



ANWA Kids Staff Job Descriptions:

ANWA Kids Camp 2018 will take place from June 25th-August 17th. The camp will be in operation Monday-Friday, and will take a holiday on July 4th. All Staff are expected to work from 8 AM-3:15 PM unless they are working for the Aftercare. Aftercare employees will work until 6:10 PM to allow for proper resetting of the facility.

The descriptions listed below are subject to change based upon the needs of the camp and Camp Director. However, these are the basic expectations of these positions. Persons who are applying, should complete an application by Friday, May 18th, 2018. Any applications submitted after this date will not be considered for the position.

- Adult Staff (Ages 19 and Up):

Assistant Camp Director: The Assistant Camp Director will be second in command, under Pastor EJ (Children's Pastor and Camp Director). They will arrive to work at 10 AM and leave at 6 PM. Day-to-day camp related issues that are not administrative in nature can be delegated to this person. They will assist in delegation of responsibilities of the Camp staff, speak to parents on minor issues and anything else that Pastor EJ will need help accomplishing. This person is expected to serve in the capacity of the Director in the absence of Pastor EJ.

Adult Camp Counselors: These people will serve directly under the Assistant Camp Director (ACD). All items that are delegated by the Camp Director & ACD to the Adult Camp Counselors should be carried out in detail and with careful attention. The Adult Camp Counselors will aid in the management of the Teen Camp Counselors and provide direct interaction with the children through overseeing a camp group, helping to care for and clean the facility, careful chaperoning on field trips, and respectable interaction with all parents/caregivers.

- Teen Camp Counselors (Ages 16-18)

Teen Camp Counselors: These people will serve under the ultimate direction of the Camp Director and Assistant Camp Director. They are to partner with the Adult Camp Counselors in the direct connection to the children. Teen counselors are needed for: overseeing a camp group, Assistant chaperoning on field trips, helping to keep the facility clean and organized, overseeing bathrooms, and more.



Employees will be offered an additional stipend if they choose to work for the aftercare as well. However, persons have the option to apply for Aftercare Counselor only. (Ages 16 and up)

Aftercare Counselors (2:30 PM- 6:10 PM): These people are expected to organize the aftercare activities for the children. They are, also, expected to oversee and monitor the children during this time. At no time should the Aftercare counselor be distracted by electronic devices or conversation with other people. The primary focus should be creating a great atmosphere for the children to be in while they wait for their caregiver to pick them up.



Employment Application

Date Received: _____

| Personal Information | | | |
|---|-------------------|--|-------------------------------|
| Last Name | First Name | Middle Name | Today's Date |
| Street Address | City | State | Zip Code |
| Home Phone: (____) _____ - _____ | | Are you a United States Citizen or legally eligible to work in the U. S.? ____Yes ____No (if hired, you will be required to provide documentation that you are eligible to work in the U.S.) | |
| Work Phone: (____) _____ - _____ | | | |
| Other: (____) _____ - _____ | | | |
| Are you 18 or over? ____Yes ____No | | | |
| Title of Position Applying For | | | Date Available to Work |
| Have you been previously interviewed or employed by All Nations Worship Assembly? ____Yes ____No If Yes, list date(s) and job title(s): | | | |
| Do you have any relatives currently working for the All Nations Worship Assembly? ____Yes ____No If Yes, list names and relationship to you: | | | |
| Are you employed now? | | If so, may we contact your present employer? | |

| Education | | | |
|-----------------------------------|--------------------------|----------------------------|-----------------------|
| Name and Location | # Years Completed | Major Area of Study | Degree/Diploma |
| High School | | | |
| College | | | |
| Graduate School | | | |
| Technical or Certificate Programs | | | |

Employment Application

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|---------------------------|--|
| Employment History | Please provide the following information for your previous three employers, beginning with the most recent: (Please attach an additional page if necessary, do not use "see attached resume".) |
|---------------------------|--|

| | | |
|---|--|------------|
| Employer: | Dates Employed: From _____ To _____ | Job Title: |
| Address: | | |
| Telephone: | Job Duties: | |
| Weekly Pay Start: Finish: | | |
| Reason for Leaving: | | |

| | | |
|---|--|------------|
| Employer: | Dates Employed: From _____ To _____ | Job Title: |
| Address: | | |
| Telephone: | Job Duties: | |
| Weekly Pay Start: Finish: | | |
| Reason for Leaving: | | |

| | | |
|---|--|------------|
| Employer: | Dates Employed: From _____ To _____ | Job Title: |
| Address: | | |
| Telephone: | Job Duties: | |
| Weekly Pay Start: Finish: | | |
| Reason for Leaving: | | |

Employment Application

Describe your qualifications for the type of employment you are seeking: (Please include skills, special training, etc.)

Please list any special awards, honors, scholarships, or offices held.

| References Please list names of supervisors, managers, or others who can comment directly on your abilities: | | | | |
|---|---------|---------|-------------------------|-------------|
| Name | Address | Phone # | Relationship/Occupation | Years Known |
| | | | | |
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All Nations Worship Assembly is an Equal Opportunity Employer. It is the policy of the All Nations Worship Assembly not to discriminate in employment matters on the basis of race, creed, color, age, marital status, national origin, sex, or status with regard to public assistance or disability.

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 employed, false statements on this application shall be considered sufficient cause of dismissal. You are hereby authorized to make investigation of my personal references.

Signature of Applicant

Date