



October 12, 2009

Dear Prospective CCC Staff Applicant,

Fall is here . . . The leaves are changing . . . the weather is cooling down . . . it's football season . . . and believe it or not, it's time to really begin to focus our thoughts on the upcoming summer of Carolina Cross Connection!

As we begin to crank up for CCC 2010, one of our most important tasks is to begin forming our 2010 summer staff! You've shown some interest in serving on the Carolina Cross Connection summer staff – and we want an opportunity to learn more about you and help you explore whether CCC summer staff is right for you! I know it seems like a really long time between now and summertime '10, but we need to get to work now on making it happen! We're excited to hear that you are, perhaps, interested in and able to help us make it the best summer of CCC — ever!

I can certainly attest that my five summers on staff at CCC stand out as highlights of my still very young life! What an awesome opportunity and responsibility it is to serve on staff at Carolina Cross Connection! This summer we are offering young men and women – just like you – the opportunity to help lead approximately 1,400 youth and adults through a summer of fun, fellowship, working, serving, and worshipping God! You can have the chance to get to meet many other college-aged Christians, and make life-long friends. Being on CCC staff is an outstanding way to spend a summer, gain some incredible experience that will carry over into so many areas of life, and make a little money for school too!

Please take time to read over the enclosed information, complete the application form, and answer those few questions. Even if you haven't quite decided whether or CCC 2010 is for you, we encourage you to go ahead and apply. Sometimes just going through the application process can help you figure out CCC is a good fit for you and vice versa.

We need and want to receive all applications by Wednesday, December 16, 2009. This will allow us plenty of time to review applications, make decisions regarding which persons will advance to the interview phase, schedule interviews, and let folks know about interview dates and times. Don't put it off . . . PLEASE! Go ahead and complete the application form now — the deadline is December 16, but there's no reason you have to wait that long! We want to hear from you, and we want to hear from you soon!

It sounds great (because it *is* great) to devote a summer to reaching out to the needy persons of western North Carolina, and serving God. It sounds awesome (because it *is* awesome) to join with 38 (or more?) other college-aged young adults and grow closer to them as you grow closer to Jesus Christ? CCC staff can be an amazing experience where a person grows in one's faith, helps others grow in their faith, makes new friends, and helps a lot of folks in need along the way! We hope you'll want to be a part of that! Go ahead, throw your hat in the ring! I'm looking forward to hearing from you soon!

In Him,

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

Adam Cline  
Executive Director

Have questions? Comments? Concerns? Give us a call at 704-735-4257 or email [ccc@carolinacrossconnection.org](mailto:ccc@carolinacrossconnection.org).



# Carolina Cross Connection 2010 Summer Staff Application

In order to be considered for employment, this application must be completed in full, and postmarked by Wednesday, December 16, 2009. 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 and/or campus ministry.
- Must be available for training and employment from Friday, May 28 through Tuesday, August 3, 2010 (Directors and Leads should be available starting Wednesday, May 26).\*
- Must be a high school graduate by the start of Camp Week 1, June 13, 2010.
- Must have a current, valid drivers license.
- Must supply a vehicle for use during the summer, OR be prepared to raise additional partnership money, or otherwise supply the funding to use one owned by Carolina Cross Connection.
- Must have current Basic 1st Aid/Adult CPR certification as of June 13, 2010.
- Must adhere to CCC personnel policies (available prior to hiring and staff training, upon request) beginning at the point of the job offer.
- Must submit to a criminal background check in accordance with normal CCC hiring procedure, as well as be subject to random drug testing.

### Position(s) Desired

Please check the position(s) for which you are most interested in being considered:

- Camp Director
  Lead Program Coordinator
  Lead Field Coordinator  
 Program Coordinator
  Field Coordinator

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 \_\_\_\_\_

Issuing State \_\_\_\_\_

School or Employer \_\_\_\_\_

Home Church - City and State \_\_\_\_\_

Parent(s) / Guardian(s) \_\_\_\_\_

### Interview Preferences

Other dates will be made available if these are entirely unsuitable.

#### Date

- Jan 9 (Sat)
  Jan 16 (Sat)  
 Jan 23 (Sat)
  Jan 30 (Sat)

#### Time of Day

- Morning  
 Afternoon

#### Type of interview

- In-person  
 By telephone

#### Location

The location of staff interviews will be St. Paul United Methodist Church in Charlotte, NC.

**References**

Applicants who would be serving their first-year on CCC 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. These references should not include family members, but should include at least a previous employer (if applicable) and a pastor, youth leader, or campus minister.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City

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State

\_\_\_\_\_  
ZIP Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Relationship

**Please answer the following questions**

- 1. Are you currently a high school senior or graduate?  Yes  No
- 2. Will you be 18 years of age by June 13, 2010?  Yes  No
- 3. If hired, will you commit yourself to:
  - a. Read all preparation materials sent to you?  Yes  No
  - b. Being certified in First Aid and CPR by June 13, 2010?  Yes  No
  - c. Be on time and present for staff training and the summer? (according to the schedule arranged with CCC)  Yes  No
  - d. Live according to the CCC Personnel Policy beginning at the point of accepting a job offer.  Yes  No

**Background Information**

At Carolina Cross Connection we are committed to ensuring that our camps 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.

- Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony (including, but not limited to drug-related charges, child abuse, other crimes of violence, theft or motor vehicle violations)?  Yes  No
- Have you ever been accused of any sex-related or child abuse offense in any previous employment or volunteer activity?  Yes  No
- CCC prohibits the use, sale or trafficking of illegal drugs; the use of prescription drugs used for other than its intended purpose, and the abuse of or illegal consumption of alcohol by paid staff. This is in effect while under contract with CCC — which begins the moment a prospective employee accepts a staff position, and lasts until the end of CCC's summer season. CCC Executive Director or CCC Board may call for drug testing of any or all employees at any time during the 'contract period' for any reason. Will this policy present any problems for you?  Yes  No

*If you answered "Yes" to any of the questions listed above, please give a full explanation on a separate sheet of paper. (A conviction does not automatically disqualify you from employment, but the date and the nature of the offense will be taken into consideration.)*

I certify that all the information on this application is true and accurate. I authorize CCC to verify information I have provided by contacting references, and employers listed, by conducting a criminal records check, or by other means. I authorize references and employers listed in this application to give whatever information they have regarding my character and my fitness for a position at CCC. Furthermore, I waive any rights I may have to confidentiality. I have read this waiver, application and appended material, and am aware of it's contents. I sign this consent freely and under no duress or coercion.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if under 18)

\_\_\_\_\_  
Date

**Respond to the questions on the next sheet in this packet (blue sheet). Return the entire application: this form, the responses to the questions, and a recent photograph of you (candid snapshots are perfectly acceptable) to the CCC office address.**



# Carolina Cross Connection 2010 Summer Staff Application - Questions

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Please answer the following questions on a separate sheet(s) of paper. Try to limit your answers to these questions to a total of no more than four (4) pages. Typed responses are preferred. If handwritten, please print, neatly, using black or blue ink.

## **WOULD-BE FIRST-TIME STAFF FOLKS, PLEASE ANSWER THESE QUESTIONS...**

1. Please tell us what makes you an ideal CCC staff candidate.
2. What do you hope to gain from being on staff with Carolina Cross Connection?
3. What experience have you had working with teenagers/leading your peers? What are some highlights and what are some challenges you have faced in working with teens/leading your peers? (at school, at church, in your community, etc.).
4. What areas of your life are you trying to improve?
5. Describe your faith journey, and where it has taken you over the course of the past year.
6. Have you been a participant at Carolina Cross Connection or a similar Christian service project ministry? If so, please list the years you attended, the camps in which you participated (noting camp locations — if you can recall). If other than CCC, please tell us briefly what camp was like.
7. On your application you made note of which interview date, time period, and type would be best for you. Are there specific reasons we should be aware of (reasons that some dates will not work for you, or reasons why some dates are ideal for you) as we make a concrete schedule for interview dates and times?

## **WOULD-BE RETURNING STAFF FOLKS, PLEASE ANSWER THESE QUESTIONS...**

1. What makes you a good CCC staff person?
2. What do you need to improve on most in order to be a better staff person?
3. How have you been a 'fisher of men' since you were last on staff?
4. Describe something you have learned about yourself, your faith and/or God recently.
5. How will you be an effective spiritual leader for your staff?
6. On your application you were asked to make note of preferred interview date and time. Are there any specifics we should be aware of as we make the interview schedule to ensure minimal conflicts with your schedule?

Thank you! If you have any questions, comments, or concerns about this application, any of the information contained within, or otherwise - please do not hesitate to contact the CCC office.

Adam Cline, Executive Director  
704-735-4257  
adam@carolinacrossconnection.org  
www.carolinacrossconnection.org

Carolina Cross Connection  
PO Box 1457  
Lincolnton, NC 28093



# Carolina Cross Connection 2010 Summer Staff - Details of the Job

## Pay Scale

Camp Director	1 <sup>st</sup> year:	\$2,525.00
	2 <sup>nd</sup> year:	\$2,725.00
	3 <sup>rd</sup> year:	\$2,925.00
Lead Program Coordinator & Lead Field Coordinator	1 <sup>st</sup> year:	\$2,225.00
	2 <sup>nd</sup> year:	\$2,325.00
	3 <sup>rd</sup> year:	\$2,350.00
Program Coordinator & Field Coordinator	1 <sup>st</sup> year:	\$2,025.00
	2 <sup>nd</sup> year:	\$2,125.00
	3 <sup>rd</sup> year:	\$2,150.00



## Compensation

At each of the four breaks, each staff person will receive a check for \$75.00. At the close of the summer, each staff person will be paid the balance of his or her salary (Total minus four (4) \$75.00 checks). Mileage reimbursement checks will also be given at the close of the summer. If persons are in need of additional salary advances during the summer- special arrangements may be made by requests to our Executive Director, in compliance with our Personnel Policy.

## Expenses

Carolina Cross Connection will provide all gasoline used while working for Carolina Cross Connection or while you are on CCC business. Our system is simple - you will be expected to come to camp with a full tank of gasoline, and we will be sure you leave camp with a full tank of gasoline. During camp weeks and pre-camp periods you will use Carolina Cross Connection charge accounts to obtain your gasoline. CCC shall not provide gasoline during break periods, or for other personal needs.

Persons who drive a personal or non-CCC owned vehicle during the summer will be reimbursed for the miles placed on that vehicle during CCC business (up to a reasonable amount - 5,000 miles). You will be reimbursed at the rate of \$0.16 per mile. This is to reimburse you for the wear on your vehicle and for your insurance costs during times of camp business. CCC administration requires proof of insurance which shall be submitted prior to using your vehicle for CCC business.

## Vehicles

Carolina Cross Connection employees drive quite a bit during the summer. If hired, it may benefit you to try and procure a vehicle capable of hauling some building materials; this is especially useful for those who will be field coordinators. Pick-up trucks are a Godsend for field coordinators, and are also outstanding vehicles to have in camp, regardless of staff position. It has been our experience that staff vehicles are subjected to a fair amount of wear during the summer. We place a great deal of emphasis on caring for the vehicles used by staff - whether they are personally-owned or CCC-owned.

The ability to provide a vehicle for yourself during the summer SHOULD NOT impact your decision to apply for staff. Carolina Cross Connection owns a growing fleet of fine, donated vehicles. We will be happy to lend you one of our vehicles to use during the summer, if necessary. Use of a CCC vehicle will result in a minimal increase in required partnership, and we will need for you to sign an agreement that you will abide by CCC rules for the use of our vehicles, and that you'll be in charge of the vehicle's care during the summer. Our primary concern is hiring the best people for the jobs, the vehicle situation will take care of itself - God will provide.





# Carolina Cross Connection 2010 Summer Staff - Details of the Job

## 2010 Staff Summer Schedule and Time Frame

Report for Staff Training on the afternoon of Friday, May 28. Staff Training will end on Sunday, June 6. Following the end of training, staff persons will be on break until the beginning of Pre Camp 1 (Wednesday, June 9).

Pre-camp will begin on Wednesday prior to each camp week. The staff will report to their assigned camp on Wednesday of pre-camp no later than noon, and will work through the Sunday following the camp week.

All camp locations will operate on the same schedule in terms of camp weeks and pre-camp times.

The camp weeks are as follows:

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

Summer Celebration will be on Sunday, August 1.

Camp close-out, clean-up, store-away and evaluation may last through Tuesday, August 3. The final day of close-out will be payday, and will mark the beginning of your nine-month break (*that is until staff training begins in May or June of 2011 - you'll definitely want to be there for CCC 2011*).



## Interviews

Following the receipt of staff applications, a committee will review the applications, deciding which of the applicants to invite for an interview. Those persons who are selected for an interview shall have that interview conducted on one of the following days (unless the interview and selection committee finds it necessary to alter these dates)

- Saturday, January 9, 2010
- Saturday, January 16, 2010
- Saturday, January 23, 2010
- Saturday, January 30, 2010

**Please note:** On the application form, you are asked to indicate both first and second choices for your interview date. If you are invited to interview, we will make every effort to comply with your wishes. However, from time to time, it may be necessary for us to schedule interviews on dates other than those preferred dates. Please take into consideration that interview dates will be assigned with regard given to the date we received your completed application, therefore, **the earlier we receive your application, the more likely you are to receive your first choice of interview dates and times.** Interviews will begin no earlier than 9:00 AM of each interview day. For those who are granted an interview, we will provide you with the date and time of the interview, and a map with directions to St. Paul United Methodist Church in Charlotte NC, where interviews will be conducted. You should receive this information in mid-to-late-December.



We recommend that interviewees make every effort to attend the interview in-person. Obviously, doing so allows you to make a greater impression on the interviewers. If, however, you are unable to attend in-person due to traveling distance, or otherwise - we will be happy to conduct an interview over the telephone.



# Carolina Cross Connection 2010 Summer Staff - Details of the Job

## References

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

On the application form, you will 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, your strengths as they may relate to serving as a staff person for Carolina Cross Connection, and your character.

The three individuals you choose to serve as references for you 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; and a coach, clergy, mentor or someone else who is familiar with you and your extracurricular or volunteer activities.



## Partnerships

Staff persons are required to raise one-half of their salary, plus a portion of their expenses, through partnerships. More information about the partnership plan will be forwarded to those who accept positions to serve as summer staff for the year 2010. This information will include how and why we raise partnerships. The thought of raising so much money in partnerships can be a frightening one. Don't let this keep you from applying for staff. It is MUCH easier than it may sound now, and we are there to help you along the way. Over the years we find that it is most common for staff persons to raise more than needed in partnership money.

## First Aid / CPR

Basic First Aid / Adult CPR certification is a requirement for employment. Carolina Cross Connection will provide a class, free of charge, during a weekend in the spring of 2010. Of course, if you are available, we prefer you come to our class at that time. If you are unable to make that class, you must agree to obtain or renew your certification prior to the start of staff training.

## School

If you attend a college or university on the quarter system, or you are a graduating high school senior; and you are fearful that the end of your class schedule, or graduation ceremonies are going to interfere with your ability to serve on staff at Carolina Cross Connection - do not let that keep you from applying. We have often worked around these prior commitments, and most likely will again. You will find we are generally flexible, caring and helpful. We have encountered many tough situations, and in the majority of cases, we've found successful solutions. Please do share your scheduling conflicts and concerns now so that we may begin considering solutions and work-arounds if necessary. If you have any questions or concerns, please call, write or e-mail the office.



Those applying for staff who will be entering college for the first time following the summer: please realize that college orientation needs to be scheduled around your camp schedule - during breaks if possible. Most universities and colleges are willing to work with you when you explain the circumstances. Orientation should not interfere with your job performance. Again, if absolutely necessary we can and will work around this.



# Carolina Cross Connection 2010 Summer Staff - Application Procedure

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

## Minimum Requirements

- Must be currently active in the Christian faith, preferably through participation in a church congregation and/or campus ministry.
- Must be available for training and employment from Friday, May 28 through Tuesday, August 3 of 2010.\*
- Must be a high school graduate as of June 13, 2010.
- Must have a current, valid drivers license.
- Must have current Basic 1st Aid/Adult CPR certification as of June 13, 2010.
- Must submit to a criminal background check in accordance with normal CCC hiring procedure (within Safe Sanctuaries guidelines).
- Must adhere to CCC personnel policies (if you would like to see a copy of these policies prior to hiring, please make your request of the CCC office). These policies include, but are not limited to: no illegal alcohol consumption, nor alcohol abuse during employment contract period (beginning the moment you accept a staff position), no illegal drug use or possession during employment contract period, no smoking or tobacco use during specified times and places during the summer, rules regarding appropriate romantic relationships during the summer, rules regarding driving during the summer, and rules regarding general conduct during the summer. Sexual harassment cannot and will not be tolerated.

*\*It is highly preferable that applicants be available to work completely within this schedule. However, we realize graduation schedules and other commitments may cause minor, infrequent conflicts and difficulties in doing so. Do not let your inability to work completely within the CCC schedule keep you from submitting an application. Although this may be a consideration in our decision-making process, where it is possible and practical, Carolina Cross Connection will work with and around special schedule conflicts.*

*If you have conflicts with the schedule and times of summer operation for Carolina Cross Connection - please include a thorough, written explanation of these conflicts, making note of your actual availability.*

## 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 and schedule interviews, your **application must be received** in our office **no later than December 16, 2009**. This allows the time we need to review applications, select the applicants for whom we wish to grant interviews, and give enough notice to make your plans accordingly. If we can be of any service to you, in helping to make arrangements (i.e. providing you with a home to stay the night, further directions, etc.) please do not hesitate to call.

## Application Check-List

Please complete and return to us:

- A neatly completed application form. Please type, or use blue or black ink.
- Typed or neatly printed responses to the questions on the enclosed sheet (blue).
- If possible, enclose a photograph. This may be helpful to jog our memories. We may try to seek reference information from our summer staff, and the picture may help avoid confusion in them remembering who you are.
- We'd also love for you to throw in a snapshot of yourself (it's helpful in jogging our memories, and the memories of some of the staff you've been in camp with), and stick it in the mail!

We suggest you keep a folder containing a copy of your application, all of this staff application information, and any other information you may receive from Carolina Cross Connection. If you are selected to serve on CCC staff, it may 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](mailto:ccc@carolinacrossconnection.org) or write: Carolina Cross Connection, PO Box 1457, Lincolnton NC 28093-1457.



# Carolina Cross Connection Summer Staff Job Descriptions

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## Glossary of Terms

*CMG* - Christian Mission Group (some may also refer to this as a Camper Mission Group), the work teams that are formed from our camp participants, and the groups that actually perform the chores for our the people we serve out in the community.

*Community* - typically used to refer to all the persons participating in CCC for a week. Of course, it may also be used to refer to the larger community - the area(s) we serve from camp.

*(Contact) County Contact* - These are persons whom our program teams visit. They help us with locating people whom we may potentially work for in the communities we serve. They may work with a social service agency, they may be pastors, they may operate a local store, etc.

*(Contact) Group Contact* - The contact person for each church group attending Carolina Cross Connection. The Camp Director will call this person to check the roster and go over other information prior to the group arriving in camp.

*First Visit* - The first contact made with a person we may work for. We use this visit to determine needs and whether we are capable of meeting the needs.

*Follow-Up Visit* - Visit made by the Field Coordinator as the CMG is finishing up, or after the completion of the work of the CMG. Used to ensure the people we work for are happy with the work completed, and that it was done in an acceptable manner.

*Major Group* - The larger group that is used to form CMG's. The total camp community is formed into two, three or four Major Group's; each Major Group is formed into 3 or 4 CMG's. Each Field Coordinator leads a Major Group.

*Second Visit* - Usually the second contact made with a person for whom we work. This visit is typically made by a Field Coordinator, and is used to schedule the work to be completed, get more in depth information, check for safety issues, etc.

*Sunday Process* - The collection of activities we go through to begin the formation of our Christian Community and to prepare camp participants for their week.

*Friday Process* - The collection of events which occur on Friday. Less of a process, and more of a flow.



# Carolina Cross Connection

## Summer Staff Job Descriptions

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### All Staff Members

- Willingness and commitment to work long, hard hours. The day during camp may last from 7:00 AM until roughly 1:00 AM the next morning.
- Sensitivity and patience in dealing with local people, campers, and other staff members.
- Serve as a caring listener to campers and other staff members.
- Be a model of Christian spirit and lifestyle through actions, appearance, and attitude at all times - this applies during break time as well as any "in-camp" time.
- Be accountable for your personal Christian growth; help to hold your fellow staff and campers accountable for their spiritual growth.
- Practice, and hold others to the principals upon which Carolina Cross Connection is founded.
- Be a leader - you will lead discussions, activities, worship, and you will participate, completely and cheerfully, in all camp activities.
- Willingness to do anything, within the camp rules, that will ensure an effective, Christ-filled program for our campers.
- Realize that at times you must be a disciplinarian - decisions must be made, and action taken to maintain order, the integrity of the program, and your Christian witness.
- Be a good manager of resources - materials, money, food, vehicles, energy and self!
- Realize, that during the summer, relationships with campers, other staff members, or people in the community must be strictly friend to friend, Christian to Christian - otherwise your effectiveness and the effectiveness of the ministry is compromised.
- Ensure all aspects of the camp - physically and through programming - remains healthy and "clean".
- Be willing and prepared to help other staff members with their duties, whether asked or not. No one is finished until everyone is finished (Day is Done mentality).
- Help obtain donations to meet budget and cover material costs.
- Be flexible, unselfish, and self-denying for the good of the whole.
- Exercise good judgment in all procedures regarding vehicles, campers, fellow staff, camp caretakers, camp facilities, and yourself.
- Be safe in all you do - think things through before acting, or reacting.
- Realize you are a part of a team, designed to spread the love and joy of Christ with others - doing some Holy Kingdom building. Constantly think of ways to make the team more effective and efficient.
- Ensure all paperwork is completed correctly, and that proper records are kept. Legibility and absolute completion are paramount.
- Attention to details in all phases of the program
- Be a problem-solver and a decision-maker . . . don't constantly refer folks to other staffers for the final word.
- If you don't know - ask questions. Keep your mind open to learning at all times.
- Realize the responsibility with which you have been entrusted -- live up to it!
- Realize this list is not exhaustive - be prepared for anything. Basically, think, be prepared to work hard and long, and exercise the notion of thinking "how are your actions making the CCC experience better."



# Carolina Cross Connection

## Summer Staff Job Descriptions

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### Camp Director

- Oversee and coordinate all activities of camp and staff, realizing that everything is ultimately the director's responsibility.
- Facilitate good relationships with members of the local community - individuals, government, public agencies, industry, and the media.
- Facilitate positive, open and working relationships with the camp caretaker and camp committee. Meet with them often, constantly asking for feedback. Ensure you, your campers, and your staff adhere to all camp rules and guidelines.
- Be responsible, and accept no less from your staff.
- Ensure that your staff is a Christian community that is excited, motivated, happy, organized and cohesive. Conflict and problems should be dealt with swiftly and surely.
- Ensure the spiritual, social, emotional, intellectual, and physical needs of your campers and staff are met.
- Ensure that the staff, campers or kitchen staff does not compromise the philosophies of Carolina Cross Connection.
- Help to establish and maintain contacts in the county for the purpose of donations of money, materials, and program resources.
- Maintain control over staff, campers, kitchen staff and all phases of the camp program. Share with them your vision of how camp should operate, and where they fit in to the vision.
- Keep an accurate, complete, and neat account of cash, expenditures, mileage, and donations. Keep within budget, sharing with your staff any concerns, and utilize them in your plans to meet budget.
- Supervise cooks, junior staff and all aspects of food service and preparation. Ensure that a clean and orderly kitchen is maintained and that proper quantities, and qualities of food are served.
- Pay close attention to details in all operations.
- Contact group leaders for each camp week at least one week prior to their arrival.
- Be visible in all activities.
- Be a problem-solver.
- Maintain close and open contact with Carolina Cross Connection administration.
- Be willing to do anything and everything at all times.
- Provide your campers and staff with a positive, fair, approachable, irreproachable example in all aspects. Deserve respect and you'll get it.
- Understand all operations of Carolina Cross Connection, and why things must operate the way they do.
- Uphold and all personnel policies - ensure your staff does likewise.
- Always think futuristically about Carolina Cross Connection, and how things can be made better for the staffs and campers to follow you.



# Carolina Cross Connection

## Summer Staff Job Descriptions

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### Lead Program Coordinator

- Supervise and work closely with Program Coordinator in planning in-camp activities, worship, and coordinating first visits.
- Lead planning of evening programs including worships, organized recreation and all other activities planned in camp. Ensure that these are original and meet the needs and level of campers and staff. Be ready to adjust each week, as the needs of your campers will vary.
- Organize and maintain all program supplies, ensure these are used wisely and exhaust all possibilities for finding them - recycle and reuse when possible.
- Relate to the CMG's during the week; identify needs and promote enthusiasm.
- Lead in facilitating Sunday Process and group dynamics.
- Make whole staff aware of program needs and their part in programs. Get the staff and campers involved in worship - they should not be passive bystanders.
- Find minister for Friday night communion and outline for him/her exactly how this needs to work; maintain good relations with local churches.
- Find local talent for use in evening programs.
- Maintain close communication with Lead Field Coordinator and the rest of the field team.
- Organize, coordinate and make first-visits.
- Responsible for good community relations and project referrals.
- Work closely with county contacts, creating and maintaining good relations, and seeking out and making new contacts.
- Responsible for maintaining and closing out county files. Ensure that Field Coordinator's complete follow-up information on Family Information Sheets, ensure Contact Report Forms are completed each week, and submitted to the office and to contacts (maintain a set of Master Contact Report Forms to use throughout the summer, and to submit to the office at the close of the summer).
- Coordinate close out of counties and contacts at the end of the summer.
- Assist in raising donation money.
- Assist with communications when needed.
- Work closely with the Camp Director maintaining good communications.
- Coordinate and lead closing campfire, working closely with the Director. Ensure communion sacraments and commitment pins are ready.
- Uphold and all personnel policies - ensure your staff does likewise.
- Help set the example for Field Coordinators, Tool/Communication Coordinators, and Program Coordinators.



# Carolina Cross Connection

## Summer Staff Job Descriptions

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### Lead Field Coordinator

- Know that the setup of all projects, communications and tool operations are correct.
- Know that Field Coordinators can carry out their work for the day, and assist when and where needed.
- Lead the Field Team meetings nightly to ensure things are going well, and to address any problems. Material and tool problems should be worked out there. Meeting should last between 10-20 minutes, and get everyone on the same page for the next day. Held during quiet time/lights out.
- Be aware of material needs and sources in the counties.
- Know that all material bills are paid and projects are complete at the close of each camp week and at summer's end.
- Collect materials receipts, and gasoline charge receipts each evening, and place them in the appropriate folder. Ensure that people are keeping up with mileage sheets daily - recording information properly.
- Provide Director with information on field operations.
- Keep Field Coordinators in-tune with spending and work with them in keeping it at the minimum; constantly look for ways to save. Exhaust all possibilities.
- Work closely with the Lead Program in the processing of paperwork for county files, and ensure your Field Team does likewise.
- Check project balance for all major groups, suggesting changes when needed.
- Give technical and group leadership advice for your field staff.
- Ensure that all vehicles are being cared for properly - see that all staff members check fluid levels daily before leaving camp.
- Coordinate tool shed operation and assist when needed.
- Coordinate purchase, delivery, care of, neat storage of, and use of all building materials.
- Work closely with the Lead Program Coordinator in county relations.
- Assist with first visits and communicate to Program Team what needs you and your field team have regarding projects.
- Support field staff in all areas.
- Be responsible for specific duties assigned by the Director.
- Ensure your field team is working on donations of materials and money at all opportunities.
- Assist with first visits daily, and ensure your field team is doing likewise.
- Uphold all personnel policies - ensure your staff does likewise.
- Help set the example for Field Coordinators, Tool/Communication Coordinators, and Program Coordinators.



# Carolina Cross Connection

## Summer Staff Job Descriptions

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### Field Coordinator

- Set up projects, including organization, evaluation, and estimation and scheduling.
- Make second visits, and assist with first visits daily.
- Complete all paperwork such as tool sheets, and ensure that all information on Family Information Sheets is complete and accurate.
- Lead a major group, including morning devotions and discussions.
- Make each CMG aware of their strengths and weaknesses, and how to work within those limitations.
- Distribute projects in order to have good balances of types of work and conditions.
- Visit project sites of CMG's; be ready to assist when needed.
- Be able to assist CMG's in obtaining extra tools when needed and assist in the tool shed when needed.
- Ensure that families have an understanding of what Carolina Cross Connection is about, and what will occur.
- Ensure that families have the correct materials for each project worked.
- Be prepared to make material and job estimates and plans.
- Help with donation of materials and money.
- Thoroughly complete second visits, making sure you have a firm understanding of what needs to be done, safety, and how to accomplish the chore. Make measurements and notes as needed. Always pay close attention to time estimation. It is vitally important that groups not be required to stay late working on projects - we need folks to be able to be back in camp by 6 PM.
- Actively participate in Sunday Process and all other programs.
- Work closely with the Lead Field Coordinator and Tool/Communication Coordinator
- Assist the Lead Field Coordinator in obtaining materials and distributing them.
- Communicate specific project-type needs to Program team and Director.
- Uphold all personnel policies - ensure your staff does likewise.



# Carolina Cross Connection

## Summer Staff Job Descriptions

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### Program Coordinator

- Work with the Lead Program Coordinator to plan and execute programs, in-camp activities, and worship.
- Help promote and maintain enthusiasm and energy on the part of other staff and campers.
- Relate to CMG's during the week to identify needs and promote enthusiasm. This may mean visiting CMG's during lunch break and during the workday - visiting groups is important, but only after your duties are completed.
- Help facilitate Sunday Process and group dynamics.
- Handle, maintain, and coordinate the use of all program resources.
- Maintain close communication with Field Coordinators, making sure to be aware of project needs.
- Make first-visits.
- Be aware of scheduling adjustments, which may need to be made, noting special needs of types of families and jobs needed.
- Establish and maintain good relations with project contacts in order to receive referrals. Visit with contacts and make them aware of the needs we have in terms of projects and what we are looking for. Also make them aware of other needs such as materials, program supplies, etc. They may be able to help, or at least point you in a positive direction.
- Ensure that we compile lists of persons for whom we have worked and distribute them to contacts weekly.
- Assist in raising donations to cover material costs.
- Assist with maintaining county files, making sure they are correct.
- Keep a written record of each person whom we are referred to, each person we visit, and each person for whom we work during the summer, and who referred that family. Make special notations as necessary. You will use this record to report to your contacts at the end of the summer.
- Help in locating local talent to be utilized in evening in-camp programs.
- Be prepared to assist with communication and tool shed operation.
- Uphold all personnel policies - ensure your staff does likewise.



# Carolina Cross Connection

## Summer Staff Job Descriptions

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All Staff Members may be responsible for the following at some point during the summer, when serving as keeper of the Tools and Tool Shed . . .

- Inventory all tools, materials, and first-aid supplies. Have a good understanding of what you have and how it can be used.
- Check tools in and out of the tool shed each day.
- Oversee care and maintenance of tools.
- Inventory, check in and out, and maintain CMG first-aid kits.
- Ensure that CMG's have necessary tools according to Field Coordinator tool sheets.
- Responsible for communication with staff and CMG's during the workday. Keep a log of all calls, incoming and outgoing, and messages - realizing you will often need to handle problems over the phone.
- Know how to get in touch with all emergency facilities and how to tell others to get to the scene. This information shall also be included (by you) in each of the first-aid kits.
- Have positive interaction with groups upon their return to camp at close of their workday. Get a feel for how their day went - share this with staff person who is leading sharing that evening.
- If possible, and/or when necessary - help CMG's unload their tools and clean them. Always be courteous and helpful.
- Keep tool shed, interior and exterior, as orderly as possible.
- Separate tools and ensure they get back to rightful owners at the end of the week.
- Ensure camp cleanliness daily. Change trash bags in cabins and around tool shed. Turn off all lights and fans in cabins. Sweep, cut grass around tool shed or in area which will be used that evening if necessary, spray for bugs, make minor camp repairs, etc.
- Ensure proper lumber storage (in a neat and orderly fashion), up off the ground; sort and mark paint according to color and type.
- Ensure that all tools are cleaned and maintained, as they should be.
- Ensure that all tools and supplies are stored properly.
- Assist Lead Field Coordinator in obtaining materials.
- Be prepared to report any tool or communication problems in the Field Team and/or Staff meetings.