

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 Senior Staff
FROM: Ingham Okoboji Lutheran Bible Camps
RE: Summer Staff Positions for Summer 2012

God's richest blessings to you!

Preparations are being made to hire the summer staff for the upcoming summer's ministry. Our goal is to have a Christ centered staff committed to the Lord's service. If you are interested in applying to be a part of this ministry team, we are interested in your application. 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!

Enclosed is a Senior Staff Application form, a Voluntary Disclosure Statement, and three Reference forms. Please fill out the application and voluntary disclosure statement accurately and honestly and return it to us when it is complete. Give the Reference forms to three individuals that would be able to give a complete evaluation of who you are. (Some good references would be a Pastor, Youth Director, Teacher, Professor, RA, past employer, an adult friend of the family, etc.- preferably NOT a family member or peer). Have your references send in the forms as soon as possible. ***Application, references, and voluntary disclosure statement must all be in before your application is complete.*** Applications will be processed as they are received, so don't wait to send in your application!

It is our goal to do all of the interviewing we need by the end of February. ***We need you to e-mail us a nice, recent picture of yourself along with the application.*** This is very important - the photo will be needed for immediate pre-summer publicity.

Note that we have two camping sites- **Ingham Lake** near Wallingford, IA and **Okoboji** on West Lake Okoboji. Although we have one united staff, each staff member is assigned a primary site for the summer so you will need to indicate your preference (if any) on the application form. On the back of this letter is a bit of information on each site. We try to honor preferences and requests when possible, but we reserve the right to place counselors where they are most needed throughout the summer. Your flexibility, as far as sites is concerned, will be a plus when it comes to being offered a contract.

As a staff member, **you would arrive for staff training on May 26.** You will be earning a weekly salary of \$185/week plus room and board. Staff hired for the Ingham-Okoboji sites serve for 11 weeks ending on **August 10** (2 weeks of staff training and 9 weeks of camp). One week of training will be joint training with Riverside Lutheran Bible Camp.

We also want to inform you of an excellent opportunity for you. We offer **Free Lifeguard Training** the week before staff training. We are always in need of Lifeguards and would encourage anyone interested in being certified. The dates for our training are May 21-25, 2012. If this date does not work for you but you can be certified on your own, please do it! ***We always need lifeguards! Lifeguards also receive a \$10 per week bonus for each week you work during the summer. (The costs for the week of lifeguard training are paid for by the camp, but this is not a paid week of employment)***

Please keep in mind that we are not able to hire all applicants, so please be in prayer with us about where God will lead you this summer. We will be trusting in God's guidance as well.

Be sure to indicate any special skills or interests you have that are helpful for us as we consider your application. Also, ***remember to e-mail your picture with the application.*** Thank you for your interest!

In His Service,

Dan Antoine

Dan Antoine
Director of Programs
Ingham Okoboji Lutheran Bible Camps

dan@okoboji.org
712-337-3306 (ext. 119)
www.okoboji.org

Two Sites—One Common Mission!

Our Mission Statement:

To know Jesus Christ and to make Christ known to all!

Below you will find a more detailed description of each site and the unique ministry opportunities at each camp. While each of the two sites are different in atmosphere and activity—they all have one common goal and mission:

To make Christ known to all.

Day Camps are teams of counselors from both camps under the leadership of a Day Camp Leader that lead Vacation Bible School at churches all over the 4-state area. The Day Camp Teams leave camp on Sunday afternoon and return on Friday morning. While leading the program at the church, the team members stay in host homes and have incredible opportunities to minister to families.

Ingham Lake Bible Camp—Jim Sunde, Director

Ingham is just south of Estherville, IA, located on Ingham Lake. This beautiful camp, set into the woods and surrounded by Ingham's peaceful waterfront, creates a weekly family of kids and staff, with our biggest week ranging at around 110 kids. The staff size is about 15, and campers range in age from first grade to Senior High. Housing is in cabins with a short trip to a modern shower house. Boating on the lake, outdoor opportunities, and a small pool for afternoon fun are just a few of the treasures Ingham has to offer. Ingham staff members really appreciate the bonding that happens with the smaller staff as well as the serenity of the setting. Ingham staff will also receive training in camping, canoeing, and other outdoor skills in preparation for the summer.



What can I look forward to as a counselor? At Ingham, you will spend at least 3 weeks on-site with campers, a week on support staff at Ingham (maintenance / kitchen), 2 to 4 weeks on Day Camp and possibly a week at Okoboji (doing family camp, youth camp, or on support staff).

Okoboji Lutheran Bible Camp—Rod Quanbeck, Executive Director

The Okoboji site is located on West Lake Okoboji and is in the midst of the hustle and bustle of the Lake's summer activity. With 11 acres tucked away in the middle of a summer resort town, campers and staff enjoy camp housing much like that of a retreat center/resort. A full week of campers would likely reach 220 youth—or 45 families. The staff size is around 65 people. There are 2 weeks of Junior High, 1 week of Senior High and 6 weeks of family camp. Past staffers on the Okoboji site love the activity of this summer hotspot and the opportunity to share with families. Counselors have the opportunity to minister to people of all ages and swim in one of the world's only blue lakes!

What can I look forward to as a counselor? During your summer at Okoboji, you can expect to be a Family Camp Counselor for 3 to 4 weeks, on support staff (maintenance / kitchen) for a week, on Day Camp for 2 to 4 weeks, and a Youth Counselor for 2 weeks. During Jr. High weeks, you may also have a Jr. Counselor, who will support you in counseling during the week. At Okoboji, you may also have the opportunity to counsel at the Ingham site, which ministers mainly to younger campers.

A **Family Camp** counselor is involved with the regular summer programming, and gets to hang out with a family for the week. Families of all ages come, ranging from ones with infants to high-schoolers to grandchildren. You will have opportunities during the day to interact and get to know your family. Family Camp is only offered at the Okoboji site, but Ingham counselors may also have an opportunity to work at Family Camp.

Some weeks you may have a **Junior Counselor** assisting you in your duties as a cabin counselor. Junior Counselors are high school students who volunteer to be a part of the summer staff.



Application Checklist:

___ Fill out Application Form

___ Fill out Voluntary Disclosure Form

___ E-mail recent picture of myself

Send those 3 things to Okoboji

___ Give three reference forms out and have them sent to camp ASAP

Ingham Okoboji Lutheran Bible Camps Summer 2012 Senior Staff Application

IOLBC, 1203 Inwan St. Milford, IA 51351 (712)337-3306

-please type or print-

Name: _____ Cell Phone #: (____) _____

Permanent Address: _____ Phone#: (____) _____

City: _____ ST: _____ ZIP: _____

School Address: _____ Phone#: (____) _____

City: _____ ST: _____ ZIP: _____

Are you 18 years old or older?: Yes/No Are you 21 years old or older?: Yes/No SEX: Male / Female

E-mail address: _____ Social Security # _____

Parent Name (s) _____ Phone #: _____ Cell Phone #:(____) _____

Address (if different from above): _____

Home Church and Town: _____ Pastor: _____

EDUCATION:	College	Major Subjects	Years completed

CAMP EXPERIENCE:	Camp	Address	Camper or Staff	Dates

Dates you are able to work: _____ to _____ *(Starting on May 26 with 2 weeks of Staff Training. Camp runs through August 10)*

Are you physically able to perform the duties of the position for which you are applying? _____
 Do you have any medical or physical conditions that we need to be aware of for housing purposes? _____
 If yes, please explain _____

For what position(s) would you like to be considered?

___ Counselor	___ Housekeeping	___ Maintenance
___ Rec/Challenge Course Staff	___ Kitchen	___ Office Assistant
___ Waterfront Director	___ Summer Volunteer (in support roles)	

For office use only:
 Rec'd: _____
 Int: _____
 CS: _____
 CR: _____

Senior Counselors work on a rotating basis for at least 4 weeks on Day Camp, in the kitchen or maintenance.
 How do you feel about serving in this way?

Please List any skills or hobbies that you feel would benefit the camping ministry:(example: lifeguard, guitar, piano, miming, etc.) _____

Please tell us about any awards or recognition in either high school or college you have received. _____

Please fill out both sides of this application and e-mail or send it in as soon as possible.

Are you a certified Lifeguard? _____ Expiration Date: _____

Where (or from whom) did you get this application? _____

REFERENCES: 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.

Name	Street, City, State and Zip	Area Code and Phone #	Association
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have a site preference? Ingham Okoboji Any (flexible)

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 and what is the main reason you would like to work at Ingham Okoboji Bible Camps?
2. Please share your personal confession of faith.
3. How do you hope to share your faith with others while working at camp?
4. What fellowship groups or Bible Studies are you currently involved in?
5. Tell us about any leadership roles you have had in your school, church or youth group.
6. Please share about any experience you have working with or participating in challenge courses, ropes courses, or other unique recreation opportunities.
7. 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.
8. Please list any current and past employment/volunteer positions you have held. Include the position title, dates that you were employed, name of supervisor and phone number.
9. List any other special interest or abilities not covered in this application.
10. Are you interested in the free Lifeguard training held May 21-25, 2012?
11. Have you ever been convicted of a felony? If yes, please explain.

Please send in completed application, along with the voluntary disclosure form to:

Ingham Okoboji Lutheran Bible Camps
Attn: Summer Staff
1203 Inwan St.
Milford, IA 51351

**Summer staff selection will be completed as applications are completed and received.

**Please e-mail a recent photo of yourself to be used in pre-summer publicity. Pictures should be e-mailed to dan@okoboji.org

**Our policy for staff is to be chemical free (tobacco, drug and alcohol) during the summer season. Non-compliance is grounds for dismissal.

**Additional information, interviews, background checks, and disclosure statements may also be sought and utilized before summer positions are offered.

The selection process is a difficult one—please join us in prayer for the preparation of this summer's team.

Thank you for your interest in our Bible Camps.

God Is With You!



Dan Antoine

Director of Programs

Ingham Okoboji Lutheran Bible Camp

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.)

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.)

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.)

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

Yes No

If yes, please explain:

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 Senior Staff Application Reference Form

This reference is for _____ for the position of _____
(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 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: Summer 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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Date

