

FLATHEAD LUTHERAN

PO Box 790
Lakeside, Montana 59922
E-mail: brooke@flbc.net

CampOffice (406) 844-3201
Fax (406) 752-6670
www.flbc.net

Thank you for your interest in the summer camping ministry at Flathead Lutheran Bible Camp. If selected from the many applicants, you will find working at Flathead to be much more than a summer job. Our staff members have an opportunity to develop their own gifts, leadership skills, and faith, while growing with others in a close Christian community. Here, friendships are made that can last a lifetime. **Being on summer staff at Flathead Lutheran Bible Camp could prove to be one of the most important and rewarding experiences of your life!**

We would be happy to consider you for a summer staff position. If you decide to apply, please complete the following steps:

1. Complete the SUMMER STAFF APPLICATION FORM (white colored). **We must receive all applications by February 24, 2012.**
2. Give the REFERENCE QUESTIONNAIRES to three people who can comment on your behalf. Please explain the nature of the position for which you are applying and ask them to return the questionnaire directly to the camp office **no later than Feb. 24**. It is courteous to provide them with a stamped, addressed envelope. If you have worked at another camp, you must include your former Camp Director or immediate supervisor as a reference.
3. INTERVIEW. In February, we will visit several college campuses to interview prospective staff members in-person. **Personal interviews are a priority. If a "face-to-face" interview is not possible you need to arrange for a telephone interview.** You are responsible for calling and setting up a time and date for your phone interview. Interviews must take place on or before March 2, 2012

These three steps must be completed before your application can be considered. Staff selections are usually made in early to mid March and all applicants will be contacted as to the status of their application. **Priorities may be given to those applicants with lifeguard certification.** We look forward to an interview with you and again, thank you for your interest in Flathead Lutheran Bible Camp.

In Christ,

Brooke Ells
Program Director

Aaron Ells
Program Director

FLATHEAD LUTHERAN BIBLE CAMP MINISTRY

Flathead Lutheran Bible Camp is situated in the majestic Rocky Mountains of western Montana. We are a camping ministry of the Evangelical Lutheran Church in America committed to proclaiming and living out the Gospel of Jesus Christ. The Camp is owned and operated by 54 ELCA churches in western Montana and is open all year to groups of all ages.

Flathead Lutheran Bible Camp was founded in 1943 and is located on the west shore of beautiful Flathead Lake, about 40 miles southwest of Glacier National Park. **On this stunning 225-acre waterfront site, the summer program serves 2,800 youth of all ages, teaching about Christ and the appreciation of God's creation.** Summer camping at Flathead contains three programs: Montana Youth Programs, Glacier Wilderness Adventures, and Day Camps.

The Montana Youth/Adult programs consist of weekly on-site camps for 160+ third through ninth grade youth from across Montana and off-site adventure camps for high school students and adults including: backpacking, rock climbing, rafting, mountain biking, canoeing, sailing, kayaking, servant trips to Seattle and Tacoma, Washington, and Calgary, Alberta. Besides the above trips, FLBC offers the Northwest Choir Camp, and two Family Camps.

Glacier Wilderness Adventures is a program designed for Lutheran youth groups and adults from across the country. These groups spend the week off-site with our staff rafting, backpacking, sailing or doing various backcountry service projects with the Kootenai National Forest or serving at Camp.

Day Camps are an outreach of Flathead Lutheran Bible Camp into the communities of western and central Montana. Staff travels to congregations to provide weeklong programming for first through sixth grade youth. Evenings may include additional programming with senior citizens or teenage youth.

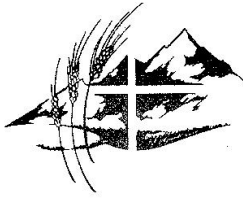
The basic requirement for all staff at Flathead Lutheran Bible Camp is a living and growing faith in Jesus Christ. For eleven and half weeks this summer our call is to live together in Christian fellowship, to be a worshipping community, to minister to one another, and to minister to the campers. Our work with the campers means sharing ourselves with them. We teach them through example, Bible study, play and worship. We seek to create an environment of safety, love, trust and acceptance.

Jesus was a servant first, even to the washing of feet. The glory of Palm Sunday came only once to Him in His life. **At camp we too are servants to the campers and to one another.** Because of this mission, flexibility and adaptability are vitally important considering the tasks we will be asked to accomplish this summer. When counselors are not assigned with campers, the staff is expected to help in other camp support services (i.e. grounds crew, kitchen, etc.).

All staff must have a deep concern and love for people, and must be willing to serve one another to the best of their abilities. **All staff must conduct themselves with responsible and appropriate behavior, both on-site and when away from Camp.** As an employee of Flathead Lutheran Bible Camp, our name and our reputation go with you during your "time off."

THIS COULD BE ONE OF THE GREATEST ADVENTURES OF YOUR LIFE!

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APPLICATION FOR 2012 SUMMER STAFF

Name: _____ E-mail: _____
(First) (Middle) (Last)

Cell Phone: _____ Current Address: _____
(Street/P O Box)

(Phone) (City) (State) (Zip)

Permanent Address: _____
(Street/P O Box)

(Phone) (City) (State) (Zip)

Parent(s) Name (and Address if different from your permanent one above): _____

Optional Questions: You are under no obligation to answer these three questions. However, your answers would be important in best placing you in appropriate work situations.

Age _____ Date of Birth _____ Female _____ Male _____

Position you are applying for: (mark 1, 2, or 3 in order of preference)

- | | | |
|---|---|---|
| <input type="checkbox"/> Camp Counselor | <input type="checkbox"/> Camp Hand | <input type="checkbox"/> Wilderness Coordinator |
| <input type="checkbox"/> Wilderness Counselor | <input type="checkbox"/> High Ropes/Grounds Crew | <input type="checkbox"/> Waterfront Coordinator |
| <input type="checkbox"/> Kitchen Assistant | <input type="checkbox"/> Arts & Crafts Coordinator | <input type="checkbox"/> On-Site Coordinator |
| | <input type="checkbox"/> Garden/Outdoor Ed. Coordinator | |

(Please initial)

I have read all of the Flathead Lutheran Bible Camp staff job descriptions. _____

If I am hired, I am willing to do these jobs to the best of my abilities. _____

I have read all of the Flathead Lutheran Bible Camp Staff Personnel Policies. _____

If I am hired this summer, I am willing to abide by all of these policies. _____

Church Information:

Home Congregation _____ City _____
Pastor _____ Denomination _____
School Congregation _____ City _____

Educational Information:

School Name _____ **Years** _____ **Major** _____ **Degree** _____

Current Year in School (circle): Fr Soph Jr Sr Grad Major _____ Minor _____

Extra-curricular activities, organization memberships, interests, and hobbies: _____

Previous Camping Information: (as camper or staff)

Years _____ **Camp** _____ **Camper or Staff Position** _____ **Director's Name** _____

Employment Information:

Dates of Employment _____ **Employer** _____ **Address (City/State)** _____ **Nature of Work** _____

- 1.
- 2.
- 3.

Certifications: (place an X where you have current certifications and list expiration dates)

____ ARC Life Guarding* _____ First Responder _____
____ ARC WSI _____ State of Certification _____
____ Wilderness First Aid _____ EMT _____
____ ARC Emergency Response _____ State of Certification _____
____ ARC Adult CPR _____ Wilderness EMT _____
____ ARC Child/Infant CPR _____ State of Certification _____

***Priority may be given to those applicants with life guarding certification.**

Skills and Experiences:

Musical:

Instruments you play: 1. _____ 2. _____ 3. _____

Instrumental groups you have participated in: _____

Voice classification: _____ Soprano _____ Alto _____ Tenor _____ Bass

Vocal groups you have participated in: _____

QUESTIONS:

Please respond briefly to the following questions:

1. Why do you want to be a part of the Christian camping ministry at Flathead Lutheran Bible Camp?
2. How will your faith be communicated and shared with those around you (campers, pastors, and staff) this summer?
3. Briefly describe the most meaningful experience you have had in the past three years, which has affected your faith?
4. What specific gifts would you bring to the Christian camping ministry at FLBC?

FLATHEAD LUTHERAN BIBLE CAMP 2012 SUMMER SCHEDULE

May 20	Coordinators, Kitchen Assistants and Grounds Crew Arrive
May 21-22	High Ropes Training for Program and Grounds Crew Staff
May 29	Counselors Arrive, Staff Training Begins for all Summer Staff
May 29-June 14	Staff Training
June 7-8	Wilderness First Aid Certification
June 14	Staff Commissioning Service
June 17	Summer Camping Programs Begin
July 27-29	Summer Staff's Family Weekend
August 17	Staff Closing Worship and Communion
August 18	Check out and giving of final paychecks, most staff depart
Sept. 1-3	Some Staff Needed for Labor Day Family Camp

Questions:

How did you hear about Flathead Lutheran Bible Camp? _____

Are you able to attend the entire staff training? _____ If "no," please explain and specify dates you would be unable to attend. _____

Are you able to serve the entire camping season? _____ If "no," please explain and specify dates you would be unable to attend. _____

Have you ever been convicted of a felony? _____

Have you ever been convicted of child abuse or any sexual abuse offense? _____

If you answer "yes" to either of these questions, please explain on a separate sheet of paper.

References: (do not use relatives - you may include pastors and employers)

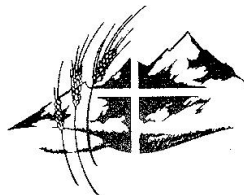
Name Mailing Address Phone number

Name Mailing Address Phone number

Name Mailing Address Phone number

Read carefully and acknowledge with your signature:
I give permission to Flathead Lutheran Bible Camp to ask for my employment references. I also give Flathead Lutheran Bible Camp, and its employees, permission to give future references regarding any of my employment at Flathead Lutheran Bible Camp.

SIGNATURE _____ **DATE** _____



Return application to: Brooke Ells
Flathead Lutheran Bible Camp
PO Box 790
Lakeside, MT 59922

or
Brooke@flbc.net

Staff Position Descriptions

Camp Counselor

(minimum one year of college or equivalent)

Responsible for 6-9 campers for a week at a time while building community, caring for their safety, leading them in small group activities (Bible studies, campfires, games, worships, discussion, etc.), be a positive Christian role model and carry out the program as defined in staff training. Counselors rotate through on-site, off-site (including Day Camps), kitchen, and grounds crew duties. Will also participate in various work projects as assigned. Special skills desired include: ARC Life Guarding; musical talents; CPR and first aid certifications; specialized wilderness/high adventure certifications.

Wilderness Counselor

(minimum age of 21 with good driving record)

Responsible for leading backcountry/high adventure trips and maintaining the health, safety, and programmatic needs of their groups (Bible studies, devotional time, campfires, games, worships, discussions, etc.). Need to have extensive knowledge, background and experience in outdoor cooking, low impact camping, and high adventure activities (rock climbing, sailing, rafting, canoeing, kayaking, backpacking, etc.). Serves in other capacities (grounds crew, kitchen, on-site counseling, support staff) when not leading off-site trips. Previous camp experience recommended and must have life guarding certification.

Assistant Cook

(minimum of one year of college or equivalent)

Works under the direction of the Head Cook(s) to provide nutritious meals for the camp community. Also responsible for maintaining a clean and sanitary kitchen and Dining Hall. Depending upon individual skills and qualifications, may rotate some weeks as a member of counseling staff. Will also participate in various work projects and camper supervision as assigned and join in other camp activities as schedule allows.

High Ropes Instructor / Grounds Crew

(minimum age of 21)

Responsible for leading and facilitating high ropes for staff and campers. Certification training is provided. Specific duties include orientation of campers, maintaining accurate records of use and daily inspection of equipment and course. Must have knowledge and basic skills in the use of workshop tools and mechanical equipment. Works with Maintenance Director and is responsible for the overall maintenance of Camp. Will also participate in various work projects as assigned and join in other camp activities as schedule allows.

Camp Hand

(minimum age of 16)

The Camp Hand Program is a summer of service to Flathead Lutheran Bible Camp. Responsibilities include doing dishes at meal times and cleaning the Dining Hall. Also will be responsible for custodial duties as assigned by Camp Directors. Will help with camp activities (campfire, games, etc.) as assigned by Camp Directors and will be responsible for dishes and cleaning during family reunion weekends as assigned.

Garden/Outdoor Education Coordinator

(minimum age of 21)

Will be responsible for implementing garden and hunger awareness programs as well as develop further curriculum for campers in third through ninth grades. Also will be in charge of maintaining (watering, weeding, harvesting) the garden. Will lead outdoor education activities for campers. Must be available for leading and participating in other camp activities as assigned by the Camp Directors.

(over)

Arts and Crafts Coordinator

(minimum age of 21)

Will be responsible for development of arts and crafts program that stimulates creativity in campers and relates to daily Bible Studies. Also is responsible for purchasing craft supplies, tools and maintenance of craft facility. Must be available during daily craft block times and anytime a small group wants to do arts and crafts. Will organize and distribute crafts for Day Camp program and keep track of arts and crafts finances.

Waterfront Coordinator

(minimum age of 21)

Must have current life guarding certification and supervising experience. Will be responsible for coordinating all waterfront activities, including boating and swimming areas. Will supervise lifeguards and be responsible for waterfront upkeep and rescue equipment to ensure a safe environment for campers. Will oversee gathering and organizing, and returning of lost and found items. Must be available for leading and participating in other camp activities as assigned by the Camp Directors.

Wilderness Coordinator

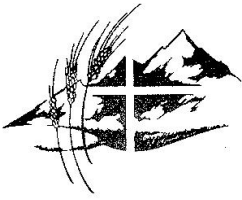
(minimum age of 21)

Assist Adventure Program Director in planning and preparing for weekly off-site trips. This includes purchasing and packing of food for trips and contacting groups. Is responsible for maintenance of all off-site gear. Will greet groups as they arrive and finalize finances upon departure. Will lead the wilderness orientation talk for groups and host the Thursday evening BBQ for returning groups. Will be responsible for leading off-site trips and training counselors in wilderness camping. Will do high ropes facilitation each week while on-site. (Training is provided.) Must have life guarding certification.

On-Site Program Coordinator

(minimum age of 21)

Must have prior camp counseling and supervising experience. Assist Program Director in implementing summer on-site programs through planning, coordinating and supervising activities for a specific age group of campers. Will be a resource, a leader, and a supporter of 4-8 counselors and their campers each week. Will work primarily behind the scenes doing logistical support work for implementation of age group programming. Responsibilities also include assisting with planning and leading staff training, preparing for and leading worship, being a role model for staff and participating in and supervising weekly camp clean up. Will do high ropes facilitation each week while on-site. (Training is provided.)



Flathead Lutheran Bible Camp 2012 Summer Staff Personnel Policies

Employment: Employment as a staff member at Flathead Lutheran Bible Camp is based on the judgment of the Camp Directors. This judgment follows guidelines established by Lutheran Outdoor Ministry Inc., the American Camping Association, and other agencies dealing with organizational camping.

General Staff Responsibilities: Camp staff are expected to function at all times in a Christian and professional manner, conducting themselves accordingly. It is the staffs' responsibility to maintain an environment of Christian love and respect. Staff are expected to be servants first as they care for campers and each other.

Assignments: Each staff member will have a specific job assignment for the week. Assignments may be changed for the good of the Camp or the individual at any time during the summer camping season.

Staff Training: All staff members are expected to participate in the staff training from May 29 - June 14, prior to the opening of the summer camp season. Staff training is a time when staff will be challenged to grow educationally, spiritually, practically and personally. In addition to the pre-camp training session, all staff members will participate in on-going, in-service training throughout the the summer camping season.

2012 Salary and Benefits Information

Salaries: Summer salaries are based on experience and responsibilities. Base cash salary for first year counselors during the 2012 summer season is **\$2,280.00** for our eleven and a-half week summer (approx. \$190.00 per week). For each year of service, returning staff members will receive an additional \$10 per week over the current base salary. **All counselors with a current American Red Cross Life Guarding Certification will receive a \$200.00 check at the end of the summer.**

Benefits: In addition to the cash salary, summer Camp employees receive: lodging at Camp, all meals including weekends, training in Wilderness First-Aid, CPR and workers compensation accident insurance coverage. This insurance will cover all accidents incurred at Camp or while on Camp business. This policy does not provide for individual staff losses of equipment, clothing, or personal belongings. Medical prescriptions and personal doctor appointments are the responsibility of the staff member.

Salary Deductions: Flathead Lutheran Bible Camp is required by law to make the following deductions: Federal Income tax (when applicable), State Income tax, FICA (Social Security) and Medicare. Staff members will complete the appropriate forms prior to the beginning of the summer.

Internet & Cell Phones: While there is wireless internet available for parts of Camp and most cell phones have coverage, staff is asked to only use laptops, phones, etc. during time off and out of view of guests and campers.

Time Off: The primary purpose of time off activities is to allow the Camp staff rest and relaxation between sessions. Staff members will have designated time off each week that may or may not be the weekend. With various schedules and overlapping camp dates, different staff will have different days off in the middle of the week. It is expected that staff members use this time wisely. **Staff planning to spend the night at camp during their time-off, are expected back on the property by 12 midnight.** This reduces the amount of late night traffic and disruptions to campers, guests, and staff trying to sleep.

Transportation: Flathead Lutheran Bible Camp cannot assume responsibility for transportation of staff members to or from the Camp for the summer. Staff members who do drive to Camp are invited to park their vehicles in designated areas. These vehicles may be used during the staff member's time-off, but at other times only with the consent of the Camp Directors.

Drugs and Alcohol: Alcohol and non-prescription drugs are not a part of a staff member's life at Camp or while performing your responsibilities away from FLBC property. The use, or being "under the influence" of alcohol or drugs when on duty at Camp, in or around Camp vehicles is prohibited. The drinking age in Montana is 21. **Any off-duty behavior which may adversely affect the reputation or interests of the FLBC ministry is prohibited.** Violation of this drug and alcohol policy including the off-duty portion will result in disciplinary action, up to and including possible termination. It is illegal to purchase alcoholic beverages for anyone under 21.

Laundry: Staff members are responsible for their own laundry during time off. There is no laundry facility at Camp.

Sleep and Rest: Responsibility to the Camp, you and other staff makes it mandatory that all persons get sufficient rest and sleep to insure good health and enthusiasm for their daily work and ministry. Camp staff members assigned to camper groups will not leave their campers after the campers have retired, except in case of an emergency.

Visitors: Staff members are encouraged to have visitors on their time-off only. We invite your family and friends to visit you and the Camp during this time. Visitors are asked not to disrupt normal programming or to use Camp facilities during the Camp week. Any guests for meals or those staying overnight on Camp property must be cleared with the Camp Director prior to the event and will be asked to pay for meals and overnight stay. **Staff's families are invited to family weekend, July 27-29, 2012.**

Smoking: Because of danger of fire and individual health concerns, smoking is restricted to designated areas at the Camp. Under no circumstances are staff members to smoke while with campers, hiking in the woods, while participating in other routine Camp activities, or at any time when they are in view of campers.

Phone Calls: All staff phone calls should be made from the phone in the Program Office. The telephone in the kitchen and cabin office are the Camp business lines and should not be used for personal calls.

Termination of Employment: Dismissal of staff may be based on inadequate performance, poor relationship, failure to comply with Camp rules, or actions affecting the safety and health of campers, staff or guests.

Tattoos and Body Piercing: Due to health concerns, staff will not get tattoos and body piercing while under contract.



Flathead Lutheran Bible Camp 2012 Reference Questionnaire

To be completed by the applicant:

Name: _____ Position you are applying for: _____

Prior to submitting this form to the reference writer, you must indicate below whether you wish to retain or waive the rights of access to this reference letter.

_____ I do give up the right to review this reference letter. It will be **CONFIDENTIAL**.

_____ I do not give up the right to review this reference letter. It will **NOT BE CONFIDENTIAL**.

Signature of applicant _____ Date _____

This person has applied to serve on the summer staff at Flathead Lutheran Bible Camp and has listed you as a reference. As we will be serving over 2,000 campers this summer, we need your help in evaluating this person's potential in working with children and adults in our ministry. Your sincere and candid response regarding this person's character and ability is appreciated.

1. How long and in what capacity have you known this applicant?

On each of the following questions, please check the phrase which most accurately describes the applicant's behavior.

2. How well is he/she able to direct and influence others along definite lines of action?

- _____ Exceptional leader; inspires others along desired lines of action
- _____ Very successful in leading others
- _____ Normally successful in directing and leading others
- _____ Usually follows the lead of others
- _____ Poor leader; incapable of directing others

3. How well does he/she work with associates for the good of the group?

- _____ Exceptionally successful in working with others and inspiring confidence
- _____ Cooperates willingly and actively; makes things go smoothly
- _____ Cooperates but not whole-heartily, does only what is required
- _____ Gives limited cooperation; neglects the common good for their own interests
- _____ Cooperates grudgingly; makes trouble and obstructs the group's efforts

4. How does he/she react to suggestions or criticisms by others?

- _____ Invites criticisms and suggestions; always wanting to improve
- _____ Follows suggestions willingly; open to improvement
- _____ Listens to suggestions but often acts without considering them
- _____ Resents suggestions or alternative ideas
- _____ Takes suggestions and criticisms as a personal insult

5. How well does this person follow through on tasks and assignments?

- Exceptional perseverance; does more than expected
- Energetic; industrious; dependable at all times
- Satisfactorily completes assigned tasks on their own accord
- In different unless deeply interested; may not finish tasks
- Needs constant prodding and supervision to complete work

Please comment briefly on the following items, giving specific examples when you have had first hand experience. If you have no knowledge, please state so.

6. Flexibility and adaptability to change.

7. Maturity of judgment.

8. Personal faith and character.

9. Ability to lead campers toward a growing Christian faith: ability to lead devotional time, worship or influence young lives in a Christian way.

10. Would you recommend that this person be responsible for the care and supervision of children for a lengthy period of time? Rate this person by circling a number from ten to one.

Definitely Yes 10 9 8 7 6 5 4 3 2 1 Definitely Not

Signature _____ Date _____

Print/Type Name _____ Telephone _____

Address _____

City _____ State _____ Zip _____

Please return this letter of reference to us no later than Feb. 24.
Staff applications cannot be considered until references are received.
Thank you for your time and your help in this ministry.
If you have any questions, you can call Brooke Ells at: 406-844-3201

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