



Transforming lives through worship, fellowship, & hands-on mission.

Dear Friends,

September 22, 2009

It is my hope that you will consider an exciting and challenging opportunity in summer ministry through a position on the Ozark Mission Project Summer Staff for 2010. Enclosed, you will find a job description, OMP expectations and policies, an application, reference forms, questions for you to answer, and a covenant. Please print and send the completed application and references to our Executive Director, Nancy Mulhearn; 1200 Andy Drive; Conway, AR 72034. Applications must be postmarked by **December 3, 2009**.

After careful consideration of your application and the three references, we will contact you for an interview. We plan to interview potential staff members during the Christmas holidays on Thursday, **December 17, 2009**. It is our hope to make our final hiring decisions by early February. If at any time during the process, you settle on other plans for the summer, or decide that Ozark Mission Project summer staff is not for you, please let us know immediately.

Your employment will begin with College Staff Training in early June, at First United Methodist Church in Conway and conclude the last day of camp on Saturday, July 31, 2010.

First-time staff members will receive \$2,500.00, second year staff \$3,000.00 and third year staff or better will receive \$3,500.00. Travel reimbursement caps will be set for each camp week and will be figured on vehicle usage upon arrival at each campsite. Each staff member must furnish a vehicle. Trucks that can carry materials from camp to job sites are preferred. Each staff member is required to raise \$750 of his/her salary before camps begin. We will assist you with ways to do this, should you be hired. Our purpose in doing this is to connect others with you in this ministry and get more people involved in your summer experience.

OMP has made a concentrated effort to reach out to new churches to bring them into the OMP family. As part of this effort, we are requiring our college staff to complete one speaking engagement during the spring semester to help recruit churches that have never participated in OMP. These engagements can be of your own choosing or can be coordinated through the Executive Director. Once hired, you will receive additional information on how this will be accomplished.

We promise to you that we will prayerfully consider all the applications we receive. We want to ensure that the Lord is calling you to this place, in this position and at this time, so please do the same as you consider applying. We appreciate your willingness, time and effort in coming even this far. If at any time you have questions or concerns, please contact me at 479-636-1630 or carness@cumcrogers.com or our Executive Director, Nancy Mulhearn at 501-339-4500 or nmulhearn@conwaycorp.net. We look forward to hearing from you. This ministry opportunity will be one you will never forget, and I hope you will consider applying for one of our positions. Take care, and God bless.

Together on the Journey,

Carness Vaughan
Chairperson, Personnel Committee

OZARK MISSION PROJECT JOB DESCRIPTION

TITLE: College Staff

FUNCTION: To establish a relationship with our clients, determine their needs, assign a Family group to their project, and oversee the successful completion of all tasks relating to their needs. To assist the Volunteer Program Director at each camp with programming duties and to work with the Construction and Tool Coordinators to provide appropriate supplies for your projects.

RESPONSIBILITY: College Staff will work with the Construction and Tool Coordinators to estimate projects; check on the workmanship of projects; and with the Volunteer Program Director to provide programming and evening worship services, and with the Camp Director for final responsibility.

AUTHORITY: College Staff have the authority to carry out the following tasks according to Ozark Mission Project policies. Realize the Camp Director has ultimate authority.

PROJECT TASKS:

- Attend all training events
- Assess and complete client visits
- Estimate Project material needs with the assistance from Construction and/or Tool Coordinators
- Select tools for projects
- Assign a Family Group to each client
- Work with each Family Group
- Guide Family Groups in completing project
- Acquire any supplies or tools needed by Family Groups
- Have vehicle to use on the job – preferably a truck
- Oversee the quality of work on each project

PROGRAM TASKS:

- Lead the programming in your major group – daily devotion
- Assist in evening program and worship
- Support other staff as needed

SPECIFIC TASK: The following specific responsibilities will be assigned to College Staff:

- Project Coordinator
- Public Relations Coordinator
- Camp Activities Coordinator
- Worship Coordinator
- Tools Coordinator
- First Aid/Canteen/Camp Ground Coordinator

OZARK MISSION PROJECT EXPECTATIONS AND POLICIES

Ozark Mission Project College Staff Expectations

- † Perform your job responsibilities in a caring, Christian manner.
- † Demonstrate servant leadership by word and deed.
- † Have a love for God.
- † Perform your assigned duties at the highest level of integrity, quality, efficiency, and effectiveness.
- † Work with staff and campers to provide service to our neighbors and one another with dignity, compassion, love, and understanding.
- † Be respectful when giving and receiving instructions.
- † Pray for the safety and well being of neighbors, campers, and staff.
- † Offer positive, supportive interaction with neighbors, campers, and staff.

Ozark Mission Project College Staff Policies

- † OMP time is defined as any time of day or night after arrival at pre-camp, camp or initial meeting place for first visits until leaving camp after its closing or until leaving from the last appointment.
- † Submit proof of a legal driver's license, proof of registration and vehicle insurance for the vehicle being used at OMP. Submit a completed OMP health form and doctor's letter of approval.
- † Reports to Staff Training having read all materials received, all paperwork and money turned in.
- † Report to camps for first visits and pre-camp at the time determined by the director.
- † Responsible for returning to OMP all supplies issued to you in good condition.
- † Must attend end-of-summer evaluation.
- † Acknowledge that OMP does not condone or tolerate sexual harassment or abuse in any form.
- † Abide by the OMP dress code.
- † Remain drug, alcohol, and tobacco free during OMP time.
- † Complete an OMP criminal background check, complete on-line Safe Sanctuary training.
- † Eat lunch each day at the work site with one of your family groups or at camp.
- † Acknowledge that there will be no romantic relationships with campers or staff during employment.
- † Attend and fully participate in all camp activities.
- † Maintain a safe vehicle; obeying the speed limit and driving laws at all times.
- † Understand that your camp director has ultimate responsibility for camp and you are ultimately accountable to the director of each camp.
- † Know that OMP maintains the right to withhold pay from College staff who fails to comply with these policies.

OZARK MISSION PROJECT STAFF APPLICATION

Please type or print legibly.

Name: _____ Male _____ Female _____

Home Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

College Address: _____

City: _____ State: _____ Zip: _____ Cell Phone: _____

Email Address: _____

Birth Date: _____ Age: _____ Social Security Number: _____

Local Church Affiliation: _____ Years OMP experience _____

References: Please do not ask a family member to write one of your references.

1) Someone who knows your job capabilities (employer preferred):

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

2) Someone who knows your spiritual life and growth:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

3) Someone of your choice:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

REFERENCE #1 - SOMEONE WHO KNOWS YOUR JOB CAPABILITIES

Please return completed reference to the applicant.

I, _____ am writing a reference for
(Name of Reference)

_____, who is applying to Ozark Mission Project for the
(Name of Applicant)

Summer staff position of College Staff. I have known this person for _____ months/years.

My relationship to this person is one of _____.

For more information about this person contact me at _____.

Please comment on personal capabilities and personality traits that may help the personnel committee in their decisions of whom to hire for our summer staff (e.g. dependability, flexibility, creativity, self-starter, working with others, organization, compassion, patience, sense of humor, outgoing, accepting of others, etc.).

REFERENCE #2 - SOMEONE WHO KNOWS YOUR SPIRITUAL LIFE AND GROWTH

Please return completed reference to the applicant.

I, _____ am writing a reference for
(Name of Reference)

_____, who is applying to Ozark Mission Project for the
(Name of Applicant)

Summer staff position of College Staff. I have known this person for _____ months/years.

My relationship to this person is one of _____.

For more information about this person contact me at _____.

Please comment on personal capabilities and personality traits that may help the personnel committee in their decisions of whom to hire for our summer staff (e.g. dependability, flexibility, creativity, self-starter, working with others, organization, compassion, patience, sense of humor, outgoing, accepting of others, etc.).

REFERENCE #3 – SOMEONE OF YOUR CHOICE

Please return completed reference to the applicant.

I, _____ am writing a reference for
(Name of Reference)

_____, who is applying to Ozark Mission Project for the
(Name of Applicant)

Summer staff position of College Staff. I have known this person for _____ months/years.

My relationship to this person is one of _____.

For more information about this person contact me at _____.

Please comment on personal capabilities and personality traits that may help the personnel committee in their decisions of whom to hire for our summer staff (e.g. dependability, flexibility, creativity, self-starter, working with others, organization, compassion, patience, sense of humor, outgoing, accepting of others, etc.).

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Ozark Mission Project College Staff Covenant

As a 2010 Ozark Mission Project College Staff, I state that I have read and agree to abide by OMP's Staff Position Description, Expectations, and Policies.

I understand that these guidelines can not cover every situation that can occur this summer. However, I promise to do everything within my power to communicate openly with the staff, sharing information and coordinating plans to ensure we offer a spirit filled and efficiently run camp. I will work with my staffs and campers to provide service for my neighbors that bring glory to God and improvement to their quality of life. I will work with my staffs and campers to offer meaningful devotions and worship experiences that will enhance their spiritual journey.

When hired, you will be asked to sign and abide by the above covenant.

Collect your references, picture, and mail your completed application on or before

December 3, 2009 to:

**Ozark Mission Project
1200 Andy Drive
Conway, AR 72034**

You will be contacted for an interview on

Thursday, December 17, 2009, location to be determined.

Should you have any questions, please contact our Executive Director at 501.339.4500

Again, we thank you for your interest in Ozark Mission Project.

Let us hear from you soon!