

staff application

APPLICATION CHECKLIST

1. Read the *Love at Work* purpose and values, job descriptions and FAQs.
2. Complete the application and send it in to *Love at Work* along with your essay to the following address:

Love at Work Missions
2800 Shamrock South
Tallahassee, FL 32309
3. If hired you will need to complete CPR Certification by May 1, 2008.

WELCOME TO LOVE AT WORK

Thank you for your interest in our missions staff positions. *Love at Work* is looking for individuals who are passionate about working with youth and spreading the Gospel through both word and deeds. This summer we anticipate having over 300 youth and adult leaders come through Centenary Camp to improve the homes and lives of 40 families in the Gadsden County area. This mission can not take place without our summer staff. Our goal is to create life long servants for Christ through serving the impoverished citizens of the poorest county in the state of Florida.

A summer on staff with *Love at Work* is life-changing and rewarding, but also intense and tiring. *Love at Work* staff must be committed to God and work as a team player. Staff must be ready to serve without recognition, be intentional about communication and step into servant leadership roles over peers and adults. Flexibility and resourcefulness are key, as staff encounter many unplanned and unexpected situations, often requiring immediate action.

We desire staff who are willing to do what it takes to get the job done and who will honor God by giving their best. Thank you for your interest in joining our team. Please don't hesitate to contact us with any questions you have at (850) 508-1697 or you can email us at info@loveatworkmissions.org. We look forward to hearing from you.

purpose and beliefs

In order to accomplish the goals of *Love at Work* we have found that it is absolutely essential for everyone to be on the same page. When everyone is working towards the same goal the tasks at hand become much easier to handle and overcome. Understanding our purpose is the first step. The next step is to understand what we believe and how that affects and shapes the way we conduct this project. Below are the Mission Statement and our Statement of Faith. Take time to look over them; they will be brought up during the interview process.

MISSION STATEMENT

The core mission to encourage of *Love at Work* is to encourage spiritual growth in youth through service to others.

STATEMENT OF FAITH

We believe that there is one God, eternally existent and revealed in three persons; Father, Son, and Holy Spirit. We believe that God is personal, transcendent and is the sovereign Creator of all things. We believe that the Bible is the inspired word of God and through it the plan of salvation is revealed in the blood and grace of Jesus Christ. We believe that the mission of the Church is to communicate the Gospel to all. *Love at Work* shares this message through serving those in need and encouraging spiritual growth in youth through this outreach.

job descriptions

The *Love at Work* staff is made up of four positions: one year round director and three seasonal coordinators. All four staff members must work together and communicate in order to make the mission run effectively. Please read the job descriptions carefully and prayerfully to decide which position you feel lead to.

Executive Director **Salaried Position**

This is a year round position with varying responsibilities and time commitments. During the fall the director will be responsible for marketing and registering groups for the summer. Additionally, they will help develop the curriculum and find speaker(s) and musician(s). From the January till the start of camp, the director will oversee the three departments and aid in finding work sites and developing activities. Another responsibility will be maintaining contact with registered groups and making sure payment, medical release forms, etc are turned in on time and filed as necessary. While at camp, the director will be responsible for maintaining order at camp and overseeing staff and interns. This position requires basic computer skills, management skills, excellent communication, organization and responsibility. Carpentry skills and CPR certification are a plus. The director will report to the *Love at Work* Board of Directors.

Program Coordinator **up to 10 hours a week @ \$8.00/hr**

This position also starts January 8, 2006. This person will be responsible for ensuring the participants an enjoyable experience while at camp. Members from the Board will be available to help in this process when helpful. This includes but is not limited to team building exercises, organized games and competitions, setting up for worship, conflict resolution and interacting with the participants on a personal level. Additionally, they will be responsible for finding a cook and developing the menu, with help from the Board of Directors and previous menus. This person will plan all of these events ahead of time to be reported to the board. They will oversee interns to aid in skits and officiating games among other things. During the time at camp, they will be paid for 40 hours a week. This position requires excellent communication / interpersonal skills, charisma, outgoing personality and knowledge of sound equipment (not necessary but definitely a plus). The coordinator will report to the *Love at Work* Board of Directors and the Executive Director.

Worksites Coordinator **up to 15 hours a week @ \$8.00/hr**

This position starts January 29, 2006. This person will be responsible for taking referrals from the Social Work Coordinator and assessing our ability to help the homeowner with their needs. Once a worksite is accepted and confirmed, this person will need to draw up plans for the project when necessary, make a materials and tools list for each project and order the materials for all of the worksites. Members from the Board will be available to help in this process on Saturdays. During camp, this person will be responsible for making sure the worksites have the necessary materials and tools to complete their projects on time. In addition they will ensure the quality of the work done. They will receive help from interns to complete both of these tasks. Each week we will need roughly 10 worksites (wheelchair ramps, roofs, siding replacement and painting). While at camp, pay will increase to 40 hours a week. This position requires construction knowledge and experience, interpersonal skills, responsibility and organization. The coordinator will report to the *Love at Work* Board of Directors and the Executive Director.

*In addition to the three staff positions, we also have intern positions. Interns work only during camp weeks and raise their own salaries. For more information about being an intern please download the Intern Application from the webpage.

frequently asked questions

What is Love at Work?

Good question, it is a mission project based out of Gretna, Florida that was started by Killlearn United Methodist Church in 1993. The primary focus of our work is to make necessary repairs to inadequate housing though we also try to get homeowners in touch with other agencies that can be of assistance.

When is it?

We will be in Gretna for four weeks. Our mission week starts on Sunday and goes through the following Saturday. The dates are as follow:

- I** June 1 - June 7
- II** June 22 – June 28
- III** July 6 – July 12
- IV** July 27 – Aug 2

What will I be responsible for before camp?

Each position has specific tasks that are critical for planning the project as expressed in the staff job descriptions. Coordinators are accountable to the Executive Director who is in turn accountable to the *Love at Work* Board of Directors.

What is a typical week like?

Participants arrive Sunday afternoon and leave the following Saturday afternoon. They are split into work crews that go out into the community Monday thru Friday. Each morning participants eat breakfast and have quiet time. After returning to camp, they enjoy activities, dinner and worship. From the first (wake up) bell in the morning until the last (lights out) bell at night you will be on the clock.

Do I need to be CPR Certified?

Absolutely, but good news... if you are hired we will pay for you to do so. The only catch is that you need to have your certification no later than May 1st.

Is there an age requirement?

Staff must have completed their second year of college. The Executive Director must be at least 21 years of age so that they may be added to the insurance policy to drive the mission truck.

Is there an application deadline?

Applications for the Executive Director position will be accepted until July 1, 2007. Interviews will be conducted shortly thereafter and once filled, will start immediately. Applications for the three coordinator positions are due no later than September 24, 2007. Interviews will be conducted during the month of December and filled shortly there after, to begin in January according to the staff position.

What happens after I send in my application?

We will begin to process your application as soon as we receive it. We will email you to notify you that we have indeed received your application. If you do not receive an email within 10 business days of mailing your application please call our office. At that point we will review your file and determine if you will receive an interview. All hiring is done by the Board of Directors.

Date: _____



NAME: _____
Last First M

NICKNAME: _____ BIRTHDATE: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____ SHIRT SIZE: S M L XL XXL

POSITION DESIRED: _____

Contact Information

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: (_____) _____ CELL PHONE: (_____) _____

EMAIL: _____

I LIVE AT THE ADDRESS YEAR ROUND: YES NO

General Information

UNIVERSITY: _____ ACADEMIC YEAR: _____

MAJOR: _____ MINOR: _____

DO YOU HAVE A VALID DRIVERS LICENSE: YES NO

DRIVERS LICENSE NUMBER: _____ STATE: _____

DO YOU HAVE ANY MOVING VIOLATIONS IN THE LAST 3 YEARS? YES NO

If yes please list all: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE? YES NO

If yes please list all: _____

EDUCATION HISTORY – Fill in all boxes that apply

TYPE	NAME OF SCHOOL	# OF YEARS	DEGREE EARNED
High School or GED			
College or University			
College or University			
Seminary or Grad School			

PREVIOUS EMPLOYMENT INFORMATION – List your two most recent employment experiences. Please make sure your employment history is completely filled out, with names and phone numbers.

JOB TITLE	
COMPANY	
CITY	STATE
SUPERVISOR	PHONE NUMBER
DATES OF EMPLOYMENT	REASON FOR LEAVING
YOUR DUTIES	

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COMPANY	
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SUPERVISOR	PHONE NUMBER
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YOUR DUTIES	

REFERENCES – Please provide the names and phone numbers for each of your references.

1. MINISTRY LEADER	
PHONE NUMBER	RELATIONSHIP
2. PERSONAL REFERENCE	
PHONE NUMBER	RELATIONSHIP
3. PREVIOUS EMPLOYER	
PHONE NUMBER	COMPANY

GETTING TO KNOW YOU

1. What is your definition of leadership?
2. List any leadership experience you have had:
3. List your current extra-curricular activities
4. Do you have experience working with youth? Describe
5. Do you have experience with missions and construction? Describe
6. Do you have any management experience? Describe
7. How comfortable are you with evangelism?
8. How comfortable are you speaking in front of a group?
9. What unique skills or traits do you bring to <i>Love at Work</i>?
10. What are your weaknesses? Be honest, we all have them.

ESSAY – This is your opportunity to tell us about your faith. Your essay should be no longer than 1-page typed. Be sure to include information about:

Your Testimony Situations that have challenged you and how they affected your faith How your faith impacts your daily life What steps are you taking to grow in your walk with Christ
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