

# Get Hired on Camp Barnabas Summer Staff

## 1. FILL OUT AN APPLICATION

We want to hear all about you, your passions, your interests and see if Camp Barnabas Summer Staff is a good fit for you. Learn more about serving on Camp Barnabas Staff [HERE](#) and when you're ready, fill out the [application](#) by clicking on "APPLY" in the top right corner.

- Note: One reference must be completed before an interview is scheduled. To check the status of your references, please click [HERE](#) and then log into your account. From there, you will be able to click "manage references" to check the status and resend your reference requests.

## 2. SCHEDULE AN INTERVIEW

Once you finish your Staff application, our team will reach out to you to set up an interview.

## 3. ACCEPT THE POSITION

We can't wait to have you serve on Staff with us! If you are offered a position, please accept the position and sign your contract within 2 weeks of the initial offer. If you have not accepted within 2 weeks, your position may be rescinded and offered to another applicant.

- Note: References must be completed prior to an offer being sent. To check the status of your references, please click [HERE](#) and then log into your account. From there, you will be able to click "manage references" to check the status and resend your reference requests.
- To check your status OR accept, modify or decline the position offered, click [HERE](#) to log into your account. Then click "Employment offer" and "Accept" "Request modification" or "Decline offer".
- If we don't have a position available, we would still love for you to come and serve as a volunteer this summer. Find out more and apply to serve for a week or more [HERE](#)

## 4. COMPLETE CIRCUITREE EMPLOYMENT FORMS

Please fill out all required forms at the link [HERE](#). This is where you include information for your required background check, input time-off requests, input your medical information, and your CPR certification. **This must be completed by April 29.**

- We require that all Staff members possess a current CPR certification that is valid throughout your staff session. We highly encourage you to receive a CPR certification through the [Red Cross](#) or the [American Heart Association](#).
- Time off requests must be submitted and approved 60 days in advance of your start date.
- Flight transportation will need to be provided so we can arrange transportation if needed.

## 5. COMPLETE ONLINE TRAINING

We want to ensure our Staff are equipped to fulfill their responsibilities and be trained to handle any situation. We do this by starting training before you get to camp. You'll receive an email with a link to Online Training in the spring. **This must be completed by April 29.**

Complete FingerCheck onboarding. A link will be emailed to you around May asking you to complete vital information for your upcoming paid position. Check your email for a link to this form! **This must be completed before arrival at camp.**

## 6. ARRIVE AT CAMP!



**Questions?** Contact Morgan McDavid  
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