

# Innabah Camp and Retreat Center

Eastern Pennsylvania Conference United Methodist Church

## Application

*As a ministry of the Eastern PA Conference of the United Methodist Church we provide safe, meaningful, enjoyable experiences in camp and retreat settings that lead people to new and renewed life in Jesus Christ.*

*We partner with local congregations to be in mission for God through Christ, our Lord and Savior: calling persons to new life in Jesus Christ, nurturing their journey as disciples, and addressing the needs of the communities in which they live.*

### General Qualifications for All Camp Staff Personnel

- Affirm personal faith in God, our Father, in Jesus Christ, our Savior, and in the Holy Spirit, our Guide and Sustainer.
- Seek to be effective witnesses in the world by serving and witnessing with words that heal and free. Accept the call to minister wherever Christ would have you, as a part of the Body of Christ.
- Participate actively in a local church or college fellowship and be recommended by a local pastor.
- Work cooperatively with other staff members in a close-knit team relationship. Attend all scheduled training events.
- Be committed to participation in all aspects of the camping program, and be willing to make all necessary preparations for the Christian Camping experience.
- Complete and abide by contractual agreement regarding general job responsibilities and specific expectations.
- Accept and act in accordance with the principle that campers are our guests, and that all staff actions are to be directed toward the fulfillment of programmatic objectives and the facilitation of an enriching, faith-enhancing experience for each individual camper.

NAME \_\_\_\_\_  
Last First Middle Initial

Permanent address:

College address (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

Male \_\_\_ Female \_\_\_ T-shirt size \_\_\_\_\_ Are you 18 or over? Yes \_\_\_ No \_\_\_ If no, what is your date of birth? \_\_\_/\_\_\_/\_\_\_\_\_

**EDUCATION:** You are currently attending (Circle one): High School College Grad School Other \_\_\_\_\_

School currently attending: \_\_\_\_\_ Major? \_\_\_\_\_

Grade/Class finished this June (circle one) Freshman Sophomore Junior Senior

**HOME CHURCH/COLLEGE FELLOWSHIP AFFILIATION:** Name of church/fellowship you currently attend:

\_\_\_\_\_

Pastor's/Leader's Name: \_\_\_\_\_ Phone number (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Do you have a legal right to reside in and accept employment in the United States? No \_\_\_ Yes \_\_\_

Have you ever been convicted of an offense against the law, or forfeited collateral (except for minor traffic violations, or youthful offender status?)  
No \_\_\_ Yes \_\_\_ If yes, give details and disposition on separate sheet. An affirmative answer is not an automatic denial of employment.

**NOTE: All applicants are subject to a mandatory Child Line, FBI, and Criminal History Check.**

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**VOLUNTEER HISTORY:** Sunday School Teacher, Mission Trip, etc.

1.	Organization	Dates of service	Supervisor	Contact phone or e-mail
2.	Organization	Dates of service	Supervisor	Contact phone or e-mail
3.	Organization	Dates of service	Supervisor	Contact phone or e-mail

**EMPLOYMENT HISTORY:** List most recent employer first.

1.	Employer	Address	Phone number
	Supervisor	Title of Supervisor	
	Dates of employment	Position/Duties	
2.	Employer	Address	Phone number
	Supervisor	Title of Supervisor	
	Dates of employment	Position/Duties	
3.	Employer	Address	Phone number
	Supervisor	Title of Supervisor	
	Dates of employment	Position/Duties	

**REQUIRED REFERENCES:** List three (3) – (example of persons to use - school teachers/professors, Sunday School teachers, youth pastor, boss and/or co-workers, coaches, church members, neighbors, etc.) Your pastor will be used as a reference from the previous section. **Please do not use relatives. Give complete name, address, email, and phone number.**

1. Name and relationship	Home/Cell Phone No. ( )		
Email Address			
Street	City	State	Zip
2. Name and relationship	Home/Cell Phone No. ( )		
Email Address			
Street	City	State	Zip
3. Name and relationship	Home/Cell Phone No. ( )		
Email Address			
Street	City	State	Zip

**BIOGRAPHICAL SKETCH:** use separate page if needed/desired.

1. Why do you want to work at a Christian camp?  
\_\_\_\_\_  
\_\_\_\_\_

2. What God given gifts/abilities/talents will you bring to this ministry?  
\_\_\_\_\_  
\_\_\_\_\_

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3. State what Jesus Christ means in your life TODAY: \_\_\_\_\_  
\_\_\_\_\_

4. What life experiences have impacted you significantly? \_\_\_\_\_  
\_\_\_\_\_

5. How is Jesus Christ apparent in your everyday life? \_\_\_\_\_  
\_\_\_\_\_

6. Please state clearly your personal convictions on alcoholic beverages, illegal drugs and tobacco: \_\_\_\_\_  
\_\_\_\_\_

7. Have you any training and /or experience in leading a person to Jesus Christ? No \_\_\_ Yes \_\_\_ If yes, please share briefly: \_\_\_\_\_  
\_\_\_\_\_

**POSITION AVAILABLE:**

The position available is for Camp Registrar and Marketing Coordinator and they will be responsible for recording all camp (summer and Innabah retreats) information, coordinating marketing efforts, and helping with other office related tasks necessary for the day to day operation of Innabah. He/She will be responsible for setting up each season (Summer and Retreats) within CampBrain, regularly going through the system to keep the records clean/organized, ensuring information within different sections are maintained accurately, to be directly responsible to track and maintain all incoming registrations, and making sure all invoices get paid. He/She will be responsible for creating and delivering marketing ideas and activities, for conceptualizing and creating marketing materials, managing projects, and ensuring company messages are consistent. He/She needs to be familiar with CampBrain and Microsoft Office. Effective fulfillment of this position will include proper record keeping and good communication skills. An ideal candidate will have strong Christian character, as well as the gifts and professional presence to represent the ministry of Innabah within the organization and in the community.

Please include a copy of your resume and any other documents, as needed.

Child abuse is a serious criminal offense. As a camp employee or volunteer, you will have the responsibility of caring for and supervising children. Your duties will be very important and also challenging. Please read the following statement with regard to your duties concerning child abuse:

*I hereby understand and agree that it is my duty under the law and as a representative of Jesus Christ, to avoid, prevent, and report the abuse (physically, verbally or sexually) of any child under my care, in an effort to provide quality development in a Christian camp setting.*

**Signature:** In signing this application, including attached sheets, I affirm I have answered all questions completely and accurately. I promise, if accepted as a staff member, to be subject to the standards of Innabah Camp and Retreat Center.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**OTHER INFORMATION**

(This information is important to us, although it will not be a determining factor in employment.)

**CAMPER EXPERIENCE:** List year(s) and camp programs attended.

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Do you have a driver's license? \_\_\_ Yes \_\_\_ No What state? \_\_\_\_\_

**CERTIFICATIONS** – Upon employment, Innabah will require copies of certifications.

<input type="checkbox"/> RN	<input type="checkbox"/> Lifeguard
<input type="checkbox"/> LPN	<input type="checkbox"/> Water Safety Instructor
<input type="checkbox"/> EMT	<input type="checkbox"/> ACA (American Canoeing Association)
<input type="checkbox"/> CPR	<input type="checkbox"/> National Archery Association
<input type="checkbox"/> First Aid	<input type="checkbox"/> Challenge Course
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Check any activities in which you are **skilled** or have **leadership** ability:

<input type="checkbox"/> Archery	<input type="checkbox"/> Fire Building	<input type="checkbox"/> Outdoor Education
<input type="checkbox"/> Arts and Crafts	<input type="checkbox"/> Fishing	<input type="checkbox"/> Photography
<input type="checkbox"/> Basketball	<input type="checkbox"/> Games	<input type="checkbox"/> Sign Language
<input type="checkbox"/> Bible Study	<input type="checkbox"/> Group Building Activities	<input type="checkbox"/> Soccer
<input type="checkbox"/> Bird Study	<input type="checkbox"/> Indoor Games	<input type="checkbox"/> Softball/Baseball
<input type="checkbox"/> Campfire Program	<input type="checkbox"/> Large Group Games	<input type="checkbox"/> Song Leading
<input type="checkbox"/> Canoeing	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Volleyball
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Nature Hikes	<input type="checkbox"/> Web design
<input type="checkbox"/> Cooking	<input type="checkbox"/> Orienteering	<input type="checkbox"/> Worship Services
<input type="checkbox"/> Creative Drama	<input type="checkbox"/> Outdoor Cooking	<input type="checkbox"/> Urban Ministry

**Please list any other talents or crazy fun things that you can do that kids would enjoy learning about:**

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**Staff are hired without regard to race, color, national origin, or sex.**

Please mail your application to:



Director  
Camp Innabah  
712 Pughtown Road  
Spring City, PA 19475  
610-469-6111  
[www.Innabah.org](http://www.Innabah.org)

