

# Ingham Okoboji Lutheran Bible Camps

Ingham Okoboji Lutheran Bible Camps  
1203 Inwan St.  
Milford, IA 51351

1-800-OKOBOJI or 712-337-3306  
www.okoboji.org  
okoboji@okoboji.org



**TO: Prospective Junior Counselors**  
**FROM: Ingham Okoboji Lutheran Bible Camps**  
**REASON: Junior Counselor Position—Summer 2012**

Hello from Camp!

Thank you for your interest in serving with the Ingham Okoboji and our Junior Counselor Program. You can expect a summer at camp to be full of hard work and one of the most rewarding experiences you will ever have. Our 2012 Summer theme is “Alive!” and it comes from Romans 14:9. We first discover that Christ is not dead, but he is alive! God is alive and active in our lives and our world today! He is actively calling us, speaking to us, protecting us, and equipping us to live this life for Him. When our lives rest in this truth, we realize that we too become fully ALIVE! It’s going to be a great summer. Below are some things we would like you to know about the Junior Counselor (JC) position.

## Position:

- \*\*Each JC is given free room and board. The position is volunteer, but JC’s will be given a stipend of \$50 / week. Although JC’s are volunteers, they are a very significant part of our ministry.
- \*\*JC’s will join the staff for week #2 of staff training (*starting June 2*). We will let JC’s know the exact time to arrive as summer approaches.
- \*\*About 1/2 of JC weeks will be on “program” - either assigned to a Senior Counselor and a cabin group or to a family for family camp. During “program” weeks, JC’s help with program events like chapel, campfires, skits, beach, canteen and art fun duties. JC’s will also have the opportunity to go out on one or more of our Day Camp (VBS) teams throughout the summer. JC’s are not expected to assume the role of a Senior Counselor with the responsibility of teaching and disciplining, however JC’s are expected to be good role models by being appropriate in all things at all times.
- \*\*The other half of JC weeks will be spent in the role of support staff, either on maintenance, kitchen or house-keeping. JC’s work together with Sr. Staff as they rotate in these support positions as well. During support weeks, all staff are still expected to be supportive in and involved with the program each evening.
- \*\*It is our goal and hope that the JC’s develop good relationships with the Senior Counselors, but the job of a JC is to care for the campers that come. The JC’s are directly responsible to the JC Coordinator.
- \*\*The JC program has been an important part of the ministry at the camps for a long time. The purpose, beyond the help at the camp, is to help prepare young leaders for life ahead. We have seen many young people come, learn and lead due to the confidence they were able to build here.

## Process:

- \*\*It is the camp policy that Junior Counselors ***must have at least completed their junior year of High School*** before joining our camp staff.
- \*\*We would like to be as flexible with your schedule as possible. Any weeks you know you may need to be gone for family reunions, vacations, special events, music or sports camps, etc. would be helpful to know when applying, and can be signed up for during staff training.

**\*\*JC's at the Okoboji site arrive on Saturday, June 2 and are invited to stay until the end of the summer. As a way to say thank you, we would like for each JC to attend a week of High School camp (on us). There are three options: Senior High week at Okoboji (July 15-20), Into The Wild (outdoor adventure) week at Ingham (July 29-August 3), or Jubilee Music Camp at Ingham (July 29-August 3).**

**\*\*During the months of January and February we are busy recruiting our Senior Staff. March is normally the month that we review our Junior Counselor applications. Our goal is to have contracts to JC's out by April 15th.**

Attached is an application that should be sent in sometime before **April 1**, but feel free to send it in as early as you have it completed along with the attached Voluntary Disclosure Form. The enclosed reference forms need to be sent back to us after they are completed by a pastor, Youth Director or Teacher. Also be sure to e-mail a nice, recent picture of yourself along with the application. This is needed for pre-summer publicity - and it helps us put names with faces, too! If you have any questions, please let us know!

**\*\*We are often unable to hire all of the people that apply. To be fair to you, we will send contracts or letters as soon as possible. Please keep the hiring process and committee in your prayers.**

Send applications by April 1st, 2012 to:

Ingham Okoboji  
JC Staff  
1203 Inwan Street  
Milford, IA 51351

Pictures can be e-mailed to:

dan@okoboji.org

In Christ,

*Dan Antoine*

Dan Antoine  
Director of Programs  
Ingham Okoboji Lutheran Bible Camps



**JC Application Checklist:**

- Fill out Application Form
- Fill out Voluntary Disclosure Form
- Find recent picture of myself
- \*\*\*Send those 3 things to Okoboji\*\*\***
- Give three reference forms out and have them mail them to camp ASAP

Please keep this letter for your reference.

# Ingham Okoboji Lutheran Bible Camps

## Summer 2012 Junior Counselor Application

1203 Inwan Street, Milford, IA 51351 (712)337-3306 E-mail: dan@okoboji.org

*-please type or print-*

Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP \_\_\_\_\_ e-mail: \_\_\_\_\_

Parents Names: \_\_\_\_\_ Home Church: \_\_\_\_\_ Pastor: \_\_\_\_\_

Are you physically able to perform the duties of the position for which you are applying? \_\_\_\_\_

Sex: M / F Grade: \_\_\_\_\_ Social Security # \_\_\_\_\_

In Emergency Notify: \_\_\_\_\_ Phone #: \_\_\_\_\_

Relationship: \_\_\_\_\_ Address: \_\_\_\_\_

For office use only: Rec'd: _____ Ref: _____ CS: _____ CR: _____
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CAMP EXPERIENCE:	Camp	Camper or Staff	Address	Dates

Date you would be able to start: \_\_\_\_\_ When would you have to leave? \_\_\_\_\_

*(For JC's the summer would normally start on June 2 and end on Aug. 10, unless otherwise requested.)*

Like the Sr. Counselors, the Junior Counselors work on a rotating basis with at least 4 weeks in a support role (kitchen, housekeeping or maintenance). How do you feel about this? \_\_\_\_\_

**REFERENCES:** Three different people who have a well rounded knowledge of you that you'll send reference forms to. Please choose someone that is not a relative and not a peer. A Pastor, Youth Director, or teacher are great options!

Name	Street, city, state and zip	Area Code and Phone	Association

Please fill out both sides of this application and send it to the camp as soon as possible.  
We hope to make our Junior Counselor selections by mid-April.

**Are you a lifeguard? \_\_\_\_\_ If yes, when does your certification expire? \_\_\_\_\_**

In order to get to know you better, please type the answers to the following questions on a separate sheet of paper:

1. How did you hear about the camps?
2. Why do you want to be a Junior Counselor?
3. Please share about your personal faith life. Feel free to include events or people that have impacted your faith.
4. How do you hope to share your faith with campers that come to camp?
5. What goals would you have for a summer at camp if you are selected to be a Junior Counselor?
6. Describe your participation in your Church or Youth Group.
7. Tell us about any leadership roles you have had in your school, church or youth group.
8. Ingham Okoboji summer program involves ministry to many different groups. Please discuss any feelings you have about working with adults, senior citizens, or the mentally or physically challenged.

**\*\*Please return this application before April 1st or as soon as possible.**

**\*\*Please e-mail a picture of yourself for pre-summer publications.**

**\*\*Our policy for ALL staff is to be chemical free (tobacco, drug and alcohol) not just when you are on site—  
but when you are at home, too. Non-compliance is grounds for dismissal.**

Thank you for your interest in Ingham Okoboji Lutheran Bible Camps. Please be in prayer about a summer of service.

God Is With You,



Dan Antoine  
Director of Programs  
Ingham Okoboji Lutheran Bible Camps  
dan@okoboji.org

**Voluntary Disclosure Statement**

**All Camp Staff** **FM 16**

Developed and approved by the  
American Camp Association

**Return this completed form to:**

**Director of Programs**  
Ingham Okoboji Bible Camps  
1203 Inwan  
Milford, IA 51351

Name \_\_\_\_\_ Birth date \_\_\_\_\_  
Last First Middle

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

Social Security # \_\_\_\_\_ Other names by which known (e.g., maiden name) \_\_\_\_\_

Home phone \_\_\_\_\_ Business phone (if applicable) \_\_\_\_\_

Cell phone (optional) \_\_\_\_\_ E-mail address (optional) \_\_\_\_\_

School or College \_\_\_\_\_

Address \_\_\_\_\_  
Street Address City State Zip

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

1. Previous residence(s) for last five years (include 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 a separate sheet, if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below?

Yes  No

- Indecent assault and battery on a child under fourteen
- Indecent assault and battery on a mentally retarded person
- Indecent assault and battery on a person who has obtained the age of fourteen
- Rape
- Rape of a child under sixteen with force
- Assault with intent to commit rape
- Kidnapping of a child under sixteen with intent to commit rape
- Distribution and trafficking of narcotics or other controlled substances
- Intent to commit any of the above crimes.

If yes, please explain: (Use a separate sheet, if necessary.)

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4. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children?

Yes  No

If yes, please explain: (Use a separate sheet, if necessary.)

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5. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection?

Yes  No

If yes, please explain: (Use a separate sheet, if necessary.)

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6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children?

Yes  No

If yes, please explain:

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I understand that:

- a) The camp may deny employment to any person who answers "yes" to any one of questions 2-6. If hired and the employer later discovers circumstances that would indicate a "yes" answer to any of the above questions, employment may be terminated immediately.
- b) The information provided on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers.
- c) The camp may terminate employment or volunteer service of any person if that person is found, regardless of when discovered, to:
  - 1) have a history of complaints of abuse of a minor;
  - 2) have resigned, been terminated, or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or
  - 3) have falsified or omitted information in this disclosure statement.
- d) This disclosure statement must be updated yearly.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Minor's Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

# Ingham Okoboji Lutheran Bible Camps

## Summer 2012 Junior Counselor Application Reference Form

This reference is for \_\_\_\_\_  
(applicant, please put your name here)

I request that this recommendation be treated as confidential to the camp. I understand that it will be used solely for the decision of my application to the camps. I (\_\_\_ waive, \_\_\_ reserve) the right to view this reference form at any point in the future:

\_\_\_\_\_  
(signature of applicant)

\_\_\_\_\_  
(date)

Thank you for your input. You are receiving this form because the person above has applied to Ingham Okoboji Lutheran Bible Camps as a Junior Counselor for the upcoming summer. Your thoughts on this applicant would help us in our hiring process. We appreciate your time and your help.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST/ZIP: \_\_\_\_\_

# of years you've known the applicant: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

1. Would you recommend this person to be hired on staff at Ingham Okoboji this summer? (please expand on your answer...)
2. Our camp mission statement is "To Know Jesus Christ and to Make Christ Known to All". How do you see the applicant helping us to reach our mission? Share any insight about his or her faith walk.
3. What are strengths you see in this person that would add to the team ministry of the camps?
4. Are there any areas of concern or weakness that you see in the applicant? If so, what are they?
5. Is there any reason the applicant should not be staying in a cabin with younger children of the same gender?
6. Are you aware of any time the applicant has acted in a sexually inappropriate manner?
7. Please tell us any other information you feel would be important for us to know in our evaluation of the applicant.

Please return this ASAP to IOLBC, Attn: JC Staff, 1203 Inwan Street, Milford, IA 51351. If you need to use the rest of this form or additional pages, please feel free to do so. Thank you for your input! God's blessings to you.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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Signature

\_\_\_\_\_  
Date

