



Luther Heights Bible Camp

www.lutherheights.org

Rev. Eric Olsen

Camp Pastor / Director

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PO Box 389

Shoshone, ID 83352

(208) 886-7657

Michelle Bliss

Program Director

michelle@lutherheights.org

3430 N Maple Grove Rd.

Boise, ID 83704

(208) 850-9471

2012 Staff Application Luther Heights Bible Camp

Thank you for expressing an interest in becoming part of the **Luther Heights Bible Camp Staff**. It is a great opportunity for you to live out a concern for others, share the Gospel story of Jesus Christ, and to develop many lasting friendships with others who share the desire to give of themselves in a Christian Camping environment.

Since 1952, Luther Heights has served young people and adults from all backgrounds, helping them to better know themselves, and to live creatively in community while experiencing God's love. The ministry we are about asks us to give a great deal of time, patience, hugs, thoughts, prayer and sweat. Our staff is the most important component of the ministry that we do at Luther Heights Bible Camp.

If you desire to be a part of a Christian community and to be a role model to youth, we encourage you to read the enclosed information and complete the application. Attached is information about who we are, our goals, brief job descriptions, and salary information. To apply, please use the following procedure:

1. Participate in an **interview**. Please see the enclosed schedule of college visits to schedule an interview.
2. Give a **reference questionnaire** to three people who know you well. Explain the nature of the position you are applying for and ask them to return the reference form to the camp office **by Friday, March 2, 2012**. If you have previously worked at another camp, your former Director or direct supervisor must be one of the references.
3. We will offer positions after application files are complete and applicants have been evaluated. If you have questions, please call (208) 886-7657.

We will be in touch with you as soon as possible in regards to staff decisions. We look forward to meeting with you. Thank you for your interest in Luther Heights Bible Camp.

Your Servants in Christ,

Eric Olsen
Camp Pastor/Director

Michelle Bliss
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 Sun Valley, Idaho. The area is rightly named for its rugged mountains and jagged peaks. Luther Heights is only a short walk from two beautiful 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 2 through August 17, 2012. All full summer staff is expected to participate and complete staff training, June 2-15, 2012. 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 grades
- Introduction to Camp, 1st-3rd grades
- Junior Camp, 4th-6th grades
- Intermediate Camp, 7th-8th grades
- Senior High Camp, 9th-12th grades
- Canoe Camp, 7th-8th grades
- Trails Camp, 7th-8th grades
- Backpacking Camp 9th-12th grades
- Family Camp
- Mother and Daughter Canoe 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.

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 each other or those coming to Camp.

We ask our staff to be open and sensitive and to adapt to various people and situations. Staff people 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.

2012 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.

Monday, January 30

California Lutheran Univ., Thousand Oaks, CA

Tuesday, January 31

California Lutheran Univ., Thousand Oaks, CA

Tuesday, February 7

Boise State University, Boise, ID

Wednesday, February 8

Univ. of Idaho, Moscow, ID

Thursday, February 9

Whitworth University, Spokane, WA

Monday, February 13

St. Olaf College, Northfield, MN

Tuesday, February 14

Concordia College, Moorhead, MN

Wednesday, February 15

Augustana College, Sioux Falls, SD

Thursday, February 16

Luther College, Decorah, IA

Pacific Lutheran Univ., Tacoma, WA

Friday, February 17

Gustavus, St. Peter, MN

Pacific Lutheran Univ., Tacoma, WA

Wednesday, February 22

College of Idaho, Caldwell, ID

AVAILABLE POSITIONS

Camphand: *(at least a high school Sophomore or at least 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. June 2-August 17.

Counselor: *(minimum of one year of college 11-14 positions)* 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 \$2,100 for 10 weeks or \$210 a week. June 2-August 17.

Assistant Program Director/Counselor: *(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 \$2,300 or \$230 a week. June 2-August 17.

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 \$2,300 for 10 weeks or \$230 a week (salary is negotiable according to experience). June 2-August 17.

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-meals. 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). June 2-August 17.

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, daily monitoring water system, supervise camper and staff work projects, camp vehicles maintenance, camp driver, monitor maintenance supplies. Experience with carpentry, plumbing, etc. helpful. Room & Board plus salary (salary is negotiable according to experience). June 2- August 17.

Health Care Manager: *(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 Nurse's. Room and Board plus \$2,300 for 10 weeks or \$230 a week. June 2-August 17.

Secretary: *(minimum of one year of college, 21 years of age preferred, 1 position)* Manage the camp office. 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 related office work. Room and Board plus \$2,100 for 10 weeks or \$210 a week. June 2-August 17.

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 off time hours.

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 CPR and First Aid certification = \$10.00
- 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.



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Date _____

PO Box 389

Shoshone, ID 83352

(208) 886-7657

2012 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.

___ Assistant Program Director ___ Maintenance Supervisor ___ Health Care Manager/Nurse
___ Counselor ___ Head Cook ___ Volunteer
___ Counselor-in-Training ___ Assistant Cook ___ Office Manager

Employment with Luther Heights Bible Camp **begins June 2 and ends August 17, 2012.** Please indicate below any foreseen conflicts between any of these dates.

INFORMATION

1. 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
2. Have you ever been convicted of a felony or misdemeanor? Yes No
3. 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 BACKGROUND

List work experience beginning with the most recent employment.

Dates	Employer/Supervisor	Address & Phone	Nature of work	Reason for leaving

EDUCATIONAL BACKGROUND

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

Years	School	Major Subjects	Degree

PREVIOUS CAMPING EXPERIENCE

Dates	Camp & Director	Location	Camper or Staff?

CERTIFICATIONS

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

Life Guarding		EMT	
Standard First Aid		Registered Nurse	
Advanced First Aid		Adult CPR	
Wilderness First Aid		Infant/Child CPR	
WSI		Other	

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

Home Congregation & Pastor	Denomination	City	State
School Congregation & Pastor	Denomination	City	State

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 _____

SKILLS AND EXPERIENCES

Tell us about your skills, talents, and experience you think will add to your job as a Counselor and in 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. Why do you want to work at Luther Heights Bible Camp?
2. Tell about a time you felt God used you in ministry - what came natural for you/what was challenging? What are some things you learned from the experience?
3. Who is someone that has influenced your faith? What was it about this person that caused them to have such an impact?
4. What role do you think "camp ministry" plays in the lives of youth today?

SENARIO:

1. How would you handle a camper who has no interest in getting involved with the rest of the cabin group? They seem to have best friends in other cabins so they don't feel the need to cooperate with the cabin, participate in Bible study, or listen to your instruction.
2. How would a handle a first time camper? They came to camp alone, without knowing anyone, and he/she is very shy. You get the sense that he/she gets overwhelmed very quickly and easily gets home sick. Also, at night all he/she wants to do is talk about Mom and Dad.

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 mail your application to:

Luther Heights Bible Camp
Attn: Eric Olsen
PO Box 389
Shoshone, ID 83352

Luther Heights Bible Camp Reference Questionnaire

To be completed by the Applicant:

Name _____ Position applying for _____

Please sign and date the option of your choice:

I wish to have access to this reference questionnaire: It WILL NOT be confidential.

Signature _____ Date _____

I WAIVE my rights of access to this reference questionnaire: It WILL BE confidential.

Signature _____ Date _____

The person named above has applied for the indicated position(s) on the Luther Heights Staff, and has given your name as a reference. We would appreciate your help in evaluating this person's potential for working in the Luther Heights ministry. Thanks for your sincere and candid appraisal of this person's character and ability.

1. How long, how well and in what capacity have you known the applicant?

In each item below, please check the phrase(s) that most accurately describes the applicant's usual behavior with regard to that trait.

2. Leadership: How does this person direct and influence others in group work?

- Poor leader; incapable of directing or working with others
- Usually follows the lead of others
- Normally successful in directing and leading others
- Exceptional leader; inspires others to desired line of action

3. Cooperation: How well does this person work with others in a group?

- Cooperates grudgingly; makes trouble; obstructs group efforts
- Cooperates somewhat, but tends to chose own interests over common good
- Cooperates actively; helps things run smoothly
- Exceptionally successful in working with others and inspiring confidence

4. Improvement: How does this person react to suggestions/criticisms by others?

- Takes criticisms as a personal insult; resents suggestions
- Listens to suggestions but often acts without considering them
- Follows suggestions willingly when appropriate
- Asks for criticisms and suggestions

5. Responsibility/trustworthiness: How responsible is this person?

- Irresponsible even under supervision
- Usually needs detailed instructions with regular checks
- With close supervision will do satisfactory work
- Carries out routine activity on own responsibility
- Exceptionally able to accomplish work without close supervision

6. Depth of conviction: How does he/she put principles/convictions into action.

- Displays a seriously under-developed system of values
- Holds convictions, but fails to carry them out under adverse conditions
- Acts according to convictions under normal circumstances
- Carries out convictions constantly and boldly, even in the face of obstacles

continued

7. Persistence: How well does this person follow through on tasks?

- Needs much prodding to complete work
- A bit indifferent unless deeply interested; may not finish task
- Completes assigned tasks of own accord
- Industrious, energetic, dependable at all times
- Unusual perseverance; does more than expected

8. Stability: How well does this person control his/her emotions?

- Easily depressed, irritated, or elated
- Tends to over-respond (to stress, good fortune, etc.); over-emotional
- Usually well balanced
- Excellent balance of both responsiveness and self-control
- Tends to be unresponsive; apathetic
- Has difficulty expressing emotions

9. Maturity of judgment: How does this person make decisions?

- Immature; untrustworthy in situations of stress
- About average for his/her age in judgments made
- Above average; can always be counted upon to use good common sense
- Exceptionally mature; decides wisely and prudently, even under stress

10. Suitability as a church camp staff person: Rate this person by circling a number from one to ten:

Poor prospect 1 2 3 4 5 6 7 8 9 10 Truly exceptional

11. Any comments you can make on the following items or others of your own choosing would be appreciated: Other significant strengths, weaknesses; Christian character and commitment; Ability to articulate his/her faith; theological perspective and/or "style."

Signature _____ Print name _____

Mailing address _____

Telephone _____ Date _____

Staff applications cannot be considered complete until references are received.

Please complete reference form and return **by Friday, March 2, 2012** to:

Pastor Eric Olsen
Luther Heights Bible Camp
P.O. Box 389
Shoshone, Idaho 83352

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