

**Bethel Neighborhood Youth Drop-In Center**  
**APPLICATION FOR EMPLOYMENT & VOLUNTEER WORK for SUMMER 2025**

**2025 Summer Day Camp Program**  
**Bethel Youth Drop-In Center**  
**5658 N Denver Ave**  
**Portland OR 97217**

**Camp Program Dates:**

- Staff training happens June 23 through June 27.
- The Summer Day Camp operates June 30 through August 8, MTWTF, 8:30 AM to 5:30 PM.
- There is no camp on Friday, July 4.
- Camp closeout and cleanup happens August 11-13 with part-time work to be negotiated.

**Ages served:** Children entering first through sixth grades in Fall 2025

**Open Staff Positions:**

- Assistant Director (eight weeks FT @ \$22/hr)
- Lead Camp Counselor (seven weeks FT at \$20/hr)
- Camp Counselor (seven weeks FT or PT @ \$18/hr)
- Volunteer Camp Counselor (two to seven weeks FT or PT)
- Cook (seven weeks PT @ \$18/hr)

**Program overview:** The Bethel Youth Drop-In Center celebrates 30+ years of providing a safe place for kids living in the neighborhood of Bethel Lutheran Church in North Portland and 27 years of operating our Summer Day Camp Program. The Center, a partnership between the congregation and neighborhood families, offers an opportunity for children to learn, play, make friends and explore the community. While housed at a church, the program is secular, offers no religious instruction, and welcomes children of all backgrounds.

Successful staff applicants will have excellent abilities to work directly with children. Classroom leadership experience is a plus for the Assistant Director and Lead Counselors, who may be responsible for daily opening or closing and other duties as assigned by the Director. Camp Counselor may include high school juniors and seniors with experience as a leader or participant in camps, scouting, tutoring, etc. Volunteer Camp Counselor may include first year high school students or sophomores with experience in camps, scouting, tutoring, etc. All applicants must pass a criminal background check and, if licensed, have clean driving records. All staff must attend orientation and training sessions scheduled for June 23-27.

Find online resources at <https://bethelpdx.org/summer-program/>. Email the Center and Board President at [ydic@bethelpdx.org](mailto:ydic@bethelpdx.org) and [annika.johnson@gmail.com](mailto:annika.johnson@gmail.com) to request more information. **The priority application deadline for staff positions is March 31, 2025.** Applications will be accepted until positions are filled.

**Application checklist:**

\_\_\_\_\_ Submit this completed application form to [ydic@bethelpdx.org](mailto:ydic@bethelpdx.org) and to [annika.johnson@gmail.com](mailto:annika.johnson@gmail.com).

\_\_\_\_\_ Submit a résumé to [ydic@bethelpdx.org](mailto:ydic@bethelpdx.org) and to [annika.johnson@gmail.com](mailto:annika.johnson@gmail.com). Be sure to include both paid employment and volunteer work and community service and any special skills. Hint for HS students: consult career guidance staff on résumé format.

\_\_\_\_\_ Arrange for your two references (listed below) to send a recommendation letter to [ydic@bethelpdx.org](mailto:ydic@bethelpdx.org) and to [annika.johnson@gmail.com](mailto:annika.johnson@gmail.com).

**Position(s) you are applying for:** \_\_\_\_\_ Assistant Director      \_\_\_\_\_ Lead Camp Counselor  
\_\_\_\_\_ Camp Counselor      \_\_\_\_\_ Volunteer Counselor  
\_\_\_\_\_ Cook

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City State Zip: \_\_\_\_\_  
Cell phone: \_\_\_\_\_  
Home phone: \_\_\_\_\_  
Preferred email: \_\_\_\_\_  
Alternate email: \_\_\_\_\_  
Are you a US citizen? \_\_\_\_\_ If no, do you have authorization to work in the US? \_\_\_\_\_

**Your interest:** Please tell us why you want to work at the 2024 Summer Day Camp Program:

**EDUCATION**

- 1. School attended: \_\_\_\_\_  
Location: \_\_\_\_\_  
Dates attended: \_\_\_\_\_  
Degree received: \_\_\_\_\_
- 2. School attended: \_\_\_\_\_  
Location: \_\_\_\_\_  
Dates attended: \_\_\_\_\_  
Degree received: \_\_\_\_\_
- 3. School attended: \_\_\_\_\_  
Location: \_\_\_\_\_  
Dates attended: \_\_\_\_\_  
Degree received: \_\_\_\_\_

**EMPLOYMENT and VOLUNTEER SERVICE**

- 1. Employer or agency: \_\_\_\_\_  
Location: \_\_\_\_\_  
Your position: \_\_\_\_\_  
Dates worked: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

2. Employer or agency: \_\_\_\_\_  
Location: \_\_\_\_\_  
Your position: \_\_\_\_\_  
Dates worked: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

3. Employer or agency: \_\_\_\_\_  
Location: \_\_\_\_\_  
Your position: \_\_\_\_\_  
Dates worked: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

Add other employment or service information as needed.

## REFERENCES

1. Name of reference: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Cell phone: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Name of reference: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Cell phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Letters of recommendation:** Please instruct your references to send a brief letter evaluating your skills, experience, and suitability for a camp staff position to [ydic@bethelpdx.org](mailto:ydic@bethelpdx.org) by March 31, 2024, with a CC to [annika.johnson@gmail.com](mailto:annika.johnson@gmail.com).

**Acknowledgment & authorization:** I certify that all my answers are true and complete to the best of my knowledge. I understand that employers, volunteer supervisors, and references will be contacted and that a criminal background check will be conducted before employment.

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