

Presbyterian Camp on Okoboji Milford, IA

2010 Summer Staff Application Packet

A Ministry of North Central Iowa Presbytery,
Prospect Hill Presbytery, and Minnesota Valleys
Presbytery
Presbyterian Church (USA)

***Presbyterian Camp
on Okoboji*** 

INFORMATION FOR 2010 SUMMER STAFF APPLICANTS

We invite you to consider being a part of the fun and exciting ministry which seeks to provide safe camp experiences in which people discover the wonders of God's creation, expand their circle of Christian friends, explore the meanings of God's Word, and build their faith in Jesus Christ. We seek sincere Christians who desire to share Christ and Godly values by example and teaching.

What to expect:

Working at the Presbyterian Camp on Okoboji has been meaningful to previous staff and can be so for you as well. You will find this a time when you can grow in your faith and relationship with God. You will develop and sharpen skills in working with people that will be valuable in any vocation. Some previous staff members have found new direction and clarity for their lives while working at the Presbyterian Camp on Okoboji. Life-long friendships are frequently developed among campers and staff while at the Presbyterian Camp on Okoboji.

The work is challenging and the standards are high. At times you may experience fear of failure but you will find encouragement from people who know that mistakes are excellent opportunities to learn. Within approved guidelines and safety standards, you will be privileged to help children and youth in their spiritual growth. Working with campers from kindergarten to high school seniors, you will develop parenting skills that will serve you well when/if you have children of your own. You will develop and practice leadership and communication skills that will be useful throughout life. Because of human nature, conflicts will arise between campers and among staff, so you will gain experience in problem solving and conflict resolution. Through all the challenges you face at camp you will find yourself supported by Christian love.

Some colleges will give you 2-4 hours of college course credit for your work at camp. The Directors will be happy to work with you and your professors to make such an "Independent Study" or "Special Program" course possible. Check with your school to determine course requirements. Credits toward majors in Education, Environmental Studies, Psychology, Recreation, and Religion may be offered at your school.

APPLICATION PROCESS:

Phase 1:

1. Complete the written application form.
2. Read and complete the permission form for the Presbyterian Camp on Okoboji to conduct the required background checks.
3. Return both of these to the Presbyterian Camp on Okoboji, 1864 HWY 86, Milford, IA 51351 or FAX: (712) 337-0104
4. A thorough background check will be conducted on each applicant.

Phase 2: A personal interview will be arranged.

You will be notified of our decision and, if to be hired, sent a contract with a detailed job description, health form and other information.

Send in your application as soon as possible, before all positions are filled.

Presbyterian Camp on Okoboji Staff Positions

PREREQUISITE FOR ALL PROGRAM POSITIONS – 1) Christian faith. ABILITIES INCLUDE: 2) Understand camper’s needs and help them enjoy camp and grow spiritually. 3) Lead assigned Bible studies. 4) Maintain wholesome Christian community. 5) Supervise campers by sight and sound and make appropriate judgments in responding to various needs or emergencies. 6) Lead program activities. 7) Lift and carry 50 pounds. 8) Navigate the property. 9) Perform all duties required of the position. 10) Full participation in Staff Education before campers arrive. 11) There is a strong preference for all program staff to not use tobacco in any form. 12) Staff members are expected to abstain from alcohol during their term of employment at the Presbyterian Camp on Okoboji. (This policy does not condemn responsible use of alcohol, but drinking during the camp season presents a temptation to under-aged staff and an unacceptable risk to children and the reputation of the Presbyterian Camp on Okoboji.) 13) Must have current First Aid and C.P.R. certification which will be taught during Staff Education.

RESOURCE COUNSELOR – 4 positions – age 19+. Must have demonstrated above average leadership skills and served on the Presbyterian Camp on Okoboji staff in a previous season. The resource counselors will work to resource campers and support Group Counselors. The resource positions include Waterfront Resource, Leadership (for Support Staff) & Adventure Programming Resource, Outdoor Living Skills Resource, and Crafts, Canteen, and Publicity Resource. Resource Counselors should also be skilled/certified in such things as lifeguarding, archery instruction, canoe instruction, worship leadership, or other specialties. (Presbyterian Camp on Okoboji may choose to send persons to a special training workshop.)

ADVENTURE CAMP COUNSELOR – 2 positions – one male, one female – age 19+. One year of college preferred. Training in challenge course or adventure education. Lifeguard Certification desirable. The Adventure Camp Counselor will guide Adventure Campers (grades 7-9) in planning and carrying out learning and activity goals. Training and experience in leading Challenge Course activities, outdoor living skills (e.g. cooking, backpacking, camping, etc.) is necessary. Any other camp program skills will be looked upon with favor. (The Presbyterian Camp on Okoboji may require this person to complete special training at the Presbyterian Camp on Okoboji and perhaps at another professional center.)

GROUP COUNSELOR – 8 Positions – age 18+. At least one year of college preferred. Certifications or experience such as Lifeguard Certification, adventure programs such as challenge course and ropes courses, swimming, outdoor living, camping, canoeing, orienteering, nature study, arts and crafts, recreation, sports, music, drama, and other camp program skills will be looked upon with favor. (Some of these skills will be taught during Staff Education and during the summer.) Will work with Co-Counselors to lead Cabin Groups in planning their schedule of activities for the week and work to see that stated goals are met. Will lead daily Bible Study and devotions with Cabin Group. Will supervise assigned Cabin Groups at all times except for designated time off.

SUPPORT STAFF – 6 positions – age 17+. Full attendance of Staff Education. First Aid and C.P.R. certification required (taught during Staff Education). Duties will be assigned in support of the overall camp operation – These will include: dish washing, trash detail, cleaning, cooking, grounds care, and other “behind the scenes” projects. As assigned, will assist Group Counselors, but are not to be left solely responsible for supervision and leadership of campers. Participation in the daily leadership education is one of the values of this position.

COMPENSATION: All amounts are for each week of work including Staff Education

- Weekly salary based on summers worked
- Housing, food, 2 weeks of training, laundry facilities, accident insurance, and required worker’s insurance and FICA taxes are also part of the compensation for a total value of \$4000 - \$6000 for the season.

Office Use Only	
___/___/___	Application Reviewed
___/___/___	Interview
___/___/___	Background Check
___/___/___	Agreement Sent
___/___/___	Agreement Received
___/___/___	References Received
___/___/___	Health Form Received
___/___/___	Refusal Sent
___/___/___	Start Date
___/___/___	End Date
___/___/___	Pay Begin
_____	Work Title
_____	Dates Absent

**Application for EMPLOYMENT
PRESBYTERIAN CAMP ON OKOBOJI**

1864 HWY 86, Milford, IA 51351
PH: 712-337-3313 FAX: 712-337-0104
E-Mail: anne.reiter@presbycamp.org

Date _____

NAME: First _____ Middle _____ Last _____

AGE: _____ D.O.B.: ____/____/____ E-MAIL: _____

CURRENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CELL PHONE: _____ HOME PHONE: _____

ALTERNATIVE ADDRESS (if different): _____

SCHOOL LEVEL: _____ COMPLETED DEGREE(S): _____

PRESENT MAJOR: _____ CAREER GOAL: _____

ROLE MODEL INFORMATION:

- Do you smoke? ___ Yes ___ No • Do you use other forms of tobacco? ___ Yes ___ No
- Have you ever drunk alcohol? ___ Yes ___ No • Have you ever used drugs for recreational purposes? ___ Yes ___ No
- Do you use any performance enhancing drugs such as: -to increase alertness or control appetite? -to improve study or concentration? -to enhance athletic performance? -others? ___ Yes ___ No

If you answered "Yes" to any of these, please explain what you use, and if prescription(s), please list the name of the doctor(s) and reason for the prescription(s).

Have you ever been convicted of any criminal activity? ___ Yes ___ No. If "Yes", please explain.

Check all summer camp staff positions for which you wish to be considered (see descriptions on attached page).

- ___ Resource Counselor (age 19+) _____ Specialty (**Must arrive on May 23rd**)
 ___ Adventure Counselor (age 19+) ___ Group Counselor (age 18+) ___ Support Staff (age 16+)

Availability: Will you be able to work the whole season, June 1-August 15, 2009? ___ Yes ___ No. If "No", please explain.

Would you be interested in/available for additional training?

- ___ Challenge Course Training (May 24th – 27th)
 ___ Lifeguard Training (May 21-23)

*The Presbyterian Camp on Okoboji will cover the cost of these training events. Upon return for an additional summer of employment, the employee would receive additional compensation for these certifications.

SKILLS CHECKLIST

Please rate your degree of skill on the check list below. Make comments or details: particularly skilled area. Use the following numbers to describe skill level:

- 1 = experienced, can lead
- 2 = some experience
- 3 = interested, no experience
- 4 = no particular interest

LEADERSHIP

- teaching
- small group leader
- Bible study leader

COMMUNICATION, DRAMA, MUSIC

- drama
- puppetry
- street theater
- singing/vocal
- guitar
- piano
- instruments (specify)
- dance
- photography
- sign language
- writing/poetry
- other

ARTS/CRAFTS

- painting
- sketching
- weaving/braiding
- pottery
- jewelry-making
- nature crafts
- wood burning
- block printing
- calligraphy
- stained glass
- other

ATHLETIC/SPORTS

- team sports
- children's games
- archery

MISC. SKILLS

- Meal planning (specify)
- Cooking/Meal Preparation
- Maintenance (specify)
- Facility Cleaning

OUTDOOR LIVING

- fire building
- map and compass
- rope craft
- cooking
- backpacking
- rock climbing
- carpentry/construction
- survival skills
- hiking
- botany/plant identification
- camp craft skills
- astronomy
- animals & animal life
- other

WATER SKILLS

- WSI current
- Life guarding Cert current
- canoeing/kayaking (specify)
- water games
- aquatic (specify)
- Water Craft (specify)

HEALTH/SAFETY

- first aid (specify)
- CPR (specify)
- Wilderness First Aid (specify)
- EMS or Nurse (specify)

Describe any skills you have that are not listed on this page:

Personal Experience and Opinion:

On SEPARATE PAGES, please response to the following:

1. Where are you on your spiritual journey?
2. Describe your goals for the camp this summer; work-related and personal goals including faith goals.
3. Describe what has motivated you to seek employment at the Presbyterian Camp on Okoboji.
4. List any certifications, characteristics, or additional training you have which would enhance your effectiveness as a member of the Presbyterian Camp on Okoboji staff. Please attach photocopies of certification cards or other applicable documents.

Work History:

List all present and past employment you have held, beginning with the most recent. Use separate sheet if needed.

1. Employer _____ Position _____
Supervisor _____ Hire date _____
Address _____ City _____ State _____ Zip _____
Phone _____ Reason for leaving _____

Description of Duties _____

2. Employer _____ Position _____
Supervisor _____ Hire date _____
Address _____ City _____ State _____ Zip _____
Phone _____ Reason for leaving _____

Description of Duties _____

3. Employer _____ Position _____
Supervisor _____ Hire date _____
Address _____ City _____ State _____ Zip _____
Phone _____ Reason for leaving _____

Description of Duties _____

Continued...

References:

List 3 or more **non-family** references that have had a direct association with you in the past 6 months. Include **complete** address and phone numbers.

1. Name _____ Years have known you _____
Address _____ City _____ State _____ Zip _____
Home Phone _____ Work Phone _____
Is this person in relation to you a ___ Friend ___ Employer ___ Teacher ___ Other: _____

2. Name _____ Years have known you _____
Address _____ City _____ State _____ Zip _____
Home Phone _____ Work Phone _____
Is this person in relation to you a ___ Friend ___ Employer ___ Teacher ___ Other: _____

3. Name _____ Years have known you _____
Address _____ City _____ State _____ Zip _____
Home Phone _____ Work Phone _____
Is this person in relation to you a ___ Friend ___ Employer ___ Teacher ___ Other: _____

ALL PRESBYTERIAN CAMP ON OKOBOJI APPLICATION INFORMATION GIVEN HERE, ON SEPARATE PAGES, AND IN PERSON IS TURE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THE EMPLOYERS WILL CARRY OUT BACKGROUND CHECKS REGARDING ANY AND ALL STATEMENTS I HAVE MADE IN THIS APPLICATION AND DURING INTERVIEWS, THEY MAY CHECK WITH PREVIOUS EMPLOYMENT, LAW ENFORCEMENT, CHILD ABUSE REGISTRY, PERSONAL REFERENCES AND OTHER SOURCES REGARDING MY SUTABILITY FOR EMPLOYMENT. I UNDERSTAND THAT ANY DELIBERATE MISREPRESENTATION WILL BE JUSTIFICATION FOR TERMINATION OF EMPLOYMENT.

Signature _____ Date _____

Any questions regarding this application or terms of employment can be directed to:

Anne Reiter
Program Director
Presbyterian Camp on Okoboji
712-337-3313
anne.reiter@presbycamp.org

Presbyterian Camp on Okoboji
BACKGROUND INVESTIGATION CONSENT

I, _____, hereby authorize Presbyterian Camp on Okoboji and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained in my Application and/or obtaining other information which may be material to my qualifications for employment now, and if applicable, during the tenure of my employment with Presbyterian Camp on Okoboji.

I release Presbyterian Camp on Okoboji and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

Name: _____ Birth Date: _____
Last First Middle

Home Address: _____
Street Address City State Zip

Social Security No.: _____ Other names by which known (e.g., maiden name): _____

Home Phone: _____ Business Phone (if applicable): _____

School or College: _____

Address: _____
Street Address City State Zip

Driver's License No.: _____ State: _____ Expiration Date: _____

1. Previous residence(s) for last 5 years (including college and home residences):
- | | | |
|-------------|--------------|--------------|
| City: _____ | State: _____ | Years: _____ |
| City: _____ | State: _____ | Years: _____ |
| City: _____ | State: _____ | Years: _____ |
| City: _____ | State: _____ | Years: _____ |
- (continue on separate sheet, if necessary)

2. Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them? ___ Yes ___ No
If "Yes", please explain: (Use separate sheet, if necessary.)
- _____
- _____
- _____

3. Have you ever been convicted of any crime, including, but not limited to, those listed below:
- Indecent assault on a child, or mentally handicapped person.
 - Rape or assault with intent to commit rape.
 - Kidnapping of a child under sixteen with the intent to commit rape.
 - Distribution and trafficking of narcotics or other controlled substances.
- ___ Yes ___ No If "Yes", please explain: (Use separate sheet, if necessary.)
- _____
- _____
- _____

Signature: _____ Date: _____