



February 24, 2010

Dear Prospective Member of Carolina Cross Connection Jr. Staff 2010,

Well, it certainly is amazing how time seems to just get away from us. It seems like only yesterday we were finishing up the summer of 2009. Now here we are the nearing spring of 2010, and well into our preparations for the upcoming summer. Already we have a large part of our camp space filled, we've finished hiring the folks who will serve on our summer staff, and about to begin the hiring process for junior staff and cooks.

We are very pleased that you are interested in serving on Junior Staff for this upcoming summer. Hopefully, we will be able to get you on our team.

Enclosed you'll find an application form (with some questions for you to answer on a separate sheet) and some information about the Junior Staff position. Please carefully read all this information, neatly fill out the application, answer the questions, and send it back to us. We need to receive these no later than April 15, 2010.

I urge you to hold onto the enclosed information, and make a photocopy of your application and your responses to the questions. You may find this helpful for your own reference at a later time.

We look forward to receiving your application, and the possibility of working with you this summer. If you have any questions, comments or concerns—please don't hesitate to call me at the office.

In Him,

A handwritten signature in black ink, appearing to read 'Adam Cline', written in a cursive style.

Adam Cline
Executive Director

It is our hope that we'll have time to review the applications we receive, and make our decisions and selections for Junior Staff by the end of April. Everyone should know of our decisions by April 30.



Carolina Cross Connection 2010 Junior Staff Application

In order to be considered for employment, this application must be completed in full, and postmarked by April 15, 2010. Please type, or print clearly with blue or black ink.

Minimum Qualifications for Employment

- Must be currently active in the Christian faith through participation in a church congregation.
- Must be available for employment during one or all of the CCC Mission Weeks (if possible, we will hire junior staff persons who are available to work during each of the four mission weeks).
- Must be 15 years or older, by the start of mission weeks in which you would serve as Jr. Staff.
- Must have transportation to and from mission centers each week. CCC does not have use of the locations during our 'off-weeks'; we cannot guarantee a place to stay during non-mission week times.
- Must agree to schedules, work duties, and conduct expectations as outlined in this application.

Name _____

Home Address _____

City _____ State _____ ZIP Code _____

Phone _____ E-mail _____

School Address (if you are away from home in school, please supply this info.) _____

City _____ State _____ ZIP Code _____

Phone _____ E-mail _____

Date of Birth _____ Social Security Number _____

Drivers License Number, if applicable _____ Issuing State _____

School or Employer _____

Home Church - City and State _____

Parent(s) / Guardian(s) _____

Mission Center Preference

Please indicate your preference(s) for which clocation(s) you'd like to serve. If marking multiple camps, please indicate first, second, etc. preference.

- Camp Carolwood
 Camp Loy White
 Camp McCall
 Joshua Youth Camp
 Wilkes Co. Middle School

Mission Week Preference

Please indicate the weeks you would be available to work

- Week 1, June 13-19
 Week 2, June 27-July 3
 Week 3, July 11-17
 Week 4, July 25-31

References

Jr. Staff hopefuls, who would be serving their first-year on CCC jr. staff in 2010, please provide us with the name, address, and telephone numbers for three reference persons. Please also tell us your relationship with these persons. Returning Jr. Staff persons may be asked to provide references in some cases as well.

Name

Home Address

City

State

ZIP Code

Phone

Relationship

Name

Home Address

City

State

ZIP Code

Phone

Relationship

Name

Home Address

City

State

ZIP Code

Phone

Relationship

Please answer the following questions on a separate sheet(s) of paper

1. Why do you want to serve as a member of the CCC Junior Staff?
2. On the front of this application form, you indicated the location(s) you would most prefer to serve. Please explain this preference.
3. Will you need a place to stay on campus during the mission weeks, or will you be able to commute from your home each day?
4. Will you have transportation to and from the mission center at the beginning and end of each mission week, or each day?
5. Given the choice, would you prefer to work alone, or would you prefer to split the total salary and have a partner? Why?
6. After looking over the rules/guidelines, job description, and summer schedule it should be obvious there is a great deal of work that you, as a junior staff person, must do. Why do you feel certain you will be able to follow the schedule and rules while accomplishing all that is required in the job description?
7. What most excites you about being on CCC Junior staff? What excites you the least about it?

Background Information

At Carolina Cross Connection we are committed to ensuring that our mission centers and our program are a safe environment for all participants and staff. For that reason, please answer the following questions and provide the requested information. Circle the appropriate answer.

- | | | |
|--------------------------------------------------------------------------------------------------------|-----|----|
| 1. Will you be, at least, age 15 by June 13, 2010 (or before the first week you'd be working)? | YES | NO |
| 2. Have you read and understood the job descriptions and other enclosed material? | YES | NO |
| 3. Have you ever been charged or convicted with a felony? If yes, please explain. | YES | NO |
| 4. Have you ever been charged or convicted with a drug/alcohol offense? If yes, please explain. | YES | NO |
| 5. Have you ever been charged or convicted of any sex-related or child abuse offense? If yes, explain. | YES | NO |

I certify that all the information on this application is true and accurate. I can meet the minimum requirements for being employed.

Signature

Date

Parent/Guardian Signature (if under 18)

Date



Carolina Cross Connection

2010 Junior Staff Application - Details of the Job

Salary Information

The position of Junior Staff carries a total salary of \$270.00 per mission week. If two people share the duties of Junior Staff at a given mission center, then the salary is divided between the two - \$135.00 per week for each person.

Social Security, Medicare, and any other applicable deductions will be taken from the gross pay of each Carolina Cross Connection employee.

Camp Weeks and Locations for 2010

Mission Week 1, June 13 - 19

Mission Week 2, June 27 - July 3

Mission Week 3, July 11 - 17

Mission Week 4, July 25 - 31

During each of the four mission weeks, CCC will operate from the following locations:

- Wilkes County Schools in Wilkes County, NC
- Joshua Youth Camp in Albemarle, NC
- Camp Carolwood in Patterson, NC
- Camp Loy White in Casar, NC
- Camp McCall in Bostic, NC

Junior Staff Rules and Guidelines

1. You are NOT a part of the summer staff. You will not live in staff quarters, nor be a part of staff meetings.
2. You will abide by the same general rules as the camp participants regarding conduct (we've included a list of the rules found in the participant preparation materials, plus you'll be responsible for following any other rules the CCC Director sets during his/her orientation speech on Sunday). We have a policy regarding relationships with our participants and among our staff folks — we'll share this with you in greater detail, but basically, romantic relationships with our participants and with the staff are strictly prohibited.
3. The CCC Director and other staff members are in control of the mission center, program, and all participants, you respond to orders or assignments made by them.
4. You are expected to keep the same lights out/quiet time as participants. You are not responsible for, nor expected to assist with the enforcement of lights out/quiet time.
5. Arrive at mission center by 10:00 AM on Sunday morning of the mission weeks, and you are free to leave following clean-up of supper on Friday (you are certainly welcome to stay Friday night for campfire and worship), you must leave camp no later than 10:00 AM on Saturday — unless otherwise discussed with and approved by the CCC Director.
6. A positive, uplifting, good-spirited attitude is expected from you in all your dealings with fellow junior staff, cook, summer staff, participants and anyone else you come into contact with while representing Carolina Cross Connection.
7. We want you to participate in the activities as much as you'd like, however, first priority is the completion of all Junior Staff job duties before participating in activities. You are encouraged to join in the worship services.



Carolina Cross Connection

2010 Junior Staff Application - Details of the Job

References

If you are applying, and the summer of 2010 would be your first summer on junior staff with Carolina Cross Connection, you must submit three references along with your application. In some instances, experienced junior staff persons may be asked to submit references as well.

On the application form, provide us with the name, address, telephone number, and type of relationship you have with the reference person(s). We will send each reference a simple form to complete which should help give us better insight on you, and your strengths as they may relate to serving as a junior staff person for Carolina Cross Connection.

The three individuals you choose to serve as references are an important part of your application. Please carefully consider the three persons you want to complete these reference forms for you. Choose persons that you know well and who are familiar with your personal background, employment record, education and/or service work. Consider asking a teacher, professor, advisor or counselor; an employer or volunteer supervisor; or a coach, clergy, mentor or someone else who is familiar with you and your extracurricular or volunteer activities.

Brief Junior Staff Job Description

A person with the position of junior staff will quickly see that their primary areas of responsibility revolve around washing dishes, helping in the kitchen, packing lunch coolers for the participants, cleaning the lunch coolers, and ensuring the dining hall and kitchen are clean.

Junior Staff members will:

- Wash dishes and utensils used in serving and consumption of a meal.
- Assist cook with the preparation of meals when asked.
- Ensure the dining hall and kitchen areas are always clean.
- Remove garbage from dining hall and kitchen before and after each meal. This garbage will be placed in an appropriate trash bin, and shall not be placed just outside of the kitchen.
- Pack lunch coolers for groups to take with them during the day – ensuring plenty of food, flavored drink and water is packed to keep the groups well nourished and hydrated.
- Ensure lunch coolers are cleaned, dried, and stored properly at the end of each day.
- During meals ensure that self-serve items remain in plentiful supply.
- Set the tables with silverware, napkins and placemats (at Camp McCall, ensure that table cloths are placed on the tables before each meal). Also place condiments on the tables (salt, pepper, butter, jelly, syrup, etc.).
- Assist with serving the meals.
- Assist with serving drinks.
- Do whatever is necessary to help ensure that meal times are enjoyable for the participants.
- Assist staff with duties when asked, if possible.
- Always be courteous, helpful and of positive spirit. You should reflect a Christ-like attitude in all you do.

Please understand that this brief job description in no way represents all that you may be asked to help with during a mission week. It does give a good overview of what to expect from your summer on junior staff at Carolina Cross Connection.



Carolina Cross Connection

2010 Junior Staff Application - Details of the Job

Jr. Staff Minimum Daily Schedule

Following is a typical, minimum daily schedule

6:30 - 7:30 AM	Assist with breakfast preparation. Ensure the dining area is clean, straightened, and ready for breakfast, set the tables.
7:30 AM	Help serve food and drink. Ensure drinks, ice, and other self-serve items are plentiful.
Following breakfast	Complete packing lunch coolers. Assist participants in getting lunch coolers, and insure they have all they'll need (and maybe a little more).
Clean Up	*Clean dining hall tables with a disinfectant spray cleaner, or bleach and water. *Re-sweep dining hall floors and mop if needed. *Straighten dining hall tables and chairs. *Remove all trash from dining hall and kitchen and place in trash bin. *Wash, rinse, and sanitize dishes and utensils (if sink-washing, replace dishwasher often — it gets greasy). *Clean all stainless steel and other counter tops (bleach and water). *Straighten pantry areas. *Sweep and mop floors in kitchen, including pantry. *Ensure refrigerator and freezer are orderly and clean.
3:30 - 5:00 PM	Help get participant lunch coolers cleaned out, dried and stored properly. Collect food and drink containers from lunch coolers and clean them.
5:00 - 6:00 PM	Continue cleaning lunch coolers. Assist with supper preparation. Ensure dining area is clean and straightened. Set tables (placemats, silverware, condiments).
6:00 PM	Help serve food and drink. Clean-up (same as breakfast). Begin lunch preparation (filing containers).
10:30 PM	Quiet Time
11:00 PM	Lights Out

When to Return This Application

Please complete this application, and return it to us, along with any other necessary information, as soon as possible. To allow us ample time to review applications, your application must be received in our office no later than April 15, 2010. This allows the time we need to review applications, schedule interviews if necessary, and let everyone know of our decisions by April 30.

Application Check-List

Please include the following along with your application:

- If possible, please include a recent snapshot of yourself.
- A neatly completed application form, please type, or use blue or black ink.
- Typed or neatly printed responses to the questions asked on the application.

We suggest you keep a folder containing all of this junior staff application information, and any other information you may receive from Carolina Cross Connection. If you are selected to serve on CCC junior staff, it will come in handy, and can serve as a reference tool for some of your questions.

If you have questions, comments, or concerns - please contact the Carolina Cross Connection office at (704) 735-4257, or fax us at (704) 735-1916. You may also e-mail us at ccc@carolinacrossconnection.org. Also please feel free to write: PO Box 1457, Lincolnton NC 28093-1457.

*Carolina Cross Connection is an equal opportunity employer.
We do not discriminate on the basis of age, sex, race, or national origin.*

When complete, please mail the completed application form, and your responses to the questions to the CCC office:

**Carolina Cross Connection
PO Box 1457
Lincolnton NC 28093-1457**

Thanks!