



# Pine Lake Fellowship Camp

Dear Applicant,

Thank you for your interest in serving on summer staff at Pine Lake Fellowship Camp this coming summer. Please take time to carefully and prayerfully fill out this application. Summer camp ministry is the core vision of PLFC. Since the mid-1960's, children and youth from the Meridian and Gulf Coast regions have attended our summer camp program. By applying, you show interest in being part of a great history of this ministry. If you have questions, don't hesitate to contact me. Blessings to you as you begin this process.

Sincerely,

*Suzanne Opel*

Suzanne Opel  
Program Director

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## Summer Camp Job Descriptions

### Program Staff (three positions available)

1. Serve in **three or more** roles described below. Plan and lead assigned activities.
2. Participate in camp activities when not carrying out an assigned task.
3. Monitor campers during counselor meetings and as assigned.
4. Assist with kitchen clean-up if needed.
5. Attend daily staff meeting.
6. Provide mental, emotional, and spiritual support for counselors and LITs.
7. Assist in working with campers with special needs or problems.
8. Monitor lights out time. Live in cabins with campers and counselors as needed.
9. Assist in clean-up after campers have left.
10. Assist Program Director as requested.
11. Be an example in participating, cooperating, and exercising Christian love and care.
12. Responsible first to Summer Director and then to Executive Director.

### PROGRAM STAFF ROLES

- **Nature Activities Director**—Plan all nature activities, gather materials and lead activities.
- **Recreation Director**— Plan and lead all recreation games including the theme related activities as planned by Director.
- **Ropes Course Director**—Plan and lead ropes course activities. Ropes course leader should have some experience with low ropes course elements. Orientation & training will take place upon arrival to camp.
- **Lifeguard/Water Director**—Tests campers wanting to swim in the deep area, monitor swimmers at all times, assign an adult assistant to help monitor swimmers, make sure all posted rules are observed, be responsible for any water equipment, see to the safety of campers and staff during all swim and boating times. Must be at least 18 years old and a certified lifeguard. Lifeguard training may be available.
- **Afternoon Activities Coordinator**—Work with staff to create a variety of age appropriate, engaging, enriching activities for campers, and coordinate scheduling and staffing of activities each day/week.

- **Worship Leader**—Plan and lead music at Bible Study time, camp fire, and whenever music is needed. This does not need to be a program staff person. A counselor or Summer Director can fill this role.
- **Camp Store Manager**—Register campers & record spending money at registration, record all transactions throughout the week (daily drink breaks and weekly camp store times), and return unspent money to campers at the week's end. Requires collaboration with Office Administrator.
- **Craft Director** — Plan, prepare, carry out, and clean up craft times for each week, maintaining an assigned budget and ensuring campers have a memento to take home.
- **Drama Coordinator**—Introduce staff to appropriate skits to be used for bible studies and talent shows. For bible studies, coordinate skit usage with camp pastor.
- **Kitchen Coordinator**—Make schedule/oversee L.I.T.'s who will clean up after each meal and help as needed. Keep towels washed and folded.
- **Camp Newspaper Editor**—Create a short camp newspaper for each week using camper articles, pictures from the photographer, and notes from camp pastors to highlight the theme for the week. Editor should be comfortable using Microsoft Publisher.
- **Social Media Coordinator**— Update various social media outlets regularly, managing parent e-mails to campers, posting pictures, etc. Talk to Director for more details about this description.
- **Photographer/Videographer**—Document each week: photos and videos of activities throughout the week for year-round marketing and video summary, frequent, regular social media posts for camper parents, portraits of each cabin group and whole camp group for camper purchase, video summary of each week for camper purchase. This position must have experience in video editing. Talk to the Director for more details about this position. This role is a full position *and will have modified Program Staff responsibilities.*

**Counselor** (3 female positions/3 male positions)

1. Be at least 18 years old or a high school graduate.
2. Provide for the physical, mental, emotional, and spiritual well-being of their cabin members by doing the following: promote safety, assist them in interpersonal relationships with other campers, challenge them to Christian commitment, encourage them to participate and be alert to teaching opportunities, and discourage unacceptable behavior. This is the counselor's primary responsibility.
3. Live with a cabin group and supervise their activities at all times, promoting good cabin spirit, being an example in participating, cooperating, and exercising Christian love and care.
4. Develop a relationship with each camper, be aware of their need, and provide leadership and guidance which promotes Christian growth.
5. Lead evening devotions with cabin group.
6. Utilize the outdoor setting in such a way that campers will learn to respect and admire it.
7. Oversee Leader In Training who lives with cabin group.
8. Assist in cleaning camp after campers have left.
9. Responsible first to Program Staff and Summer Director, then Executive Director.

**\*\*Leader in Training** (up to 3 female positions/3 male positions) *\*\*These are volunteer positions!\*\**

1. Be 16-17 years of age.
2. Participate in orientation and as many weeks of summer camp as possible.
3. Live with a cabin group, assist that counselor, engage with campers during activities/staff meeting, help in kitchen as needed, lead one cabin devotion each week, and supervise/lead snack time activities.
4. Engage campers in all activities during the day (swimming, recreation, meal times, crafts, etc.)
5. Lead activities as assigned.
6. Participate in weekly leadership training sessions. Each training session has a guided practice component with follow-up during each week.
7. Attend daily staff meetings.
8. Work as a team during meal clean-up.
9. Assist with clean-up at the end of each week.
10. Have a healthy respect for those in authority.
11. Responsible first to Counselor, Program Staff and Summer Director, then Executive Director.

**Pine Lake Fellowship Camp**  
 10371 Pine Lake Road  
 Meridian, MS 39307  
 601-483-2267



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 www.pinelakecamp.com

## 2025 SUMMER STAFF APPLICATION

PLEASE COMPLETE APPLICATION AND SUBMIT TO PLFC BY MARCH 1, 2025. Positions filled on rolling basis.

### PERSONAL INFORMATION

Date of Application \_\_/\_\_/\_\_\_\_

Name: (Last, First, M) \_\_\_\_\_ Male\_\_ Female\_\_

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

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

Home Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ E-mail address \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ T-Shirt Size: (Circle): S M L XL XXL

Date of Birth \_\_/\_\_/\_\_ Social Security Number: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Church: \_\_\_\_\_ Pastor: \_\_\_\_\_ Church Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

How many times a week/month do you attend church? \_\_\_\_\_ Pastor's Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

### WORK ASSIGNMENT DETAILS

Choose one or more roles, ranking your preference. See job descriptions.

- Counselor (age 18+)
- Program staff (age 18+ preferably with 1 yr. college experience).

Mark all areas of interest, including at least two primary role & two secondary roles.

- |  |  |   |
|--|--|---|
| <b>Primary Roles:</b>                                  | <b>More Primary Roles:</b>   | <b>Secondary Roles:</b>                           |
| <input type="checkbox"/> Nature Activities Director    | <input type="checkbox"/> Afternoon Activities Coordinator                      | <input type="checkbox"/> Camp Newspaper Editor    |
| <input type="checkbox"/> Recreation Director           | <input type="checkbox"/> Worship Leader  | <input type="checkbox"/> Drama Coordinator        |
| <input type="checkbox"/> Ropes Course Director         | <input type="checkbox"/> Camp Store Manager                                    | <input type="checkbox"/> Kitchen Coordinator      |
| <input type="checkbox"/> Lifeguard/Waterfront Director | <input type="checkbox"/> Craft Director  | <input type="checkbox"/> Social Media Coordinator |
| <input type="checkbox"/> Photographer/Videographer     | <i>(Role is a full position with modified Program Staff responsibilities.)</i> |   |

Mark these dates on your calendar.

#### Overnight Camp Dates

- |   |                  |
|---|------------------|
| Program Staff <i>(Required for P.Staff)</i> | May 27 - 29      |
| Staff orientation <i>(REQUIRED)</i>         | May 29 - June 5  |
| Discoverers                                 | June 5 - 7       |
| Seekers                                     | June 9 - 13      |
| Explorers                                   | June 16 - 21     |
| Adventurers                                 | June 23 - 28     |
| Trailblazers                                | June 30 - July 5 |
| GNF Junior                                  | July 7 - 12      |
| GNF Teen                                    | July 14 - 19     |

#### Day Camp Dates

- |   |                 |
|---|-----------------|
| Program Staff <i>(Required for P.Staff)</i> | May 27 - 29     |
| Staff orientation <i>(REQUIRED)</i>         | May 29 - June 5 |
| **DAY CAMP #1**                             | June 9 - 13     |
| **DAY CAMP #2**                             | June 16 - 20    |
| **DAY CAMP #3**                             | June 23 - 27    |

\*\*Staff positions are available only to those who have a conscientious respect for authority and for compliance to rules and regulations that place the welfare of campers ahead of personal interests. Staff should also acknowledge that working at camp is not only a job, but a ministry opportunity. Will you commit to abiding by these values? \_\_\_\_\_

Please indicate (and rank) which camps you're interested in working. (You can select multiple options.)

Overnight Camps  Day Camp

Why? \_\_\_\_\_

If hired, we expect Overnight Camp program staff & counselors to commit to being available for all 7 weeks of the Summer Camp Program (includes Staff Orientation). **May 29 – July 19**. We expect Day Camp counselors and program staff to commit to being available for Staff Orientation as well as the full weeks of camp indicated (**May 29 – June 27**).

Please list the dates and times of any and all requests you may have for time off. These requests will be reviewed on an individual basis by the Director. \_\_\_\_\_

## EDUCATION AND WORK EXPERIENCE

High School \_\_\_\_\_ Circle Current Class: Sr. Graduated

College \_\_\_\_\_ Circle Current Class: Fr. Soph. Jr. Sr. Graduated

What is the last day of school in Spring 2025? \_\_\_\_\_

Major or Special Training \_\_\_\_\_ Graduation Date \_\_\_\_\_

Certifications: CPR?  First aid?  Nursing/EMT?  Lifeguard?

Are you willing to receive CPR, First Aid, and/or Lifeguard certification(s)? YES / NO

Do you play a musical instrument? Yes  No  If so, what instrument(s)? \_\_\_\_\_

Working at PLFC is physically and emotionally challenging, requiring good health and much energy. Understanding that any physical, emotional, mental, or medical conditions or special dietary needs may require accommodations and planning, what accommodations do you anticipate needing?

*Note: need for accommodations does not count against you in this hiring process.*

**Please list all previous or current jobs you have held or are holding below:**

INCLUDE CURRENT PHONE NUMBER FOR FORMER/CURRENT SUPERVISOR(S).

*If you have a personal résumé, please include it in the application as well.*

Former Employer	Title and list of duties	Start and end dates	Phone number

# PERSONAL JOURNEY

As a Christian camp, Pine Lake endeavors to show campers God's love in a natural setting and through Christian lifestyle examples. **We expect all staff to have made a sincere commitment to Christ and to exemplify that decision in their daily lives.** Pine Lake's ministry includes sharing Jesus Christ with the campers. In doing this, it is important to reflect on your own life and experiences.

*Prayerfully answer these questions on a separate piece of paper and include it in your application.*

1. List (using bullet points) any previous experience as a camper, as camp staff, or as a person working with children or youth. (*i.e. - camper at Pine Lake 2017 - 2022, - LIT at Pine Lake 2023*)
1. List in order of relevancy any specialized training, certifications, or leadership situations which may be helpful in the position(s) you are applying for.
2. People are drawn to work or volunteer at Pine Lake for many different reasons. What are the main reasons you would like to work at Pine Lake Fellowship Camp?
3. Tell us about your personal Christian journey. What led up to you making the decision to follow Christ? Describe your present relationship with Jesus. (How do you invest in the relationship? How do you receive from your relationship with Jesus?) Include regular activities in which you are involved that help to promote your spiritual growth, and any people who have been important in your spiritual walk.
4. If you are working at Pine Lake this summer, you will have many opportunities to share the love of Christ with campers and fellow staff. What are some specific ACTIONS you might use to let campers know they are special and YOU care about them?
5. Reading over the job description and thinking about your own strengths, what are two parts of your potential role about which you feel confident, and why? (in 50-100 words, please)
6. Reflecting on the job description and what you know about yourself, what are two parts of your potential role that may be harder for you than for other people your age and why? (in 50-100 words, please)

# REFERENCES

References give Pine Lake multiple perspectives on each applicant. **DO NOT list a relative or peer.**

DISCUSS THIS ROLE WITH EACH REFERENCE before listing them as a reference.

Pastor/Youth Leader	Employer/Teacher/Coach	Adult of your Choice (Not a relative)
Name: _____	Name: _____	Name: _____
Employer/Occupation: _____	Employer/Occupation: _____	Employer/Occupation: _____
Phone: _____	Phone: _____	Phone: _____
How they know you: _____	How they know you: _____	How they know you: _____

# ADDITIONAL INFORMATION

## Criminal Record:

1. Have you ever been convicted of a felony or misdemeanor, or plead no contest in a felony, other than a minor traffic violation?  
Yes \_\_\_ No \_\_\_ If yes, explain on an attached piece of paper and include conviction, date and location of conviction.
2. Have you ever been accused or convicted of physically or sexually abusing a child?  
Yes \_\_\_ No \_\_\_ If yes, explain on an attached piece of paper and include conviction, date and location of conviction.

**Harassment:** Pine Lake's policy prohibits all forms of harassment. This includes but is not limited to sexual, racial, religious, and other. Have you ever been accused of any type of harassment?

Yes \_\_\_ No \_\_\_ If yes, explain on an attached piece of paper.

*(Note: A prior accusation or criminal record is not an automatic bar to employment. The situation will be evaluated by the Director before any decision is made.)*

**Social Media:** List your accounts (w/ corresponding platforms), including Instagram, VSCO, Snapchat, Youtube, X, Tik Tok, blog, Facebook, Twitch, etc... (ex: Instagram: @sunnysuzanneo)

*(Please note: As an employee of Pine Lake Fellowship Camp, what you post or say on social media may be viewed as a reflection on camp. As a part of the hiring process, we will be checking social media of prospective and returning staff and reviewing its content. Any content that conflicts with Pine Lake Fellowship Camp philosophies or policies or content that could be viewed as inappropriate for working with children may result in the termination of candidacy or employment.)*

**Connect with PLFC on Snapchat, Facebook, and/or Instagram via your existing accounts.**

I authorize PLFC to investigate of all statements herein, including but not limited to criminal background, SSN, and child abuse checks. The report will be retrieved by **TrueHire Background Checks**. By signing below, I affirm that all application information is true and accurate. I understand that untrue, misleading, or omitted information herein or in other documents completed by the applicant may result in dismissal, regardless of the time of discovery by the camp.

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

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

(Parental Signature required for applicants under age 18)

*If you have questions about employment at PLFC, please contact Suzanne Opel at 601-483-CAMP (2267) or [suzanne@pinelakecamp.com](mailto:suzanne@pinelakecamp.com)*