



## 2019 SUMMER CREW INFORMATION PACKET

**Before completing the application form, please read carefully through the attached general summer staff information, as well as the specific job descriptions.**

**EMPLOYMENT DATES:** (9 Weeks) June 7 – August 11, 2019

**APPLICATION FORM:** Please answer all questions. Incomplete applications will not be processed. **Completed applications can be faxed or mailed to Zephyr Point Attn: Ryan McKenzie or emailed to [rmckenzie@zephyrpoint.org](mailto:rmckenzie@zephyrpoint.org).** All applications are **due by Sunday, February 25th, 2018.**

### **ABOUT ZEPHYR POINT...**

Situated high up in the Sierra Nevada Mountains upon the shoreline of Lake Tahoe, Zephyr Point Presbyterian Conference Center is one of the most beautiful retreat sites in the entire world. Since 1925 Zephyr Point has been a place set apart to minister rest, rejuvenation and recreation for thousands of guests seeking to encounter Christ in a way that only time spent within creation can provide. Embracing the pace and rhythm of a place like Zephyr Point is to embrace the wisdom of Jesus himself who recognized his need to retreat into the wilderness from time to time for restoration and reflection. As John Muir writes, "Everybody needs beauty as well as bread, places to play in and pray in, where nature may heal and give strength to body and soul."

**Our Mission:** Zephyr Point Conference Center exists to serve as an extension of the ministry of the church and to provide a place set apart where God's Spirit may illuminate hearts and minds as they are exposed to the Gospel and the claims of Jesus Christ, and enable Christians to communicate and relate their faith to the world in which they live.

**CREW:** Our key word in serving our guests is C.R.E.W. (**Care, Respect, Encourage, and Welcome**). Our example is found in Jesus Christ, who gave completely of himself, joyfully and obediently, to meet the needs of others.

**The purpose of the Summer Program Ministry CREW at Zephyr Point:** Through our summer and year-round programs, we want to work alongside the mission of the Church in guiding people both young and old to discover and cultivate the abundance of life lived in discipleship to Jesus Christ. To fulfill this, Zephyr Point ministry programs are uniquely geared to provide for both small and large group experiences, directed and supervised by our well trained staff. Summer CREW members minister through a focused relational ministry model, working within God's magnificent creation to encourage all who participate toward a dynamic and intimate relationship with Jesus Christ as both disciples and ambassadors of His kingdom!

**Summer of 2019:** Approximately 28 individuals will be serving on the Zephyr Point 2019 Summer CREW, working with integrity to fulfill our ministry vision through serving elementary school, Jr. High, and Sr. High School students, as well as College students, adults, and families. **The CREW is on the front lines of this ministry, participating in community to see that the calling and purposes for Zephyr Point are achieved.**

Selections for positions on the Zephyr Point Summer CREW are made on the basis of the applicant's qualifications as determined by written application, personal recommendations, and interviews by members of the Zephyr Point Program Department.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Zephyr Point is both an equal opportunity employer and a faith-based religious organization. We are firmly committed to a policy of equal opportunity and equal treatment for all applicants and employees,

regardless of race/ethnicity, color, sex, national origin, ancestry, age, marital status, sexual orientation, gender identity, protected disability status, veteran status, religious affiliation (except where religious affiliation is a bona fide occupational qualification), or any other legally protected status. All actions affecting personnel are administered fairly and following applicable laws. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

### **GENERAL QUALIFICATIONS**

- Commitment to Jesus Christ and his call to participate within his kingdom.
- Faith driven love to care for, respect, encourage, and welcome all Zephyr Point guests regardless of race/ethnicity, color, sex, national origin, sexual orientation, gender identity or faith background.
- Seeking to grow in the Christian Discipleship.
- Strong desire to give of self and serve others.
- Ability to adhere and conduct yourself to the guidelines of the Zephyr Point Philosophy of Ministry.
- Involvement in the life of the Church community.
- Willing to be guided by schedules & principles established for daily work, & community living.
- Ability to relate to both young people and adults.
- High appreciation of the outdoors.
- Minimum eligibility requirement: 19 years of age or turning 19 within the summer season.
- Commitment to the entire summer is **MANDATORY**. Any exceptions (such as School related needs) must be approved by Ministry Director, Ryan McKenzie.

### **REWARDS OF SUMMER STAFF SERVICE**

- Opportunities to serve Jesus Christ by serving others in ministry
- The chance to live within and be a part of an intentional Christian Community of peers.
- A time to grow in your faith.
- Increase in vocational skills.

### **COMPENSATION**

- On-site housing, Worker's Compensation Insurance, and salary as indicated under job descriptions.
- The possibility of securing field credits for school (See your School's requirements and arrange accordingly)

## **SUMMER POSITION DESCRIPTIONS**

### **CAMP ZEPHYR DAY CAMP TEAM (First through Sixth Grade)**

**Day Camp Activities Director: (1 Position)** The Activities Director (or AD) is responsible for developing and leading program activities. The AD must be well organized, able to work well with campers as well as fellow staff, and able to lead both large and small group activities. The main focus of the AD is to assist in building weekly camp communities and to supplement the efforts of the lead counselors through games, activities, and fun. This allows for opportunities to express the call of Christ through actions, words, and attitude. As such, the AD must have an understanding of the Christian faith and the ability to intermingle that within activities and games. Another aspect of the AD position is assisting the Day Camp Summer Coordinator in giving direction to each day's schedule, along with a number of additional miscellaneous tasks aimed at the facilitation of camp. Applicants should have a lot of energy and be very creative.

*Salary - \$2,750.00*

**Crafts Director: (1 Position)** The Crafts director administers the summer crafting program. They are responsible for directing specific daily craft projects for all of the age groups in day camp. They are also responsible for buying summer supplies within a specified budget, while also stocking and maintaining inventory of all crafts supplies throughout the summer. This person must have exceptional interpersonal skills, a knack for organization and planning, and the ability to be spontaneous and creative.

*Salary - \$2,500.00*

**Program Lead Counselor: (8 Positions)** Day camp lead counselors (or LCs) serve as the leader of a small group of elementary aged campers. The main focus of this position is to provide a safe space for campers to experience the love of Christ and grow in understanding of the gospel. LCs are responsible

for daily Bible lessons with their groups that stem from loose curriculum provided by Zephyr Point CREW leadership. As such, LCs must have an understanding of the Christian faith and the ability to teach and communicate what a life of faith looks like. Throughout the day, other members of the day camp team will lead activities. During these times, LCs are responsible for interacting with their campers, while supporting the AD and crafts director as needed, as well as facilitating the transitions from activity to activity. Each week, lead counselors are partnered up—an understanding of teamwork and willingness to work together is essential. Applicants must be mature, flexible, and able to multitask and focus throughout shifting priorities.

Salary - \$2,300.00

### **T.R.E.C. (Tahoe Recreational Expeditions Crew: Middle School and High School Ministry)**

**T.R.E.C. Activities Director: (1 Position)** The T.R.E.C. Activities Director (or AD) is responsible for developing and leading program activities. The AD must be well organized, able to work well with campers as well as fellow staff, and able to lead both large and small group activities. The main focus of the AD is to assist in building weekly camp communities and to supplement the efforts of the lead counselors through games, activities, and fun. This allows for opportunities to express the call of Christ through actions, words, and attitude. As such, the AD must have an understanding of the Christian faith and the ability to intermingle that within activities and games. Another aspect of the AD position is assisting the T.R.E.C. Summer Coordinator in giving direction to each day's schedule, along with a number of additional miscellaneous tasks aimed at the facilitation of camp. Applicants should have a lot of energy and be very creative.

Salary - \$2,750.00

**T.R.E.C. Lead Counselor: (3 Positions)** The TREC Lead counselors serve Zephyr Point program needs alternating between both the Basecamp (onsite overnight camp with daily off-site adventure excursions) and High Camp (Backpacking trips with students into the Tahoe Backcountry) weeks. As leaders and facilitators, the TREC Lead Counselor will oversee small groups consisting of one or two volunteer counselor(s) and 10-15 campers. Responsibilities for this position include presenting daily Bible studies and lessons, leading discussions, assisting in the leadership of off-site/backpacking adventures, and the leading of games, team building initiatives, and other programmed activities. The TREC lead counselors need to have an understanding of Christian discipleship with the ability to teach and communicate in dynamic and flexible ways. It is important that they be a supportive team player with relational ministry skills. He/she must have an ability to relate to and teach youth as well as adults, and should have experience in facilitating Bible studies, team building initiatives, and recreational activities.

*\*Applicants for the Lead Counselor position must be at least 20 years old. Wilderness First AID is desirable. First Aid and CPR certificates required.*

Salary - \$2,300.00

### **WATERFRONT TEAM**

**Life Guard/First-aider: (3 Positions)** Zephyr Point lifeguards/first-aiders are primarily responsible to maintain safety for all guests and campers at the Zephyr Point waterfront by supervising the marked off swimming area, maintaining a clean and safe environment throughout the ZP beachfront area, and oversee the safe use of ZP waterfront equipment (including monitoring the proper care and use of that equipment). The Life Guard/First-aiders' responsibility also includes giving immediate medical aid to individuals with common camp injuries, both around the Zephyr Point property as well as offsite on special camp excursions. These individuals must be reliable and have good communications skills, as well as have the ability to cope with stressful emergency events. Lifeguards work under the supervision of the Director of Ministry, the Summer Coordinator, and the Waterfront Coordinator. *Red Cross or Ellis Lifeguard Training certificate required. Advanced First Aid and CPR certificates required.*

Salary - \$2,300.00

### **PROGRAM RESOURCE TEAM**

**Summer Worship Leader: (1 Position)** The Zephyr Point Worship Leader plays a pivotal role in the experience, ministry, and outreach of Zephyr Point's Program Ministries. The Worship Leader directly

contributes to the spiritual growth of campers, guests, and staff through modeling and leading heartfelt musical worship that draws people together, encourages participation, and points people to Christ within the various worship settings we host throughout the summer. Applicants for this position are expected to be gifted in organizational, musical, and upfront leadership, skills, and be a team player. The Worship leader responsibilities include (but are not limited to): leading children's songs at Day Camp morning briefings, working closely with the Director of Program Ministries to prepare, set-up, and lead Sunday Morning worship services and Wednesday evening Campfires, leading scheduled worship times for Basecamps (Jr. High and Sr. High Camp), Family Camp, and Thursday Night Staff Vespers services.

*Salary - \$2,300.00*

**Office Assistant: (1 Position)** The Office Assistant works in close conjunction with the summer coordinators and the year round Program office staff in order to ensure summer registration and programs run smoothly. The Office Assistant duties include: check-in and check-out for both youth and adult summer programs, answering phones, responding to emails, using our online registration system, assisting guests, maintaining records and paperwork, and other miscellaneous tasks related to the program office. Applicants should have excellent communication skills, be competent in Office suite, and a quick learner.

*Salary - \$2,300.00*

**Video/Photographer: (1 Position)** The videographer/photographer is responsible for capturing photos and video footage of weekly camp events and editing that footage into a final camp video each week. The videographer must be able to transport, set up, and operate video equipment and accomplish all technical tasks related to production and post-production using editing software such as iMovie or Final Cut Pro.

*Previous experience in videography work is desirable*

*Salary - \$2,300.00*

**Coffee Shop Barista: (3 Positions)** The Coffee Shop Baristas promote hospitality through both welcoming and familiarizing customers with our "Cabin 28" menu before preparing and serving a variety of coffee/espresso drinks. Preparation of all beverages must follow prescribed recipes and techniques for coffee drinks, such as, espresso, caffe lattes, and cappuccinos. Baristas also maintain inventories by replenishing coffee bean supply; stocking coffee brewing equipment, and maintaining supplies (cups, lids, stir sticks, etc.). Baristas must maintain a safe and healthy work environment by following organization standards and sanitation regulations. Overall, Zephyr Point Baristas are expected to create and enhance a warm and welcoming environment within Cabin 28, serve an excellent product, and promote fellowship and hospitality congruent with Zephyr Point's ministry goals.

*Salary - \$2,300.00*

## **ZEPHYR POINT PRESBYTERIAN CONFERENCE CENTER**

P.O. BOX 289, ZEPHYR COVE, NV 89448 Telephone (775) 588-6759, Fax (775) 588-1095,  
Email: [rmckenzie@zephyrpoint.org](mailto:rmckenzie@zephyrpoint.org) Web page: [www.zephyrpoint.org](http://www.zephyrpoint.org)



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### 2019 CONFIDENTIAL PERSONAL REFERENCE FORM

Name of Camp Staff Applicant \_\_\_\_\_

Referent Name \_\_\_\_\_

Referent Email \_\_\_\_\_ Phone \_\_\_\_\_

*I authorize the following referent to provide Zephyr Point with the following information in order to determine my suitability for a summer ministry position. I realize this is a confidential reference form, and I release him/her from all liability in giving Zephyr Point this information.*

**Signature of Applicant** \_\_\_\_\_

#### **Before filling out the following reference form please read the following:**

The above applicant has listed you as a reference, and we would appreciate your honest assessment as to their maturity, skills, and abilities. Zephyr Point is Christian Camp and Conferencing Center with summer camp programming for both Children and Youth, and we take summer hiring very seriously. All of our staff are influential in the lives of the children and youth that come here, and it is very important that each staff person is of high character and very responsible. Thank you for taking the time to fill out this form. Your promptness would be appreciated as we cannot start the process of hiring until all the references are in. If you have any questions or would rather discuss this applicant in person, please contact the Director of Program Ministries, Ryan McKenzie at (775) 588-6759 ext. 106. Thank you very much and God Bless!

1) How long have you known the applicant? \_\_\_\_\_ How well do you feel you know the applicant? \_\_\_\_\_

2) In what kind of context do you know the applicant? (Spiritual Mentorship, Teacher, Former or Current Employer, etc.)

3) To your knowledge is there any reason the applicant should not be considered for a position working with Children and Youth? \_\_\_\_\_

4) What do you consider to be the strengths of the applicant? \_\_\_\_\_

Areas for needed growth? \_\_\_\_\_

Please mark the appropriate field for each category

**Responsibility**

- Excellent - Diligently follows through on tasks
- Good - Follows through on tasks
- Average - Usually follows through on tasks
- Poor - Needs to be repeatedly told what to do

**Cooperation**

- Excellent - Deeply values others
- Good - Generally concerned for others
- Average - Cooperates when convenient
- Poor - Difficult to work with

**Initiative**

- Excellent - Will look for things to do
- Good - Will do things that need to be done
- Average - Will do the obvious if there is need
- Poor - Needs to be told what to do

**Personable**

- Excellent - Keenly intuitive to others
- Good - Interested in others
- Average - Aware of need to be interested...
- Poor - aloof and distracted

**Leadership**

- Excellent - A leader of leaders
- Good - Contributes positively
- Average - Usually well-balanced
- Poor - Negatively influential

**Teachable**

- Excellent - Engages suggestions and critique
- Good - Listens to and processes suggestions
- Average - Listens, but has to give opinion
- Poor - resists suggestions and critique

**Judgment**

- Excellent - Consistently makes wise decisions
- Good - Frequently makes good decisions
- Average - Usually makes good decisions
- Poor - Frequently makes poor decisions.

**Communication**

- Excellent - Articulate and clear to all
- Good - Clear to most groups of people
- Average - Can get thoughts across
- Poor - Has difficulty conveying thoughts

Please add any comments that you feel would be helpful in to us in understanding more about who the applicant is: \_\_\_\_\_

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How do you recommend the applicant for a summer of ministry at Zephyr Point?

Highly recommend    Recommend    Recommend with reservations    do not recommend

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thanks for taking the time to fill out this personal reference form. Please email, fax, or mail attn: Ryan McKenzie