

On a Separate sheet of paper, answer the following questions, please include your name on the top of each page.

1. Who is Jesus Christ?
2. Write a brief testimony of your personal relationship with Jesus Christ and how it is developing.
3. How are you currently involved in ministry?
4. Describe areas you have experienced growth in the past year.
5. List two of your strengths and describe how they can help you while serving on staff.
6. List two of your weaknesses and describe how you can overcome them.
7. Why do you want to work at White Sulphur Springs?

Questions for Senior Staff Alumni to Answer

On a separate sheet of paper, answer the following questions, please include your name on the top of each page.

1. Describe how your personal relationship with Jesus Christ is developing.
2. Describe areas you have experienced growth in the past year.
3. Describe areas in your spiritual life where you need or would like to grow.
4. How have you been involved with ministry since serving on staff?
5. Why do you want to work at White Sulphur Springs?
6. What was most challenging for you previously on staff?
7. How will working at White Sulphur Springs this year be different from the previous year(s)?

Please return this completed application, the health and medical record, and your answers to the supplemental questions to:

White Sulphur Springs

Attn: Senior Staff Application

4499 Milligans Cove Rd

Manns Choice, PA 15550

Health and Medical Record

NAME: _____ AGE: _____ BIRTHDATE: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____

In case of emergency please contact:

NAME: _____ Parent Guardian Other
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
HOME PHONE: (_____) _____ - _____ WORK PHONE (_____) _____ - _____

This health and medical record, including limitations indicated, is valid for participation in all youth programs at White Sulphur Springs.

DO YOU HAVE OR ARE YOU SUBJECT TO: (CHECK IF YES)

- | | | |
|---|--|--|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Fainting Spells | <input type="checkbox"/> Convulsions or Epilepsy |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Heart Trouble | <input type="checkbox"/> Allergy or reaction to medications |
| <input type="checkbox"/> Bee Stings | <input type="checkbox"/> Food Allergies | <input type="checkbox"/> Work, Swimming, Sport or other restrictions |
| <input type="checkbox"/> Restrictions for medical reasons | <input type="checkbox"/> Others | |

If any of the above are checked please describe below in the comments section.

HAVE DIFFICULTY WITH (check if yes)

- | | | | |
|--------------------------------|---|---|---|
| <input type="checkbox"/> eyes | <input type="checkbox"/> ears, nose, throat | <input type="checkbox"/> digestion | <input type="checkbox"/> menstrual problems |
| <input type="checkbox"/> lungs | <input type="checkbox"/> sleep-walking | <input type="checkbox"/> falling out of bed | <input type="checkbox"/> other _____ |

HAVE HAD (check if yes)

- | | | | |
|---|--|-------------------------------------|--------------------------|
| <input type="checkbox"/> whooping cough | <input type="checkbox"/> measles | <input type="checkbox"/> mumps | <input type="checkbox"/> |
| <input type="checkbox"/> epilepsy | <input type="checkbox"/> rheumatic fever | <input type="checkbox"/> diphtheria | |

Any condition now requiring regular medication? Yes No If yes, please indicate.
Medication _____ Dose _____ Frequency _____
Reason for taking _____

IMMUNIZATION DATES:

Tetnus toxoid: _____ Measles: _____ Diphtheria: _____
(within 10 years: 5 if injured)
Polio: _____ German Measles: _____ Mumps: _____
(at least 4 doses)

Additional medical comments (may be continued on back)

PARENT AUTHORIZATION (participant if 18 or older) This health history is correct so far as I know, and the person herein described has my permission to engage in all prescribed activities, except as noted by me and/or the physician. In the event I can't be reached in an emergency, I hereby give my permission to the physician, selected by the adult leader in charge, to hospitalize, secure proper anesthesia, or to order injection or surgery for my son/daughter who is serving on the staff at WSS.

Signature: _____ **Date:** _____

Note: The contents of this medical history are confidential and will be disclosed only to those with a "need to know".

SUMMER STAFF TECHNOLOGY POLICY

(for your review only -- this will be mailed to you for signature along with your Acceptance Letter.)

Dear Staffer, as you approach the time to join us on staff this summer we would like to take this opportunity to encourage you to prepare your self, your mind, and your spirit for service. We want to encourage you to set some time aside in order to be quiet before God and listen for what He has for you during this summer of service. This could be a couple of hours one day, a time once a week or just a few minutes each day. We want you to reflect on what it will mean for you to come and give of your summer to the Lord in ministry here at White Sulphur Springs.

As you know it is a sacrifice of your time, energy and talent. There are many things that you will be giving up this summer, some of which could be a chance to continue your education, take a resume-improving job, or doing something you have always wanted to do. Giving up these things is a great sacrifice and honors the Lord, and He will bless that sacrifice. In giving up things for the Lord, we allow Him opportunity to work in our lives and let Him speak to us in ways we may not otherwise hear.

In light of this we would also ask that, as you consider what to bring this summer, you give thought to giving up the opportunity to bring technological items such as a laptop, MP3 player, cell phone or other items. This will help facilitate your devoted service for this summer by minimizing distraction to the task.

If you must bring such items, we want you to know that you will be allowed to use them only at certain times. These specific times will be each night after 10:00pm until lights out and during your day off.

We are not requiring you to leave these conveniences behind, but encourage you to exercise a time of fasting in order to be more fully devoted in your time of service to the Lord at White Sulphur Springs this summer.

In acknowledgement of reading this, please sign and return with your Senior Staff Agreement Letter.

Thank you,

WSS Ministry Team

Below is a copy of our Senior Staff Guidelines ... for your review ... and just to be in prayer about your "high calling" here over Senior Staff!

SENIOR STAFF GUIDELINES

1. General. We pray that God will give you a spiritually rewarding and personally challenging period of service on this exciting **mission project** of Senior Staff! We have a few guidelines which we ask you to follow for your own benefit, and as a role model to the younger support team and guests.
2. Senior Staff Members. The senior staff consists of counselors (nursery through high school age), girls' team and boys' team supervisors, kitchen manager, cook's assistant, receptionist, wrangler, AO! leaders, Camp Caleb counselors and chef.
3. Personal Relationships. Please use good judgment in this area. You were selected for senior staff in order to be a missionary for Jesus Christ in the realm of your specific responsibility. It is discouraging to other staffers if cliques or individual male-female relationships begin to form. In the latter the focus becomes a singular relationship with one person, and distraction from your primary purpose occurs. If this becomes noticeable, you may be asked to leave. On your days off, and during your free time, we encourage you to spend time with other senior staffers in a group setting and when it does not interfere with duty performance. Senior staffers may not pair off or show affection for support team members. Regarding relationships, our desire is that you remain totally above reproach, avoiding all appearance of evil. Refrain from physical contact of any kind with members of the opposite gender.
4. Vehicles. Camp vehicles are for business use with permission of your supervisor. Please use your own vehicle (if you have one) for personal errands. If another senior staff member asks to use your vehicle, you may lend it, or provide a ride if you have time off, at your own discretion. Staff members may not use camp vehicles for personal errands.
5. Propriety. Men may not enter the women's living areas, and vice versa. This includes the hallways immediately outside rooms. All staff are required to sleep in their assigned rooms unless specifically authorized by ministry team supervisor. Alcohol and drugs are prohibited on WSS grounds. Because of the responsibility you carry as a representative of WSS, we expect you to totally abstain from alcohol during the course of the summer, even while off the premises.
6. Rooms. Please make your bed every day. As a courtesy to other staffers and guests, please keep your living area neat and clean. Keep all clothing and towels picked up off the floor as our guests may be able to routinely observe senior staff quarters. Please do not tape anything to the walls because it damages the paint. Instead use "poster putty".
7. Support the Program. You are asked to participate fully in the ministry here at WSS. Your presence and participation is a great encouragement to the guests and younger staff members. Please resist the temptation to pull away from Harrison House and get "something else going", whether in town or at a home nearby. Rather, during non-program times in the afternoons or evenings, interact with guests and their children in informal settings in and around the inn. We recognize that you need time off to rest, relax and recreate so that you may perform your duties properly. This is why we schedule a day off each week and, if serving for at least eight of the nine-week program, a 2-day break (see para. 9).

Except on your day off, attend and participate in all meals, special events, puppet team, family hour special numbers, picnic, campfire, talent/skit night, square dance, dress-up dinner, and theme suppers. Help guests catch the fun spirit of the occasion by dressing up as appropriate and being enthusiastic about the event.

Participate in and lead, when called upon, scheduled staff devotions and volunteer to do a “special” at the evening family hour (1900-1930).

Attend both programs on Sunday morning (worship and SS hours).

Senior staff members not involved in specific duties during evening program time should attend the adult teaching session (please do not plan cooking or class preparation times during evening sessions).

8. Dress. Modest sports and casual attire are fine. Women may wear shorts of modest length but no tank tops, spaghetti straps or bare midriffs (front or back). Ensure blouses cover waistbands. Shoes and shirts are required in the dining room. Please do not wear hats in the dining room. *Note* for support team supervisors: candlelight dinner is a nice dress-up occasion, not a costume event. Please ensure your teams dress up--no shorts or T-shirts, boys wear ties, girls wear dresses or skirts & blouses. Both should act with decorum and serve the guests in style.

9. Rest. A well-rested person will do a better job and have a better attitude. Please be in your rooms by 2300 and get to sleep by 2330 (observe Quiet Hours in Harrison House at 2230). Please do not conduct personal business after curfew (i.e. laundry, phone calls, etc.). Support team members are required to be in their rooms and quiet by 2200 with lights out by 2230. They will need your help occasionally to be reminded. Please be a good example in this area.

Senior staff get one paid day off per week from 2300 one day until 2300 the following day. Days off will be assigned upon arrival. Use your day off to rest, do your laundry and other personal errands, **returning to duty well rested**. If you serve for at least eight of the nine guest weeks, you will earn one 2-day (48 hr.) break with pay at a time to be negotiated with the Center Director. *2-day breaks will not be approved until after the third week of the summer program.* You should not combine your 2-day break with your day off to give you a three-day break. Rather, move your regular day off for that week to be a part of the 2-day break. Please return from your break well rested and refreshed for your main purpose of ministry. **WSS ministry team members welcome you to spend time at their homes on your day off--just coordinate ahead of time.**

Although not on Senior Staff, Camp Caleb assistants and wrangler assistant have a day off each week which runs from 0600 to 2300 (not overnight). Curfew on the night before this day off is extended to 2400.

10. Technical Items. This summer will be a sacrifice of your time, energy and talent. There are many things that you will be giving up this summer, and this is a great sacrifice and honors the Lord. In giving up things for the Lord, we allow Him opportunity to work in our lives and let Him speak to us in ways we may not otherwise hear.

In light of this we would also ask that, you give thought to giving up the opportunity to use technological items such as a laptop, MP3 player, cell phone or other items. This will help facilitate your devoted service for this summer by minimizing distraction to the task.

If you do choose to use these items, we want you to know that you will be allowed to use them only at certain times. These specific times will be each night after 10:00pm until lights out and during your day off. If used, MP3 players, audio stereo players and laptops used for music (not DVDs) should be used with discretion, and not be taken into support team rooms. Also,

please watch the noise level as a general courtesy to guests. Note: playing rock or rap music is not allowed while you are on Senior Staff. We realize this is a restrictive rule, but we are guarding the conservative environment of this special place for a broad spectrum of people. In regards to DVDs, please do not bring movies to WSS. Movies may not be viewed in staff rooms, whether on computer, DVD player or VCR. If a guest brings DVD's to the Springs, they must view them in their own rooms with no staff present.

Overall, we encourage you to see this opportunity as a time of fasting in order to be more fully devoted in your time of service to the Lord at White Sulphur Springs this summer.

11. Big Brother and Big Sister. Each senior staff member will be a 'big brother' or 'big sister' to one (or more) support team member of the same sex. Big brothers and big sisters should reach out to those under them in love and friendship, spending time as needed to help them resolve personal problems, to encourage them in their Christian walk and personal quiet time, and to pray frequently with them. The Program Director will make assignments.

12. SAFETY. Please review the emergency exit plan posted near the door in your room. Find the closest exit plus an alternate exit from your room to the ground so, in case of fire, you will know where to go. There are numerous alarm pull boxes located on all floors of the hotel; know where they are in case of a fire. False alarms are dangerous and must be avoided. Therefore the hotel alarm system will not be part of any practical joke! The hotel is also equipped with smoke alarms; if you hear one beeping, that means the battery is dying and the Maintenance Manager should be notified so it can be repaired.

If the fire alarm goes off while you are in the inn, DO NOT ASSUME IT IS A FALSE ALARM! You should take action to leave the building immediately and report to the GAZEBO where the senior high counselor will assemble you and make a roll call. In leaving your room, first feel the door to see if it is hot. If it is, take another route from the building. If there is smoke in the building, place a damp towel or wash cloth over your nose and mouth and leave the building, keeping low. Also, if your clothing catches on fire, remember your old school fire safety lecture to STOP - DROP - and ROLL!

13. Practical Jokes and Pranks. We desire this summer to be one of encouragement, growth and challenge. Pranks and practical jokes do not lend to an environment of encouragement but rather one of revenge.

14. Other Events.

a. There will be a beach day and cookout for the Support Team every second week. The two support team supervisors are responsible for this activity. *Other Senior Staff should not attend.* The group will depart the Harrison House at about 0915 Wednesday and return by 1530 in the afternoon. This outing is intended to be a fun break from the normal routine for the Support Teams. Supervisors should, however, exert control to maintain a safe, well ordered environment. Destructive, unsafe, or off-color pranks should not be condoned.

b. On Tuesday evening of every other week, immediately following Family Hour, the high school counselor and the support team supervisors will take the support team and any high school-aged guests into Bedford for bowling and pizza. The senior high counselor is responsible for this activity including transportation arrangements, reservations and payment at the bowling alley and Best Way Pizza.