



Luther Heights Bible Camp

www.lutherheights.org

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707 W. Fort St.

Boise, ID 83702

(208) 886-7657

Jon Davidson

Program Director

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707 W. Fort Street

Boise, ID 83702

(435) 452-1919

Returning Staff Application Luther Heights Bible Camp

Applications may also be completed online at: <http://lutherheights.org/work-at-camp.php>

Thank you again for expressing an interest in becoming part of the **Luther Heights Bible Camp staff**. Because of staffing needs, we cannot guarantee that all former staff will be hired back this summer.

Obviously, you know the rigors and the joys of serving the people of God in the setting of Luther Heights Bible Camp. Returning to camp with a summer or two under your belt has many rewards and offers avenues of growth in new ways. Prayerfully consider what has moved you to apply to return to camp this summer.

If you desire to again be a part of a Christian community and to be a role model to youth, we encourage you to read the enclosed information and apply.

Please note and complete the following items in this re-application process:

1. Submit a completed application (including returning staff questions) as soon as possible, or **before January 30**. *It is important for us to know if you are re-applying before all potential staff are considered.* Applications should be sent in, either electronically or by snail-mail to Pastor Eric.
2. **Participate in an interview.** All applicants need to have a personal interview. If none of the interview dates listed in the interview schedule (enclosed in your packet) work, please call us to arrange an interview time and date. Interviews must take place on or before March 1.
3. You must have completed an **end of the summer, written evaluation** from the previous summer. *Please contact us if you did not complete one.*

***Have you considered becoming a certified lifeguard?** Applicants that are lifeguard certified will receive a \$100 salary increase for the summer. Please check into courses offered by your college or community.

***Find a Friend:** For any **returning** staff member who refers another staff member who is hired, they will receive a \$100 bonus for the summer and a LHBC Beanie!

You have made an impact on the ministry of Luther Heights Bible Camp, just as it has impacted you. We look forward to visiting with you.

Your Servant in Christ,

Bob Kuehner
Camp Pastor/Interim-
Director

Jon Davidson
Program Director

Climb Higher.

Dig Deeper.

Grow Closer.

OUR MISSION

“Through safe and amazing experiences, Luther Heights Bible Camp proclaims the Gospel, builds faith and strengthens the body of Christ.”

Luther Heights is located in a beautiful valley of the Sawtooth National Recreation Area, about 40 miles north of the resort town of Sun Valley, Idaho. The area is rightly named for its rugged mountains and jagged peaks. Luther Heights is only a short walk from two pristine mountain lakes, Alturas and Perkins. Both of these lakes are enjoyed for swimming, canoeing and beach activities. The site of Luther Heights is nestled up against the Sawtooth Mountain range and looks out onto a large meadow, annually colored by wildflowers. The atmosphere and aesthetic is rustic, yet charming.

Our schedule runs from late May through the middle of August. Most staff positions are from June through August. All full-time summer staff are expected to participate and complete staff training, the first 2 weeks of June. Typically, 24 hours of time-off will follow each camp session. All staff should expect to be on duty one weekend during the summer.

SUMMER PROGRAMS

- Day Camp, 1st- 6th grade
- Introduction to Camp, 1st-3rd grade
- Junior Camp, 4th-6th grade
- Intermediate Camp, 7th-8th grade
- Senior High Camp, 9th-12th grade
- Canoe Camp, 7th-8th grade
- Trails Camp, 7th-8th grade
- Backpacking Camp, 9th-12th grade
- Senior High Adventure Camp, 9th-12th grade
- Family Camp
- Mother and Daughter Canoe Camp
- Father and Child Backpack Camp
- Servant Events

THE COMMUNITY OF LUTHER HEIGHTS BIBLE CAMP

In all of our positions we hire women and men who are committed to Jesus Christ. We seek to create a community of acceptance, respect, and care that is uplifting to all—campers and staff alike.

It is essential for all persons on staff at Luther Heights to have a desire to create such a community in order to minister to those who come to camp for a Christ-centered experience. Living out God’s love is the challenge placed before all of us. This challenge orients us beyond ourselves to those in our midst and results in the focus being centered on others.

We ask our staff to be open, sensitive, and adaptable to various people and situations. Summer staff carry a great deal of responsibility, so maturity in judgment and character are essential qualifications. Also, the pace throughout the summer is fast, therefore it is important that staff be well rested and in good physical condition for a tremendous summer in the mountains.

AVAILABLE POSITIONS

Camphand (*at least a high school Sophomore or 14 years of age, preference given to older applicants*): Duties include washing dishes, general cleaning and other support staff responsibilities. Hired for a two-week period, which includes volunteer training hours. Room and Board plus \$90 a week, after volunteer training. Dates vary.

Counselor in Training (*at least high school senior, 18 years old, 1-2 positions*): During weeks of Day Camp you will lead a small group of campers. During on-site sessions you will work with a counselor: Bible study, games, hikes, skits, worships, etc. It is an opportunity to build your counselor skills and to give yourself to the ministry of Luther Heights. Room and Board plus \$90.00 a week.

Counselor (*minimum of one year of college*): Live in cabin with 4-10 youth. Lead a family/cabin group. You will be responsible for leading these groups in program, Bible Study, worships, games, overnights, devotions, work projects, etc. You will assume responsibility for the safety, health, social & spiritual growth of your campers. You will spend three to four weeks on Day Camp staff. Room and Board plus \$2,400 for 10 weeks or \$240 a week.

Program Coordinator (*at least 21 years of age preferred, will be combined with Counselor Position, 2-3 positions*): Responsible for supervision of Staff/Program at Day Camps and or Servant Events. Needs maturity, good communication, interpersonal skills, and leadership ability. Room and Board plus \$2,400 or \$240 a week.

Assistant Cook (*minimum of one year of college, 2-3 positions*): Directly responsible to the Head Cook. Assist in food preparation and other kitchen duties. Room and Board plus \$2,400 for 10 weeks or \$240 a week (salary is negotiable according to experience).

Head Cook (*at least 21 years old, large group cooking experience and menu planning helpful*): Responsible for preparation of all meals, plan menus with the Assistant Director and supervise staff assigned to the kitchen area. Meals will be served family style with between 40-130 per-meal. Must monitor food inventory and together, with the Assistant Director, order as needed for efficient, cost-effective use. Responsible for maintaining clean and sanitary food service. Room & Board plus salary (salary is negotiable according to experience).

Maintenance: (*at least 21 years old.*) Provides general maintenance of the grounds, buildings, and equipment at Luther Heights according to our policies and procedures. Daily waste collection, water system monitoring, supervision of camper/staff work projects, camp vehicle maintenance, driver, maintenance supplies monitor. Experience with carpentry, plumbing, etc. helpful. Room & Board plus salary (salary is negotiable according to experience).

Health Professional/Nurse: (*at least 21 years of age preferred, 1 position*) Supervise health care and screening of campers and staff; maintain health records and inventories of medical supplies. Receive, store and dispense all camper medications on-site program, and supervise medication procedures with off-site programs. Assist in preparing and training other staff in health care responsibilities. Supervise infirmary. Prepare first aid kits for trails. Preference given to RN's and Graduate Nurses. Room and Board plus \$240 a week. ***PLEASE USE HEALTH PROFESSIONAL APPLICATION***

Office & Retreat Manager (*minimum of one year of college, 21 years of age preferred, 1 position:*) Manage the camp office and serve as a weekend retreat host. Responsibilities include: answering the phone, greeting guests, tracking of registrations, deposits, computer data entry, camp photographer, develop multi-media presentations each week, supervise the operation of the camp store, register campers, drive campers/staff to horseback rides, and other related office work. Room and Board plus \$2,300 for 10 weeks or \$230 a week.

SALARY AND BENEFITS

Staff salaries are designed to be as uniform as possible, though consideration is given to experience and the responsibilities involved for each position. Generally, a person is employed with a single job description although there may be some variance due to the needs at Camp.

Staff have access to laundry facilities on-site and may use it during hours off.

Bonuses. Modest increments are added to staff salaries for experience and certifications (which must be current for the entire season). They are as follows:

- For each year of experience as a full season staff at Luther Heights = \$100
- Current Lifeguard certification = \$100.00

Staff with special responsibilities or skills may receive additional increments.

DEDUCTIONS

Luther Heights is required to withhold from salaries for state income taxes, federal income taxes (when employee is not exempt), and social security taxes. Deductions from salary are made for days of work missed in excess of sick days and personal leave.

INSURANCE

Staff persons are covered by a Camper/Staff Accident & Health policy with excess coverage only, meaning that your insurance is primary. Minor medical expenses up to \$25.00 are covered.

COLLEGE RECRUITING SCHEDULE

Each winter, Luther Heights embarks on a tour of colleges to interview potential staff members. The application process involves an interview, reference checks, and the completion of the application. It is important that every effort be made to schedule an interview with the opportunity to meet one another in person. If this opportunity is absolutely not possible, phone interviews are acceptable, but not preferred. **You can find our recruiting schedule on-line at www.lutherheights.org.**



Luther Heights Bible Camp

Climb Higher. Dig Deeper. Grow Closer

www.lutherheights.org

Date _____

707 W. Fort St.
Boise, ID 83702
(208) 886-7657

Returning Staff Application

(Please type or print.)

Name _____ SSN _____

(Please place an X next to the address you wish information to be sent to.)

School or Current Address _____
Street/PO Box _____ City _____ State _____ ZIP _____

Phone ____/____/____ Cell phone ____/____/____ Email _____

Permanent Address _____
Street/PO Box _____ City _____ State _____ ZIP _____

Phone ____/____/____

Parent(s) Name(s) _____

Address (if different from above) _____
Street/PO Box _____ City _____ State _____ ZIP _____

Are you currently a student? **YES** or **NO** If yes, where and what year? _____

You are under no obligation to answer these three questions. However, your answers will be important to place you in the best and most appropriate work situations.

Male or Female Date of Birth ____/____/____

POSITION APPLYING FOR: Mark 1, 2, and 3 in the order of your preference. Refer to the description of staff position.

- | | | |
|--|---|--|
| <input type="checkbox"/> Program Coordinator | <input type="checkbox"/> Maintenance Supervisor | <input type="checkbox"/> Health Professional/Nurse |
| <input type="checkbox"/> Counselor | <input type="checkbox"/> Head Cook | <input type="checkbox"/> Volunteer |
| <input type="checkbox"/> Counselor-in-Training | <input type="checkbox"/> Assistant Cook | <input type="checkbox"/> Office Manager/Retreat Host |

Employment with Luther Heights Bible Camp is expected to be for a full season term (June through mid-August). Please indicate below any foreseen conflicts between any of these dates.

INFORMATION

- Do you have any health conditions that would affect your job performance or be aggravated while carrying out your job responsibilities? (Information concerning this question will not automatically bar you from employment.) Yes No
- Have you ever been convicted of a felony or misdemeanor? Yes No
- Have you ever been convicted of a child abuse or sexual abuse offense? Yes No

****If "yes" to any of the above questions, please explain on a separate sheet of paper the convictions, dates, and circumstances.**

EMPLOYMENT HISTORY *List work experience beginning with the most recent employment.*

1. Company _____ Supervisor _____
Address _____ Phone _____
Job Title _____ Dates worked: From _____ to _____
Duties/Responsibilities _____

Reason for leaving _____
2. Company _____ Supervisor _____
Address _____ Phone _____
Job Title _____ Dates worked: From _____ to _____
Duties/Responsibilities _____

Reason for leaving _____
3. Company _____ Supervisor _____
Address _____ Phone _____
Job Title _____ Dates worked: From _____ to _____
Duties/Responsibilities _____

Reason for leaving _____

EDUCATIONAL BACKGROUND *List the schools you have attended and the year(s) of attendance, beginning with the most recent.*

- HIGH SCHOOL** Name & Location _____
Years Attended: From _____ to _____ Subjects Studied _____
Degree/Certificate _____
- UNIVERSITY** Name & Location _____
Years Attended: From _____ to _____ Subjects Studied _____
Degree/Certificate _____
- TRADE/OTHER** Name & Location _____
- SCHOOL** Years Attended: From _____ to _____ Subjects Studied _____
Degree/Certificate _____

CAMPING EXPERIENCE *List the camps you have attended/worked at and the year(s) of attendance, beginning with the most recent.*

1. Camp _____ Director _____ Dates _____
Location _____ Camper of Staff? _____
2. Camp _____ Director _____ Dates _____
Location _____ Camper of Staff? _____
3. Camp _____ Director _____ Dates _____
Location _____ Camper of Staff? _____

CERTIFICATIONS Please check certifications you currently hold, followed by expiration dates and name of issuing organization.

- Life Guarding _____
- Standard First Aid _____
- Advanced First Aid _____
- Wilderness First Aid _____
- WSI _____

- EMT _____
- Registered Nurse _____
- Adult CPR _____
- Infant/Child CPR _____
- Other _____

CHURCH MEMBERSHIP Please list your home church as well as the church you now attend.

1. Home Congregation _____ City _____ State _____
Pastor _____ Denomination _____
2. Current Congregation _____ City _____ State _____
Pastor _____ Denomination _____

SKILLS AND EXPERIENCES Tell us about the skills, talents, and experiences you have which will add to your work as a staff member while serving the ministry of Luther Heights Bible Camp. *(Music, theater, leadership, worship, Bible study, sense of humor, unique personality traits...)*

ESSAY QUESTIONS Please answer the following questions on a separate piece of paper:

1. What is the most important thing you learned while at Camp last summer (personally and professionally)?
2. What are your thoughts on hospitality? Why is this an important piece of Outdoor Ministry
3. Describe how God has been active in your life since Camp.
4. Why do you want to return back to Luther Heights and what goals will you set for yourself this summer?
5. What ways do you hope to grow by returning to camp for another summer?
6. What are two specific ways you will reach out to make new staff feel welcome at camp?

REFERENCES *Do not use relatives. You may include pastors and employers. Also, if you have previously worked on a camp staff, your former director should be one of these.*

1. Name _____ Relationship _____
Address _____
Phone _____ / _____ Email _____
 2. Name _____ Relationship _____
Address _____
Phone _____ / _____ Email _____
 3. Name _____ Relationship _____
Address _____
Phone _____ / _____ Email _____
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To the best of my knowledge, the information contained in this application is accurate. I give Luther Heights Bible Camp (LHBC) permission to ask for my employment references and to give future references in regard to my employment at Luther Heights Bible Camp. If hired I agree to sign a Voluntary Disclosure form and also give permission to Luther Heights Bible Camp (LHBC), and its employees, to conduct an appropriate background check.

Signature _____ Date _____

Please email/mail your application by to:

Jon Davidson
Luther Heights Bible Camp
707 W. Fort St.
Boise, ID 83702

jon@lutherheights.org

Applications may also be completed online at: <http://lutherheights.org/docs/returning-staff-application.pdf>