



Staff Hiring Policies

Required Application & 501c(3) Preference

Wewoka Woods Adventist Center (located at 36242 State Highway 59, Wewoka, Oklahoma 74884) is wholly owned and operated by the Oklahoma Conference of Seventh-day Adventist (located at 4735 NW 63rd Street, Oklahoma City, Oklahoma 73132). We are a religiously-qualified Equal Opportunity Employer, with the right to prefer Seventh-day Adventists in hiring.

All WWAC camp employees must click “accept” when presented with the SDA Values Agreement & Camp Staff Agreement before they’re able to navigate to the online application.

The online application is available at www.okadventist.org/campstaff.

All staff, regardless of previous employment history, are required to fill out a new application each season.

It is our policy to recruit and promote for all job classifications on the basis of merit, qualification, competence, attitude, and spiritual commitment. No aspect of employment shall be influenced by race, ethnicity, national origin, gender, or handicap.

In the application, potential employees must submit that they agree/understand/and certify the following four statements:

- 1) I am aware of the job description(s) for the position(s) that I am applying to fill which can be found by clicking on “Summer Camp Staff Info” at www.okadventist.org/campstaff.
- 2) I am available to work at least 90% of my contract days between May 26th, 2023 & July 16th, 2023.
- 3) I understand that summer camp employment is a seasonal religious outreach of WWAC camp and that my online social media presence may be examined as a result of my efforts to seek employment at WWAC.
- 4) I attest that this application has been completed by the signatory at the bottom and not by a third party.

Job descriptions are also posted online on our website at www.okadventist.org/campstaff and available via email & our seasonal staff manual.

Required References

Every applicant is required to receive two references, regardless of previous employment history (however, previous employees may get references from a camp supervisor in addition to teachers, work supervisors, and/or pastors).

Reference form is available at www.okadventist.org/campstaff.

Required Interview

Every applicant is required to interview in-person, via ZOOM, or phone regardless of previous employment history.

Required Background Check

Every applicant, regardless of status (new vs. rehire) is required to undergo a background check each season they are on staff at WWAC. There are no exclusions or waivers for this policy.

Staff Age Policy

1. It is WWAC Policy that at least 80% of our summer camp staff are 18 years or older. All our staff are at least 16 years of age. All counselors are at least two years older than the minors with whom they are working.
2. All WWAC instructors are 18 years of age or older. Department assistants are at least two years older than the minors with whom they are working with.
3. Supervisory staff & head instructors for areas such as horses, pool, ropes/challenge course/rock climbing, surf, and wakeboarding are staffed with employees that are at least 18 years of age.
4. All WWAC drivers are 21 years old or older.

Seasonal Employment

1. Summer contracts are extended for one season. After the conclusion of each camp contract, confidential information within employment records are discarded.
2. Staff who apply for any future season must do so as a new employee, and undergo the entire employment process again (background checks are valid for three years). References from the camp administrative & leadership staff may be used in addition to references from teachers, work supervisors, and/or pastors.