

## 2024 Summer Event Staff Application Checklist

### Application Process

#### Step 1: Review the Event Staff Information and Role Descriptions.

Read through the program and job information to see what program and role interest you.

#### Step 2: [Complete the Online Application.](#)

(Our application is supported through our SmartSheet account, so don't be surprised when you see confirmations and reminders from our SmartSheet account.)

#### Step 3: [Provide 3 References.](#)

(It will be up to you to send this link to three people (non-family) who could serve as a reference for you. These people should be able to give a professional, character, or spiritual reference.)

#### Step 4: Submit Supplemental Information.

In addition to the application, we ask for four supplemental items from each applicant, as listed below. Any additional item should be sent to the Summer Event Staff Email with the Subject Title of your first initial and last name and the item being submitted (ex: CJones – Resume & Essay)

- **Personal Video**

It doesn't need to be fancy, it just needs to help us get a better idea of who you are. Don't worry about making it super crazy or creative.... Unless that's genuinely who you are. We really just want to put a face with a name and get to know you a little better.

Video Requirements:

- Answer the question – Why would you want to work with CIY this summer?
- Then select 1-2 additional questions from the list below to answer as well.
- A phone/computer video is just fine.
- Keep it between 1-2 minutes in length.
- When complete, you can send your video to [summereventstaff@ciy.com](mailto:summereventstaff@ciy.com)

Additional Questions to choose from:

- What is the best book you've read this year (not for school) and why?
- Tell me about your favorite Holiday tradition you have with your friends and/or family.
- If you could instantly become an expert in something, what would it be?
- If Hollywood made a movie about your life, who would you choose to be "you" in the film and why?
- If you could travel anywhere in the world, where would you go and why?

- **Resume**

Please submit a one page Word document/PDF that includes your goals/objectives, work history, school history and awards/skills. You do not need to include your references (as those have already been requested). Please keep your résumé to 1 page in length.

- **Essay**

We would like you to answer the following questions. Please do not exceed 250 words for each answer and submit your responses in a separate Word document/PDF (separate from your résumé).

- Who are the 3 most influential people in your life and why?
- Describe what it means to be a servant.
- Describe a specific time or season when you could see God’s work in your own life.
- Share about a time where you experienced conflict, and explain what you learned from it.

- **Photo**

Please submit a headshot style photo of yourself. Just a picture of you that we can attach to your file

### **Step 5: Schedule an Interview.**

We typically will leave the application open for a few months, and then toward the end of the application season, we’ll reach out to schedule interviews with some of our applicants. If you complete the application and supplemental documents early in the process, you might wait several weeks before you get to this stage. When it’s time, we will communicate that it is time to schedule interviews and we’ll send out a link to a Calendly calendar and you’ll be able to schedule your own interview time.

NOTE: Not every applicant will receive an interview, but we will do our best to ensure that every applicant is communicated with, so you will not have to wonder where you are in the process.

If you have any questions as you go through the application process, please email our team at [summereventstaff@ciy.com](mailto:summereventstaff@ciy.com).