

Applying to work at Edinboro Camp this summer:

❖ Returning Staff:

- Go to edinborocamp.org and find the “be a staff” button
- Click the “apply now” button
- That will take you to the login screen
- Hopefully you will remember your login and password (there are directions if you forgot your information on the screen)
- After logging in, make sure your information is up-to-date.
- Then click the green “apply for position” button on the right side of the screen
- Then you will see the application form –
 - Make sure nothing has changed
 - Check t-shirt size
 - Notice there is a new question that says “what has God been doing in your life in the last 12 months”
 - This question is important. Be honest. Be open. Be accountable. We added this on purpose. This will tell us a lot
 - We also added a question “what topics should we cover in our training” -- give us your honest thoughts
 - We added a signature box – do the best you can, we realize how hard it is to sign a computer screen with a mouse or finger
 - Always remember to hit the “save” button
- You will then be asked to check which sessions (aka weeks) you are available. This is important
- When all the information is correct – hit submit

❖ New Staff:

- Go to edinborocamp.org and find the “be a staff” button
- Click the “apply now” button
- That will take you to the login screen
- Set up your account – should be fairly easy
- Then you will be at the “home” screen
- You will be asked to submit 3 references. One must be a pastor.

- You will need to know their email address (required)
- The system will send them an email with instructions on how to complete the reference form – fairly easy process for the person completing the reference form
- Then click the green “apply for position” button on the right side of the screen
- Choose the new staff forum (either adult or youth)
- Fill out ALL the information
- Always remember to hit save
- You will then be asked to check which session (aka weeks) you are available
- When all the information is correct – hit submit

❖ **For all staff:**

- Applications are due March 31st
- We then will begin to set up interviews (in person or zoom).
- After the interview process we will let you know what weeks and what positions you will most likely be doing
- After the interview process you **MUST** provide the following
 - PA State Police
 - PA Child Abuse History
 - FBI Fingerprint (or signed statement)
 - Mandated reporter training certificate
- If you need the links for those clearances, just ask
- If you are returning and have provided all the clearances and such in the last 60 months – you are good to go
- If you want to be paid the following must be filled out by June 2nd or you will not get paid:
 - I9 form
 - W4 Form
- Sign your contract
- Attend Staff Training May 31-June 2
 - Yes, it is Mandatory!
 - If you attend the whole thing...without leaving or anything...\$25 bonus!
- Any questions:
 - edinborocamp@gmail.com
 - Instagram
 - Facebook
 - Call or text Director Dan at 814.882.9816