



# APPLY FOR SUMMER STAFF

SENIOR COUNSELOR APPLICATION PACKET



MAKE A DIFFERENCE IN  
THE LIVES OF OTHERS!

Ingham +  
Okoboji  
Lutheran Bible Camps

# Two Sites—One Common Mission!

## Our Mission Statement:

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

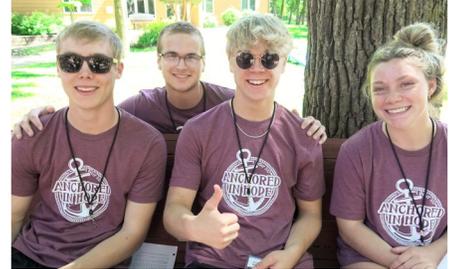
Below you will find a more detailed description of each site and the unique ministry opportunities at each camp. While each of the two sites are different in atmosphere and activity—they have one common goal and mission: To know Jesus Christ and to make Christ known to all.

**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 region. 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

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 perfect setting for kids and staff, with our biggest week being around 130 kids. The staff size is about 15, and campers range in age from kindergarten to Senior High. Housing is in our recently renovated sleeping 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

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 150 youth—or 30 families. The staff size is around 50 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, a week on support staff (maintenance / kitchen), on Day Camp for 2 to 4 weeks, and a Youth Counselor for 1-2 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 hosts mainly younger campers.

A **Family Camp** counselor is involved with the regular summer programming, and gets to invest in a family for the week. Families of all ages come, ranging from ones with infants to high-schoolers to grandchildren. Staff 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 are looking for spiritual growth and leadership development while serving on summer staff.



### Application Checklist:

\_\_\_ Fill out Application Form on paper or online at [www.okoboji.org/apply](http://www.okoboji.org/apply)

\_\_\_ Schedule an interview with Dan by email or using the link provided after completing the online form.

\_\_\_ Give the three reference forms out and have them sent to camp ASAP

OR

Direct your three references to fill out the online reference form: [www.okoboji.org/reference](http://www.okoboji.org/reference).



# Got Questions? We've got answers.

Preparations are being made to hire the summer staff for this 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.

**What is the theme for 2023 Summer Camp?** Our 2023 Summer Theme is "FOUNDATION" based on Psalm 62:2. What we believe about God is the foundation of our view of ourselves and how we approach life. Scripture talks about putting our faith and hope in Him alone so that we will not be shaken by the bumps and chaos of life. We need to know who God is so we can know what He truly thinks about us. If we believe this truth it will transform the way we see and live our lives.

**What do I need to fill out to apply?** Enclosed is a Senior Staff Application form and three Reference forms. Please fill out the application accurately and honestly and return it to us when complete. This can also be filled out online on our website. 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. References can also be filled out on our website at [www.okoboji.org/reference](http://www.okoboji.org/reference). Just e-mail them the link to our website page. ***Application form and references must all be in before your application is complete.*** It is our goal to do all of the interviewing we need by April 1. However applications will be processed as they are received, so don't wait to send it in!

**Is this Ingham or Okoboji?** 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 previous page 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.

**What are Day Camps?** In addition to offering camp at our two locations, we also send out teams of counselors each week to do **Day Camps**, which are like a week of Vacation Bible School, to churches around the region. Led by one of our trained Day Camp Leaders, it's a great opportunity to minister to these communities, get to know a smaller number of staff really well, and usually taste some good home cooking at the host homes. Day Camps are an incredibly important part of our ministry, as we serve more kids at Day Camps than any other program offered at camp throughout the year!

**What are the starting and ending dates? What is the Salary?** As a senior staff member, **you would arrive for staff training on Saturday, May 27**. Senior staff earn a salary of \$2750 for the summer (\$250/week) plus room and board (very few living expenses). Staff serve for 11 weeks ending on **August 13** (2 weeks of staff training and 9 weeks of camp). One week of training will be joint training with Riverside Lutheran Bible Camp. Starting earlier or ending later is also an option.

**What if I need time off?** We do hope our staff will be able to work for most or all of our weeks of the summer. If you know you need time off, please make that known to the Director of Programs during the application and interview process.

**Can I get Lifeguard certified?** ABSOLUTELY! 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. Lifeguards are still counselors, but just serve in that role during free time and activities as needed. The dates for our training are May 21-27, 2023. 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 \$220 bonus (\$20/week) for 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)*

*\*You should understand that the position for which you are applying is considered at-will, which means that either you or the company can terminate employment for any reason or no reason at any time. Keep in mind that we seek to hire the most qualified candidates and 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. Thank you for your interest!

*Dan Antoine*

Dan Antoine  
Director of Programs  
[dan@okoboji.org](mailto:dan@okoboji.org)

1-800-OKOBOJI or  
712-337-3306 (ext. 119)  
[www.okoboji.org](http://www.okoboji.org)

Applications and references can  
be filled out on our website:  
[www.okoboji.org/apply](http://www.okoboji.org/apply)



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

# Senior Staff Job Description Summaries

For more complete individual job descriptions, please visit [www.okoboji.org/apply](http://www.okoboji.org/apply)

## **Senior Counselor:**

Senior Counselors are responsible for leading a small group of campers through all daily activities of camp life including worship, Bible Studies, evening devotions, games, hikes, dish crew, etc. Senior Counselors are expected to spend time with the kids and families, provide constant supervision to the small group, ensure safety, and create a welcoming community for all. The goal is to create a unified staff team, who are flexible and responsible to adapt to the leading of the Holy Spirit and campers' needs and who prayerfully support each other and campers. Senior Counselors are privileged to let God work through them to impact the campers so they may "know Jesus Christ and make Christ known to all."

## **Paintball and Recreation Director:**

The Paintball and Recreation Director is responsible first and foremost for overseeing our paintball program offered at both Ingham and Okoboji. This position requires transporting Okoboji staff and campers to and from the paintball experience. Secondly the Paintball and Recreation Director is responsible for promoting and providing a variety of exciting recreation options at Okoboji, leading them whenever available. The goal is to create a unified staff team, who are flexible and responsible to adapt to the leading of the Holy Spirit and campers' needs and who prayerfully support each other and campers. This role is an important part of engaging campers in the overall camp experience, so that they may "know Jesus Christ and make Christ known to all."

## **Housekeeping Assistant:**

The Housekeeping Assistant fulfills duties assigned to them by the year-round Housekeeper, primarily relating to cleaning the camp. This person may also be assigned at times to help with other support areas (kitchen or maintenance) as needed. The goal is to create a unified staff team, who are flexible and responsible to adapt to the leading of the Holy Spirit and campers' needs and who prayerfully support each other and campers. This role is essential to the hospitality of our guests and their overall camp experience that they might "know Jesus Christ and make Christ known to all."

## **Kitchen Assistant:**

Kitchen Assistants fulfill duties assigned to them by the Food Ministry Director or Assistant Cook, primarily relating to the preparation, serving, and cleaning up of food around mealtimes and snack times throughout the week of camp and certain weekend meals. The goal is to create a unified staff team, who are flexible and responsible to adapt to the leading of the Holy Spirit and campers' needs and who prayerfully support each other and campers. This role is essential to the hospitality of our guests and their overall camp experience that they might "know Jesus Christ and make Christ known to all."

## **Maintenance Assistant:**

Maintenance Assistants fulfill duties assigned to them by the Director of Maintenance, primarily relating to maintaining facilities, beachfront, and lawns at camp. Maintenance Assistants also help with moving any equipment required for setup and teardown of camp events. The goal is to create a unified staff team, who are flexible and responsible to adapt to the leading of the Holy Spirit and campers' needs and who prayerfully support each other and campers. This role is essential to the hospitality of our guests and their overall camp experience that they might "know Jesus Christ and make Christ known to all."

## **Office Assistant:**

The Office Assistant fulfills duties assigned to them by the year-round office staff and Executive Director, primarily relating to office work and organization. This may include making nametags, organizing folder packets, printing fliers or brochures, answering phones, greeting visitors, and more. The goal is to create a unified staff team, who are flexible and responsible to adapt to the leading of the Holy Spirit and campers' needs and who prayerfully support each other and campers. This role is essential to the hospitality of our guests and their overall camp experience that they might "know Jesus Christ and make Christ known to all."

**Paid Internship:** IOLBC has worked with numerous staff in various roles to turn a position into an internship for school credit or work experience hours. Please apply, indicating your proposal or desire for exploring this.

# Ingham Okoboji Lutheran Bible Camps Summer 2023 Senior Staff Application

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

*-please type or print-*

Name: \_\_\_\_\_ Cell Phone #: (\_\_\_\_) \_\_\_\_\_

Will you be 18 years old or older by 5/27/23? Yes/No \_\_\_\_\_ E-mail address: \_\_\_\_\_

Will you be 21 years old or older by 5/27/23? Yes/No \_\_\_\_\_ SEX: Male / Female \_\_\_\_\_

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

City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

School or Alternate Address: \_\_\_\_\_ Phone#: (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Church and Town: \_\_\_\_\_ Pastor: \_\_\_\_\_

Current Church and Town: \_\_\_\_\_ Pastor: \_\_\_\_\_

EDUCATION: \_\_\_\_\_  
(if different than home church and town)  
 HS/College \_\_\_\_\_ Major Subjects \_\_\_\_\_ # of Years Completed \_\_\_\_\_ Degree \_\_\_\_\_

CAMP EXPERIENCE: \_\_\_\_\_  
 Camp Name \_\_\_\_\_ Camper or Staff \_\_\_\_\_ # of Years Experience \_\_\_\_\_

CHRISTIAN EDUCATION: (check all that apply)

Independent Bible Study       Campus Ministry Involvement       Bible School  
 Small Group Bible Study       College Course(s)       Seminary

Dates you are able to work: \_\_\_\_\_ to \_\_\_\_\_

Time Off Request(s) and Reason: \_\_\_\_\_

\*\*Staff Training starts on May 27, 2023, but we often look for a few staff to start early to help prep the camp facilities for summer. Please indicate earliest available start date.  
 \*\*Camp ends August 13. Camp often keeps a small number of staff on for a few weeks to help finish out our summer ministry. Please indicate your latest available end date.

After viewing the job description, are you physically able to perform the duties of the position for which you are applying, including on-site housing? \_\_\_\_\_

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

Counselor       Housekeeping Assistant       Maintenance Asst.  
 Paintball/Recreation Director       Kitchen Assistant       Office Assistant  
 Summer Volunteer (in support roles)  
 Summer Intern \_\_\_\_\_

For office use only: Rec'd: _____ Int: _____ CS: _____ CR: _____
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(please indicate Major Field of Study or type of position desired)

\*Please fill out ALL pages of this application and e-mail or mail it in as soon as possible.\*

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

In order of preference, please rank the activities that you would prefer to help lead. (1 = 1st choice, 4 = last choice)  
\*Note that all options would include an orientation.

Crafts \_\_\_\_\_ Archery \_\_\_\_\_ Canoeing \_\_\_\_\_ Escape Room \_\_\_\_\_

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

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. (i.e. Pastor, Youth Director, Teacher/Prof, Supervisor, RA, etc.)

Name	Street, City, State and Zip	Area Code and Phone #	Association
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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? If applicable, please share the name of the person who primarily encouraged you to apply.
2. Describe your faith journey and how this impacts the way you live.
3. Please share your personal confession of faith (Basic summary of your beliefs in God, Jesus, Holy Spirit, etc.).
4. What is your current Church/Campus ministry involvement?
5. Tell us about any leadership roles you have had in your school, church or youth group.
6. Tell us about any experiences you've had working directly with children.
7. Ingham Okoboji summer program involves ministry to different groups besides kids. Please describe your attitude and experience 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. Have you ever been convicted of a felony? If yes, please explain. *(Please note that a conviction will not automatically disqualify a candidate from consideration)*
10. List any other special interests or abilities not covered in this application.
11. Are you interested in the free Lifeguard training held May 21-27, 2023?

## Applicant Statements and Agreed Code of Conduct

### Please initial each of the following statements:

\_\_\_\_\_ I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my employment or ministry involvement.

\_\_\_\_\_ I understand that my references and contacts from prior ministries or non-ministry related work with children, student, or disabled adults may be contacted and that an appropriate criminal background check will be conducted. I authorize investigations of all statements contained in this application and I specifically authorize Ingham Okoboji Lutheran Bible Camps (IOLBC) to undertake a criminal background check of my past.

\_\_\_\_\_ I understand that I must be interviewed and recommended by a member of the IOLBC staff before I begin my ministry or employment position.

\_\_\_\_\_ I understand that I can withdraw from the application process at any time.

\_\_\_\_\_ I understand that IOLBC has a policy of ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that IOLBC cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal from my employment and possible criminal charges.

\_\_\_\_\_ I declare that I am not a pedophile or child molester. I have not perpetrated physical abuse, sexual abuse, emotional abuse or neglect against a child, a student or disabled adult, and I have never been accused of these acts.

\_\_\_\_\_ I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of this application for employment, and that refusal to inform IOLBC of the contents of a sealed criminal record will result in the automatic denial of the application.

\_\_\_\_\_ If employed, I agree to read and abide by all Policies and Procedures provided to me by IOLBC concerning my conduct and behavior toward children, students or disabled adults participating in IOLBC programs.

\_\_\_\_\_ I have a strong desire to serve in a Christian community, to know Jesus Christ, and to make Christ known to all!

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

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

\*\*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, and references may also be sought and utilized before summer positions are offered.

\*\*Positions offered will be contingent upon satisfactory background checks and disclosure statements.

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

**Please send in completed application to:**

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



# Ingham Okoboji Lutheran Bible Camps

## Summer 2023 Senior Staff Application Reference Form

I, \_\_\_\_\_, in applying for the position of \_\_\_\_\_ 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. 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.
2. What are strengths you see in this person that would add to the team ministry of the camps?
3. Are there any areas of concern or weakness that you see in the applicant? If so, what are they?
4. How is the applicant's relationship with his/her peers?
5. How does the applicant respond to supervisors in directive roles?
6. Is there any reason the applicant should not be staying in a cabin with children of the same gender? Y N
7. To your knowledge, has the applicant ever been charged with and/or found to have committed sexual harassment, abuse, or exploitation? Y N
8. Would you recommend this person to be hired on staff at Ingham Okoboji this summer? Y N
9. 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 back of this form or additional pages, please feel free to do so. Thank you for your input! If you know any other quality young adults who would do well in this role, please pass on our information. God's blessings to you.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<input type="checkbox"/>	I would like to receive monthly e-mail updates from IOLBC
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