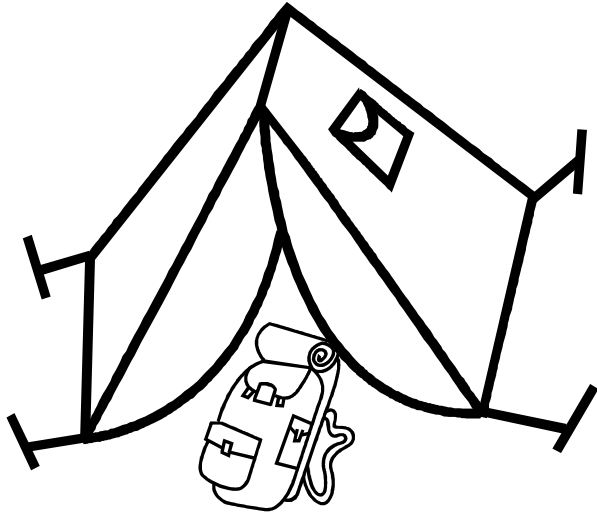


MENNO HAVEN

Camp & Retreat Center



2008

SUMMER STAFF

APPLICATION PACKET



“SEEDS OF FAITH, SEASONS OF FLOWERING”

Luke 8: 15

Please return your application as soon as you are able. We strongly encourage you to send your application by March 17th in hopes that we could tell you by April 4th if you have been selected to serve on our summer staff.

A number of people have already expressed interest in serving on summer staff, so we would encourage you to be prompt in returning your application! We are excited about this summer and if it is within the will of Jesus, we would love to have you as part of our summer staff.

In Christ's Service,
The Menno Haven Staff

(Please keep this page when you return your application so you can contact us.)

Menno Haven Camp & Retreat Center
9301 1575 East St.
Tiskilwa, IL 61368-9710

Phone: (815) 646-4344 or 1-800-MENNOHA (636-6642)

Fax: (815) 646-4301

program@mennohaven.com
www.mennohaven.com



Menno Haven Overview

Mission Statement:

To invite all to experience God's World and Christ's Kingdom in a camp and retreat setting through opportunities for worship, fellowship, recreation, growth, and renewal.

Setting & Description:

Menno Haven, a Christian camp and retreat center, was founded by the Illinois Mennonite Camp Association in the late 1950's. Affiliated with the Illinois Mennonite Conference, Menno Haven provides programming for youth, as well as adult and family retreats in a setting removed from the anxiety and pressures of everyday life. Located on 231 acres in the Bureau Valley, our forested environment and waterfront area afford the opportunity for hiking, camping, boating, and fishing amidst the beauty of God's creation...renewal for the body, as well as the soul. Our facilities are available year-round for congregations, families, celebrations, conferences and church-wide events as well as individual day use.

Special This Year!

Fifty years ago the dream of a few church leaders became "Seeds of Faith" planted in fertile ground. Today, Menno Haven continues to draw both Christians and non-Christians to "Seasons of Flowering" in Christ's love. This special year will incorporate 4 events: IMC Annual Assembly, Extended Rally Day, Reunion Family Camp, and IMCA Annual Retreat. Extended Rally day will be three days of Service, Worship and Celebration. The Reunion Family Camp is a time for past staff to come a experience a week of camp, in addition to the regular family camp events.

Dates for Summer:

June 1-5	Adventure Education Facilitator Workshop	Age 16 and up
June 8-14	Staff Orientation Week ☺	All Staff
June 15-20	Blue Jay Camp	Grades 4-6
June 22-27	Trailblazer Camp	Grades 7-9
June 29 –July 4	Chipmunk Camp	Grades 5-7
July 4-9	Reunion Family Camp	Families
July 13-18	High School Camp	Grades 10-12
July 20-25	Adventure Camp	Grades 7-9
July 27-30	Cottontail Camp	Grades 3-5
July 31-August 1	Disorientation ☺	All Staff
August 2-17+	We need 6 to 8 staff to stay for kitchen, grounds-keeping, facilitator, and waterfront. Let us know if you are interested.	

Summer Staff Compensation

All Summer Staff will receive room, board, and a weekly wage based on below information.

BASE WAGES:

The weekly wage for college age summer staff is \$120.00/week and the wage for high school age summer staff is \$100.00/week. (Checks will be given out every 2 weeks).

ALL RETURNING SUMMER STAFF may earn an additional \$10.00/week for each year served on summer staff here at Menno Haven. Up to \$20.00/week additional.

We are praying for you as you discern where God is leading you this summer.

Abbreviated Job Descriptions

We are seeking persons who have a desire to know, love, and serve Jesus Christ, and to share their faith with others through their words and lifestyle. We are looking for applicants to be mature, teachable, dependable, hard-working, service oriented, and well suited to working with children and adults. It is important that our staff be capable of living in a close community setting. Generally, we desire staff to be 15 years of age and older. Also, we prefer the Leadership Team and Head Cabin Counselors to be 19 years of age or older (one year out of High School). Applicants chosen for summer employment will be sent Menno Haven's *Summer Staff Guidelines* along with their *Memo Of Understanding*. Below are abbreviated job descriptions. Complete job descriptions are available upon request.

PAID POSITIONS

Leadership Team

Operations Assistant: May 23 – August 8

In cooperation with the Program Director, Worship Assistant, and Waterfront Assistant, plan and coordinate the daily schedule and activities of summer camp. Seeks to provide quality recreational activities for campers and staff. Serves as a primary leader for the summer staff. Ensures that the daily summer camp operations run smoothly and in a timely manner.

Worship Assistant: May 23– August 8

In cooperation with the Program Director, Operations Assistant, and Waterfront Assistant, plan and coordinate the daily schedule and activities of summer camp, specifically in reference to chapel, campfires and skits. Plans and implements diverse worship experiences for campers. Serves as a primary leader for the summer staff and assists in providing leadership for all activities.

Waterfront Assistant: May 23 – August 8 See below "After camp help"

In cooperation with the Program Director, Worship Assistant, and Operations Assistant, plan and coordinate the daily schedule and activities of summer camp. Enforces proper lake and pool safety procedures. Lifeguards and supervises campers and staff at all lake or pool activities. Serves as a primary leader for the summer staff and assists in providing leadership for all activities.

Head Cabin Counselor June 8 – August 1

Is responsible for the over-all health, safety, and spiritual well-being of the campers in their cabin. Leads the daily Bible study and evening devotions for her/his cabin. Is responsible for helping to plan and lead her/his cabin during crafts, group games, cabin activities, campfires, chapel, and all other camp activities.

Kitchen Assistant June 5 – August 2 See below "After camp help"

Works with the Food Service Manager and other kitchen assistants in daily preparation and cleanup of camper & retreat meals.

Grounds-keeping Assistant June 8 – August 2 See below "After camp help"

Works with the Facilities Director in such areas as lawn mowing, landscape/trail management, janitorial duties, miscellaneous projects, and preparing facilities for each group that comes in.

After camp help August 2 – 17+

We need 6 to 8 staff to stay for kitchen, grounds-keeping, facilitator, and waterfront. Let us know if you are interested.

VOLUNTEER POSITIONS

Volunteer Grounds-keeping Assistant

See above description under Grounds-keeping Assistant.

Volunteer Program: Assistant Cabin Counselor, Crafts Assistant, Photographer

Helps Head Cabin Counselor with all duties listed above.

Volunteer Kitchen Assistant

See above description under Kitchen Assistant.

References:

This application is not complete without three personal references from adults. You will need to have one reference from your pastor/youth leader/spiritual mentor, a second from a teacher/coach/employer, and a third from an adult of your choice (other than a relative). List your chosen references below, then give them the appropriate reference form. We suggest you include an envelope for convenience. **Make sure you fill in your information at the top of the form. Ask them to promptly complete and return it directly to Menno Haven.**

1. Pastor/Youth Leader/Mentor

Name: _____ Phone: (_____) _____ - _____

Address: _____

Position/Title: _____ E-mail: _____ @ _____

2. Employer/Teacher/Coach

Name: _____ Phone: (_____) _____ - _____

Address: _____

Position/Title: _____ E-mail: _____ @ _____

3. Adult of your Choice

Name: _____ Phone: (_____) _____ - _____

Address: _____

Position/Title: _____ E-mail: _____ @ _____

In signing this, I affirm that all information on this application is complete and true to the best of my knowledge. I understand that any incorrect, incomplete or false statement of information furnished by me may subject me to discharge. I hereby authorize my former employers to give any information regarding my employment with them and to furnish any other information they may have regarding me. I also give my references and Menno Haven permission to exchange information regarding my ability to serve in summer ministry.

Signature: _____ Printed name: _____

Date: ____/____/____

Mail to: Menno Haven
Camp and Retreat Center
9301 1575 East St
Tiskilwa, IL 61368

Questions? Call (815) 646-4344
1-800-MENNOHA (636-6642)
E-mail: program@mennohaven.com

FOR OFFICE USE ONLY:

Application Received: ____/____/____ Response sent: ____/____/____

Reference 1: _____ Reference 2: _____ Reference 3: _____

Letter, Abbr. Staff Guidelines, Memo of Understanding, & W-4 Sent: _____

Memo of Understanding & W-4 Returned: _____

Job Offered: ____/____/____ By: (int.) _____ Job Accepted: ____/____/____ Declined: ____/____/____

Initial When Read: _____