



# Detroit Rescue Mission Ministries

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# Wildwood Ranch



Returning  
Summer  
Staff  
Application  
[www.wildwoodranch.org](http://www.wildwoodranch.org)



## A Note From the Program Director

Hey Folks!

If you are reading this note, you are one of our past summer staff members. I know that a small note in a box on a multiple page application could never express how thankful I am for your service here, but please know that you are greatly appreciated!

I tell people all the time that when you work a summer at Wildwood, you become part of a fellowship of Believers that is incredibly special. You understand the little nuances of working here. You have inside jokes and stories that will make you laugh for years to come. Most importantly, you understand how much God desires to partner with you in making HIS dreams become reality.

When you fill this application out, you are helping us continue to make God's dream, God's will, come to earth!

I'm so excited to explore this again with you! You are bringing something to the table that not too many of our campers have... consistency. As someone who has been here for over a decade, I understand the value of campers seeing the same faces summer after summer. Thank you for even considering being that influence to them.

I look forward to talking with you more and hearing your heart for your possible return!

Healing hearts first,

Carl <>>

The 2012 residential camping season begins on June 16 and concludes on August 3. Residential summer camp staff will report for mandatory training on Friday June 8 and may leave at the close of the work day on Saturday August 4. Day Camp begins on June 11 and ends on August 24. Staff training for day camp staff begins Thursday June 7. Flex counselors must attend both staff trainings. The nature instructor, health officer, wranglers, lifeguards, and flex staff must be available to work through August 24, based on need.

Staff receive room, board and a salary based upon their position (full job descriptions and pay scale can be obtained by contacting the camp office or online at [wildwoodranch.org](http://wildwoodranch.org)). Returning staff are eligible for a \$10/week pay raise for each previous continuous full summer of employment at Wildwood, up to a \$30 maximum raise. All staff should be at least eighteen years old by the end of the 2012 calendar year (call for exceptions).

## 2012 Positions Available

Short job descriptions follow each job below. For a complete description or other questions call the camp office.

**Head Counselors (1 Male, 1 Female) \$180 / wk.**

Responsible for supervision of counseling staff, and the organization and delegation of evening activities.

**Program Assistant (1) \$150 / wk.**

Responsible for infrastructure and set up, media and photography, leadership of certain large group times and miscellaneous duties assigned by the Program Director.

**Adventure Staff (1) \$180 / wk.**

Responsible for all high ropes activities and low ropes initiative activities at the resident camp. In charge of all adventure programs – counselors and functions.

**Counselors (12) \$150 / wk.**

Responsible for the direction and guidance of 10 to 12 campers each week. Two counselors live in each cabin or outpost tent with the campers and use every opportunity to interact with them on spiritual topics through devotions, Bible study, fellowship time, one-on-one time and daily living situations.

**Day Camp Counselors (4) \$150 / wk.**

Enjoys and is able to work with children ages 5-12. Responsible for creating and teaching Bible lessons and the direction and guidance of each camper at every camp activity. Ability to work until August 24, 2012. Works under the direct supervision of the Day Camp Director.

**Flex Counselors (4) \$150 / wk.**

Flex staff will serve either as counselor for either day camp or residential camp based on the numbers registered for that week. See the description for counselors and day camp counselors.

**Head Lifeguard (1) \$180 / wk.**

Must be 21 years old for ACA accreditation. Responsible for overseeing all waterfront activities and supervising waterfront staff. Must be Red Cross certified (Training can be provided).

**Waterfront Personnel (2) \$170 / wk.**

Responsible for overseeing all waterfront activities. Must be Red Cross certified (Training can be provided by the camp). Will also participate in the evening camp activities.

**Camp Chaplain (1) \$170 / wk.**

Responsible for all the activities of the chapel programs including skits, songs and follow-up work with campers while at camp. The Chaplain also assists in shepherding the summer staff team and participating in staff devotions.

**Wranglers (3) \$150 / wk.**

Responsible to the Head Wrangler for all activities at the barn (i.e., trail rides, horse camp instruction, horse care). Maintains the petting farm.

**Nature Instructor (1) \$150 / wk.**

Responsible for teaching lessons and activities using nature as a base. Maintains the nature center and is available for hikes, bird watching expeditions, etc. Also responsible for organization and implementation of occasional night time activities.

**Assistant Cook (1) \$170 / wk.**

Works as a team member under the direction of the Food Service Supervisor. Training provided.

**Teen Ministry Team Leaders (2) \$150 / wk.**

Responsible for the supervision, spiritual direction and counseling of the Junior Staff. They will serve as their counselor and supervise them in the daily schedule. They will assist in the kitchen (this is where the majority of the volunteers will be assigned) and also maintenance duties.

**Health Officer (1) \$170 / wk.**

Responsible for all camper medical attention. Must be a certified Health Officer (training provided) or a graduate nurse.

**Maintenance (2) \$150 / wk.**

Works under the supervision of the Facilities Director to provide services in grounds keeping and building / vehicle maintenance.

**Office Staff (2) \$150 / wk.**

Responsible for answering the telephone, registering campers, maintaining paperwork on all campers, and securing data for the Federal Summer Food Service Program.

**INSTRUCTIONS:** Each question should be fully and accurately answered. List all the positions for which you have an interest on the cover page of this application packet.

**Applicants May Be Tested for Illegal Drugs**

SOCIAL SECURITY NO. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_  
*(As it appears on Social Security Card)* Last First Middle Maiden

ADDRESS \_\_\_\_\_  
 Number Street City State Zip

EMAIL ADDRESS \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_ ARE YOU OVER 18 YEARS OLD?  YES  NO

CELL PHONE NUMBER or ALTERNATIVE CONTACT NUMBER ( ) \_\_\_\_\_

ARE YOU AUTHORIZED TO WORK IN THE U.S. ON AN UNRESTRICTED BASIS?  YES  NO

DRIVER'S LICENSE NO. \_\_\_\_\_ BIRTHDAY \_\_\_\_\_

FACEBOOK? Y / N NAME \_\_\_\_\_ TWITTER? Y / N NAME \_\_\_\_\_

HOW DID YOU LEARN OF THIS OPENING? \_\_\_\_\_

Position (s) for which you are applying *(Please list in order of preference from the list inside the front cover):*

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? (Job descriptions are available online at [www.wildwoodranch.org](http://www.wildwoodranch.org))  Yes  No

Can you perform these essential functions with or without reasonable accommodation?  Yes  No

List necessary accommodations: \_\_\_\_\_

\_\_\_\_\_

Have you had any accidents in the last 3 years?  Yes  No

Violations within last 3 years?  Yes  No

\_\_\_\_\_

Have you worked for DRMM before?  Yes  No

If yes, when? \_\_\_\_\_

Which Ministry building and department?

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No (Conviction will not necessarily disqualify an applicant for employment.)

If yes, describe conditions: \_\_\_\_\_

\_\_\_\_\_

Are there any pending criminal charges against you?  Yes  No. If yes, explain charges:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EDUCATION	NAME	LOCATION (Mailing Address)	YEAR GRADUATED	MAJOR	DIPLOMA / DEGREE / GED
High School					
College/ University/ Trade School					
College/ University/ Trade School					
Other Training/Education/Certificates:					
Are you still working towards a degree? <input type="checkbox"/> Yes <input type="checkbox"/> No In what field?					

EMPLOYMENT HISTORY (List most recent employer first)			
Name of Employer _____ Address _____ City, State, Zip _____ Phone Number _____	Name of Last Supervisor	Employment Dates	Pay or Salary
		From: To:	Start: Finish:
Your last job title:			
Briefly describe work duties:			
Reason for leaving; be specific, May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EMPLOYMENT HISTORY (List most recent employer first)			
Name of Employer _____ Address _____ City, State, Zip _____ Phone Number _____	Name of Last Supervisor	Employment Dates	Pay or Salary
		From: To:	Start: Finish:
Your last job title:			
Briefly describe work duties:			
Reason for leaving; be specific, May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

<b>EMPLOYMENT HISTORY</b> (List most recent employer first)			
Name of Employer _____ Address _____	Name of Last Supervisor _____	Employment Dates	Pay or Salary
City, State, Zip _____ Phone Number _____		From: To:	Start: Finish:
Your last job title: _____			
Briefly describe work duties:  			
Reason for leaving; be specific, May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

In addition to your work history, what other experiences, skills or qualifications would especially fit you for work with our organization? Indicate additional experience, other than previously listed. Include any voluntary work.

<b>OTHER SKILLS, EXPERIENCE OR QUALIFICATIONS, OTHER CAMPS?</b>	<b>VOLUNTARY WORK EXPERIENCE</b>
	Name _____ Address _____ City, State, Zip _____ Phone _____ Describe Work: _____ _____

<b>REFERENCES</b> (Please list three references other than relatives or past employers) (Complete <b>ALL</b> fields)	
Name	Name
Company	Company
Address	Address
Email	Email
Telephone	Telephone

Name
Company
Address
Email
Telephone

SPECIAL SKILLS			YEARS EXPERIENCE	TYPE OF WORK	
Typing	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____WPM		Word Processing? (Microsoft WORD)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Personal Computer	<input type="checkbox"/> YES <input type="checkbox"/> NO			Database? (Microsoft EXCEL)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Other Skills: _____					
_____					

MILITARY EXPERIENCE	
Have you ever been in the Armed Forces?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you a member of the National Guard?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Specialty: _____ Date Entered: _____ Discharge Date: _____	

ADDITIONAL INFORMATION <i>(Do not miss this part!)</i>
On a separate sheet of paper, answer the following questions:
<ol style="list-style-type: none"> <li>1. Give a testimony of your life since your time at camp. The highs and the lows.</li> <li>2. When you think about working at Wildwood this summer, what are you most excited about and why?</li> <li>3. Is there anything that you are going through that may hinder your service here? If yes, please explain. (Be honest!)</li> <li>4. Critique your performance during your previous summer at Wildwood.</li> <li>5. How can you build on and/or change your performance based on your answer for number 4?</li> <li>6. If hired, what can we do to help you achieve your best output as a servant at Wildwood?</li> </ol>

Please continue for the Statement of Faith and Applicant's Certification Agreement.



**DETROIT RESCUE MISSION MINISTRIES**  
**WILDWOOD RANCH**  
**STATEMENT OF FAITH**

- A.** We believe the Bible to be the inerrant Word of God and the final authority in faith and life.
- B.** We believe that there is one God, eternally existent in three (3) persons, Father, Son and Holy Spirit.
- C.** We believe in the absolute deity and full humanity of our Lord Jesus Christ. We believe in His virgin birth, His sinless life, the authenticity of His miracles, His vicarious and atoning death, His bodily resurrection, and His present mediatory work in heaven.
- D.** We believe in the personality and deity of the Holy Spirit. We believe He gives life, He sanctifies, He empowers and comforts all believers.
- E.** We believe that man is saved through repentance and faith in the finished work of Christ. Justification is by faith alone.
- F.** We believe that the Church is the body of Christ composed of all true believers. The present work of the Church is to glorify God through worship, the perfecting of the saints, the proclamation of the Gospel, and ministering to the needs of our fellow man throughout the world.
- G.** We believe in the personal and bodily return of the Lord Jesus Christ to consummate our salvation and establish His glorious kingdom.

Do you fully subscribe to the Statement of Faith above?  Yes  No

Explain any reservations you may have. (Use separate sheet if necessary.)

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## To All Applicants

The information requested is needed to comply with state and federal laws and regulations. The information will be used for statistical purposes only and will not be used as part of the hiring process. Submission of this information is strictly voluntary and refusal to provide it will not subject you to any adverse treatment.

### Ethnicity .

- |  |  |
|--|--|
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> White/Caucasian |
| <input type="checkbox"/> Asian or Pacific Asian            | <input type="checkbox"/> Hispanic        |
| <input type="checkbox"/> Black/African American            | <input type="checkbox"/> Other _____     |
| <input type="checkbox"/> Arabic                            |  |

*This Employer is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizen ship, age or disability. Opportunity for employment with this Employer depends solely on your qualifications. We reserve the right to select based upon religious preferences.*

### APPLICANT'S CERTIFICATION AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations on the application or otherwise made during the employment process will prevent a job offer or, if an offer is made, may result in my termination. I understand that this application and the personnel policies do not constitute employment. I understand that to be employed, I must be lawfully authorized to work in the United States and I must show the employer documents that will verify this.

I, the undersigned applicant for employment hereby authorize Detroit Rescue Mission Ministries, its agents, employees and representatives to obtain information concerning my employment, medical history, educational record, law enforcement record, and any other background information about me. I understand that any offer received is subject to my successfully completing all facets of the employer's pre-employment screening process.

I hereby understand that Detroit Rescue Mission Ministries has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment and hereby authorize Detroit Rescue Mission Ministries to perform medical examinations and/or drug screening. During the post-offer process, I authorize Detroit Rescue Mission Ministries to check employment references.

I further understand that my employment with Detroit Rescue Mission Ministries shall be probationary for ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with Detroit Rescue Mission Ministries is terminable at will for any reason by either party.

I have read the application and completed it accurately, agree with the Statement of Faith and provide authorization for the above referenced information to be obtained by Detroit Rescue Mission Ministries.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Please send application to:** Wildwood Ranch • c/o Carl Jones •  
4909 Brophy Rd. • Howell, MI 48855  
800.969.8090 (office) ♦ 810.986.9194 (cell) ♦ [carl@wildwoodranch.org](mailto:carl@wildwoodranch.org)