



Luther Heights Bible Camp

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Luther Heights Bible Camp 2008 *Returning Staff* Application Packet

Thank you for expressing an interest in becoming part of the *Luther Heights Bible Camp Staff* once again. 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. We are hiring staff as we go again this year. That means that there is no official application deadline. We will offer positions after application files are complete, applicants have been evaluated and we feel confident that they should be part of the LHBC staff in 2008. If you have questions, please call 1-208-886-7657.

Please complete and return the staff application as soon as possible, before February 1st. It is important for us to know if you are re-applying before all potential staff are being considered.

2. You must have completed an **end of the summer, written evaluation** from a previous summer. *Please contact us if you did not complete one.*

3. Have you considered becoming a **certified lifeguard**? Please check into courses offered by your college or community.

4. Participate in an **interview**. Ben & Sarah Hamilton and Pastor Eric will be traveling around during February. This would be a great opportunity to talk about the up-coming summer.

You have made an impact on the ministry of Luther Heights Bible Camp, just as it has impacted you. We look forward to talking about the possibilities that may await you.

Your Servants in Christ,

Eric Olsen
Camp Pastor/Director

Sarah Hamilton
Program Director

Ben Hamilton
Program Director

Staff Positions 2008

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, strong communication & interpersonal skills, leadership ability. Room & Board plus \$2,310 or \$210 a week. May 27 - August 13.

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 \$1,995 for 10.5 weeks or \$190 a week. May 29-August 10.

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 in all that they do: Bible Study, games, hikes, skits, worships, etc. It is an opportunity to build your counselor skills and to give of yourself to this ministry. Room & Board plus \$90.00 a week. May 29 – August 13. .

Lodge Supervisor/Retreat Host: *(minimum of one year of college)* Lead and work with Camphands in their daily duties. Work with weekend groups and Camphands on the weekends. Responsible for general hospitality and cleanliness of the camp. Day off will be during the week. Room and Board plus \$1,995 for 10.5 weeks or \$190 a week. May 29-August 10.

Maintenance: *(at least 21 years old.)* General maintenance of the grounds, buildings and equipment according to Luther Heights 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 \$210.00 week. May 29 - August 13.

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 & Board plus \$2,205 for 10.5 weeks or \$210 a week. May 29-Aug. 13

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, Graduate Nurse, EMT. Room and Board plus \$2,205 for 10.5 weeks or \$210 a week. May 29-August 13.

Camphand: *(at least high school Junior, preference given to older applicants)* Duties include washing dishes, general cleaning and other support staff responsibilities. Room and Board plus \$90 a week, after two weeks volunteer training.

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. Monitor food inventory and together with the Assistant Director order as needed for efficient, cost effective use. Responsible for maintaining a clean, sanitary food service. Room & Board plus salary. Salary negotiable according to experience. May 25 - August 12.

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 \$1,995 for 10.5 weeks or \$190 a week. May 29-August 13.

Luther Heights is **LOCATED** in the beautiful Sawtooth National Recreation Area about 40 miles north of Sun Valley, Idaho. The area is aptly named with its rugged mountains and jagged peaks. The Camp is within a short walk of both Alturas and Perkins lakes. Both of these lakes are utilized for swimming, canoeing and beach activities. The Camp itself is built next to a hillside with a large meadow directly in front of the Camp. The atmosphere of the Camp is rustic with all the buildings made out of logs and complemented by a modern bathhouse with composting toilets.

The **MISSION STATEMENT** of the Camp reads: *“Through safe and amazing experiences, Luther Heights Bible Camp proclaims the Gospel, builds faith and strengthens the body of Christ.”* We are an outreach of the ELCA congregations in our area. Our goal is to give witness to God’s love in Jesus the Christ for all creation, to provide an environment of Christian hospitality and community, and encourage spiritual, re-creational and personal growth for all.

Luther Heights **PROGRAMS:**

- Day Camps, at churches in various communities for 1st through 6th grades
- On-site camps for 1st through 12th grades
- Backpack & Trails Camps for 7-12th grades
- Adventure Camps with rafting, horseback rides & overnight options
- Servant Events

STAFF: In all of our positions we need women and men who are committed to Jesus Christ. We seek to create a community of acceptance, respect, and care that is uplifting of one for another.

A desire to create such a community is essential for all staff in order for the staff to be able to minister to those who come to the Camp for an experience in a Christ-centered Camp. Living in a community shaped by God’s love is the challenge/task before each of us. This task orients us away from ourselves or beyond ourselves to those in our midst and results in the focus being centered on each other or those coming to the Camp, rather than ourselves. Staff need to be open & sensitive, able to adapt to various people and situations.

Staff people carry a great deal of responsibility, so maturity of judgment and character are essential qualifications.

All of the counseling staff will participate in 3 weeks of day camps during the course of the summer. An attempt is made to send all of the counselors out on either a trails or backpack experience if they desire that experience. Staff usually serve at least one session in one of the support staff positions. The summer pace is fast. It is important that staff be well rested and in good physical condition for a tremendous summer in the mountains.

The **SUMMER SCHEDULE** runs from late May through the middle of August. Most staff positions will run from May 29 through August 13. A few counselors will be needed to work the last youth session running from August 10-13. All staff are expected to participate during the full staff training period (May 29 – June 12). Generally, there is a period of at least 24 hours free from duties for all staff people after each session. It is necessary for some staff positions to rotate days off during a youth session. All staff should expect to be on duty one weekend during the summer.

SALARY AND BENEFITS: Staff salaries are 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 position description; but flexibility of job description is important.

The base salary is \$190.00 a week or approximately \$1995 for the 10 ½ week summer (including staff training) for counseling positions. In addition to the cash salary, room and board, and laundry equipment use are considered part of the compensation package.

Bonuses: Modest increments are added to salary for experience and prior certifications (which must be current for the entire season), are as follows:

*for each year's experience as full season staff: \$100

*certification in CPR: \$10.00

*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 are covered by a Camper/Staff Accident & Health policy with excess coverage only. Minor medical expenses up to \$25.00 are covered.

2008 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.

Wednesday, January 30

Augustana College, Rock Island, IL

Wednesday, January 31

Winona State Univ., Winona, MN

Tuesday, February 5

Univ. of WI, River Falls, WI

Thursday, February 7

Concordia College, Moorhead, MN

Monday, February 11

Concordia College, Moorhead, MN

Tuesday, February 12

Augustana College, Sioux Falls, SD

Wednesday, February 13

St. Olaf College, Northfield, MN

Thursday, February 14

Gustavus College, St. Peter, MN

Thursday, February 18

Gustavus College, St. Peter, MN

Monday, February 19

Luther College, Decorah, IA

Wednesday, February 20

Luther College, Decorah, IA

Monday & Tuesday, February 25 & 26

Pacific Lutheran University, Tacoma, WA

Wednesday, February 27

Whitworth College, Spokane, WA

Thursday, February 28

Univ. of Idaho, Moscow, ID

Luther Heights Bible Camp 2008 *Returning Staff* Application

Name _____
(First) (Middle) (Last)

Date _____ E-mail _____ Cell phone _____

Are you currently a student? _____ If yes, what year? _____

YOUR CONTACT INFORMATION (Please mark an X by the address you wish information to be sent to.)

Current Address: Telephone: _____/_____

(Street/P.O Box) (State) (Zip Code)

Permanent Address: Telephone: _____/_____

Address: _____
(City) (State) (Zip)

Parent(s) Name(s) (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 APPLYING FOR

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

Counselor Head Cook Volunteer
 Assistant Cook Nurse Counselor-in-Training
 Maintenance Supervisor Assistant Program Director
 Lodge Supervisor/Retreat Host Health Care Manager

Employment with Luther Heights Bible Camp generally begins June 2 and ends August 11, 2007. Please list any foreseen conflicts between any of these dates.

CHURCH INFORMATION

Home Congregation _____ City _____ State _____

Pastor _____ Denomination _____

School Congregation _____ City _____

EDUCATIONAL BACKGROUND

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

Schools Attended	Year(s)	Major Subject(s)	Degree
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PREVIOUS CAMPING EXPERIENCE: (As staff or camper)

Camp	Year(s) Attended	Camper/Staff Position
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EMPLOYMENT BACKGROUND:

List any employment you have held since your last summer at Luther Heights Bible Camp:

Employer	Dates of Employment	Position/Responsibilities
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- 1.
- 2.
- 3.
- 4.

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

<input type="checkbox"/> Life Guarding	_____	<input type="checkbox"/> EMT	_____
<input type="checkbox"/> WSI	_____	<input type="checkbox"/> Registered Nurse	_____
<input type="checkbox"/> Standard First Aid	_____	<input type="checkbox"/> Adult CPR	_____
<input type="checkbox"/> Advanced First Aid	_____	<input type="checkbox"/> Infant/Child CPR	_____
<input type="checkbox"/> Wilderness First Aid	_____		

SKILLS AND EXPERIENCES: Please comment on your talents. Have you learned to play the guitar since the last summer you worked at Luther Heights? What is your comfort level in leading worships and Bible studies? Any other areas you feel you've gained experience in that would benefit the ministry of Luther Heights? Go ahead. Do tell.

TIME COMMITMENT & YOUR BACKGROUND

- 1. Are you interested in serving the last youth session – August 10-13? _____
- 2. Camp life is very strenuous. Do you have any health conditions that would affect your job performance or be aggravated while carrying out your job responsibilities? *(Information concerning this questions will not automatically bar you from employment.)*
- 3. Have you ever been convicted of a felony or misdemeanor? ___Yes ___No
- 4. Have you ever been convicted of a child abuse or sexual abuse offense? ___Yes ___No
- 5. If “yes” to either question, please explain on a separate sheet of paper the convictions, dates, and circumstances.

ESSAY QUESTIONS

Please answer the following questions on a separate piece of paper.

- 1. What is the most important lesson you’ve taken with you from your camp experience?
- 2. If you returned for another summer, how would you find the energy and challenge in those things that are the same, and still adapt to those things that will change?
- 3. How has God been active in your life since camp?
- 4. Why do you want to return to ministry at Luther Heights Bible Camp and what goals will you set for yourself this summer?
- 5. Tell us about a favorite memory from last summer.
- 6. Back-deck info. Tell us something new and exciting about yourself!

Please fill out the attached salmon colored “Voluntary Disclosure Statement” and return with your application.

Please sign and date: *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. I also give permission to Luther Heights Bible Camp (LHBC), and its employees, to conduct an appropriate background check.*

Signature_____Date_____

Mail your application to: Eric Olsen
 Luther Heights Bible Camp
 PO Box 389
 Shoshone, ID 83352
 Phone/Fax: 208/886-7657