



Summer Staff Application

Cran-Hill Ranch is a Youth Camp, RV Campground, and year round Retreat Center. We are located just an hour north of Grand Rapids, just east of Big Rapids.

On almost 300 acres of beautiful, rolling hills, and wooded land, Cran-Hill is a great location to get away from the everyday and connect with each other, and our God.

Each summer we are looking for over 60 exceptional summer staff to serve along side us in our summer ministry positions.

Whether serving as a counselor in our Resident Camps for 7 – 17 year olds, our Day Camp for 5 – 11 year olds, or working with our RV Family campers all staff need to be ‘others’ focused, willing to do whatever it takes to impact our guests with the Gospel of Christ.

Our Summer Staff Season kicks off June 6th and wraps up on August 15. Partial Summer contracts are available for some positions.

If you have a love for others, a desire to share Christ, and energy to burn, then prayerfully consider joining us this summer!

Qualifications

- Committed Christians (18+ years old).
- Desire and ability to communicate Gods Word & His Love.

Commitment

June 5 – Aug. 14. Options to come early or work later are available.



An Intense Ministry Experience

Build Lifelong Friendships

Develop Intentional Community

Model Christ-Like Love To Campers And Guests

Share The Gospel And See Lives Changed

Stretch Your Faith

Salary

- First Year Staff - \$210/week.
- Returning Staff - \$230/week.
- Leadership Staff salaries beginning at \$250/week.

CRAN-HILL RANCH INTERVIEW SCHEDULE 2011

What to expect:

It is most likely that you will interview with Mal Reeve, Program Director. You can expect your interview to last about 30 minutes. We are interested in getting to know you, and also letting you find out all you want to know about a summer on staff at Cran-Hill. There is no need to 'dress up' for the interview - normal casual attire is fine.

If you attend one of the schools listed below:

We are assuming that you will be interviewing on the day we visit unless other arrangements have been made. If the date we are at your school does not work, feel free to schedule an interview at another one of the schools or contact me and we will make other arrangements for a face-to-face or phone interview.

If you do not attend one of these schools:

No problem. You are more than welcome to interview at one of the schools we will visit. Just follow the steps for how to schedule an interview at one of them. If this is not possible please contact me and we will make other arrangements for a face-to-face or phone interview.

To schedule an interview at a school listed:

Contact malcolm@cranhillranch.com (or call) and I can give you specific information as to where the interviews will be held and the times available.

Date	College	Interview Location
Tues, Jan. 18	Northwestern College, IA	Student Center
Wed, Jan. 19	Dordt College, IA	Campus Center
Thur, Jan. 20	Central College, IA	Maytag Student Center
Fri, Jan. 21	Trinity Christian College, IL	Outside Dining Hall
Mon, Jan. 24	Grand Valley State University, MI	Cook-DeWitt Center (Allendale Campus)
Tues, Jan. 25	Kuyper College, MI	Cafeteria
Wed, Jan. 26	Come visit us at the Hope College Camp Fair	
Thur, Jan. 27	Hope College, MI	Mass Conference Room
Wed, Feb. 2	Calvin College, MI	Johnny's Cafe
Mon. Feb. 21	Taylor University, IN	CAMP DAYS CAMP FAIR
Tues, Feb. 23	Indiana Wesleyan, IN	CAMP DAYS CAMP FAIR
Wed, Feb. 24	Huntington University, IN	CAMP DAYS CAMP FAIR

IMPORTANT:

It is your responsibility to ensure that an interview time is scheduled. Please do not hesitate to contact me with any questions that you have about the interview process, or to set up a time.

Mal Reeve

Program Director

231-796-7669 xtn.106 malcolm@cranhillranch.com



Transforming Lives into the Image of Christ

SUMMER STAFF POSITION DESCRIPTIONS

It is the expectation of all our Summer Staff that they are able to share the gospel with a young person (or not so young person) and will seek opportunities to do so.

The following descriptions are designed to help you in deciding which position(s) might be right for you. More detailed position descriptions and responsibilities can be provided upon request.

Summer Leadership Positions

Activities Supervisor: This individual will organize and implement the activities and programs (this includes games and arts & crafts type activities) for Family Campers and Summer Campers. They will also oversee the Activities Staff.

Day Camp Supervisor: They implement the Day Camp program including directing staff that rotate into this area weekly. This position is hands on with Day Campers and is involved in every aspect of carrying out this program.

Head Counselor: Under the direction of the Summer Program Assistant, this person is responsible for overseeing a group of counselors and keeping the program on schedule. They will deal with minor discipline issues of both campers and counselors, make schedule adjustments as necessary and offer guidance and feedback to counselors on their performance.

Kitchen Supervisor: They oversee all aspects of summer food service, responsible for ordering food and maintaining the kitchen/dining facility. This position is hands on with food preparation and clean up while also overseeing the Foodservice Staff.

Summer Program Assistant: Under the supervision of the Program Director, they ensure that the youth camp program is carried out as prescribed. They also offer guidance to the campers, counselors, and the weekly chaplains. Responsibilities include: leading staff meetings, keeping the site on schedule. This person oversees the Program Staff and Lifeguards, who are responsible for implementing all aspects of the Adventure programs, including the Climbing Tower and High Ropes Course, and the set-up and implementation of other structured camp outdoor activities. They are responsible for ensuring the safety of campers and staff at all waterfront activities.

Summer Staff Positions

Activities Staff: Under the leadership of the Activities Supervisor they will organize and implement activities for all campers. This includes outdoor games and arts & crafts type activities.

Counselor*: Under the leadership of the Site Directors, the counselor's provide guidance and supervision for the weekly campers. Responsibilities include living with the campers, assisting in leadership of all activities, and providing leadership in Bible Study, devotions, and discussion periods. Counselors will potentially be involved with all types of campers: Friendship (mentally impaired), 4th - 12th grades, and Day Campers

***Also see Rotational Staff**

Cont...

Health Officer: Responsible for the health program of the youth camps, including the campers and staff. The Health Officer will provide first aid treatment for all people using the camp, file medical forms of campers, and dispense medications as required.

Housekeeping Staff: They will maintain the Ranch's facilities. This includes cleaning bathrooms, Vacuuming, minor repairs and general camp upkeep.

Foodservice Staff: Under the direction of the Kitchen Supervisor, they will assist in the preparation of food for the youth campers and support staff, wash dishes and clean kitchen equipment.

Lifeguard Staff: Under the leadership of the Summer Program Assistant, They are responsible for ensuring the safety of campers and staff at all waterfront activities. Lifeguard certification will be required (training will be made available). They also assist in the set-up and implementation of other structured camp activities.

Maintenance Staff: They will maintain the Ranch's property, grounds, and facilities. This includes mowing, garbage pick-up, minor repairs and general camp maintenance.

Media/Tech: This person will be responsible for the video and picture taking for all Ranch activities. They will photograph, edit, and create a photo video DVD for each week of camp. They will also shoot group photos for each week and Family Camp pictures to capture the activities going on at the Ranch.

Program Staff: Under the leadership of the Summer Program Assistant, they will assist in the implementation of the Adventure programs (Climbing Tower, High Ropes Course & Initiatives). They are responsible for implementing the Archery and Riflery programs as well as the set-up and implementation of other structured camp activities.

Store Staff: Under the direction of the Barn Store Supervisor, they will be responsible for all aspects of the store operations from customer service to cleaning.

Worship Leader: This person will be responsible for the organization and implementation of camp worship times. They will oversee the worship during camper 'breakaways' each morning and night, and organize worship teams for our Sunday Morning services, and Staff worship times.

Wranglers: Under the direction of the Horsemanship Director, Wranglers will assist in the total horseback-riding program. Responsibilities will include instruction and testing of campers' riding skills, care of the horses and tack, leading trail rides, and general Barn duties.

* **Rotational Staff:** All of our counselors spend time teaching some games or activities. Some of our counselors will be hired as 'Rotational staff'. Not only will they serve as a counselor, they will work as part of our support staff. As rotational staff they will work for 2 weeks as a counselor, then the next 2 weeks in their other position, alternating between these 2 positions for the entire summer.

Why do we have this system?

We feel as if it allows a person to function to his or her full capacity as a counselor, promoting the best physical, emotional, and spiritual environment for an individual who has chosen to work as a counselor at Cran-Hill for the summer. While serving as a counselor you are able to pour yourself into your campers, and during your time on support staff you have the opportunity to serve "behind the scenes" in a more service-based ministry as well as having a little more "me" time.

The following positions are available as CHR Rotational Staff:

Activities Staff, Housekeeping Staff, Kitchen Staff, Lifeguards*, Maintenance Staff, Program Staff, Store Staff, Wrangler*

* For Lifeguard - lifeguarding is required, for Wrangler - experience and/or certification is required. Lifeguard Training and certification opportunities will be offered pre-summer.

CRAN-HILL RANCH

SUMMER STAFF EMPLOYMENT APPLICATION

Today's Date: _____

School Attending: _____

Name: _____

Your Mailing Address While Attending School: _____

Home Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Your school phone: _____

Cell Phone: _____

Send mail to school address until (date): _____

Date of Birth: _____

Your email address: _____

Social Security: _____

Driver's License: _____

Home Church: _____

State of Issue: _____

Address: _____

Our summer season begins June 5, 2011 with orientation. It is essential that all staff are available during this period.

Are you available beginning June 5, 2011: Yes No – Explain: _____

Several options are available for an 'end of contract' date. Please indicate your preference; Aug 7 Aug 15 Aug 21 Sep 7

We often have staff members work before the above dates. If you would be interested in a pre-summer commitment, please indicate your earliest date available to start: _____

POSITION(s) applying for: (if applying for more than one position, **number** in order of preference) Please read Job descriptions for details.

___ Activities Supervisor *

___ Activities Staff

___ Maintenance Staff

___ Day Camp Supervisor *

___ Health Officer

___ Media/Tech

___ Head Counselor *

___ Housekeeping Staff

___ Program Staff

___ Kitchen Supervisor *

___ Kitchen Staff

___ Store Staff

___ Summer Program Assistant *

___ Lifeguard

___ Worship Leader

___ Wrangler / Barn Staff

* = Leadership Positions

___ Counselor – Would you prefer to be a Rotational Counselor (See descriptions)

No Yes – which area(s) are you interested in: _____

CERTIFICATIONS (List only those that will be current June – Aug):

RN

Standard First Aid

Lifeguard

CPR

CDL

LPN

Advanced First Aid

Water Safety Instructor

Other:

EDUCATION:

Name & Location of School

Circle Year Completed by June

High School: _____

11 12

College: _____

1 2 3 4

Graduate School: _____

1 2 3 4

Subjects of Special Study: _____

Career Goals: _____

WORK EXPERIENCE: (list the last two)

Name/Phone Number of Employer

Position

Dates

Reason for Leaving

1. _____

2. _____

List any convictions you have other than minor traffic violations: _____

Physical limitations, allergies, or special dietary needs? _____

PERSONAL REFERENCES: (Personal references *MUST NOT* be relatives or room-mates and *should* have known you for 3 years or more)
** Each reference should fill in a REFERENCE form and return it to Cran-Hill Ranch as soon as possible.

1. **Name:** _____ Phone _____ Relationship to you _____
2. **Name:** _____ Phone _____ Relationship to you _____
3. **Name:** _____ Phone _____ Relationship to you _____

CHURCH/MINISTRY INVOLVEMENT: (List any training or ministry involvement you have had that will help you serve)

SCHOOL INVOLVEMENT: (sports, groups, leadership positions, etc... give most recent)

DESCRIBE ANY PREVIOUS CAMP EXPERIENCE:

SKILLS & EXPERIENCES

Please indicate your level of experience in each of the skills listed. Mark 1 those you have significant experience, 2 those with moderate experience, 3 those with little experience, and leave blank those with no experience.

- | | | |
|---|--|--|
| <input type="checkbox"/> Horseback Riding | <input type="checkbox"/> Counseling | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Riding Instruction | <input type="checkbox"/> Bible Study | <input type="checkbox"/> Canoeing |
| <input type="checkbox"/> Trail Guiding | <input type="checkbox"/> Bible Teaching | <input type="checkbox"/> Sailing |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Group Games | <input type="checkbox"/> Water Ski-ing |
| <input type="checkbox"/> Dish Washing | <input type="checkbox"/> Camp Crafts | <input type="checkbox"/> Wake Boarding |
| <input type="checkbox"/> Cleaning / Laundry | <input type="checkbox"/> High Ropes | <input type="checkbox"/> Rollerblading |
| <input type="checkbox"/> Archery | <input type="checkbox"/> Low Ropes | <input type="checkbox"/> Skateboarding |
| <input type="checkbox"/> Riflery | <input type="checkbox"/> Hiking | <input type="checkbox"/> Song Leading |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Outdoor Cooking | <input type="checkbox"/> Musical Instrument: _____ |
| <input type="checkbox"/> Videography | <input type="checkbox"/> Mechanical Repair | |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Mowing | |

PERSONAL:

Answer the following questions on an additional sheet(s) of paper.

1. Why are you applying for a summer job at Cran-Hill Ranch?
2. How do you feel you could enhance the summer program at Cran-Hill?
3. Please give a statement of your personal faith.
4. Briefly describe your spiritual journey. (When & how you became a Christian and what being a Christian means to you)
5. What does a person have to understand and accept in order to become a Christian?
6. Select a passage from the Gospels and develop a **short and simple** outline lesson for any age group using: key verse, object lesson, song, stories, questions etc. to bring out the major truths.

IMPORTANT: Applications should be submitted asap. Interviews are conducted beginning in January and continue until positions are filled. Applications will be accepted until all positions have been filled.

The information in this application is correct to the best of my knowledge. I authorize investigation of all statements herein and release Cran-Hill Ranch and all others from liability in connection with the same. I understand that, if employed, I will be an at-will employee and that any agreement to the contrary must be in writing and signed by the director. I authorize any references or churches listed in this application to give any information (including opinions) that they may have regarding my character and fitness for working with children or youth. I waive any rights that I may have to inspect any information provided about me by any person or organization identified by me in this application. I also understand that untrue, misleading, or omitted information herein may result in dismissal regardless of the time of discovery. I authorize the use of photographs or videotape pictures of myself to be reproduced and utilized by Cran-Hill. I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE, KNOW THE CONTENTS THEREOF, AND SIGN THIS RELEASE AS MY OWN FREE ACT.** This is a legally binding agreement.

In signing this application I authorize Cran-Hill Ranch and its appointed agents to conduct a criminal history/background check

Signature _____ Date _____

Please send your application to the following address:

SUMMER STAFF - CRAN-HILL RANCH
14444 17 Mile Road - Rodney, MI 49342

CRAN-HILL RANCH

SUMMER STAFF REFERENCE FORM

APPLICANT FILL OUT:

Name of Applicant: _____

Phone:(_____) _____ Email: _____

Position applied for: _____

REFEREE FILL OUT:

The above person has applied to work at Cran-Hill Ranch in the Summer Camp Program. As one of their references, we would appreciate you taking a few moments to fill out the following information. Once you have completed this form, please return it to the Ranch as soon as possible (address on back).

Name of Referee: _____ Phone:(_____)_____

Relationship to Applicant: _____ How long have you known them? _____

Today's Date: _____

How would you rate them in the following areas:

1. CHRISTIAN WITNESS

- 1/excellent.....faith is evident in entire life
- 2/good.....faith is an important part of life
- 3/average.....faith is evident
- 4/poor.....faith is sometimes part of life

2. COOPERATION WITH OTHERS

- 1/excellentdeeply sensitive to others needs
- 2/good.....usually cooperative with others
- 3/average.....cooperates when convenient
- 4/poor.....difficult to work with

3. MOTIVATION/INITIATIVE

- 1/excellent.....highly self motivated
- 2/good.....effectively motivated
- 3/average.....usually purposeful
- 4/poor.....purposeless

4. INTEGRITY

- 1/excellent.....consistently trustworthy
- 2/good.....generally honest and true
- 3/average.....may stretch the truth
- 4/poor.....questionable

5. RESPONSIBILITY

- 1/excellent.....diligently follows through on tasks
- 2/good.....follows through on tasks
- 3/average.....usually follows through on tasks
- 4/poor.....only follows through when required

6. EMOTIONAL STABILITY

- 1/excellent.....exceptionally stable and consistent
- 2/good.....well balanced in most situations
- 3/average.....usually well balanced
- 4/poor.....moody or emotionally inconsistent

7. LEADERSHIP

- 1/excellent.....a leader of leaders
- 2/good.....leads when called upon
- 3/average.....more inclined to follow than lead
- 4/poor.....negative influence

8. JUDGEMENT

- 1/excellent.....consistently makes wise decisions
- 2/good.....puts good thought into decisions
- 3/average.....puts a little thought into decisions
- 4/poorhasty or indecisive (circle)

9. WORK ETHIC

- 1/excellent.....gives 110%
- 2/good.....puts in a fair days work
- 3/average.....does enough to get by
- 4/poor.....lazy

10. COMMUNICATION

- 1/excellent.....articulate in all groups
- 2/good.....usually gets thoughts across well
- 3/average.....gets thoughts across, but hesitant
- 4/poor.....has difficulty articulating thoughts

11. SOCIABILITY: please mark all that apply.

humorous friendly confident mature wise consistent
 entertaining meticulous arrogant hyperactive spontaneous analytical
 aggressive rude blunt hard to read shy determined
 negative withdrawn excitable caring loud assertive
 contemplative perceptive helpful immature irresponsible

What do you consider special about the applicant?

If you had a child of camper age (5 – 17 years old), how would you feel about this applicant executing his/her duties with your child? _____

I would..... highly recommend the applicant,
 recommend the applicant,
 recommend the applicant with reservations,
 not recommend the applicant.

Explain if warranted: _____

I prefer to discuss this further by phone. Please give me a call. Phone: (_____) _____

Signature: _____, Date: _____.

Thank you for taking the time to answer the questions. Please mail this form in the envelope provided by the applicant to:

**SUMMER STAFF
CRAN-HILL RANCH
14444 17 MILE RD
RODNEY, MI 49342**

Phone: (231) 796-7669
info@cranhillranch.com

Fax: (231) 796-4550
www.cranhillranch.com

CRAN-HILL RANCH

SUMMER STAFF REFERENCE FORM

APPLICANT FILL OUT:

Name of Applicant: _____

Phone:(_____) _____ Email: _____

Position applied for: _____

REFEREE FILL OUT:

The above person has applied to work at Cran-Hill Ranch in the Summer Camp Program. As one of their references, we would appreciate you taking a few moments to fill out the following information. Once you have completed this form, please return it to the Ranch as soon as possible (address on back).

Name of Referee: _____ Phone:(_____)_____

Relationship to Applicant: _____ How long have you known them? _____

Today's Date: _____

How would you rate them in the following areas:

1. CHRISTIAN WITNESS

- 1/excellent.....faith is evident in entire life
- 2/good.....faith is an important part of life
- 3/average.....faith is evident
- 4/poor.....faith is sometimes part of life

2. COOPERATION WITH OTHERS

- 1/excellentdeeply sensitive to others needs
- 2/good.....usually cooperative with others
- 3/average.....cooperates when convenient
- 4/poor.....difficult to work with

3. MOTIVATION/INITIATIVE

- 1/excellent.....highly self motivated
- 2/good.....effectively motivated
- 3/average.....usually purposeful
- 4/poor.....purposeless

4. INTEGRITY

- 1/excellent.....consistently trustworthy
- 2/good.....generally honest and true
- 3/average.....may stretch the truth
- 4/poor.....questionable

5. RESPONSIBILITY

- 1/excellent.....diligently follows through on tasks
- 2/good.....follows through on tasks
- 3/average.....usually follows through on tasks
- 4/poor.....only follows through when required

6. EMOTIONAL STABILITY

- 1/excellent.....exceptionally stable and consistent
- 2/good.....well balanced in most situations
- 3/average.....usually well balanced
- 4/poor.....moody or emotionally inconsistent

7. LEADERSHIP

- 1/excellent.....a leader of leaders
- 2/good.....leads when called upon
- 3/average.....more inclined to follow than lead
- 4/poor.....negative influence

8. JUDGEMENT

- 1/excellent.....consistently makes wise decisions
- 2/good.....puts good thought into decisions
- 3/average.....puts a little thought into decisions
- 4/poorhasty or indecisive (circle)

9. WORK ETHIC

- 1/excellent.....gives 110%
- 2/good.....puts in a fair days work
- 3/average.....does enough to get by
- 4/poor.....lazy

10. COMMUNICATION

- 1/excellent.....articulate in all groups
- 2/good.....usually gets thoughts across well
- 3/average.....gets thoughts across, but hesitant
- 4/poor.....has difficulty articulating thoughts

11. SOCIABILITY: please mark all that apply.

humorous friendly confident mature wise consistent
 entertaining meticulous arrogant hyperactive spontaneous analytical
 aggressive rude blunt hard to read shy determined
 negative withdrawn excitable caring loud assertive
 contemplative perceptive helpful immature irresponsible

What do you consider special about the applicant?

If you had a child of camper age (5 – 17 years old), how would you feel about this applicant executing his/her duties with your child? _____

I would..... highly recommend the applicant,
 recommend the applicant,
 recommend the applicant with reservations,
 not recommend the applicant.

Explain if warranted: _____

I prefer to discuss this further by phone. Please give me a call. Phone: (_____) _____

Signature: _____, Date: _____.

Thank you for taking the time to answer the questions. Please mail this form in the envelope provided by the applicant to:

**SUMMER STAFF
CRAN-HILL RANCH
14444 17 MILE RD
RODNEY, MI 49342**

Phone: (231) 796-7669
info@cranhillranch.com

Fax: (231) 796-4550
www.cranhillranch.com

CRAN-HILL RANCH

SUMMER STAFF REFERENCE FORM

APPLICANT FILL OUT:

Name of Applicant: _____

Phone:(_____) _____ Email: _____

Position applied for: _____

REFEREE FILL OUT:

The above person has applied to work at Cran-Hill Ranch in the Summer Camp Program. As one of their references, we would appreciate you taking a few moments to fill out the following information. Once you have completed this form, please return it to the Ranch as soon as possible (address on back).

Name of Referee: _____ Phone:(_____) _____

Relationship to Applicant: _____ How long have you known them? _____

Today's Date: _____

How would you rate them in the following areas:

1. CHRISTIAN WITNESS

- 1/excellent.....faith is evident in entire life
- 2/good.....faith is an important part of life
- 3/average.....faith is evident
- 4/poor.....faith is sometimes part of life

2. COOPERATION WITH OTHERS

- 1/excellentdeeply sensitive to others needs
- 2/good.....usually cooperative with others
- 3/average.....cooperates when convenient
- 4/poor.....difficult to work with

3. MOTIVATION/INITIATIVE

- 1/excellent.....highly self motivated
- 2/good.....effectively motivated
- 3/average.....usually purposeful
- 4/poor.....purposeless

4. INTEGRITY

- 1/excellent.....consistently trustworthy
- 2/good.....generally honest and true
- 3/average.....may stretch the truth
- 4/poor.....questionable

5. RESPONSIBILITY

- 1/excellent.....diligently follows through on tasks
- 2/good.....follows through on tasks
- 3/average.....usually follows through on tasks
- 4/poor.....only follows through when required

6. EMOTIONAL STABILITY

- 1/excellent.....exceptionally stable and consistent
- 2/good.....well balanced in most situations
- 3/average.....usually well balanced
- 4/poor.....moody or emotionally inconsistent

7. LEADERSHIP

- 1/excellent.....a leader of leaders
- 2/good.....leads when called upon
- 3/average.....more inclined to follow than lead
- 4/poor.....negative influence

8. JUDGEMENT

- 1/excellent.....consistently makes wise decisions
- 2/good.....puts good thought into decisions
- 3/average.....puts a little thought into decisions
- 4/poorhasty or indecisive (circle)

9. WORK ETHIC

- 1/excellent.....gives 110%
- 2/good.....puts in a fair days work
- 3/average.....does enough to get by
- 4/poor.....lazy

10. COMMUNICATION

- 1/excellent.....articulate in all groups
- 2/good.....usually gets thoughts across well
- 3/average.....gets thoughts across, but hesitant
- 4/poor.....has difficulty articulating thoughts