



## Luther Heights Bible Camp

[www.lutherheights.org](http://www.lutherheights.org)

### *Camp Pastor / Director*

**Rev. Eric Olsen**

[eric@lutherheights.org](mailto:eric@lutherheights.org)

PO Box 389

Shoshone, ID 83352

208/886-7657

### *Program Director*

**Michelle Chandler**

[michelle@lutherheights.org](mailto:michelle@lutherheights.org)

707 Fort Street

Boise, ID 83702

208/850-9471



# Luther Heights Bible Camp 2010 Staff Application

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 ASAP or **by Friday, February 26**. It is courteous to provide them with a stamped, camp-addressed envelope. 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 Chandler  
Program Director

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 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 a Christ-centered experience. Living out God's love is the challenge before each 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 of 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

**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 and interpersonal skills, and leadership ability. Room and Board plus \$2,200 or \$220 a week. June 6 - August 14.

**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 \$2,000 for 10 weeks or \$200 a week. June 6-August 14.

**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 6 – August 14.

**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 and Board plus \$220.00 week. June 6- August 14.

**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 6 - August 14.

**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 \$2,200 for 10 weeks or \$220 a week (salary is negotiable according to experience). June 6-August 14.

**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 \$2,200 for 10 weeks or \$220 a week. June 6-August 14.

**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.

**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 \$2,000 for 10 weeks or \$200 a week. June 6-August 14.

## **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 \$200.00 a week or approximately \$2,000 for the 10 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 persons are covered by a Camper/Staff Accident & Health policy with excess coverage only. Minor medical expenses up to \$25.00 are covered.

## **SUMMER SCHEDULE**

The summer schedule runs from late May through the middle of August. Most staff positions will run from June 6 through August 14. All staff are expected to participate in the full staff training period (June 6-18). 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.*

## ABOUT US

### LOCATION

Luther Heights is in the beautiful Sawtooth National Recreation Area, about 40 miles north of Sun Valley, Idaho. The area is aptly named for 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 site of Luther Heights is bordered by the Sawtooth Mountain range and large grassy meadow. The atmosphere and aesthetic is rustic, yet charming.

### OUR MISSION

*“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 Christ for all creation, to provide an environment of Christian hospitality and community, and encourage spiritual, re-creational and personal growth for all.

### PROGRAMS

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

### 2010 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, February 3**

California Lutheran Univ., Thousand Oaks, CA

#### **Thursday, February 4**

California Lutheran Univ., Thousand Oaks, CA

#### **Tuesday, February 9**

Augustana College, Sioux Falls, SD

#### **Wednesday, February 10**

Luther College, Decorah, IA

#### **Thursday, February 11**

St. Olaf College, Northfield, MN

#### **Friday, February 12**

St. Olaf College, Northfield, MN

#### **Saturday, February 13**

Luther Seminary, St. Paul, MN

#### **Monday, February 15**

Concordia College, Moorhead, MN

#### **Wednesday, February 17**

Washington State Univ., Pullman, WA

#### **Thursday, February 18**

Univ. of Idaho, Moscow, ID

#### **Monday, February 22**

Pacific Lutheran Univ., Tacoma, WA

#### **Tuesday, February 23**

Pacific Lutheran Univ., Tacoma, WA



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**EMPLOYMENT BACKGROUND**

List work experience beginning with the most recent employment.

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

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**EDUCATIONAL BACKGROUND**

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

Years	School	Major Subjects	Degree

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**PREVIOUS CAMPING EXPERIENCE**

Dates	Camp & Director	Location	Camper or Staff?

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**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	

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**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

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**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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**SKILLS AND EXPERIENCES**

Please tell us about the skills, talents, and experience you have that will add to the ministry of Luther Heights Bible Camp.  
*(Music, theater, leadership, worship, Bible study, sense of humor, unique personality traits...)*

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**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? How and what will you contribute to our community?
2. What specific gifts will you bring to the camping ministry at Luther Heights?
3. Describe your present life of faith. What has been one of the most meaningful experiences that has affected your faith life in the past three years?
4. How will your faith be communicated and shared with those around you (campers, pastors, staff) this summer?
5. What are your expectations for spending the summer with us?

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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. I 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  
Phone/Fax: 208/886-7657

## 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 \_\_\_\_\_

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