



**Connecting Campers to Christ**

# OFFICE MANAGER APPLICATION

---

**NAME OF APPLICANT**

Please return completed applications ***as soon as possible*** to:

[forceydaycamp@forcey.org](mailto:forceydaycamp@forcey.org)

\*Direct any questions to Garrett Bradley, Camp Director, at 301-622-5987 or [forceydaycamp@forcey.org](mailto:forceydaycamp@forcey.org).

## I. Instructions

We are so thankful you are interested in applying to be the administrative assistant this summer at Forcey Day Camp! Before going any further, please familiarize yourself with the Day Camp ministry and make sure you understand our expectations for all staff members. Some of the material is new, so make sure you catch it!

<b>Spiritual Qualifications</b>	Must be a growing follower of Christ; Must have a heart to see others come to faith in Christ; Must have attained a reputation of personal godliness; Must desire to be a behind-the-scenes servant of the Camp.
<b>Nature of Ministry at Forcey Day Camp</b>	Our purpose at Forcey Day Camp is “connecting campers to Christ.” Therefore, sharing Jesus Christ with our campers (aged 5-12) in word and deed is the focus of much of the ministry. A weekly schedule is followed, with some different activities each week. Forcey Day Camp is divided into three sections (K-1 <sup>st</sup> grade, 2-4 <sup>th</sup> grade, 5-6 <sup>th</sup> grade) and campers will follow a different schedule tailored to their age group. Each staff person will be divided into one of the three age groups, with each group working as a team to reach its particular campers. Counselors will lead campers through the day engaging in all activities and taking all opportunities to minister to camper’s needs, with the prayer of each one coming to Christ.
<b>Nature of Office Manager Position</b>	The Office Manager collects and processes all registrations and tuition payments, interacts with parents at the front desk, handles all financial transactions and expenses (including payroll entry), and works in conjunction with the Director to oversee the budget. The financial software program “Enrollsy” (this may change) is used by the Camp and ability with the system <u>or willingness to be trained</u> in using it is essential for the job.
<b>Availability</b>	<p>With only 7 weeks of ministry, the office manager is expected to make camp a priority, and availability will be considered in hiring. The position includes a regular work week beginning on Training Week (June 15-19) and during the camp season (June 22-August 7) from 8:00am to 4:10pm every day and on Friday until 6:00. Breaks during the middle of the day can be taken so long as necessary desk coverage is assured.</p> <p>Pre-planned time off is possible but the nature of the position requires a commitment to daily participation.</p> <p>Attendance at various other pre-scheduled functions is expected upon availability as scheduled. The office manager is also paid one additional week and is thus expected to be available for pre-camp preparation and reasonable off-camp duties.</p> <p>One additional 40-hour week (pre-camp/training week) is expected.</p>

## II. PERSONAL CONTACT INFORMATION

**Name:** \_\_\_\_\_  
(first) (middle) (last)

**Birthday:** \_\_\_\_\_ / \_\_\_\_\_  
(month) (day)

**Are you 3 years out of high school by June '26** Yes No

**Home Phone #:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

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

**Current mailing address:** \_\_\_\_\_  
\_\_\_\_\_

**Best time to reach you by phone:** \_\_\_\_\_

**Best way to reach you:** \_\_\_\_\_

**If moving prior to the beginning of camp, please indicate changes in your contact information.**

**Date Effective:** \_\_\_\_\_ / \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Alt. Phone #:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_  
\_\_\_\_\_

**T-Shirt Size:** Small Med Large XL 2XL 3XL

## III. PERSONAL SPIRITUAL INFORMATION

**Approximate Date or Year of Salvation:** \_\_\_\_\_

**Have you been baptized since salvation?** Yes No

Date: \_\_\_\_\_ Name of church conducting baptism: \_\_\_\_\_

**Do you regularly attend Forcey Bible Church?** Yes No

**If not, what church do you regularly attend?** \_\_\_\_\_

*\*Staff positions are open to candidates from other churches.*

## IV. REFERENCES

Please provide the names and contact information of people who could give an honest general assessment of your life within the last 6 months in the following areas:

**Church Leader:** This must be someone in a leadership role at the local church which you attend with whom you have had contact in the last six months. (e.g., Sunday School teacher, Pastor, small group leader, adult mentor, college fellowship leader, etc.)

Name: \_\_\_\_\_ Church: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Teacher/Employer.** This must be a teacher or employer with whom you have had contact in the last six months.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

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

*\*The individuals you list should be asked if they are willing to provide a reference for you before you list them. They may be contacted by a member of the FDC committee as a reference for you.*

## V. EDUCATION AND EXPERIENCE

*(Returning staff do NOT need to complete section V)*

**Education:**

Level	Name	Years completed	Date of Grad.	Degree/Major
High School				
College				
Other				

**What are your education goals:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Employment:**

Employer Name	Telephone #	Dates of employment	Nature of Work

**What are your career/vocational goals at this point in time:** \_\_\_\_\_

---

---

## **VI. Questions**

Note: Please attach extra pages as needed.

1. Describe why you would consider yourself a Christian and how your life has changed since becoming a Christian? *(Returning staff do not need to answer this question)*
2. Briefly describe your spiritual journey over the last 6 months.
3. Discuss one area of your life where you would like to grow personally?
4. How do you believe your abilities will contribute to the administrative assistant position as you understand it?
5. Please describe any previous experience (if any) in communicating with others regarding financial matters? How do you believe you will do in this area?
6. Please discuss your aptitude with computers.

7. Please describe the roles prayer, Bible study and Christian service play in your life.
8. How can the Forcey Day Camp committee be praying for you this spring? Please try to give three ways.
9. As a staff team member, you will be expected to uphold the biblical standards of a Christian lifestyle both inside and outside of ministry settings. Please read Galatians 5:16-25 printed below:

<sup>16</sup> So I say, walk by the Spirit, and you will not gratify the desires of the flesh. <sup>17</sup> For the flesh desires what is contrary to the Spirit, and the Spirit what is contrary to the flesh. They are in conflict with each other, so that you are not to do whatever<sup>a</sup> you want. <sup>18</sup> But if you are led by the Spirit, you are not under the law. <sup>19</sup> The acts of the flesh are obvious: sexual immorality, impurity and debauchery; <sup>20</sup> idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions <sup>21</sup> and envy; drunkenness, orgies, and the like. I warn you, as I did before, that those who live like this will not inherit the kingdom of God. <sup>22</sup> But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, <sup>23</sup> gentleness and self-control. Against such things there is no law. <sup>24</sup> Those who belong to Christ Jesus have crucified the flesh with its passions and desires. <sup>25</sup> Since we live by the Spirit, let us keep in step with the Spirit.

Can you with a clear conscience state that over the last 6 months the current direction of your life is toward the Christ-likeness described in verses 22-25 and not the fleshly nature described in verses 19-21? If you answer no, please tell us about it. This does not disqualify you from working at Forcey Day Camp (it demonstrates honesty).

YES                      NO (circle one)

In the past year have you been convicted of any crime or been suspended from school or place of employment for any reason?

YES      NO      (circle one)

*If "Yes," please briefly explain. Once again, this does not disqualify you from employment.*

## **VII. FINGERPRINTING & FIRST-AID TRAINING**

### **Fingerprinting:**

Forcey Day Camp staff members are required by Maryland state law to submit fingerprints for a criminal background check. Forcey Day Camp is requiring all new staff to get fingerprinted before camp begins on their own (we will reimburse). These records will be stored by FDC under lock and key year-round. *If you have worked at FDC previously, you will not need to do this. Please check one of the following.*

\_\_\_\_\_ If hired, I will obtain fingerprints prior to the beginning of camp (June 22). The camp will pay for the expense (you will be emailed detailed instructions).

### **CPR AND FIRST-AID TRAINING:**

This year, current CPR and First-Aid certification is **required** for **all senior counselors**. Forcey Day Camp is offering this training to all staff free of cost before camp (date to be determined). Any senior counselor who does not have current certification is expected to obtain CPR and First-Aid certification (the camp will reimburse only up to the per person amount paid for our offered training.)

Please check one of the following:

\_\_\_\_\_ I am currently certified in CPR & First Aid and my certification extends at least through August 7, 2025 (the end of camp)

\_\_\_\_\_ If I am hired as a Senior Counselor, I will attend FDC's CPR/First Aid training or otherwise obtain the certification on my own before June 22.

Do you have any medical challenges that would affect your camp experience in any way?

\_\_\_Yes \_\_\_No (if yes please explain)

*\*Note: Staff members are required by State Law to submit medical records.*

**I submit the above application to the Forcey Day Camp committee for consideration of hire and assure that the above statements are answered honestly and truthfully to the best of my knowledge.**

Signature below:

\_\_\_\_\_

Thank you so much for your interest in Forcey Day Camp! Please know that all positions are open to applicants without regard to race or sex. The written application is Stage 1 of the application process. Stage 2 is an interview with the FDC committee. You will be contacted soon after you submit your written application by email to set up an interview time. Final hiring notifications will be given by the end of March.