



# Staff Application

## Join Our Summer Staff!

There is nothing better than spending time with these children in a Christian environment during the summer! As part of our summer staff, you will join other adults & youth in an encouraging community of faith that will challenge you to grow in your relationship with God while providing a fun and safe program for our children!

## How to Apply:

Applications should be submitted to our Children's Director, Amy Rawlings, via email [amyrawlings@centralpresby.com](mailto:amyrawlings@centralpresby.com): or via mail: Amy Rawlings - 1404 North Boulevard - Anderson, SC 29621. **Applications are due by February 1st** If you have any questions about the application or positions, please contact Amy Rawlings via email.

**We look forward to working with you this summer!**

**In Christ,**

Amy Rawlings  
Children's Director – Central Presbyterian Church  
[amyrawlings@centralpresby.com](mailto:amyrawlings@centralpresby.com)

## Positions Available & Job Descriptions:

### Summer Fun - Me TOO:

**Tues & Thurs 8:30 – 12:30**

Infants – 3's

**Me Too Director (infants – 2 year olds) \$12/hr :** Our Me Too Director is responsible for overseeing the Me Too Program. They will be responsible for 32 children (infants up to 3 years) along with scheduling for 6 adult workers and occasionally supervising youth workers as needed as helpers. Our Me Too Director should be able to provide a fun and safe environment for these children! Our Me Too Director will report to the Children's Director, assisting with any additional administrative work as needed, such as payroll. **Positions available - 1**

**Adult Workers (infants – 2 year olds) \$10/hour:** Our ME TOO program requires 2 adults (18 years of age or older) per classroom. Adult Workers are responsible for providing a fun and safe environment for our children! Adults will be required to help with snacks, feeding, diaper changing as well as other tasks needed throughout the summer. They will report to the ME TOO director **Positions available – 8**

### Summer Fun -

**Tues & Thursday 8:45 – 1:30**

Preschool & Elementary Ages

**Summer Fun Co-Directors - \$12/hr :** Our Summer Fun Co-Directors are responsible for overseeing the Summer Fun program along side our Director of Children's Ministries. They will be responsible for helping plan activities, field trips and crafts for the summer. Helping to supervise youth and maintain and manage the staffing schedule with our Director of Children's Ministries. They will be also responsible for helping lead our 3<sup>rd</sup> – 5<sup>th</sup> grade group with another Lead Teacher. Our Co-Director should be able to provide a fun and safe environment for these children while teaching lessons, helping with crafts and activities! They should come with a fun and positive attitude each day! They should be at least 25 years of age to drive the church buses for Field Trips. They will be report to the Children's Director, assisting with any additional administrative work as needed, such as payroll.

**Lead Teachers \$10/hr:** 1 Lead Teachers will be responsible for approx. 15 children in various age groups from 4 years to 5<sup>th</sup> Grade. They will also youth as extra helpers. Lessons, crafts and activities will be provided. Our Lead Teachers should be able to provide a fun and safe environment for these children while teaching lessons, helping with crafts and activities! They should come with a fun and positive attitude each day! Lead Teachers will be on rotation to come supervise early bird at 7:45am 2 times during the 5 weeks. They will be report to the Children's Director, assisting with any additional administrative work as needed, such as payroll. **Positions available – 5**

**High School Workers \$7.25/hr :** Our Summer Fun program will require anywhere between 6-7 high school workers each day. Our high school workers are responsible for providing a fun and safe environment for our children! High school workers will assist the Group Directors as needed. High School workers will be able to go on field trips throughout the summer, and have free admission to each. Youth Workers will be on rotation to come supervise early bird at 7:45am 2 times during the 5 weeks **Positions available - 20**

### Middle School Volunteers

Our Summer Fun program may need additional help for certain events in the summer. Our middle school volunteers are responsible for helping assist our Group Directors as needed.

# Application

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Int. \_\_\_\_\_

Are you 18 years of age or older (yes/no) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Shirt Size \_\_\_\_\_ Phone # \_\_\_\_\_ (text? yes/no)

Church Affiliation (Name of Church) \_\_\_\_\_

**References – To be filled out from non members.** Please provide complete information for at least 3 references. Good people to select for references are people who know you well (including teachers/professors, ministers, church staff, camp directors, employers). References should NOT be family members or close friends.

Name	Email Address	City/State/Zip	Phone #	Relationship
1.				
2.				
3.				

**Education –** Please provide information about your educational experience (please circle the level of education you will complete by summer:

Middle School – 6<sup>th</sup>      7<sup>th</sup>      8<sup>th</sup>  
 High School – 9<sup>th</sup>      10<sup>th</sup>      11<sup>th</sup>      12<sup>th</sup>  
 College – Freshman      Sophomore      Junior      Senior

Name of School: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

Have you previously worked Summer Fun, (yes/no); if so, how many summers have you worked \_\_\_\_\_

Please list any certifications you have, such as First Aid or CPR:

Applying for: (please circle all that apply)

Me Too Director \* Lead Teachers \* Summer Fun Co-Directors \* Adult Worker \* Youth Worker \* Middle School Volunteer

Availability: (please circle any dates you will not be available)

All days off must be requested by May 1<sup>st</sup>, after that date you will be responsible for finding a sub.

June: 13<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 22<sup>nd</sup>, 27<sup>th</sup>, 29<sup>th</sup>  
 July: 6<sup>th</sup>, 11<sup>th</sup>, 13<sup>th</sup>

This only needs to be filled out by NEW volunteers/staff

Exhibit 1  
VOLUNTEER/STAFF COVENANT  
FOR CHURCH ACTIVITIES

For security purposes, volunteer and staff positions related to working with children at Central Presbyterian Church (CPC) must undergo a background check before any duties can be performed. In addition, a Driving Record report will be required for any volunteer or staff member who will be driving a church vehicle.

I hereby authorize Central Presbyterian Church to perform a background check or to cause a third party to initiate a background check. I understand and agree that the information contained in a background check will be used solely for the purpose of determining my eligibility to perform duties at Church Activities with CPC. All personal information provided by me will be held in strict confidence by both Central Presbyterian Church and the agency performing the background check.

To assist CPC in obtaining this background check, the following information is provided:

Full Name: Please print \_\_\_\_\_ DOB \_\_\_\_\_

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

Previous Address if less than 2 years \_\_\_\_\_

SSN # \_\_\_\_\_ Driver's License # \_\_\_\_\_ State of Issuance \_\_\_\_\_

Personal References \_\_\_\_\_ and \_\_\_\_\_

**I have read this certification and release form and fully understand that by signing this form, I agree the information obtained may be used to deny my service at Children's Activities at CPC. I also agree that I will hold harmless CPC or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to this background check.**

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

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### Sexual Misconduct Self Certification

This form is adapted from the standard PIF (Personal Information Form) authorized by General Assembly.

**Please check one of the following:**

**I certify below that no civil, criminal, ecclesiastical complaint has ever been sustained\* or is pending\* against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.**

**I am unable to make the above certification. I offer the attached description of the complaint, termination, or the outcome of the situation with explanatory comments.**

(The following is taken from definitions in the General Assembly Sexual Misconduct Policy and its Procedures, Pg. 13)

"Sexual Misconduct is the comprehensive term used in this policy and its procedures to include 1) Child sexual abuse; 2) Sexual harassment, 3) Rape or sexual contact by force, threat, or intimidation; 4) Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another; 5) Sexual Malfeasance defined as sexual conduct within a ministerial (e.g. clergy with a member of the congregation) or professional relationship (e.g. counselor with a client, lay employee with a church member, presbytery executive with a committee member who may be a layperson, a minister, or an elder) Sexual conduct includes unwelcome sexual advances, request for sexual favors and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships with spouses, nor is it meant to restrict church professionals from having normal, social, intimate or marital relationships; 6) Sexual Abuse as found in Book of Order D-10.0401b (see Accuser/Victim)

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