



# Hidden Acres Summer 2022 Internship Application



# Hidden Acres Summer Internship 2022 Application

**Deadline for Applications is January 1, 2022**

**All internships are from May 23rd-August 15th.**

**Time-off can be granted on a case-by-case basis determined by the Summer Ministries Director. Priority will be given to those who can commit to working for the entire 12 weeks of the internship.**

Return your completed application to:

Hidden Acres Christian Center  
Attn: Summer Staff Application  
3837 Union Ave  
Dayton, IA 50530

Or email to [eric.smith@hacamps.org](mailto:eric.smith@hacamps.org)

Please have your references fill out the online reference form or complete and send the printable form to::

Hidden Acres Christian Center  
Attn: Summer Staff References  
3837 Union Ave  
Dayton, IA 50530

Or email to [eric.smith@hacamps.org](mailto:eric.smith@hacamps.org)

Applications will be processed on a first come, first serve basis. You are required to fill out the application completely and send it to Hidden Acres by the deadline above if you wish to be considered for a position. Applications received after January 1st are not guaranteed consideration for hire. However, they may still be reviewed based on hiring needs. Keep in mind we only have a limited number of positions open for our summer staff.

It will be up to the Summer Ministries Director to choose who will be on staff for our summer program. We are looking for mature individuals who can handle responsibility, a busy schedule, and children of all ages, and have the ability to lead students in spiritual growth in any way needed. If you seem like an individual that would fit well in this position, please continue to fill out the application.

**\*\*Notice\*\*** All new applicants are expected to participate in an interview for their summer position. Hidden Acres will conduct an interview with you either in person or via Skype after we have reviewed your application and all four references. Please make sure your updated contact information is on your application.

If you have any questions regarding your application, interview, or status feel free to contact the director below.

Eric Smith  
[eric.smith@hacamps.org](mailto:eric.smith@hacamps.org)  
515-547-2751 (office)  
515-450-3476 (cell)

Office Use Only  
Date Received \_\_\_/\_\_\_/\_\_\_  
Access \_\_\_\_\_  
Email \_\_\_\_\_

**I. Personal Information**

Name \_\_\_\_\_  
Date of Birth (mm/dd/yy) \_\_\_/\_\_\_/\_\_\_ Current Age \_\_\_\_\_ Gender: M F  
Current Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_ (please make sure this is your primary email address)  
Do you have Facebook? Yes \_\_\_ No \_\_\_  
Parent / Guardian Name(s) \_\_\_\_\_  
Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (required for background check only if considered for hire)  
Are you a U.S. Citizen? Yes / No  
If not, do you have a Working Visa? \_\_\_\_\_  
What size of Staff T-shirt would you request? (If hired) \_\_\_ S \_\_\_ M \_\_\_ L \_\_\_ XL \_\_\_ XXL  
How did you hear about Hidden Acres?  
\_\_\_ Youth Group \_\_\_ Friend: list name \_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_ Internet \_\_\_ Former camper: # of years \_\_\_\_\_

**II. Church Affiliation**

Church Attending \_\_\_\_\_  
Denomination \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Attending Since \_\_\_\_\_  
Home Church \_\_\_\_\_  
Denomination \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Attending Since \_\_\_\_\_

**III. Education**

2021-2022 Class: **High School** 12 **College** Fr. / Soph. / Jr. / Sr.  
High School \_\_\_\_\_ City/State \_\_\_\_\_  
Date of Graduation \_\_\_\_\_  
College \_\_\_\_\_ City/State \_\_\_\_\_  
Major/Minor \_\_\_\_\_ Current GPA \_\_\_\_\_ Date of Graduation \_\_\_\_\_  
Internship for college credit: Yes / No

*If yes, please attach internship requirements and a university supervisor's contact information*

**IV. Other Information**

- |  |     |    |
|--|-----|----|
| 1. Do you smoke?   | Yes | No |
| 2. Do you drink alcoholic beverages?   | Yes | No |
| 3. Do you use controlled substances (illegal or non-illegal)   | Yes | No |
| 4. Do you have any pending arrests or have you ever been convicted of a crime?                               | Yes | No |
| 5. Have you ever been found guilty for any offense involving a minor child?                                  | Yes | No |
| 6. Are you, or have you ever, been placed on any registry for sex offenders?                                 | Yes | No |
| 7. Have you ever been denied the opportunity to work with children in any capacity?                          | Yes | No |
| 8. Have you ever been convicted of any crime related to the abuse or molestation of children?                | Yes | No |
| 9. Have you ever been convicted of a felony or terminated from employment as a result of workplace violence? | Yes | No |
| 10. Have you ever worked at Hidden Acres before? Dates: _____  | Yes | No |
| 11. Have you ever applied for a position at Hidden Acres before?   | Yes | No |

**\*\* Please Note\*\*** Hidden Acres does not tolerate the abuse of illegal or non-illegal substances such as paint sniffing, glue sniffing, or over dosage of common household items. Abuse of substances such as these will be grounds for immediate termination.

**V. Camp Experience**

Have you ever been a camper at Hidden Acres? \_\_\_ No \_\_\_ Yes If yes, when?

\_\_\_\_\_

Have you been a camper at another camp? \_\_\_ No \_\_\_ Yes If yes, which camp(s)?

\_\_\_\_\_

Have you been on a camp staff before? (T3 is not considered staff) \_\_\_ No \_\_\_ Yes

If yes, which camp? \_\_\_\_\_

Previous camp job responsibilities:

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

## Internship Benefits

- Weekly stipend
- Lodging and meals
- Potential for college credit
- Individualized internship projects, based on skills and needs, for personal and professional development
- Directly mentored by Summer Ministries Director
- Hands-on leadership experience
- Connections to ministries and ministry leaders from across the Midwest
- Community of like-minded believers to encourage and support you
- Opportunity to play a role in seeing lives transformed by the Gospel
- Incredible amounts of fun!

**VI. Internship Choices** Please list your top two choices for which you would like to be considered. All internships can be adjusted based on the student's educational requirements. **It is important for us to have a stable and regular staff. Priority will be given to those who can commit to working for the entire 12 weeks of the internship.** Time off can be granted on a case-by-case basis determined by the Summer Ministries Director.

1st Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

**Men's Ministry Intern:** (Formerly Men's Area Director) This intern is responsible for the immediate needs of the male summer staff members and is directly mentored by the Summer Ministries Director. During the first part of the internship, this intern will be responsible for overseeing all programming elements of the summer camp, including games, chapels, activities, etc. This will include planning, organizing, and delegating responsibilities to other summer staff members. He will also be responsible for mentoring other male staff members, resolving conflict, and enforcing staff policies. During the second part of the summer, the intern will still be responsible for overseeing the male staff, and will continue to be mentored by the Summer Ministries Director. The intern will also take a behind-the-scenes role in programming, as guest groups facilitate their own summer camps. This will include managing the tower area, waterfront, and other activity areas of camp. He will also gain experience and practical skills in a variety of ministry roles, including the kitchen, dishroom, snack shop, maintenance, etc. The second part of the summer will provide connections to dozens of other ministries and ministry leaders, which can be a valuable resource when looking for ministry positions in the future. By the end of the summer, the intern will have gained valuable experience in ministry leadership, a variety of practical skills, and connections to other ministries.

**Women's Ministry Intern:** (Formerly Women's Area Director) This intern is responsible for the immediate needs of the female summer staff members and is directly mentored by the Summer Ministries Director. During the first part of the internship, this intern will be responsible for overseeing all programming elements of the summer camp, including games, chapels, activities, etc. This will include planning, organizing, and delegating responsibilities to other summer staff members. She will also be responsible for mentoring other female staff members, resolving conflict, and enforcing staff policies. During the second part of the summer, the intern will still be responsible for overseeing the female staff, and will continue to be mentored by the Summer Ministries Director. The intern will also take a behind-the-scenes role in programming, as guest groups facilitate their own summer camps. This will include managing the tower area, waterfront, and other activity areas of camp. She will also gain experience and practical skills in a variety of ministry roles, including the kitchen, dishroom, snack shop, maintenance, etc. The second part of the summer will provide connections to dozens of other ministries and ministry leaders, which can be a valuable resource when looking for ministry positions in the future. By the end of the summer, the intern will have gained valuable experience in ministry leadership, a variety of practical skills, and connections to other ministries.

**Support Staff Ministry Intern:** (Formerly Support Staff Area Director) This intern is responsible for the immediate needs of the summer support staff members and is directly mentored by the Summer Ministries Director. During the first part of the summer, he/she will be responsible for overseeing and working alongside support staff members, including kitchen, dishroom, maintenance, and wranglers. He/she will also be responsible for mentoring staff members of the same gender, resolving conflict, and enforcing staff policies. During the second part of the summer, the intern will still be responsible for overseeing some staff, and will continue to be mentored by the Summer Ministries Director. The intern will take a leadership role in the support staff duties of camp, and will gain valuable leadership skills in a variety of roles.

## **VI. Internship Choices (continued)**

**Program Intern:** This intern will work closely with the Summer Ministries Director and other directors to facilitate all programming options and specialty camps during the summer. During the first part of the summer, the Program Intern will oversee the setup, teardown, and proper storage of all games and equipment. He/she will also assist in assembling supplies and equipment for specialty camps, such as wilderness and fishing, and will provide transportation for these camps as needed. The intern will be able to teach lessons to specialty camps, based on his/her skills and experience. The intern will be directly responsible for the oversight of 1-3 summer staff members. During the second part of the summer, the intern will still be responsible for all program equipment and facilities. He/she will work closely with the Retreat Director and guest groups to ensure that their programming needs are met. The intern will also gain experience in a variety of camp ministry positions, including the kitchen, dishroom, snack shop, maintenance, etc. He/she may also be directly responsible for summer staff members during the second part of the summer as well.

**High School Ministry Intern:** (Formerly T3 Coordinator) This intern is responsible for overseeing the high school camps conducted throughout the summer and is directly mentored by the Summer Ministries Director. He/she will be responsible for mentoring college-age counselors and high school campers. He/she will create and manage schedules that include unique games and activities for the campers, as well as nightly chapel services. The intern will also coordinate cleaning and meal schedules with housekeeping and kitchen staff. The intern will be responsible for resolving conflict and enforcing camp policies within the high school camps. During the second part of the summer, he/she will also gain experience and practical skills in a variety of ministry roles, including the kitchen, dishroom, snack shop, maintenance, etc. The second part of the summer will provide connections to dozens of other ministries and ministry leaders, which can be a valuable resource when looking for ministry positions in the future. By the end of the summer, the intern will have gained valuable experience in ministry leadership, a variety of practical skills, and connections to other ministries.

**Communications/Media Intern:** This intern will work to promote Hidden Acres through a variety of social media. The intern will use and develop their skills in videography, photography, graphic design, etc. to create digital content that will reach thousands of campers, parents, and supporters of Hidden Acres. The intern may be directly responsible for the oversight of 1-2 summer staff members.

**Pastoral Intern:** This internship provides valuable hands-on ministry experience for those looking to go into full-time vocational ministry after college. The intern will be responsible for leading staff Bible studies, preaching during chapel services on Sundays, and teaching our high school campers throughout the summer. There is also the possibility of leading a team to assist in children's ministry in a local church, as well as senior ministry in a local Retirement Home. The intern will also assist the Men's Ministry Leadership Intern with the spiritual care of the male summer staff members, and will be the contact person for guest speakers and bands during the summer camp program. Opportunities for leading worship are also available for those with musical skills.

**Worship Intern:** This intern will be responsible for the music and tech needs in both chapels throughout the summer. This includes conducting auditions for worship teams, assembling teams for both younger and older camp, facilitating practices, and leading worship in chapel. The intern will prepare set lists, slides, and tech needs for chapel, and will be responsible for the care and maintenance of all chapel equipment. During the second part of the summer, this intern will work with the Retreat Director to ensure that guest groups have the proper equipment for their chapels. The intern will also gain experience in a variety of camp ministry positions, including the kitchen, dishroom, snack shop, maintenance, etc. He/she may also be directly responsible for summer staff members during the second part of the summer as well.

**Day Camp Intern:** The Day Camp Intern will travel with Day Camp counselors to Day Camp locations every week, and is directly mentored by the Day Camp Director. Responsibilities include: meeting the immediate needs of Day Camp counselors, coordinating with the host church during the event, picking up and dropping off staff from host homes, etc. Additionally, this intern will be responsible for overseeing all programming elements of the Day Camp, including games, chapels, crafts, activities, schedules, and cabin assignments. This will include planning, preparing, organizing, and delegating responsibilities to other Day Camp staff members. He/she will also be responsible for mentoring Day Camp staff members, resolving conflict, and enforcing staff policies. By the end of the summer, the intern will have gained valuable experience in ministry leadership, a variety of practical skills, and strong connections to churches and other ministries.

**Food Service Intern:** This intern will gain experience in a food service environment by serving in the kitchen and/or snack shop throughout the summer. He/she will be responsible for leading a team of summer staff members in preparing, cooking, and serving food to campers and guests.

## VI. Internship Choices (continued)

**Barn Maintenance Intern:** This intern will work closely with our barn and maintenance staff to maintain horse trails and pastures through trimming trails, mowing, repairing fences, and other tasks as needed. The intern may also be asked to drive a tractor, prepare simple meals for horse wilderness campers, or teach lessons to horse campers.

**Nurse Intern:** This intern will work closely with our nursing staff to ensure the safety of campers and staff members. He/she will also serve as the head lifeguard throughout the summer, responsible for scheduling and supervising lifeguards at the lake and pool. The intern must be lifeguard certified before the start of the summer, however some compensation for training will be covered by Hidden Acres. The intern will also gain experience in a variety of camp ministry positions, including the kitchen, dishroom, snack shop, maintenance, etc. He/she may also be directly responsible for summer staff members during the second part of the summer as well.

**Other– Create Your Own Internship:** If you would like to do an internship that doesn't line up with something we currently offer, please email Eric Smith (eric.smith@hacamps.org) with your internship requirements. We would be happy to try to help you meet your educational and professional needs while working at Hidden Acres.

Possible other internships include:

- Groundskeeping
- Maintenance
- Auto Mechanics
- Housekeeping
- Barn Management
- Hospitality/Event Management

## VII. Skills Assessment

**Certifications:** Fill in blank with date of expiration.

Basic Water Safety \_\_\_\_\_ CPR \_\_\_\_\_  
 Camp Horsemanship Assoc. \_\_\_\_\_ Lifeguard \_\_\_\_\_  
 EMT \_\_\_\_\_ Climbing Tower Cert. \_\_\_\_\_  
 First Aid \_\_\_\_\_ Nurse \_\_\_\_\_  
 Coaching \_\_\_\_\_

**Skills:** Mark with a “T” areas you are able to **teach**, and “E” areas in which you have **experience**.

### Nature

\_\_\_ Animals  
 \_\_\_ Astronomy  
 \_\_\_ Creation Science  
 \_\_\_ Animal Identification  
 \_\_\_ Hikes

### Arts/Crafts

\_\_\_ Drawing/Painting  
 \_\_\_ Leather Craft  
 \_\_\_ Beadwork/Necklace  
 \_\_\_ Planning new ideas

### Media

\_\_\_ Photography  
 \_\_\_ Videography  
 \_\_\_ Graphic Design  
 \_\_\_ Website Maintenance

### Music

\_\_\_ Song Leader / vocal  
 \_\_\_ Instrument (List: \_\_\_\_\_)  
 \_\_\_ Coordinating Worship  
 \_\_\_ Running Sound / Video

### Outfitting

\_\_\_ Backpacking  
 \_\_\_ Outdoor Cooking  
 \_\_\_ Overnight Trips  
 \_\_\_ Wilderness Trips  
 \_\_\_ Canoeing/Kayaking

### Shooting

\_\_\_ Archery  
 \_\_\_ .22 cal rifles  
 \_\_\_ Pistols  
 \_\_\_ Shotguns  
 \_\_\_ Muzzleloaders

### Adventure/Outdoors

\_\_\_ Climbing/Rappelling  
 \_\_\_ High Ropes

### Sports

\_\_\_ Basketball  
 \_\_\_ Volleyball  
 \_\_\_ Cross Country  
 \_\_\_ Airsoft  
 \_\_\_ Horse Riding  
 \_\_\_ Fishing

### Maintenance

\_\_\_ Housekeeping  
 \_\_\_ Lawn Mowing  
 \_\_\_ Gardening  
 \_\_\_ Hand Tools / Power Tools  
 \_\_\_ Woodworking / Carpentry  
 \_\_\_ Mechanical / Engine  
 \_\_\_ Painting

**VIII. Maturity (Please answer all questions on a separate sheet of paper.)**

1. Briefly describe when and how you came to faith in Christ.
2. Why do you deserve an internship on our summer staff? Why did you select the internship(s) you did?
3. Describe your thoughts/opinions on:
  - Homosexual Relationships / Marriage
  - Premarital Sex
  - Dating
4. Describe your current relationship with God and your church, and the effect they have on your daily life.
5. How have you specifically grown in your spiritual walk over the past two years?
6. What leadership experience do you have? How would you describe your leadership style?
7. What relevant skills or experiences do you have related to the internship(s) you applied for?

**IX. References**

New applicants: list referents whom you are sending forms to and have known for at least six months.

Returning staff do not need to send out reference forms.

**\*\*Please Note\*\*** You must send the link to the online reference form or the printable reference form to the persons listed below. The list below is for our office to know who will be submitting the forms on your behalf.

**Academic**

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

**Work Performance**

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

**Family**

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

**Pastor**

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

## **Applicant Agreement**

If my application is accepted, I can be depended upon to cooperate with the Director and other leaders, to be subject to camp regulations and routines, and to sacrifice personal desires in the interest of the campers and Christ.

By signing this application form I (or my parents if under 18) release and waive any and all claims arising out of the use by Hidden Acres and its authorized designee of my likeness and/or my voice on film, video tape, or sound recording in any promotional literature, film, or camp website.

I hereby authorize all previous employers to furnish my record, reason for leaving, and all information they have concerning me, and release employers / references from all liability or damage arising there from.

I also understand that Hidden Acres may conduct a criminal record history check for the purpose of ensuring all applicants will have had no history of abusing or neglecting children.

I certify that everything in this application is correct and truthful. Employment may be terminated at any time if I have given false or incomplete information on this application.

**Applicant's Printed Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature (If under 18 years)** \_\_\_\_\_

*Applications will be processed when all reference forms have been returned. Early applicants are always considered first.*

***Email [eric.smith@hacamps.org](mailto:eric.smith@hacamps.org) at any time during the process if you have questions.***