



# CEDARKIRK SUMMER STAFF

## STAFF SELECTION PROCESS

### STEP 1: ARE WE A GOOD MATCH FOR YOU?

Check out the pages on this website. Learn a little more about what makes Cedarkirk special. Make sure Cedarkirk's philosophy fits your own and feels like the right place for you – a place that will allow you to thrive so you can help others do the same. If you're not sure or would like to know more about our small-group, faith-based camp programs, please call or email us (contact info below) and one of Cedarkirk's directors will be happy to speak with you. Most importantly, you need to want to work with kids! If that doesn't sound like fun to you, this is probably not the job for you.

### STEP 2: APPLY TO WORK AT CEDARKIRK

Every applicant must complete an application. Cedarkirk's directors thoroughly read every completed application. They will review your application and answers to the application questions to help determine if you might be a good fit for Cedarkirk. They will also contact the references you provide. An interview will not be scheduled with you until at least two of your references have been received, so please make sure your references know they need to complete their reference forms promptly. You can find a link to the application at the bottom of this page.

### STEP 3: PERSONAL INTERVIEWS

If the directors feel you could be an asset to our staff, they will contact you to set up an interview. It is preferable to conduct these interviews in person, but interviews can be done via FaceTime or Zoom, if necessary. During the interview you will be taken on a camp tour, learn how our summer programs operate, get answers to any questions you have, and – most importantly – we can get to know you. Sometimes, an additional interview might be scheduled to make sure Cedarkirk is the place for you.

### STEP 4: ALMOST FINISHED...

If you are offered a job at Cedarkirk, you will be sent a contract along with some other paperwork. Your spot on staff will be reserved, but not official until you return the paperwork so Cedarkirk can conduct background checks. You will receive instructions on how to have your fingerprints scanned for a criminal background check and a sexual offender check (among others). Upon successful completion of these checks, you will be notified of your official hire and your contract will be official.

If you've got questions about this process, contact Mark Orendorf or Mandy Goff  
([mark@cedarkirk.org](mailto:mark@cedarkirk.org); [mandy@cedarkirk.org](mailto:mandy@cedarkirk.org); 813.685.4224 x4).