

**2008**

**SUMMER STAFF EMPLOYMENT APPLICATION – PAGE 1 OF 2  
LUTHERAN CAMP ASSOCIATION - CAMP ARCADIA**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  Male  Female

Your Cell Phone \_\_\_\_\_ Your Email Address \_\_\_\_\_

College Address \_\_\_\_\_ College Phone \_\_\_\_\_  
 Street City State Zip

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Street City State Zip

Birth date: \_\_\_\_\_ Age: \_\_\_\_\_

For emergency purposes, name of parent/guardian \_\_\_\_\_ Emergency Phone \_\_\_\_\_

RELIGIOUS AFFILIATION \_\_\_\_\_ Congregation & Location \_\_\_\_\_

PLANS FOR FALL:  Continue Education  Employment  Other \_\_\_\_\_

EDUCATION STATUS: Name & Location of School \_\_\_\_\_

Majors/Minors \_\_\_\_\_ Degree Earned (or current level) \_\_\_\_\_ GPA \_\_\_\_\_

Organizations or clubs in which you are active \_\_\_\_\_

REFERENCES: Names of persons we can contact to confirm the information contained in this application and to whom you will give a reference form. Please no relatives or friends.

Reference Type	Name	Address	Phone	Relationship
Employer	_____	_____	_____	_____
Character	_____	_____	_____	_____
Pastor (other religious)	_____	_____	_____	_____

**QUALIFICATIONS & WORK EXPERIENCE:**

**CERTIFICATION:** Check those for which you have a current certificate. Give expiration date.

CPR \_\_\_ First Aid \_\_\_ Advanced Lifesaving \_\_\_ Water Safety Instructor \_\_\_ Other \_\_\_\_\_

**MUSIC SKILLS:** Piano \_\_\_ Voice \_\_\_ Guitar \_\_\_ Musical Instrument (name) \_\_\_\_\_

List your experience in these areas \_\_\_\_\_

List any experience you have had leading devotions, worship or Bible study \_\_\_\_\_

List any experience you have in peer counseling \_\_\_\_\_

**WORK HISTORY: (two most recent jobs)**

Dates	Employer	City/State/Phone
_____	_____	_____
_____	_____	_____

Dates	Employer	City/State/Phone
_____	_____	_____
_____	_____	_____





## Skill/Interest Overview

There are many different jobs at Camp Arcadia and they require various skills. This skill/interest overview is designed to give us a better understanding of your abilities and interests. This will help us determine the best fit for you at Camp Arcadia. If there is an area that you have experience in, but are not willing to work, please indicate so.

Below are eight categories of camp related skills. You may have experience, skill and interests in activities in one or more of these categories. Please LIST all of the activities in each category that you have experience, skill and interest in, and DESCRIBE those experiences, skills and interests. You are not required to fill something in for each category.

### **Kitchen/Food Service** (ex. food prep, serving, dish washing)

List Activities & Describe any Experience, Skills, Interests

### **Sports/Games/Crafts** (ex. play baseball, coach soccer, like to make crafts)

List Activities & Describe any Experience, Skills, Interests

### **Music** (ex. instrument, sing, lead singing)

List Activities & Describe any Experience, Skills, Interests

### **Adventure/Challenge Course** (ex. low & high ropes, canoeing, horseback riding)

List Activities & Describe any Experience, Skills, Interests

### **Christian Education/Instruction** (ex. Sunday School, VBS, Youth Group)

List Activities & Describe any Experience, Skills, Interests

### **Leadership & Interpersonal Skills** (ex. Captain of football team, Student council)

List Activities & Describe any Experience, Skills, Interests

### **Housekeeping & Laundry**

List Activities & Describe any Experience, Skills, Interests

### **Maintenance** (ex. repairs, landscaping)

List Activities & Describe any Experience, Skills, Interests

**Pick one word from each pair that best describes you. Circle one word in each pair.**

Systematic - Random

Spontaneous - Analyzer

Rigid - Flexible

Reserved - Enthusiastic

Independent - Sociable

## **Camp Arcadia Summer Staff Job Descriptions**

These job descriptions do not list all duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

### **\* Office receptionist / typist / clerical worker (1)**

Assist office manager in organizing the camp office for the summer. Handle correspondence, filing, telephone inquiries, registrations, assist with guest check-in. Receptionist-type duties. Must have typing skills, ability to use computer – especially Word & Excel. Must exhibit enthusiasm, sense of humor, patience, and self-control. Must have good character, integrity, and adaptability. Rotating shifts, days and nights. Act as assistant to the office manager. Keep office/lobby clean; keep lobby bulletin board up to date.

### **\* Assistant Business Manager (1)**

Primary responsibility is to reconcile office cash receipts and record guest tabs at end of each day. Interface with bookkeeper to process invoices, place purchase orders, track payroll, and update Trading Post merchandise inventory. Work with office staff to answer telephone, respond to customers needs as they occur daily. Must have typing skills, ability to use computer – especially Word & Excel. Must be a detail person, but also enjoy meeting people's needs on a regular basis. Rotating shifts, days and nights. Assist with cleaning office areas.

### **\* Food service personnel -- kitchen aides, servers (15)**

For all food service personnel, a calm, cheerful personality and sense of humor are very important. It helps to have a high level of self-confidence. This position requires some lifting. Servers wait on tables and clear tables for three family-style meals daily for campers and staff, and keep the dining room and staff eating area clean. Kitchen aides assist the cook in food preparation and keeping areas clean and sanitary. Most food service personnel rotate jobs on a weekly basis but will be assigned to a primary position for the entire season (i.e., baking, grill, serving, or prep). Willingness to learn and operate commercial dishwasher is a requirement for all food service personnel.

### **\* Housekeeping/Laundry (5)**

Maintain high cleanliness standards in all guest areas of buildings including the lobbies, porches, halls, activity rooms, bathrooms, shower rooms, and staff bathrooms, showers and general areas. Outdoor responsibilities include trash removal and light landscaping duties. Recycle all of Camp's recyclable products. Lead Saturday cleaning of the facilities. Two housekeepers are assigned to the laundry. They rotate between housekeeping and laundry on a daily basis. Laundry persons wash guest towels daily, other linens weekly, kitchen and store towels daily. Willingness to learn operation of commercial washers/dryers.

**\* Store “Trading Post” Manager (1)**

Manage, operate, clean camp store; maintain inventory, place and receive orders for Trading Post (soda fountain, snacks, gifts, shirts); direct and train other staff who assist during busy times. Must have accuracy in money handling and record keeping. Must be patient and cheerful, interested in keeping the customer happy. Morning, afternoon and late evening hours. Helpful to be creative and knowledgeable regarding marketing concepts. Must be able to work independently and self-motivated.

**\* Recreation / Social Program (6)**

Program personnel lead and facilitate the guests’ recreational activities (athletic & social). Serve as beachfront supervisors; assist guests as they arrive and depart; assist in some outdoor maintenance as needed; assist in teaching morning youth program, both spiritual and recreational (ages 3- college-aged); assist with Saturday cleaning. Must enjoy meeting new people of all ages and be willing and able to initiate conversations with them. Should be enthusiastic, a team player, creative, mature, energetic, and able to think quickly. Music ability very helpful. Lifeguard certification and CPR/First Aid preferred.

**\* Craft Shop Manager (1)**

Plan, direct and teach craft activities for guests of all ages; obtain supplies, set prices for craft items (shop should be self-supporting), organize and keep craft shop clean and neat. Assist with morning youth program. Should enjoy meeting new people; have patience with those who are not especially gifted with artistic ability. Interest in teaching is important. Will coordinate schedule with weekly program activities. Enthusiasm is a must!

**\* Nature Program Director (1)**

Lead and facilitate nature activities that encourage people of all ages to enjoy and be able to better observe God’s creation. Activities might include: hikes, instruction/nature games for children, night hikes; morning bird walks, campfires, archery, and fishing. Knowledge of astronomy helpful - high-powered telescope available for night viewing. Must be enthusiastic, able to work independently, self-motivated, enjoy meeting new people and be patient with questioning children. Should be interested in teaching. Must enjoy the outdoors. Experience in leading activities helpful. Assist in the leadership of other program activities when needed.

**Assistant Caretaker (1)**

Works directly with camp caretaker. Assists in maintaining and improving camp facilities and landscaping. Knowledge of basic work tools is helpful. Will be expected to operate power tools. While training and direction are always provided, you need to be able to work independently. Self-motivation and ability to problem-solve are necessary.

# Summer Staff Employment Details

Camp Arcadia's summer staff is composed of approximately 32 Christian young people who have a desire to serve God. They are chosen from a variety of geographic areas and colleges. The camp season begins Memorial Day weekend and extends through the middle of October. Staff members are expected to start on May 27 and stay through August 18 at a minimum. Arrangements can be made to accommodate exceptions to these dates.

## Compensation, Expenses, & Benefits

**All salaries begin at \$150 per week plus tips, room, and board.** Camp Arcadia guests tip at the end of their week of vacation. These tips are shared among the summer staff based on the amount of time you worked that summer. Tips average around \$800 per summer per staff member. Social Security and Federal Income Tax are withheld.

Expenses while at Camp Arcadia are minimal. The camp store (Trading Post) offers snacks and gift items. Staff members should have money for possible medical expenses (medical insurance is not available for summer staff) and for living expenses until the first paycheck. Salary is paid bi-weekly. **Staff can generally save around \$2000 for the summer.**

Staff members are housed in the **new & renovated staff rooms with outstanding new showers and restrooms.** They receive excellent meals, snacks, free use of camp laundry facilities, the opportunity to participate in camp activities as work schedule permits, and workers' compensation (medical coverage) for on-the-job accidents. A staff lounge is provided that contains a TV and VCR. Staff has access to telephones (bring a phone card to use) and the Internet. They also receive two staff shirts and a discount on camp apparel sold in the camp store. Staff members are welcome to bring a car; it is helpful in leaving Camp on your day off, although staff do share rides.

Benefits of life at Camp Arcadia can include: personal and spiritual renewal, new and enriched relationships, joy and growth through Christian service, and opportunities to experience God's marvelous creation on the shore of Lake Michigan.

## Work Assignments & Responsibilities

Staff members are assigned to a specific work area according to expressed interests and Camp's needs. Each member is expected to work six days and given one day off per week. Staff members work approximately 65 hours per week. The day begins at 6:45-7:30 a.m., depending on the position. A short morning break and 2-hour break in the afternoon is normally provided, depending on your position. Staff responsibilities and assignments can change with the needs of the camp.

All staff members assist with cleaning of the buildings and grounds on Saturday morning, work in rotation in the Trading Post in the evening, and take turns (in teams) being responsible for emergencies at night.

## Staff Guidelines

Camp Arcadia is a Lutheran family vacation & retreat center located on the shore of Lake Michigan in northwestern Michigan. Together, guests and staff at Camp Arcadia form a worshipping, learning, and celebrating community. We believe that living in community is a gift from God; we are thankful for each other. The center for our lives is the Gospel of Jesus Christ, which opens us to ourselves, each other and issues facing all humankind.

Staff members form the nucleus of the Camp Arcadia community. Through their presence and participation, the staff has an important impact on the tone and atmosphere of the Camp. The commitment of each staff member to spiritual growth, Christian worship, and service to others is essential. These shared disciplines strengthen our sense of common purpose.

*Camp Arcadia's mission is to provide a setting for Christian families and individuals to vacation with God. The entire program at Camp Arcadia is designed to foster the renewal and re-creation of the whole person, spirit, mind, and body, amid the beauty of God's creation and in fellowship with other Christians.*

All employees are expected to work toward this mission.

Camp Arcadia expects all staff members to adhere to the following commitments:

- ◆ No consumption of alcohol on camp premises
- ◆ No drinking of alcohol by persons under 21 years old
- ◆ No provision of alcohol to anyone under 21 years old
- ◆ No use or possession of illegal drugs
- ◆ Participation in weekly staff worship service
- ◆ Participation in all staff meetings

In addition to our responsibility to abide by the laws of the State of Michigan, **abuse of illegal drugs and/or abuse of alcohol have serious and damaging effects on the Camp Arcadia community.** Violation of any of these commitments can be reason for dismissal from Camp staff. Respectful and appropriate social use of alcohol by persons over the age of 21 years is a choice that carries with it the responsibility to abide by State law, to not drink and drive, and to be aware of those who choose not to use alcohol, including recovering chemically dependent persons in our camp family.