



P.O. Box 128 • Altamont, TN 37301 • (931) 692-3999 • www.mountain-top.org

YOUTH MINISTRIES • YOUNG ADULT MINISTRIES • ADULT MINISTRIES

Dear Potential Applicant,

Thank you for your interest in applying for a summer staff position with Mountain T.O.P.! Please know that in considering applicants our focus is on the character, heart and passion of each disciple of Christ. This letter is intended to explain the logistics of the hiring process and your responsibilities therein.

Mountain T.O.P. was founded in 1975 and has relied on people sacrificing their time to be on summer staff. In a broad stroke, the summer staff leads camp weeks focused on home repair or children's programs for families with desperate needs in the rural counties of middle Tennessee. Due to the intensity of leading 100+ youth and adults through a week of service, our staff works very hard. We are looking for highly motivated people with well-developed relational skills, hands on leadership experience and a lifestyle of following our Lord Jesus Christ. Mountain T.O.P. not only provides our staff with a unique working environment, but also a unique living environment. It is extremely important to us that you live and work in an open, honest and loving Christian community. This community will challenge you to pursue Christ and grow closer to Him in ways you have never even dreamed of.

In order to be hired as a Mountain T.O.P. summer staff member you must be:

- 1) A high school graduate and at least 18 years old by May 19, 2012
- 2) Able to provide your own personal vehicle and auto insurance
- 3) Available for staff training, starting on May 19, 2012 (5/17 for directors and managers)
- 4) Available to serve on staff from staff training through the morning of August 5, 2012
- 5) Certified in First Aid and CPR by May 19, 2012
- 6) Committed to reading all preparation materials we send you

The application process has two stages. In the first stage you must fill out and return the application to the Mountain T.O.P. office by December 31st, 2011. This includes the complete and well thought out answers to the personal questions. We are expecting a large number of applicants this year so meeting deadlines is necessary. Please contact us if you have any questions or special exceptions. In addition, it is your responsibility to have three people complete the reference form (pages 4-5) and return it by December 31st, 2011. These references may not be family members and must include a previous employer and either a pastor, youth leader, or campus minister. NOTE: If you were on summer staff in the past five years, you do not need to have any references filled out.

After careful consideration of your application, we will contact you for an interview. We strongly prefer to interview you in person; however, we understand that travel may not fit reasonably in your schedule or budget. As an alternative, we offer the opportunity for a phone interview. We will conduct interviews in January, with the hope to make our final hiring decisions by early February. If at any time during the process, you settle on other plans for the summer, or decide that Mountain T.O.P. summer staff is not for you, please let us know immediately.

Our promise to you is that we will put every decision fully before the Lord. We want to ensure that the Lord is calling you to this place, in this position and at this time, so please do the same as you consider applying. We appreciate your willingness, time and effort in coming even this far. If at any time you have questions or concerns, please call or email us at (931) 692-3999 or kim@mountain-top.org. We look forward to getting to know you well!

In His service, with His love,
Mountain T.O.P. Support Staff

Mountain T.O.P.

Summer Staff Job Descriptions

YOUTH MINISTRY

Director (4) - \$ 2,800 – They oversee and are ultimately responsible for all phases of camp and staff life, including management and team leadership. They are in charge of staff development in areas such as spiritual growth, leadership, management, and job performance. NOTE: One of the four directors will be a dual director and will lead camp weeks that are part service project and part day camp.

Program Manager (4) - \$ 2,400 – They serve on the staff leadership team. They manage and lead total program operations to include planning of all evening activities and worship, in camp communication and office organization. The Program Manager assists in the development of the ministry coordinators in the areas of spiritual growth, leadership, management and job performance.

Field Manager (4) - \$2,400 – They serve on the staff leadership team. They manage and lead total field operations to include acquisition and delivery of materials, project balance, and project quality. The Field Manager assists in the development of the ministry coordinators in the areas of spiritual growth, leadership, management and job performance.

Day Camp Manager (1) - \$2,400 – They serve on the staff leadership team. They manage and lead total day camp operations to include signing up children, activity planning and all day camp events. The Day Camp Manager assists in the development of the ministry coordinators in the areas of spiritual growth, leadership, management, and job performance.

Service Project Ministry Coordinator (18) - \$ 2,200 – They lead 4-6 teams of youth and adults in their daily activities during the week of mission work. This includes acquisition of projects, visiting families, managing work teams at work sites, assisting in planning and executing nightly programming. They ensure that campers understand the philosophy of Christian helping as they strive to meet the needs of the people they serve.

Day Camp Ministry Coordinator (2) - \$ 2,200 – They lead 4-6 teams of youth and adults in their daily activities during the week of mission work. This includes signing up children, managing teams during day camp, assisting in planning and executing nightly programming. They ensure that campers understand the philosophy of Christian helping as they strive to meet the needs of the people they serve.

ADULT MINISTRY

Director (1) - \$2,800 – They oversee and are ultimately responsible for all phases of camp and staff life, including management team leadership. They are in charge of staff development in areas such as spiritual growth, leadership, management, and job performance.

Major Home Repair Field Manager (1) - \$2,400 – They oversee all MHR operations to include materials delivery, project quality and managing the teams at the work sites. They assist in the development of the ministry coordinators in the areas of spiritual growth, leadership, management, and job performance.

Program Manager (1) - \$2,400 – Serves on the staff management team. He or she manages and leads total program operations to include acquisition of projects and quality of all programming events. He or she assists in the development of the ministry coordinators in the areas of spiritual growth, leadership, management, and job performance.

Summer Plus/Kaleidoscope/Quest Program Manager (1) - \$2,400 - Serves on the staff management team. Oversees total Children's Programs operations. He or she assists in the development of the ministry coordinators in the areas of spiritual growth, leadership, management and job performance.

Summer Plus/Kaleidoscope/Quest Ministry Coordinator (1) - \$2,200 – They set up Summer Plus/Kaleidoscope programs and workshops, visit families to sign up children and lead adults through their week of service. They ensure that campers understand the philosophy of Christian helping as they strive to meet the needs of the people they serve.

Note: In order to ensure a full salary, summer staff is expected to raise 1/2 of their salaries plus their living expenses of \$1000. Through a financial partnership, the staff member includes sponsors, family and loved ones with a vicarious relationship in ministry throughout their summer experience. Partnership amount to raise could increase.

MOUNTAIN T. O. P. (Tennessee Outreach Project)

2012 Summer Staff Employment Application

When applying for summer staff with Mountain T.O.P., please understand that you will be considered for all positions that you are qualified for, including both the adult and youth ministries. The quality of the summer staff as a whole will be our highest priority.

Please check the position(s) that you wish to be considered for:
 (NOTE: usually, first year applicants are considered first for ministry coordinator positions)

Youth Ministry

- Director
- Program Manager
- Field Manager
- Day Camp Manager
- Service Project Ministry Coordinator
- Day Camp Ministry Coordinator

Adult Ministry

- Director
- Program Manager
- Major Home Repair Field Manager
- Summer Plus/Kaleidoscope/Quest Manager
- Summer Plus/Kaleidoscope/Quest Ministry Coordinator

If you have been on Mountain T.O.P. summer staff before:
 How many times? _____ Which position(s) and year(s)? _____

PLEASE PRINT

Name _____

Current Phone # _____ Permanent Phone # _____

Present Mailing Address _____
City State
 Zip _____

Email Address _____ How old will you be on May 19, 2012? _____

Permanent Mailing Address _____
 (If different from above) City State
 Zip _____

Background Information:

At Mountain T. O. P., we are committed to ensuring that each camp is a safe environment for everyone. If the answers to questions 1, 2 or 3 are yes or 4 is no, please explain on the back of this page.

- | | | | |
|----|--|-----|----|
| 1. | Have you ever been convicted of a felony? | Yes | No |
| 2. | Have you ever been convicted or formally accused of any sex related or child Abuse offense in any previous employment or volunteer activity? | Yes | No |
| 3. | Have you had any traffic accidents or received any traffic tickets including a DUI in the last three years? | Yes | No |
| 4. | Are you legally eligible for employment in the United States? | Yes | No |

Education

Level	School	City, State	Course of Study	Cum. GPA	Graduation Date
High School					
College					

Technical or Military					
Other					

Employment History: (Only one will need to fill out a written reference.)

Company	Position
Supervisor	Dates of Employment: From To
Phone	Hours Per Week
Responsibilities	Reasons for Leaving
Company	Position
Supervisor	Dates of Employment: From To
Phone	Hours Per Week
Responsibilities	Reasons for Leaving

Please provide typed answers to the following questions on a separate piece of paper.

Please read and answer all questions completely and thoughtfully. Limit yourself to four pages.

1. Why do you want to work for Mountain T.O.P.?
2. Write a brief description of your Christian testimony.
3. How would you define the basic theological convictions of a Christian?
4. Describe something you have learned about your faith and/or God recently.
5. How would you describe your walk with God this past year?
6. Within the past year, what kind of fellowship have you been involved in?
7. Describe your spiritual strengths and spiritual weaknesses.
8. How would you define ministry leadership?
9. Explain your ministry leadership and/or mission trip experience. Please include lengths of time and your responsibilities.
10. In the context of working on a team, describe two of your relational strengths and weaknesses.
11. Explain how you relate to and work with authority.
12. How do you organize and manage time in balancing your different activities and responsibilities?
13. Explain your education and career goals in the next five years.
14. How does your family feel about Mountain T.O.P.? Do they support you in the decision to seek serving on summer staff?

Returning staff members, please also answer the following questions.

15. Based on the feedback you received throughout the summer, from campers, other staff members, or support staff, OR from your own self-evaluation, specifically explain three things you will do differently in these areas:
 1. Attention to maintaining a healthy spiritual life
 2. Management skills
 3. Maintaining healthy relationships with fellow staff members
16. Based on your previous summer staff experience, identify ways in which you can improve your organization, proactivity, and spiritual leadership.
17. For each position you are applying for, explain why you desire that position.

I certify that all information provided in this application is true and accurate. I understand that any false information or omission may disqualify me from further consideration as a Mountain T.O.P. summer staff member. I understand that Mountain T. O. P. may conduct phone interviews with my references. I authorize any investigation (including a background check) of any or all statements made in this application and I release any person from liability in making statements. I have read, understand, and by my signature consent to these statements.

Signature _____ Date _____

Print Name _____

Parents Signature (If under 18) _____ Date _____

Mountain T. O. P. does not discriminate on the basis of race, age, sex, creed, national origin, or disability.

9. Please describe 3 of his or her major strengths:

10. Please describe 3 areas in which he or she could improve:

11. Comments on your perception of his or her spiritual maturity:

12. Please comment on your perception of his or her ability to work with and relate to children and youth.

13. What would you anticipate as the major issue(s) in having him or her as a staff member?

14. Please rate your overall recommendation of this person? 1 2 3 4 5

15. General comments:

Thank you for your comments and perspective.