



# **Nazarene Recreation**

Summer Staff Application Packet

Nazarene Recreation  
12725 Bell Road, Lemont, IL 60439

Phone: 708.349.0460

Fax: 630.257.8994

[www.nazrec.com](http://www.nazrec.com)

Thank you for your interest in joining the Naz Rec Summer Staff team. Our Summer Staff team is a collection of caring individuals who love children. These leaders help us create fun and safe environments for our participants at our Day Camp and Summer Pals programs. This position includes working directly with children at camps and also includes set-up and teardown for those programs.

In order to be considered for a Summer Staff position with Nazarene Recreation, please complete this application packet. If you have any questions, please contact Chris Molenhouse at the Recreation Office.

**Enclosed in this Packet:**

1. Advice to Applicants
2. Important Things to Think About
3. Application Form
4. Reference Forms

**Directions for Completing Application Packet:**

1. Read the Advice (pg. 3) & Keep for your Records
2. Read the Important Things to Think About (pgs. 4-5) & Keep for your Records
3. Read Application Form Instructions (pg. 6)
4. Complete Application Form (pgs. 7-10)
5. Distribute the Three Reference Forms (pgs. 11-13). Follow Instructions on Page 6!
6. Turn in Completed Application Packet to the Recreation Office
7. You will be contacted regarding your Employment Application

Please follow all the directions carefully when filling out this Application Packet.  
Thank you!

## ADVICE TO APPLICANTS

Thank you for your interest in employment at Nazarene Recreation. In the following section we have outlined some helpful advice for applicants to consider before applying for employment at Nazarene Recreation. We believe that in order for Naz Rec to accomplish our mission and reach our goals, we need people who are truly aligned with the principles and standards that are necessary to reach these ends. Listed below are our mission and several goals of Naz Rec.

### **Our Mission Statement:**

Naz Rec exists to partner with parents to raise up fully developed children.

### **Our Goals:**

1. **Operate the premier youth recreation program in our area.** For the ministry to reach this goal we must be a team of people who are completely dedicated to helping families. As a team, our first and foremost priority is to provide a positive and safe experience that will raise a child's self-esteem. We believe our ability to operate the premier recreation program will always be determined by our ability to provide an exceptional and professional level of service that exceeds all of the customer's expectations. When we exceed our customers' expectations, we gain their loyalty. Thus, we will always be searching for new, innovative ways to do so.
2. **Have a positive impact on as many families as possible.** We believe that family is one of the most important institutions in the world. We recognize that being a parent is one of the most important jobs ever, and at times it is also one of the most difficult. Our world needs more people dedicated to the invaluable mission of helping parents and families win. Naz Rec's goal is to have a positive impact on as many families in our area as possible. We are passionate about our pursuit of this mission. Any decision, behavior, or action within the ministry must be in line with this mission.
3. **Be a place where people love to work.** We strive to provide our employees with a positive work environment where they can grow professionally both now and for years to come. Our approach is to create a culture that embodies teamwork, encourages service, and rewards hard work. The success of the ministry depends on our ability to work together as a team, not the success of each individual employee. Therefore, it is every employee's responsibility to assist other employees in achieving success. This responsibility is key to creating a place where people love to work. If your goal is to help your fellow team members be successful, then you will naturally be contributing to the progressive development of a positive work environment.
4. **Have an exciting time changing the world.** Naz Rec is a fun and exciting place to work. One of the best experiences in the world is seeing a child's face filled with a smile ear-to-ear and knowing that you contributed to that joy; that is true fun and excitement. We also work very hard to keep our environment positive and fun, because if we are having fun, then the students and customers who walk through the doors of Naz Rec will have fun.

Remember that we are not just another job and we are not just looking for another employee. We are looking for people who are naturally aligned with and motivated to pursue our mission, goals, and principles.

## IMPORTANT THINGS TO THINK ABOUT

Thank you for your interest in working at Naz Rec. We have listed several significant issues applicants should consider when applying for employment at Naz Rec.

1. Before filling out this application please take time to think carefully about employment at Nazarene Recreation. Naz Rec is a service ministry specializing in youth sports leagues and classes. Consequently we seek to find people who share our passion for kids and teens and understand the level of professionalism and service that this type of business demands. We take the staff selection process of an applicant very seriously. It is our responsibility to find the most qualified people who believe in the Naz Rec mission: ***“We exist to partner with parents to raise up fully developed children.”***
2. We will verify all information you provide on your application. Any false or misleading answers will disqualify you from consideration of employment. Honesty is an essential component to being part of the Naz Rec team. Therefore it is vital that you provide truthful information about yourself.
3. We are committed to improving the lives of our families; therefore Naz Rec is committed to maintaining a drug-free, tobacco free, and alcohol free workplace. Employees are not allowed to use any of these products while wearing a Naz Rec staff uniform.
4. We will verify all of your references. We must have all three references on file before the application and interview process can be finalized. If you are unable to obtain any references or provide Naz Rec with any references, we will not be able to consider you for employment. Please make sure that your references are aware that we will be calling them and we have your permission to contact them. Obtaining references requires some work, but in the end the extra work will help everyone succeed.
5. On the last page of the application, you are given the opportunity to let us know why you would be a great asset to Nazarene Recreation. We suggest that you take time to think about yourself and present a strong case for why Naz Rec should hire you.
6. Once you submit your completed application to the Recreation Office, the Recreation Pastor and any necessary program directors will review it. After your application has been reviewed you may receive a phone call to schedule an interview. At your interview you can expect to answer questions about various situations and provide your viewpoint on various issues. Your prospective employment will be based upon our interview observations, reference reviews, and application review. You may be asked to do additional interviews, shadow a league, class or event, or provide additional information. After all steps are completed, the Recreation Pastor will inform you on the selection process. Please be patient with the selection process.
7. There are times we hire people on a limited basis and change their duties, increase their hours, and/or provide them with more responsibility as their work performance justifies it.

8. The expectation at Naz Rec is that you will take initiative for your own growth both professionally and personally. We believe that in order to contribute to the healthy development of kids, teens, and their parents, we ourselves must be actively pursuing ways to grow. Next steps in your growth may include attending trainings, reading books, participating in department meetings, or undergoing performance evaluations. We also expect every Naz Rec staff member to contribute to the growth and success of their fellow team members and the ministry. Every staff member's performance is evaluated in regards to their own contribution to Naz Rec, but also their contribution to the team's success.
9. Performance evaluations are part of your employment at Naz Rec. We feel that performance evaluations contribute significantly to everyone's growth and success. Evaluations provide you an opportunity to know exactly your areas of strength and areas of growth. Evaluations allow us to celebrate your gifts and talents, as well as see areas of improvement.
10. Children need stability to feel safe, especially when they are having new experiences. It is our responsibility to provide kids with a stable and safe environment in which they can grow. Therefore we expect staff members to be dedicated, on time, reliable, and committed to working at Naz Rec in order to ensure a stable environment for kids. Individuals who are inconsistent or unreliable tend to not work well with our need for stability and commitment.
11. If you are not offered a position at this time, we encourage you to apply again in the future. Sometimes the interview process is overwhelming the first time through and requires a second try. Often it may take two or three times to succeed at something, but you will learn something each time. We encourage you to apply again, if it is your passion to work with kids and families in this context.

Thank you for your interest in applying for a position at Naz Rec. We hope you will be successful in all of your life endeavors.

## APPLICATION FORM INSTRUCTIONS

Nazarene Recreation  
12725 Bell Road, Lemont, IL 60439

Phone: 708.349.0460

Fax: 630.257.8994

[www.nazrec.com](http://www.nazrec.com)

### **Enclosed:**

1. Application for employment at Naz Rec
2. Three reference forms (Must be on file before application process can be completed)

### **References:**

Three references must be provided by any of the following:

1. Former/Current Employer or Supervisor
2. Teacher
3. School Administrator
4. Coach
5. Clergy
6. Community/Business Leader

*Please note: Your parents or other immediate family members are NOT a valid reference for employment applications.*

### **Please deliver references to Naz Rec by one of the following methods:**

1. Mail to: Nazarene Recreation 12725 Bell Road, Lemont, IL 60439
2. Fax: (630) 257-8994 Attn: Chris Molenhouse or Nazarene Recreation
3. Hand delivery by applicant or reference in a sealed envelope with reference's signature over the envelope flap.

## APPLICATION FORM

Nazarene Recreation  
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To be hired at Naz Rec, you are required to supply three references. References MUST be on file before the hiring process can be completed. It is your responsibility to acquire the references and ensure they are submitted correctly.

## PERSONAL DATA

First Name:

Last Name:

Gender:

Male

Female

Address:

Home Phone:

Mobile Phone:

Birth Date:

Email:

How did you hear about us?

At Naz Rec teaching classes, coaching sports leagues, or generally supervising children in a physical environment sometimes requires quick or unexpected movements. Additionally, positions often require lifting and adjusting sports equipment and other materials (tables, chairs, goals, inflatables, etc). Please indicate below if you have any current or past conditions which might keep you from safely performing the physical requirements of working at Naz Rec:

Yes, I am able to perform the physical requirements of the position for which I applied without jeopardizing my safety or the safety of Naz Rec students, clients, guests, co-workers, or others.

At Naz Rec we believe in building strong relationships. However, despite best intentions, sometimes relationships do not work out and that is why all employment at Naz Rec is AT WILL, which means that either party, the employee or the employer, can terminate the employment at any time, with or without notice and with or without cause.

## EDUCATIONAL DATA

High School Name & Location:

Graduated:

Yes

No

Years Completed:

1 2 3 4

Major/Course of Study:

College Name & Location:

Graduated:

Yes

No

Years Completed:

1 2 3 4

Major/Course of Study:

Describe any honors, apprenticeships, or specialized training:

## EMPLOYMENT HISTORY

Company Name:

Address:

Phone:

Name of Immediate Supervisor:

I am no longer employed at this company

I am currently employed at this company and it is OK to contact this person

I am currently employed at this company, please do NOT contact this person

Start Wage:

Final Wage:

Reason for leaving:

Start Date:

Final Date:

Job title or position:

Describe your duties and responsibilities:

Company Name:

Address:

Phone:

Name of Immediate Supervisor:

I am no longer employed at this company

I am currently employed at this company and it is OK to contact this person

I am currently employed at this company, please do NOT contact this person

Start Wage:

Final Wage:

Reason for leaving:

Start Date:

Final Date:

Job title or position:

Describe your duties and responsibilities:

## OTHER ACCOMPLISHMENTS (SCHOOL, JOB, AWARDS, CERTIFICATIONS, VOLUNTEER WORK)

## ABOUT YOU

Nazarene Recreation encompasses a wide range of interest areas. Please indicate any area in which you have interest, expertise, and/or experience, and your background/experience in these areas:

Public Events:

Youth Sports:

Arts & Crafts:

Day Camps:

Office Work:

Fun, friendliness, and a desire to help others are essential qualities for all positions at Naz Rec. At the end of each day our campers and customers go home with only their memories of the way they were treated by each employee they encountered and the quality of the program they were here for. Knowing this, please use the space below to tell us what you would contribute to the team and why you would be a good asset to the Naz Rec Team:

## SCHEDULE AVAILABILITY

Day Camp runs from 9:00am - 12:30pm, Monday through Friday for 8 weeks throughout the summer beginning June 1st and ending July 31st (OFF from June 29th - July 3rd). All Summer Staff will be required to work at minimum from 8:30am - 1:00pm. Some Summer Staff will be asked to either come in early or stay late depending on the needs of each particular week. Summer Pals runs from 12:30 - 3:00pm, Monday through Friday for the same 8 weeks. All Summer Staff will be asked to work at least Summer Pals hours on a rotating schedule as assigned by the Camp Directors.

Are you able to work: **All Day Camp hours?** Yes:  No:  **Any Summer Pals hours?** Yes:  No:

**All Staff are required to work the Color Dash Event on Sunday, July 26th. This is a mandatory work day for all Staff.**

Are there any hours or weeks you are unable to work? If yes, please explain:

## UNDERSTANDING AND AGREEMENT (PLEASE READ EACH STATEMENT CAREFULLY)

Nazarene Recreation is a ministry of Chicago First Church of the Nazarene. Positions within Naz Rec require persons to support the missions of both Nazarene Recreation and Chicago First Church of the Nazarene. Membership at CINaz (or another church) is not required, but all employees are required to act as positive representatives of both CINaz and Naz Rec. I agree to support and further the missions of Naz Rec and CINaz during the entirety of my employment at Naz Rec:

Initial Here:

I certify that the statements given on this application or during an interview are true and complete and I authorize investigation of the same with exception of contacting my current employer if I have so requested in this document. I understand that if I am hired that any false, incomplete or misleading information given herein or during an interview shall result in immediate termination. I have read and agree to the above statements:

Initial Here:

I authorize the references given on this application and during any interview to give to representatives of Naz Rec any and all information concerning my previous or current employment and any pertinent information they may have, personal or otherwise, and I release all parties from any and all liability from any damage that may result. I have read and agree to the above statement:

Initial Here:

I understand that if I am hired my ongoing employment will be AT WILL meaning employment may be terminated by either party at any time with or without reason and with or without notice. I further understand that this AT WILL agreement cannot be changed in any way except through a written understanding signed by the Recreation Pastor at Chicago First Church of the Nazarene. I have read and agree to the above statement.

Initial Here:

I understand that employee schedules are specific to events, leagues, and other programs, and the number of employees needed is dependent upon the total registrations received. I understand that any commitments I make to working are crucial to the success of those programs and will therefore follow through on any and all commitments I make. I understand that failure to follow through on my established commitments is grounds for termination of employment. I have read and agree to the above statements:

Initial Here:

I hereby affirm the information provided above is true and accurate and understand that false information will render employment untenable or lead to termination of employment. I grant Nazarene Recreation and its agents the right to ascertain the validity of statements made above and to contact all references for the purpose of determining employability.

Signature:  Date:

**EMPLOYMENT APPLICATION: REFERENCE FORM**



Nazarene Recreation  
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This letter is in reference to \_\_\_\_\_, who recently applied for employment at Nazarene Recreation.

Nazarene Recreation employees work with and around children. Therefore in order to be considered for employment at Naz Rec, all applicants are required to supply three written character references to help us accurately assess each applicant's suitability for employment. You are requested to complete and return this form to address listed above. You may also fax this form to the above fax number. Thank you for your thoughtful assistance.

How long have you known the applicant?

Describe your association/relationship with the applicant: (co-worker, relative, teacher, coach, employer, etc.)

Do you have any reason to suspect that the applicant is not suited to work with or around children of any age in an unsupervised environment?

Yes:  No:

If yes, please explain:

To the best of your knowledge, has the applicant ever been dismissed or been asked to resign from a position because of failure to carry out responsibilities?

Yes:  No:

Please summarize your opinion of this applicant's character in particular their suitability to work with or around children (use back if more space is needed please).

Signature:

Date:

Print Name:

Phone:

Address:

Email:

**EMPLOYMENT APPLICATION: REFERENCE FORM**



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Yes:  No:

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\_\_\_\_\_

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

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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Signature:

Date:

Print Name:

Phone:

Address:

Email: