

2007

**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
_____	_____	_____
Position Held	_____	

Dates	Employer	City/State/Phone
_____	_____	_____
Position Held	_____	

SUMMER STAFF EMPLOYMENT APPLICATION – PAGE 2 OF 2

If you have worked before, would your previous employers rehire you? _____ Explain: _____

Have you ever been fired from a job? _____ If so, what was the probable reason? _____

JOB OPPORTUNITIES:

Rank in order of preference (1 is highest) the positions in which you are interested, using an asterisk to indicate experience.

___ Food Service (Food Prep/Kitchen Cleanup, and Dining Room Service) ___ Craft Shop ___ Nature Center Activities

___ Housekeeping & Laundry ___ Program (includes leading Bible Study for kids) ___ Office Reception/Clerical

___ Office Accounting ___ Caretaker's Assistant ___ Camp Store & Soda Fountain Manager

Please indicate your reasons for wanting to join the Camp Arcadia staff and community.

Have you ever been a camper at Camp Arcadia? ___ No ___ Yes

If yes, when and for what retreat? _____

If no, how did you hear about Camp Arcadia ? _____

Have you ever been convicted for anything other than a minor traffic violation? ___ No ___ Yes If yes, please attach explanation.

Have you ever been convicted of child abuse or sexual abuse? ___ No ___ Yes If yes, please attach explanation.

Do you have any impairment, physical or mental, which might limit your performance of duties? ___ No ___ Yes If yes, describe below:

Do you have a driver's license? ___ No ___ Yes Can you operate a stick-shift auto/truck? ___ No ___ Yes

I understand that in the event of my employment by Camp Arcadia I shall be subject to dismissal if any of the information I have given is false. During the application process and at any time during the tenure of my employment/volunteering with Camp Arcadia – Lutheran Camp Association, I hereby authorize them to procure a criminal background check and to contact all prior employers and any references listed herein to verify all information related to my character and past work performance.

I have read the Camp Arcadia literature and understand the purpose and mission statement of Camp Arcadia. I agree to abide by the staff commitments if asked to join the Camp Arcadia community.

Signature

Date

Staff training begins Sunday, May 27; our season runs through September. We prefer that you stay through Aug. 18 or longer.

Your Arrival Date: _____

Your Latest Departure Date: _____

Please return this application to: **Chip May, Director
Camp Arcadia
P.O. Box 229
Arcadia MI 49613**

Phone: (231) 889-4361 e-mail: chipmay@camp-arcadia.com

CAMP ARCADIA APPLICANT REFERENCE – PAGE 1 of 2

To be completed by the applicant.

Name of Applicant _____

Position(s) applying for _____

I, the above named applicant, have applied for the positions indicated above at Camp Arcadia. I hereby authorize _____ to release the information requested below and to comment on my work, school and performance record. I agree to hold the above-named individual harmless concerning any liability with respect to any information that may be provided in response to these inquires.

Applicant Signature _____ Date _____

To be completed by the person giving the reference.

You are being asked to furnish information as part of the application process of the above-named person to serve as a member of the staff at Camp Arcadia. Your open and honest responses to the questions on this sheet will help us determine if the applicant is a good fit for our ministry. Your responses will be held in strict confidence. You are welcome to use the form provided or to answer the questions on a separate sheet of paper.

Camp Arcadia is a Lutheran family retreat and vacation center. It is located in northwestern Michigan on the shore of Lake Michigan about 50 miles south of Traverse City. Our 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.

We have very high standards for our staff. We expect our staff to share their gifts and energy in a ministry of serving God by serving others. We intend, in turn, to be a place of Christian care for those who work for us. Each staff position requires physical stamina, a balanced emotional and mental attitude, and a degree of maturity which allows the staff to tolerate long work hours and shared living quarters.

Thank you for your assistance. We truly appreciate your time and consideration.

After completing the following questions, please return this form to:

Chip May, Director
Camp Arcadia – Lutheran Camp Association
P. O. Box 229
Arcadia, MI 49613-0229 Phone: 231/889-4361
chipmay@camp-arcadia.com

Name _____ Date _____ Phone _____

Relationship to Applicant _____ Email _____

How long have you known the applicant? _____ In what capacity? _____

Your Address _____
Street City State Zip

I would like a call regarding this reference. Best time of day to call _____

Signature _____ (Over)

Reference Form Page 2 of 2

Please circle the response that best describes the applicant:

<u>Christian Walk</u>	Uncommitted	Not noticeable	Consistent	Strong witness	Spiritual leader
<u>Attitude</u>	Apathetic	Excitable	Mainly good	Well Balanced	Unshakeable
<u>Dependable</u>	Undependable	Makes excuses	Fulfills obligations	Dependable	Scrupulous
<u>Teachability</u>	Un-teachable	Learns slowly	Open	Moldable	A sponge
<u>Social Manner</u>	Inappropriate	Ill at ease	Courteous/polite	Comfortable	Very confident
<u>Leadership</u>	Hesitant to lead	Seldom leads	Willing to lead	Persuasive leader	Inspiring leader
<u>Team Work</u>	Self-centered	Withdrawn	Cooperative	Involved	Thrives
<u>Flexibility</u>	Rigid	Bothered by change	Open-minded	Likes change	Spontaneous
<u>Appearance</u>	Unkempt	Careless	Relatively neat	Well groomed	Professional
<u>Initiative</u>	No vision	Needs prodding	Self-starter	Seeks added tasks	Visionary
<u>Honesty</u>	Liar	Covers tracks	Vulnerable	Even when it hurts	Integrity

Comments on above ratings:

What do you see as the applicant's major strengths?

What do you see as the applicant's main weakness(es) or area(s) of struggle?

How does this person deal with stressful or challenging situations?

Describe the role the applicant takes in a team setting?

Are you aware of any reason why this person should not work with children? If yes, why?

When looking at this applicant for the above named position do you:

Not recommend Recommend with hesitations Recommend Highly Recommend

Why?

Are there other comments that you would like us to know about the applicant?

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Why?

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Summer Staff Application Questions

Please answer these questions completely. We take your responses seriously and use it to evaluate your job opportunities at Camp Arcadia. You are welcome to use this form or to craft your responses on a separate sheet of paper.

- 1) Describe something you accomplished that really gave you a sense of satisfaction.

- 2) Tell me about something you tried and failed at.

- 3) How did you respond to the failure?

- 4) What are your reasons for wanting to be a part of Camp Arcadia's summer staff?

- 5) Why are you qualified for the position you applied for?

- 6) Because of the nature of camp, there are specific expectations and limitations placed on you (i.e. limited time off, behavior guidelines, etc.). We are looking for self-motivated people who can monitor their own behavior. Would you be able to do this? Do you feel that you would have difficulty adjusting to these limitations? Please explain your answers.

- 7) Being a summer staff member requires a lot of energy. How would you combat exhaustion (physical, emotional and spiritual) if on staff?

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 28 and stay through August 19 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.

ACTIVITIES AVAILABLE AT CAMP ARCADIA

These are some of the fringe benefits of working at Camp Arcadia. Participate whenever you have time off or have completed your daily duties!

Spiritual Activity

- Morning prayer time with staff or campers
- Staff worship, Bible study & sharing
- Vesper services with guests
- Sunday worship at village church
- Personal meditation
- Late night conversations with fellow staffers discussing the meaning of life – or something like that. ☺

Social Activity (Participate in or watch)

- Square dance (corny as it sounds – this is one of the staff's most favorite activities)
- Theme days/parades (Christmas in July & Independence Day)
- Patio Carnival
- Beach Carnival
- Critter race (humanely racing God's creatures)
- Boat regatta (create a sail boat in the craft shop and use your hot air to blow your way to victory)
- Visit with older guests; play with little kids
- Campfire

Athletic Activity

- Swim
- Kayak or use the row boat
- Softball / Soccer / Volleyball / Shuffleboard / Ping-pong / Badminton / Bowling game / Tetherball / Foosball / Box hockey / Tennis / Basketball / Horseshoes / Archery / Smash / Frisbee / Bocce
- Hike / Walk / Exercise / Roller blade
- Bring your own bike

Artistic Activity

- Craft shop – ex. make bead jewelry, candles, tie-dye.
- Paint / sketch / photograph Camp Arcadia scenes
- Sing
- Play musical instrument
- Write in a journal

Nature Activity

- Explore Camp Arcadia's 110 acres: hardwood & pine forest, and dunes/beachfront
- Enjoy wild flowers
- Eat wild berries - strawberries , raspberries, blackberries
- Go bird watching
- Astronomy - Camp has a super telescope
- Soak up the sun - stroll miles of sandy beaches.
- Search for Petoskey stones (Michigan's state stone and rarer than diamonds – cheaper too.)
- Go fishing in Lake Arcadia