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**SUMMER 2015 – STAFF APPLICATION**

**Employment Dates**

|  |  |
| --- | --- |
| Site Leaders…………………………………………………….. | May 11th – Aug. 7th |
| Day Camp & Construction Coordinators………………………. | May 15th – Aug. 7th |

Are you looking for a meaningful summer opportunity where you can experience and share Christ’s love in service to others? We are seeking young adult Christians with a heart to serve with families and children who are living in some of Alabama’s most materially-poor rural communities. These young adults will also host, lead, and disciple youth groups who come to serve with ARM through home repair and/or summer day camp. **Be forewarned: the work is demanding; the hours are long; time off is rare.** Where’s the reward? God will transform you like never before! You will serve and live alongside incredible people who are passionate for God’s kingdom. You’ll meet and disciple youth who are excited to serve and experience the joy of loving God and others. You’ll serve with families whose lives will change your own forever. You’ll experience deep, authentic relationships by joining a new, diverse community of peers, youth, families and children. God will call you beyond your boundaries of comfort to take risks in faith, while sustaining you as you learn to see and serve others through the eyes of Christ! Does this resonate in your heart? Do you want to be a missionary in rural Alabama for two months? If so, we ask you to prayerfully consider joining our team.

**ARM operates youth mission camps with two primary areas of focus:**

1. *Home repair and construction*. Youth groups perform free home repair and construction work with underserved families to ensure that their homes are safe, warm, and dry.
2. *Children’s summer day camps.* Youth teams provide fun learning activities for underserved children that are similar to a Vacation Bible School curriculum but enhanced with a focus on literacy skills.

Youth mission camps are located at two sites in rural Alabama: Livingston, which serves Sumter County, and Tuskegee, which serves Macon and Lee Counties. Once hired, we will assign you to one of these two sites based on your experience, expertise, and your desired position. Primary compensation is in the form of a scholarship paid at the end of the summer. Each staff member receives a $1700.00 base scholarship, and is given the opportunity to raise their salary to $4000.00 through individual fundraising. Compensation also includes a $20/week stipend, housing, travel reimbursements and most meals*. Returning staff receive a $100 bonus. You’re also invited to participate in our Staff Referral Program: if you refer another applicant and this person is hired, you will receive an additional $50 compensation award (maximum of 3 referral awards allowed).*

In this packet, you’ll find everything you need to know about the staff positions we offer and how to apply. **We will conduct interviews as applications are received until all positions are filled.** If you have any questions feel free to call at (334) 501-4276 x100 or email me at joe@arm-al.org*.*

On earth as it is in heaven,

Joe Davis

Alabama Rural Ministry

Director of Ministry Operations

**ARM Summer Staff Descriptions**

**All Staff Members**

The ARM team, in the most basic of terms, runs a Christian youth mission camp for two months. The work is physically, mentally, and spiritually demanding. The staff team works together to maintain its respective mission sites and the daily/weekly flow of activities. ARM staff will work closely to form a supportive, encouraging Christian community among their team and the incoming volunteers. Each person will be expected to portray Christ at all times. Each team member will strive to support the ministry through teamwork in planning, implementing and sharing in team devotional and worship settings as well as worship and reflection with youth groups. All staff members will strive to build meaningful, Christ-centered relationships between each other, the youth, and the families with whom they interact. Because the staff operates a mission camp, it is responsible for ensuring that its facilities are maintained, clean, and in good order. In conjunction with youth group leaders, we are responsible for the safety and security of the youth teams that volunteer. All staff must satisfactorily complete the summer commitment to receive the scholarship and must also submit a two page paper that serves as an evaluation of their experience. If you ever wanted to experience what the mission field might be like, then ARM might be just for you!

**Site Leader: 2 Positions ($1900 Scholarship)**

There is one Site Leader for each of our two mission sites: Livingston and Tuskegee. This person serves as the spiritual director and main coordinator/team captain at their site. Ideally, this person has served on ARM staff or has been a previous volunteer. As a Site Leader, you are expected to demonstrate leadership, Christian maturity, management skills, and public relation skills in the following ways:

1. Serving as the on-site facilitator to the staff members at the site. You will be the main contact and liaison between the volunteer work teams and the summer staff. You’ll serve as the spiritual director for the team leading a weekly staff Bible study and nightly team meetings (6-7 other students).
2. Acting as a liaison with the other ministry partners and key personnel in the communities that support the work of ARM.
3. Mentoring other staff and visiting the day camp and home repair sites throughout the week.
4. Managing finances for the site.
5. Communicating with and reporting to the ARM Director and full time staff about the activities of the site.
6. Coordinating the summer closing celebration and final staff retreat and evaluation.
7. Fulfilling all responsibilities as described in the “All Staff Members” section above.

**Construction Coordinator: 8-9 Positions ($1700 Scholarship)**

The primary responsibility of a construction coordinator is to facilitate home repair projects performed by volunteer youth group teams at our families’ homes. The construction coordinator must be organized, have a *basic* knowledge of construction, and be an excellent planner. As a part of the construction staff, your service will include the following:

1. Giving each volunteer team an overview of the family with whom they will be serving, which includes all necessary details concerning the home repair/construction project on which the team will be working.
2. Conducting a daily leaders meeting for coordination of the next day’s events.
3. Planning for projects, purchasing materials, and maintaining a construction budget for each team and work site.
4. Serving as the contact person for home owners and scheduling both staff and work team visits.
5. Maintaining all the tools and materials for the work site.
6. Advising teams on construction questions and working on-site with teams as time allows.
7. Ensuring work teams have all tools and materials needed for their work throughout the day.
8. Fulfilling all responsibilities as described in the “All Staff Members” section above.

**Day Camp Coordinator: 8-9 Positions ($1700 Scholarship)**

The primary responsibility of the day camp staff is working with incoming volunteer youth group teams and their fellow staff to coordinate activities for children of low-income, underserved families, simply in need of love and attention. Day camp coordinator must love interacting with children of various ages, display patience, and be organized. The day camp is located “off-site”, typically at a local school and not at the location where the youth teams and staff reside. As a part of the day camp staff, your service will include the following:

1. Communicating with your Site Leader and volunteer teams prior to arrival to ensure that they have Bible lessons, crafts, recreational activities, educational activities, and more for the week they will be working (Staff will plan back up activities should teams arrive without enough materials).
2. Working together to plan and coordinate enrichment activities and field trips.
3. Helping children form and cultivate a relationship with Christ.
4. Building relationships with campers and their families.
5. Supervising and mentoring children in all daily activities.
6. Fulfilling all responsibilities as described in the “All Staff Members” section above.

**ARM Summer Overview**

Once the summer staff has been selected, we will conduct video teleconferences and/or conference calls during the spring to begin prepping for the summer. This is designed to allow time to think, pray, and “dream” before getting to staff training. You will also be asked to complete a personality type indicator profile – this always makes for great discussions!

1) **Staff Training.** The first three weeks of your time on staff is spent in ARM staff training. (Site Leaders have four additional days prior to the arrival of construction and day camp staff). **Attendance is mandatory**. Training will be held at our Tuskegee site and involves learning about ARM, the individual staff jobs, and developing the evening programming for the volunteer teams. It also includes CPR and 1st aid certification. During the final week of training, staff members depart to their respective sites and begin setting up their lodging, preparing the day camp building, and preparing for the construction teams by visiting the selected worksites.

2) **Overall Camp Schedule.** Youth group volunteer teams begin arriving the first week of June (June 7th) and continue coming until the final week of July. The first week of August is site cleanup/breakdown. Everyone returns to the Tuskegee site at the end of the summer to bring back tools/materials. We then depart for a mandatory (fun!), two day staff retreat for debriefing and evaluation.

3) **A Day in the Life of a…**

a. **Site Leader.** You’re responsible for keeping staff and volunteers on schedule. Throughout the day you assure that youth teams move fluidly from one activity to another. You support the day camp and construction coordinators by visiting their sites and managing their progress. You will help staff in resolving issues that may arise on their sites. You receive reports from the staff through a daily staff meeting about how the work is progressing. You’ll also schedule and lead staff in weekly devotions. In addition, you process daily receipts, manage meals and menus. You’ll coordinate with group leaders, pastors, and churches. You’ll also update the ARM full time staff as necessary. Finally, you’ll be coordinating for the summer closing celebration at your site and be working with the ARM director for the closing staff retreat.

b. **Day Camp Coordinator.** You maintain the day camp schedule and program. You’ll be at day camp from 8:30-2:30 P.M. Monday-Thursday. Your day consists of recreation time, “assembly” which is the main programming/teaching, singing, arts and crafts, and tutoring. The camps are made up of low income and middle income children mainly from minority families. You’re responsible for the overall safety of the camp and site and you also set the disciplinary and reward systems. Parents bring their children to camp and pick them up. You are encouraged to get to know the parents of day campers and try to visit their homes when possible. A pre-developed theme designed by ARM full-time staff will be used for the entire summer and broken into weekly and then daily schedules. Although youth groups bring most of the materials, you’ll augment their program and fill in any gaps. Day campers generally go swimming or on an enrichment field trip weekly or whenever possible. It is possible each site may have access to vans to use for field trips.

c. **Construction Coordinator.** You deliver materials to the work sites and prepare detailed lists of the tools needed for the work before the teams arrive. You help the youth pack their tools and get them to their site and ensure tools are cleaned each day. You’ll also meet with the families and evaluate their home repair needs while also building a friendship with them. You’ll help the families know what to expect about hosting volunteers. On the other hand, you also help the volunteer workers learn about their families and the type of work they will be doing. You can also help the volunteer teams initiate a relationship with the families. You’ll identify the potential safety issues teams may face i.e. stinging insects, unsafe walking areas etc. Each day, you’ll receive a “material requisition form” from the teams and have a daily leaders meeting that helps them get the necessary materials for the next day. Any purchases made are recorded on a team budget sheet to monitor the expenses. You’ll need to be excellent communicators and organizers as you may have one to three work sites to manage daily. You spend the majority of your day interacting with youth teams and the families we serve. It’s important that you be *uber*-friendly and open to building relationships!

5) **Daily Camp Schedule (Mon. – Thurs.)**:

|  |  |
| --- | --- |
| 7:00-7:30 am - Breakfast | 4:00-5:00 pm - Unpack tools/shower |
| 7:30-7:45 am - Devotion | 5:00-6:00 pm - Dinner prep/team meetings |
| 7:45-8:15 am - Make lunches/Cleanup/load  | 6:00-7:30 pm - Dinner/cleanup |
| 8:15-8:30 am - Pray/depart  | 7:30-9:00 pm - Evening Programming |
| 8:30-3:30 pm - Work day  | 9:45- 10:00 pm - Staff meeting |
| 3:30-4:00 pm - Clean up/depart | 10:00 pm - Lights out |

6) **Weekly Camp Schedule**: Youth groups arrive Sunday afternoon between 2p – 3p. They work at the day camp or on home repair projects M-R, and then depart Friday morning. After dinner each night, the staff lead the group through evening programming.

* Sunday night is orientation and introduction to the theme.
* Monday night is “theme night”.
* Tuesday is family night when all the families worked with that week are invited to join us for dinner hosted at a local church.
* Wednesday is poverty and community awareness night.
* Thursday is closing night.

After teams depart on Friday, staff continue to work throughout the day doing as much planning and preparation for the next team as possible. The day camp will be closed on Friday and no home repair work will be done (unless a team has left critical repair work undone that cannot wait until Monday). Friday night through Saturday night is a time for Sabbath rest and free time. On Sunday, staff attend worship at a local church and complete finishing touches to prepare for the next group’s arrival

7) **Theme Programming.** The ARM full-time staff will provide the summer staff with a theme topic. Based on this theme, summer staff will draw from their creativity, skills, gifts, and past experiences to develop games, skits, discussion groups, multi-media, or other materials to create an atmosphere for worship and reflection. The overall intent is to have youth focus on service as a “lifestyle” and make the connection between their faith and service. We will also create activities for youth to help them understand poverty and the cultural relevance of each site. Overall, it is to provide a meaningful and thought provoking evening program. The staff also develops morning and lunch devotions based on the theme. All theme programming is developed during staff training and is typically the same between both sites. Staff will be given some high-level guidance on developing programming but we **do not** use pre-written curriculum materials. We love seeing how God works uniquely through each staff team to create programming that is relevant and meaningful to both the staff and the youth teams. Evening programming is repeated each week so that each youth group has a similar camp experience.

8) **Housing.** Tuskegee staff are housed in a large parsonage with three large bedrooms equipped with bunk beds and three showers. Youth groups that come to serve in Tuskegee will be housed in the newly renovated Tuskegee First UMC. Livingston staff are housed in a dorm on the campus of the University of West Alabama. Youth groups that come to serve in Livingston stay in the same dorm.

**Summer Staff Application**

**Instructions:** Please print out and complete the application by hand. See section 14 for submission instructions. ***The deadline for submission is February 1, 2015***. Make sure to specify which position you desire. Also, be aware that you will need three recommendations and a statement of faith (please type or print legibly). We ask that you take time to fill out the information completely and carefully. Attach extra pages as needed or directed. Please note, your application is not complete and we ARE NOT able to hire you until we have received your references, so choose them wisely.

**I. Personal Information**

***Circle Position(s) Desired:*** Site Leader Construction Coordinator Day Camp Counselor

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender \_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_ T-shirt size \_\_\_\_\_\_\_\_

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

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

Current Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are selected as a staff member, we will need to send information to you by mail. Will you be receiving mail at your **current address** until May 10th? Choose one: Yes No

If NO, when should we start sending mail to your permanent address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contacts:

Father’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mother’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evening Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. Education**

High School Graduation Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_GPA \_\_\_\_\_\_\_\_\_

College Attended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Major \_\_\_\_\_\_\_\_\_\_\_\_\_ GPA\_\_\_\_\_\_\_\_\_

Years Complete by May 2015\_\_\_\_\_\_\_\_\_

Date Spring Semester Ends\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Fall Semester Begins \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What life work are you planning? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. Experience and Activities**

On a **separate page**, please list any activities you find relevant to your work with Alabama Rural Ministry, including but not limited to any involvement with social service organizations, volunteer/community activities, social or recreational activities, religious and humanitarian groups, and student/extracurricular activities. Also, please include the length of involvement with each group, any leadership experience that you have had, and/or any special honors you have received. Also include which of these activities have been most meaningful to you and explain why.

**IV. All Applicants**

1) Describe any specific training and experience you have had in working with youth, ages 6th -12th grades.

2) Would you describe yourself as introvert (get energy from quiet/small groups) or extrovert (get energy from lots of action and lots of people)?

3) What types of mission trips have you participated in and what were your duties?

4) Describe any experiences you have had working with people of diverse backgrounds:

5) On a scale of 1-10, please rate your organizational and planning skills. Explain.

 1 2 3 4 5 6 7 8 9 10

Fly by the OCD’ish

seat of my

pants

6) On a scale of 1-10, please rate your creativity. Explain.

 1 2 3 4 5 6 7 8 9 10

Just tell Would love

me what to paint a Monet

to do

7) If hired, you will be working very closely as a team with other ARM staff members this summer. On what types of teams have you served? (sports, l**e**adership, etc.)? How is accomplishing tasks as a team different than doing so individually?

8) What skills/talents/perspectives can you bring to the ARM staff team this summer?

9) Reflect upon your personality. What personality traits do you feel may work well with those of your teammates?

10) What traits may cause conflict among team members? How do you plan to work through situations when personality conflicts arise?

**V. Job-Specific Experience**

**If applying for Site Leader, answer the following set of questions:**

1)Why do you want to be a site leader? What do you think equips you to be an effective site leader?

2) What experience do you have leading your peers?

3) Describe your ability to plan and organize and give an example.

4) How would you encourage your team in their spiritual journey?

5) Describe your leadership style.

**If applying for Construction Coordinator, answer the following set of questions:**

1) Why do you want to serve as a construction coordinator?

2) What significant construction experience do you have?

3) Have you ever planned a project or taught someone else how to do construction? Explain.

 4) Describe your ability to plan and organize in preparing construction projects:

**If applying for Day Camp Coordinator, answer the following set of questions:**

1) Why do you want to serve as a day camp counselor?

2) Describe any specific training and experience you have had in working with children ages 5-10 years old.

3) What are the behavior challenges of at-risk children? How does this affect the flow of camp and classroom management?

 4) What do you feel you can contribute to the day camp and the children attending?

**VI. Self Rating**

Please rate yourself at the following activities on a scale of 1-5, with 1 representing no knowledge and 5 representing something you can do very well and can possibly teach to someone else:

|  |  |
| --- | --- |
| \_\_\_\_\_\_ First Aid  | \_\_\_\_\_\_ Facilitating Discussions |
| \_\_\_\_\_\_ Mechanical/Construction | \_\_\_\_\_\_ Musical Talent (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| \_\_\_\_\_\_ Public Speaking | \_\_\_\_\_\_ Fostering Christian Community |
| \_\_\_\_\_\_ Meal Planning/Preparation | \_\_\_\_\_\_ Leading/Facilitating Worship  |
| \_\_\_\_\_\_ Planning and Leading Small Group Bible  Study \_\_\_\_\_\_ Audio/visual/media/tech \_\_\_\_\_\_ Planning recreation/games   | \_\_\_\_\_\_ Writing devotions\_\_\_\_\_\_ Leading devotions\_\_\_\_\_\_Planning art/craft projects \_\_\_\_\_\_Planning children’s educational activities  |

**VII. Church Affiliation**

Are you a church member? Y N What church? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you attend church regularly? Y N Where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you active in a campus ministry organization? Y N Which one? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VIII. Habits**

We are a Christian ministry. You must uphold yourself to the highest standard of Christian principles. The use of tobacco, alcohol, improper use of drugs, and profanity are against the policy of Alabama Rural Ministry. Are you willing to abide by this policy while employed by Alabama Rural Ministry? Y N

**IX. Legal**

Have you ever been arrested or convicted for any violation of criminal law other than a

minor traffic violation? Y N

Have you ever been involuntarily discharged from a job? Y N

Have you ever been convicted of child abuse or sexual abuse offense? Y N

If your answer to any of the above is yes, please explain. If you need more space, please attach a separate page. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe your driving history, including record of traffic violations.

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

All applicants must submit to a background check and must sign the attached form authorizing us to do so. Refusal to sign will terminate your position. Negative findings could potentially terminate your position with us.

**X. Medical**

Please list any medical conditions that ARM should be aware of, especially those which you are treated for or take medication for regularly (chronic allergies, heart conditions, etc.)

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

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

**XI. Other Requirements**

With its locations being in rural Alabama areas, work with ARM requires staff to drive. Some staff vehicles will be available, mainly for construction coordinators. Reimbursements will be made for fuel used by personal vehicles for ARM travel. The day camp facility is off site and requires transportation not provided by ARM (no more than 10 miles to the site).

Can you provide your own adequate transportation? \_\_\_ Are you comfortable doing so?\_\_\_\_

**XII. Faith Journey**

On a separate sheet of paper, write your Christian autobiography, noting experiences, persons, spiritual gifts and ideas that have helped shape your life as a Christian.

**XIII. Recommendations**

To complete this application we will need three recommendations submitted to Alabama Rural Ministry. The attached recommendation forms should be given to the following people to be completed. The forms should be mailed directly to the ARM office by the recommender. Please list below the name and phone number of each of your references.

Spiritual Mentor

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer/faculty member (someone who has supervised you at work, school or other organization)

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Close, personal reference

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please do not submit recommendations from relatives*.

**XIV. Submission and Deadline**

The deadline for submitting applications is February 1st 2015. You can submit your application via US mail, email, or fax using the following contact information:

Mailing Address

Alabama Rural Ministry

RE: Summer Staff Positions

P.O. Box 2890

Auburn, AL 36831

Email: joe@arm-al.org

Fax: (334) 737-6909

**SAFE SANCTUARIES**

**AUTHORIZATION AND REQUEST TO RUN BACKGROUND CHECK**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize Alabama Rural Ministry to request the release of information regarding any record of criminal charges or convictions maintained on me, whether said file is a local, state, or national file and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I release the information holder from all liability that may result from any such disclosure made in response to this request.

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s name (first, middle, maiden, last): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print all other names that have been used by the applicant (if any):

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

Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s license number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State issuing license: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Previous address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All correspondence and reference letters need to be sent to the following address:

Alabama Rural Ministry

RE: Summer Staff Positions

P.O. Box 2890

Auburn, AL 36831

OR, feel free to email at joe@arm-al.org OR fax at (334) 737-6909.

**Alabama Rural Ministry Summer Staff**

**Recommendation Form**

*Applicant*: Please print this form and distribute it to 3 references as described on your application.

*Recommender*: Please complete this form and mail it to Alabama Rural Ministry. See below for details.

***This portion is to be completed by the applicant***.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_\_

Position for which you are applying \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_

Name of Recommender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***This portion is to be completed by the recommender.***

The above applicant has applied for a summer staff position with Alabama Rural Ministry. We are a ministry committed to sharing God’s love through home repair and day camp service to families in rural Alabama. We value your recommendation greatly and appreciate your thoughtful and prompt completion of this form.

Please circle your answers for the following questions:

What is your relationship to the applicant? Employer Teacher Mentor

 Friend Other \_\_\_\_\_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_\_\_\_\_\_years \_\_\_\_\_\_\_\_\_\_months

How well do you know the applicant? Very Well Well Casually

Please circle your answers regarding the applicant for the following, leaving comments as desired.

Self-Confidence: Strong Average Weak

Decision Making Ability: Confident Average Hesitant

Leadership: Instinctive Comfortable Timid

Ability to Follow: Natural Comfortable Unlikely

Public Speaking: Relaxed Comfortable Nervous

Interpersonal Skills: Excellent Average Weak

Written Communication: Excellent Average Weak

Mental Ability: Quick to comprehend Average Slow

Work Ethic: Hard Worker Average Lacks Diligence

Reliability: Meets obligations Average Lacks follow-through

Teamwork: Works well with others Average Causes Conflict

Flexibility: Open to Change Average Uncompromising

Disposition: Cheerful Average Serious

Punctuality: Consistently Early Punctual Often Late

Financial Responsibility: Honorable Average Neglectful

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please answer the following questions with careful consideration of both the applicant and his or her ability to perform in this ministry. Please answer frankly and candidly. There will be areas we can strengthen as we realize all people have strengths and weaknesses.

1. How would you describe the way in which the applicant lives her/his faith? Please circle all that apply, giving explanation for each.

Genuinely Contagiously Emotionally Superficially Other (please explain)

Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. What do you see as the applicant’s strengths?

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

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3. What do you see as the applicant’s weaknesses?

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

4. Please list any additional comments that you feel are relevant to the applicant’s work with Alabama Rural Ministry. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. I would recommend this applicant for employment with Alabama Rural Ministry.

Highly recommend Recommend Recommend with reservations Not recommend

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All correspondence and reference letters need to be sent to the following address:

Alabama Rural Ministry

RE: Summer Staff Positions

P.O. Box 2890

Auburn, AL 36831

OR, feel free to email at joe@arm-al.org OR fax at (334) 737-6909.