

Dear Friends

Let me thank you for your interest in our program and more importantly thank you for willingness to serve others. We are starting to put together our staff for next summer. We would like to talk with you personally about this exciting opportunity to serve our Lord. This will be a rewarding time for you to learn and grow as God works through you to minister to both the youth participants as well as the residents we work for. I'm looking forward to a very exciting and spiritfilled time together. If you are interested in this opportunity and would like some additional information please drop me an email or give me a call and I will be happy to answer any questions you might have. I ask that you pray about your involvement in this ministry and get back with me as soon as possible.

I look forward to hearing from you very soon. We will be scheduling interviews in January for all program staff member.

In Christ



Chad L. Garmon  
Executive Director,  
IMPACT Florida

## Join the **IMPACT Florida Team** *Summer Staff Employment Opportunities*

IMPACT has many different employment opportunities for our up-coming summer season. Below is a list of some of those opportunities if you are interested in working with Jr. and Sr. high school students, youth pastors and other like yourself who have a heart for missions. Please fill out the following application, interview questions and three recommendation sheets before the deadlines listed below.

- Staff Application January 31
- Interview Questions January 31
- 3 Recommendation Sheets January 31  
(1 from each of the following people 1) Pastor or youth leader, 2) college or high school teacher, and 3) employer or former employer)

### **Assistant Camp Director**

*(2) Positions available*

- Responsible for other staff member
- Help Director or Project Manger on daily basis
- Help lead bible studies, group actives and staff meetings
- Work to make sure each group has the best experience possible

### **Project Manager**

*(2) Positions available*

- One person works to coordinate current projects
- One person works to coordinate future projects

### **Job Site Staff**

*(10) Positions available*

- Lead small group of youth & adults on a job site
- Request additional supplies for project
- Lead morning devotions for small group

### **Base Camp Staff**

*(2) Positions available*

- Help food coordinator with shopping, food preparation and clean up.
- Take video and photography of each day.

### **Jr. Staff**

- Will spend two weeks helping on a job site and or at base camp

IMPACT will work with over 600 students, youth pastors, and adults this year performing minor home repair and sharing the love of our Savior Jesus Christ. If you want to be a part of our interject and servant minded team please take time to pray about your enrollment and contact us about how you can be in service this summer.

**IMPACT Florida**  
**Position Description**

<b>Title:</b>	<b>Assistant Camp Director</b>
<b>Reports To:</b>	Camp Director
<b>Schedule:</b>	End of May to Beginning of August (10 weeks)
<b>Position Description:</b>	<ol style="list-style-type: none"> <li>1. Responsible for other staff members.</li> <li>2. Help Director or Project Manager on daily basis.</li> <li>3. Help lead Bible studies, group activities and staff meetings.</li> <li>4. Work to make sure each group has the best experience possible.</li> </ol>
<b>Essential Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Help oversee all of Impact Ministries activities for the entire length of employment.</li> <li>2. Must be present on a work site or at base camp everyday all day unless other arrangements have been made prior to the workday.</li> <li>3. ACD and Project Manager will coordinate the purchase of extra materials if needed for a project the evening before.</li> <li>4. ACD will schedule staff time off, evening activities and staff community jobs.</li> <li>5. Every staff member must attend all Impact Ministries staff meetings including staff training.</li> <li>6. Each staff member will be asked to do both personal and community jobs.</li> <li>7. Staff members may be asked to work on projects even if no campers are present.</li> <li>8. Help Director with program staff devotions and lead the staff when Director is not present.</li> </ol>
<b>Job Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Must exhibit a Christ-like attitude in every aspect of his/her life.</li> <li>2. Must take and pass a first aid/CPR course prior to or during staff training.</li> <li>3. Must have graduated from high school.</li> <li>4. Must have a minimum of one year experience with working in a camp setting.</li> <li>5. Must have <b>strong organizational and communication skills.</b></li> <li>6. Must show a balanced and well-rounded personality.</li> <li>7. Must be willing to experience and try new things.</li> <li>8. Must have a valid driver's license and be over the age of 21.</li> <li>9. Must show a high level of maturity both spiritually and emotionally.</li> </ol>

**IMPACT Florida**  
**Position Description**

<b>Title:</b>	<b>Project Manager</b>
<b>Reports To:</b>	Camp Director
<b>Schedule:</b>	End of May to Beginning of August
<b>Position Description:</b>	Coordinate current and future projects.
<b>Essential Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Help oversee all of Impact Ministries activities for the entire length of employment.</li> <li>2. Must be present on a work site everyday all day unless other arrangements have been made prior to the work day.</li> <li>3. One Project Manager will arrange for purchase of materials needed for each project and work with current groups. The other Project Manager will be responsible for finding new projects, coordinating and scheduling future work.</li> <li>4. Every staff member must attend all Impact Ministries staff meetings, including staff training.</li> <li>5. Each staff member will be asked to do both personal and community jobs.</li> <li>6. Staff members may be asked to work on projects, even if no campers are present.</li> <li>7. Will help Director with program staff decisions and will help lead the staff when Director is not present.</li> </ol>
<b>Job Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Must exhibit a Christ-like attitude in every aspect of his/her life.</li> <li>2. Must take and pass a first aid/CPR course prior to or during staff training.</li> <li>3. Must have graduated from high school.</li> <li>4. Must have a minimum of one year experience with working in a camp setting.</li> <li>5. Must have a clean driving record (no more then (2) violations in three years.</li> <li>6. Must have <b>strong organizational and communication skills.</b></li> <li>7. Must show a balanced and well-rounded personality.</li> <li>8. Must be willing to experience and try new things.</li> <li>9. Must have a valid driver's license and be over the age of 21.</li> <li>10. Must show a high level of maturity both spiritually and emotionally.</li> </ol>

**IMPACT Florida**  
**Position Description**

<b>Title:</b>	<b>Base Camp Staff</b>
<b>Reports To:</b>	Camp Director
<b>Schedule:</b>	End of May to Beginning of August (10 weeks).
<b>Position Description:</b>	<ol style="list-style-type: none"> <li>1. Help food coordinator with shopping, food preparation and clean-up.</li> <li>2. Take video/photography of each day.</li> <li>3. Help coordinate and set up for afternoon and evening activities.</li> </ol>
<b>Essential Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Help oversee all of Impact Ministries activities for the entire length of employment</li> <li>2. Must be present at camp all day unless other arrangements have been made prior to the workday.</li> <li>3. Base Camp Project staff will make sure the Director or Food Coordinator knows what extra food or non-work project supplies are needed for camp the evening before.</li> <li>4. Every staff member must attend all Impact Ministries staff meetings, including staff training.</li> <li>5. Each staff member will be asked to do both personal and community jobs.</li> <li>6. Staff members may be asked to work on work projects if no campers are present or help in preparing new projects for workers.</li> <li>7. Will help coordinate food, worship and other non-work site areas of camp.</li> <li>8. Must show good stewardship of company funds, equipment and supplies.</li> </ol>
<b>Job Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Must exhibit a Christ-like attitude in every aspect of his/her life.</li> <li>2. Must take and pass a first aid/CPR course prior to or during staff training.</li> <li>3. Must have graduated from high school.</li> <li>4. Must have strong organizational and communication skills.</li> <li>5. Must show a balanced well-rounded personality.</li> <li>6. Must be willing to experience and try new things.</li> <li>7. Must have a valid driver's license and be over the age of 21.</li> <li>8. Must show a high level of maturity both spiritually and emotionally.</li> </ol>

**IMPACT Florida**  
**Position Description**

<b>Title:</b>	<b>Job Site Staff</b>
<b>Reports To:</b>	Camp Director
<b>Schedule:</b>	End of May to Beginning of August (10 weeks)
<b>Position Description:</b>	<ol style="list-style-type: none"> <li>1. Lead small group of youth and adults on a job site.</li> <li>2. Request additional supplies for project.</li> <li>3. Lead morning devotions for small group.</li> </ol>
<b>Essential Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Help oversee all of Impact Ministries activities for the entire length of employment.</li> <li>2. Must be present on a work site everyday all day unless other arrangements have been made prior to the workday.</li> <li>3. Project staff will make sure the project coordinator knows what extra material is needed for a project the evening before.</li> <li>4. Every staff member must attend all Impact Ministries staff meetings, including staff training.</li> <li>5. Each staff member will be asked to do both personal and community jobs.</li> <li>6. Staff members may be asked to work on projects even if no campers are present.</li> <li>7. Must show good stewardship of company funds, equipment and supplies.</li> </ol>
<b>Job Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Must exhibit a Christ-like attitude in every aspect of his/her life.</li> <li>2. Must take and pass a first aid/CPR course prior to or during staff training.</li> <li>3. Must have graduated from high school.</li> <li>4. Must have strong organizational and communication skills.</li> <li>5. Must show a balanced and well-rounded personality.</li> <li>6. Must be willing to experience and try new things.</li> <li>7. Must show a high level of maturity both spiritually and emotionally.</li> </ol>

**IMPACT Florida**  
**Position Description**

<b>Title:</b>	<b>Jr. Program Staff</b>
<b>Reports To:</b>	Camp Director
<b>Schedule:</b>	Choose any two consecutive weeks of camp during the summer when your home church is not present.
<b>Position Description:</b>	Spend two consecutive weeks helping on a job site and/or at the base camp.
<b>Essential Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Help oversee all of Impact Ministries activities for the entire length of stay.</li> <li>2. Be present on a work site or base camp everyday all day unless other arrangements have been made prior to the workday.</li> <li>3. Attend all Impact Ministries staff meetings.</li> <li>4. Complete both personal and team jobs.</li> <li>5. Work on projects, even if no campers are present.</li> </ol>
<b>Job Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Must exhibit a Christ-like attitude in every aspect of his/her life.</li> <li>2. Must take and pass a first aid/CPR course.</li> <li>3. Must have completed the 11th grade.</li> <li>4. Must be willing to work a maximum of two consecutive weeks of camp when home church is not present.</li> <li>5. Must have strong organizational and communication skills.</li> <li>6. Must show a balanced and well-rounded personality.</li> <li>7. Must be willing to experience and try new things.</li> <li>8. Must be a team player.</li> <li>9. Must show a high level of maturity both spiritually and emotionally.</li> </ol>

## **Fundraising Options** (Program and Lead Staff Only)

Please read through the following pages carefully. There is a lot of important information about your personal summer experience. *Please, check with your individual church for policies or procedures for raising money.* If you have any questions about these pages please call us @ 1.866.482.1041

You are not required to raise any money towards your experience of summer staff. However, we do encourage you to try to raise some money. Due to the limited funds available for the ministry, if you choose **not** to raise any money you will **only** receive the appropriate level of stipend for your salary. If you do choose to raise money please note the following rules and expectations.

- All of the money you raise will go to you with one exception. If you exceed the top of the recommitted fundraising allowance for the year, the excess amount will be viewed as a donation to the ministry in your name, and you will not receive that portion.
- The recommended fundraising allowance for a first year staff member is between \$0.00 and \$1,500. This means that if you raise an additional \$1,500 you will receive your regular pay plus that amount. If you choose not to fundraise any extra you will only receive your regular pay.
- **Returning Staff Members**  
 Your 2<sup>nd</sup> year of service your recommended fundraising allowance is \$0.00 to \$2,000.  
  
 Your 3<sup>rd</sup> year and all years after that your recommended fundraising allowance is \$0.00 to \$2500.00.

When you have made a choice towards raising your salary, please call and let us know.

Here are some ways we have designed to help you reach your goal. Even if you have decided not to raise funds for a salary for the summer, I would encourage you to talk with people about your participation in this ministry. You'll need to go out and ask for prayer support from people.

### **Self Reflection**

- If you have ever been on any other mission experience remember how you felt. What are some of the stories you can share? To whom did you minister?
- What are your reasons for wanting to be a part of IMPACT?

**Prayer** (*Ask God who should be a part of this experience with you .*)

- Think about people you know who have a Servant's heart.
- Think about people who have had a positive impact on your Christian walk.
- Ask you pastor about Christian business leaders in your area that might support you.
- Ask about men and women's groups in your church who could help.
- Talk to anyone else God may lay on your heart to ask.

## Line of Attack

### General information

- Explain how both of you can benefit from their gift. IMPACT is a non-profit, tax-exempt ministry. All gifts are tax deductible.
- Make sure your presentation is short and clear. You should not take more than 10 minutes to make a presentation to an individual and 15 to make a group presentation.
- Provide an opportunity for people to ask questions.

### Individual (*Decide how you are going to go about contacting the people on your list.*)

- Face-to-face (This usually works the best.)
- Telephone call with follow-up letter the next day (be personal)
- Letter (be personal, write to them as if you were talking to them alone)

### Group

- Plan out what you want to say. Never wing it.
- Use a personal experience to illustrate your point.
- Use visual aids to describe the work you will be performing.

### What if they say NO?

- Be prepared; not everyone you ask can say yes.
- Be sure to thank them for giving you the opportunity to share.
- Ask for prayer support as you prepare for your experience.

### What if they say YES!

- Tell them that they can choose to make a one-time gift, or they can pledge over a three-month period.
- If a check is made to you directly they will not receive any tax deduction. Make sure they understand this; have them fill out a pledge card with your name on it.
- If they are ready to make the pledge, have them make the check to **IMPACT Ministries of Central Florida**. Then offer to mail the check for them.
- If they are going to wait, have a letter or card ready stating to whom they should make the check and where to send it. Provide a stamped envelope with the Impact address on it. (if you need letterhead please contact us)

Impact Florida  
Attn: Staff Support  
PO Box 915783  
Longwood, FL 32791

- If they have chosen to give over the three-month plan, ask them when they plan to start.
- If anyone is interested in contributing, get their name, full address (including city, state and zip code.)

**SEND A THANK YOU TO EVERYONE!!!  
INCLUDING THOSE WHO DID NOT GIVE.**

IRS regulations state that all support monies are contributions and are non-refundable, non-transferable and can not be carried over for another year

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
 \_\_\_\_\_  
City State ZIP Code

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Preferred Method of Contact: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO   
 Have you ever worked for this ministry? YES  NO  If so, when? \_\_\_\_\_  
 Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### Questions

Do you have a clean driving record (2 or less moving offenses in the last 3 years) Yes  No   
 If you answered "no" to above questions, please explain on lines below :

Do you have any medical conditions that would not allow you participate in our extremely physical summer activities? (answering "yes" does not disqualify you from employment with IMPACT) If "yes", please explain: \_\_\_\_\_  
 Yes  No

Having First Aid/CPR Certification is a requirement for all IMPACT staff member. Will you, if chosen to work with IMPACT commit yourself to being certified during staff training or before you start your experience? Yes  No

Have you read and do you understand the *position description* you are applying for? Yes  No

### Previous Employment

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

### Home Church

Church Name: \_\_\_\_\_ Denomination: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### Summer Staff Other Activities

List two activities or clubs *besides church* that you were involved in. Give a brief explanation of each including your involvement.

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### Disclaimer and Signature

*I certify that all information given on this employment application; any resume that I submit to the company; and any related papers and answers given during oral interviews are true and correct. I understand that IMPACT MINISTRIES OF CENTRAL FLORIDA and SANLANDO UNITED METHODIST CHURCH will make a thorough investigation of my work and personal history. I authorize the giving and receiving of any such information requested by the company during the course of such an investigation or any derogatory information discovered as a result of this investigation may subject me to immediate dismissal. I hereby release from liability all persons who provide information to my employer during the course of any such investigation. Having read the above stated conditions for acceptance of this application for employment, I agree to the terms and conditions stated therein.*

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

## Staff Interview Question

This is the first stage of the interview process for IMPACT. Take your time and pray over the answers you put down. Please answer the following question on a separate sheet of paper. These questions need to be mailed back to us before you come to your personal or phone interview.

- What experiences and or education do you have that helps qualify you for mission work?
- Why do you want to work in mission ministry?
- What are your short-term goals?
- What are your long-term goals?
- Where do you see yourself two years from now?
- What do you feel are the personal qualities necessary to be successful as a Christian youth worker?
- List three books you have read in the last year?

**General Reference Sheet**

**Deadline: January 31**

Please Return to:  
 IMPACT Florida  
 Attn: Chad Garmon, Director  
 PO Box 915783  
 Longwood, FL 32791

\_\_\_\_\_ is an applicant for short term missionary service with IMPACT Ministries of Central Florida. IMPACT is hands on home repair mission group that works with students and their adult leaders to spread Christ's love to the needy in the Central Florida area. Please help us in making a fair evaluation of the applicant's qualifications for this work by filling out the following questions. Both strengths and weaknesses are important to help us make our decisions. Please answer only those questions you are reasonably certain about or that apply to your relationship with the applicant. If you could use specific instances where they are appropriate it would be of great help. This reference will be kept confidential.

Your Name: \_\_\_\_\_

Your Relationship to Applicant: \_\_\_\_\_

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

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

1. How does the applicant handle stress or frustration?
  
2. If you could encourage this person to grow in one area, what would it be?
  
3. What do you feel is this persons 3 greatest strengths and weakness.
  
4. Comment on the applicants' spiritual and/or moral life.

On a scale from 1 to 5 (5 being outstanding) how would you rate the applicant

Communication	1 2 3 4 5	People Skills	1 2 3 4 5
Leadership Skills	1 2 3 4 5	Maturity Level	1 2 3 4 5
Productivity	1 2 3 4 5	Reliability	1 2 3 4 5
Team Work	1 2 3 4 5	Servants Heart	1 2 3 4 5

If you wish to comment further or elaborate on any points of the above points feel free to use another sheet of paper.

May we contact you if we have additional questions about this applicant  Yes  No

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

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Leadership Skills	1 2 3 4 5	Maturity Level	1 2 3 4 5
Productivity	1 2 3 4 5	Reliability	1 2 3 4 5
Team Work	1 2 3 4 5	Servants Heart	1 2 3 4 5

If you wish to comment further or elaborate on any points of the above points feel free to use another sheet of paper.

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

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Your Name: \_\_\_\_\_

Your Relationship to Applicant: \_\_\_\_\_

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

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

1. How does the applicant handle stress or frustration?
  
2. If you could encourage this person to grow in one area, what would it be?
  
3. What do you feel is this persons 3 greatest strengths and weakness.
  
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On a scale from 1 to 5 (5 being outstanding) how would you rate the applicant

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Productivity	1 2 3 4 5	Reliability	1 2 3 4 5
Team Work	1 2 3 4 5	Servants Heart	1 2 3 4 5

If you wish to comment further or elaborate on any points of the above points feel free to use another sheet of paper.

May we contact you if we have additional questions about this applicant  Yes  No

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