

# Cedarbrook Camp Southern California

Application for Volunteer Staff

Return to: Cedarbrook Camp Southern California  
P.O. Box 400610, Hesperia, CA

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Last First Spouse Include area code

Address \_\_\_\_\_  
Street City State Zip

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Member of what church? \_\_\_\_\_ City \_\_\_\_\_

Church to be credited with your participation: \_\_\_\_\_

## EDUCATION

Highest Grade completed \_\_\_\_\_ Degrees Earned: (AA, BA, MA) \_\_\_\_\_ Major(s): \_\_\_\_\_

## CURRENT EMPLOYMENT

Firm \_\_\_\_\_ Type of work \_\_\_\_\_

Accident/Illness Insurance Co. \_\_\_\_\_

Policy # \_\_\_\_\_ SS# \_\_\_\_\_

Drivers License # \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
\_\_ Class A \_\_ Class B \_\_ Class C

## PREVIOUS RESIDENCE(S) for last five years (including college and home residences)

Address \_\_\_\_\_  
Street City State Zip

Address \_\_\_\_\_  
Street City State Zip

Address \_\_\_\_\_  
Street City State Zip

**REFERENCES** Personal references should be from those who have observed you in a position of leadership (include name, address and phone). No relatives please.

Pastor \_\_\_\_\_

Personal \_\_\_\_\_

Personal \_\_\_\_\_

## POSITION DESIRED – See Position Summaries for descriptions. (available on internet website)

\_\_\_ Cabin Counselor \_\_\_ Activity Coordinator  
\_\_\_ Tuck Shop Manager \_\_\_ Archery \_\_\_ Cookout \_\_\_ Crafts \_\_\_ Outdoor Adv. \_\_\_ Mountain Bikes  
\_\_\_ Secretary/Registrar \_\_\_ Van Driver  
\_\_\_ Nurse (RN/LVN/EMT) \_\_\_

## AGE GROUP PREFERENCES – Give both first (1) and second (2) choices.

\_\_\_ 3<sup>rd</sup> – 4<sup>th</sup> Grades \_\_\_ 5<sup>th</sup> – 6<sup>th</sup> Grades \_\_\_ 7<sup>th</sup> – 8<sup>th</sup> Grades \_\_\_ 9<sup>th</sup> – 10<sup>th</sup> Grades

**DATES** Number of weeks for which you are applying? \_\_\_\_\_ Indicate specific week(s) you are available to come to camp. See Camp Information sheet for dates.

\_\_\_ Week 1 \_\_\_ Week 2

**Children coming to camp.** Give name, grade in fall, week(s) attending.  
(Please see Parent Child portion of Personnel Policies)

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**PRE-CAMP TRAINING**

Attendance at the Pre-Camp Training Weekend (see camp information sheet for dates) is a requirement for all staff. Will you be able to attend? \_\_\_ Yes \_\_\_ No

**CHRISTIAN EXPERIENCE** -- please comment on each of the following:

Your relationship with Jesus Christ (for new applicants, include your story of coming to faith in Him):

Your interest in being a staff member (include strengths and possible contributions to the camp ministry).

Briefly comment on how God has been working in your life during the past year:

**ALL STAFF please indicate any Current CERTIFICATION(S) you hold.  
Be sure to include expiration dates (\*)**

ARC Community First Aid \_\_\_\_\_\*  
 (includes Community CPR)  
 ARC Instructor \_\_\_\_\_\*  
 Community CPR \_\_\_\_\_\*  
 Child/Infant CPR \_\_\_\_\_\*  
 CPR for the Professional Rescuer. Expires \_\_\_\_\_\*  
 LVN \_\_\_\_\_ RN \_\_\_\_\_ EMT \_\_\_\_\_  
 License # \_\_\_\_\_

Lifeguard \_\_\_\_\_\*  
 WSI \_\_\_\_\_\*

Willing to drive the camp vehicle (15 passenger van)  
 for activity assignment. Minimum age: 25.

NAA Archery Certification \_\_\_\_\_\*  
 NRA Certification \_\_\_\_\_\*

Class B driver's license \_\_\_\_\_\*  
 License # \_\_\_\_\_

**I DO NOT CURRENTLY HOLD ANY OF THE ABOVE CERTIFICATIONS.**

I have read the Statement of Faith and Personnel Policies and will adhere to them. I understand that being a volunteer staff member means serving . . . cooperating with the Director and other staff members as unto the Lord, supporting camp policies, sacrificing personal desires and sharing the reality of Jesus Christ as I live with others.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Parent or Guardian (if applicant under 18 years of age)

**CEDARBROOK CAMP® SOUTHERN CALIFORNIA**  
**P.O. BOX 400610**  
**HESPERIA, CA 92340**  
**(909) 866-9366**

**Email: [info@CedarbrookCampCA.org](mailto:info@CedarbrookCampCA.org)**  
**[www.CedarbrookCampCA.org](http://www.CedarbrookCampCA.org)**

# **SPIRITUAL STANDARD AND STATEMENT OF FAITH**

All Cedarbrook Camp Southern California board and staff members serving in any capacity shall be those who are committed to Christ and His service, and seek to manifest the kind of life expressed in Romans 12:10-12.

**“Be devoted to one another with brotherly love. Honor one another above yourselves. Never be lacking zeal, but keep your spiritual fervor, serving the Lord. Be joyful in hope, patient in affliction, and faithful in prayer.”**

## **We believe:**

- In one God, eternally existent in three persons: Father, Son and Holy Spirit (John 14:16-17, Matthew 28:19);
- Jesus Christ was begotten by the Holy Spirit, born of a virgin and is wholly God and wholly Man (Matthew 1:18-23);
- The Scriptures of Old and New Testaments to be verbally inspired by God, inerrant in the original writings and of supreme and final authority in faith and life (II Peter 1:20-21, II Timothy 3:16-17);
- Man was created in the image of God; He chose to sin and thereby incurred not only physical death, but also spiritual death (separation from God); All human beings are born in sin and this sinful nature is the origin of sinful acts in thought, word and deed (Genesis 1:26; Romans 5:12, Isaiah 59:2, Romans 6:23);
- The Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice; that all who believe in Him are justified by His shed blood (Romans 8:9);
- All who receive the Lord Jesus Christ by faith are born again of the Holy Spirit, and thereby become children of God (John 1:12, Romans 8:9);
- In the bodily resurrection of Christ and His ascension to Heaven and in His present work as High Priest and Advocate (I Corinthians 15:3-4, Hebrews 4:14-16);
- In the personal return of Jesus Christ (Acts 1:11, I Thessalonians 4:16-17);
- In the bodily resurrection of the just to everlasting life, and the unjust to everlasting punishment (John 3:36, Acts 24:15, Revelation 20:15, Romans 6:23).

## **Unifying Denominational Differences**

Since many denominational groups are involved in the Cedarbrook Camp programs, staff members are asked not to promote or practice denominational distinctives which are not found in the Cedarbrook Camp Statement of Faith. We encourage the unity we find through the Holy Spirit by adhering to the basic beliefs we hold in common. Updated: 3/10/2013

# PERSONNEL POLICIES

## General

1. Personal commitment to Jesus Christ.
2. All staff receive and sign a staff agreement and statement of faith. Because we serve an inter-denominational constituency, controversial individual church doctrines are not taught. By the same consideration, the unique doctrines of others should not be ridiculed.
3. We provide equal opportunities for staff without regard to race, color, sex, national origin, age, disability or veteran status.
4. It is recognized that a person's right to freedom from discrimination includes the opportunity to work and study in an environment untainted by harassment. Offensive speech and conduct are completely inappropriate and intolerable to the harmonious relationships necessary for the operations of the camp program. Harassment has the potential to create intimidating, hostile or an offensive work environment.
5. All staff are to attend Pre-Camp Training.
6. Age specifications. One of the distinctives of Cedarbrook Camp is a mix of age groups.
  - Minimum age of 19 years old or 18 years old and has completed one year of college or its equivalent (Exception: CILT Graduates)
  - Thirteen years old or over for kitchen staff
7. Length of service.
  - Staff members volunteer for one to seven weeks
  - Multi-week staff serves two or more weeks and will be included in the long-term staff picture, if possible.
  - Long-term staff serves a minimum of four weeks during the summer and qualify for an honorarium.
8. Must submit a completed health form; a physical examination is recommended but not required.

## In-Camp

1. **Camper and Staff Welfare.** Since we are all part of Cedarbrook Camp, we will be concerned about the health and welfare of other individuals and the welfare of the camp as a whole. Each staff member is expected to take every care to protect the privacy and personhood of each camper. Physical punishment or sexual contact is inappropriate and will be grounds for immediate dismissal. Caution should be taken that a staff member is not alone with a camper (outside of the view of other staff members). This is for protection of the camper and the staff member, as well as the camp.
2. **Dynamic Relationship with Jesus Christ.** Each staff member will contribute to an atmosphere which provides opportunity for campers to come to know Jesus Christ.
3. **Responsibility and Lines of Communication.** In order for camp to function smoothly, it is necessary for staff members to recognize their specific areas of responsibility and operate within the established lines of communication.
4. **Alcohol, Tobacco, Controlled Substances.** Recognizing the effect of tobacco, alcohol and controlled substances on the individual and realizing our responsibility to the churches we serve, use of these is prohibited. They are not allowed on the camp property.
5. **Facilities.** All staff are responsible for care of the camp's buildings and equipment. The pay phone is available for personal use and is to be used only during time off when the campers are not around.
6. **Insurance.** Workers's Compensation insurance is carried by the camp for each employee or volunteer to cover work-related injuries/illnesses. Our camper medical insurance provides a limited coverage for accident or sickness. It should be considered secondary coverage to the employee/volunteer's own medical insurance. Liability Insurance is carried by the camp which covers each employee/volunteer assigned camp responsibilities, as long as the said person is not negligent in carrying out those responsibilities.
7. **Health Services.** A Registered Nurse is on duty at camp and staff members have access to his/her services as needed. The individual must cover the cost of prescriptions.
8. **Staff Arrival Prior to Session.** Each staff member needs to arrive at camp on the day prior to the opening of the camp session. (See Cedarbrook Camp Information Sheet for exact time and dates.) At

Updated: 3/10/2013

the closing of the session, one-week staff are free to leave at the same time as the campers if all tasks have been completed.

9. **Money and Meds.** All money and medications must be kept under lock and key.

10. **Staff Meetings.** Attendance at all staff meetings, including Bible Study and prayer time is required.

11. **Adequate Rest.** All staff must be in bed by 11:30 p.m.

12. **Time Off.** • All staff will be assigned an average of two hours free time per day.

- Any staff working consecutive sessions will be assigned a minimum of twelve hours (one day off) per session following the first session of work.

- Long-term staff working consecutive weeks will be assigned eighteen to twenty-four hours off each week, following the first session.

- A lounge is provided for staff use during time off. Quietness must prevail after 10:00 p.m. The staff lounge is closed after 11:00 p.m.

13. **Community Relations.** Staff is asked to be sensitive to the people in the community near camp. This includes dealings with the public (fishermen and picnickers at the river or Jenks Lake), people from other camps and local communities.

#### Grievances

Should there be a disagreement over the interpretation of camp policies or a grievance related to one's duties or relationships with fellow staff members, it should be reported to one's supervisor promptly. Should the supervisor be the source of the grievance, the staff member may report the grievance to the supervisor of the supervisor or to the Camp Director.

#### Performance Evaluations

In an effort to help the staff member perform his or her duties at an optimum level, each staff member is evaluated on a regular basis. An informal appraisal will be performed weekly for each staff member by his or her immediate supervisor. This will include job tasks and relationship skills. Recommendations will be made for future placement.

#### Parent-Child

1. Staff having children who come to camp will receive a discount on each camper fee for each week the parent serves as a staff member. (See camper brochure or Cedarbrook Camp Information Sheet for amount.)

2. Since it is necessary for staff to put their complete focus on finalizing plans and establishing a working team during the in-camp training period (i.e. Saturday-Sunday), campers are asked not to arrive in camp before the opening of registration for the session. (Campers who have had to come early out of necessity have found it harder to adjust to their stay in camp.)

3. To enhance the camping experience for both parent and child, staff assignments generally are not made within the same division and rarely within the same cabin group.