



Flathead Lutheran Bible Camp

In the Name of the Father and of the Son and of the Holy Spirit. Amen.

603 S. Main Street
Kalispell, MT 59901
nathan@flbc.net

Office: (406) 752-6602
Fax: (406) 752-6670
www.flbc.net

Dear Applicants for Summer Employment:

Thank you for your interest in the summer camping ministry at Flathead Lutheran Bible Camp! If selected to serve in our ministry this summer as a 2017 Summer Staff, you will find working at FLBC to be much more than a summer job. Our staff have an opportunity to develop their own gifts, leadership skills, and faith, while growing with others in a close Christian community. Here, friendships are made that can last a lifetime. Being a Summer Staff member at Flathead Lutheran Bible Camp could prove to be one of the most important and rewarding experiences of your life!

To be considered for a 2017 Summer Staff position, please complete the following steps within the timeframes identified:

(1) Complete the attached SUMMER STAFF APPLICATION FORM. Please note that 2017 Summer Staff contract period begins May 22, 2017 for Leadership and Support Staff -or- June 2, 2017 for Counselors, and extends through August 12, 2017. Applicants hired for a 2017 Summer Staff position are expected to commit to the entire 10 or 12 week contract period. Applicants should list any date(s) of expected unavailability during the contract period in their application for employment. Hiring preference may be given those who can commit to the entire contract period. Undisclosed absences taken during the contract period may be considered a breach of the employment agreement.

Applications must be received, by mail, fax, or email at the above addresses, by February 24, 2017.

(2) Distribute the attached REFERENCE QUESTIONNAIRES to three people who have agreed to serve as professional and/or personal references on your behalf. (Your three references should also be identified in your application for employment.) Please explain the nature of the position for which you are applying and instruct your references to return the reference questionnaire directly to this office, by mail, fax, or email, **no later than March 1, 2017**. The reference questionnaire can also be downloaded from our website. Please note that it is courteous to provide your references with a stamped, addressed envelope. If you have worked at another camp, you must include your former Camp Director or immediate supervisor as a reference.

(3) INTERVIEW. In January and February, we will visit several college campuses to conduct in-person interviews with Summer Staff applicants. Personal interviews are a priority. If a "face-to-face" interview is not possible you need to arrange for a telephone/Skype interview. Applicants are responsible for calling and scheduling a time and date for their interview. **Interviews must take place on or before March 1, 2017.**

To be considered for employment with Flathead Lutheran Bible Camp, applicants must complete the steps above within the timeframes specified. Staff selections are usually made by mid-March and all applicants will be contacted as to the status of their application. Hiring preference may be given to applicants with lifeguard certification and those who can commit to the entire 2017 Summer Contract period (staff orientation through the final summer week of Camp).

If you are selected for hire, we will use our best efforts to extend an offer of employment before April 1, 2017. Your offer of employment will generally include an employment agreement, a job description, a personal information disclosure form, a direct deposit form, and a copy of our Employee Handbook. Should you accept our offer of employment, you will sign and return the forms to our office. The agreement will become effective upon our satisfaction with the results of your background check.

We look forward to an interview with you and again, thank you for your interest in Flathead Lutheran Bible Camp!

God bless,

Rev. Nathan Clements
Associate Director

Enclosures: (4)

Guide to Our Ministry
Application for Employment
Job Description Guide
2017 Reference Questionnaire

Flathead Lutheran Bible Camp

A Guide to our Ministry

Flathead Lutheran Bible Camp is situated in the majestic Rocky Mountains of western Montana. We are a camping ministry of the Evangelical Lutheran Church in America committed to proclaiming and living out the Gospel of Jesus Christ. The Camp is owned and operated by 55 ELCA churches in Montana and is open all year to groups of all ages.

Flathead Lutheran Bible Camp was founded in 1943 and is located on the west shore of beautiful Flathead Lake, about 40 miles southwest of Glacier National Park. **On this stunning 250-acre waterfront site, 3,500 children and adults of all ages are served through summer programming and retreats, teaching about Christ and the appreciation of God's creation.** The summer camping community at Flathead includes youth, families, Glacier Wilderness Adventurers, Day Campers, and retreat participants.

The Youth/Adult programs consist of weekly on-site camps for 150+ third through twelfth grade youth from across the nation and off-site adventure camps for high school students and adults including: backpacking, rock climbing, rafting, canoeing, sailing, kayaking, and servant trips to Seattle, WA and the Flathead Valley. Flathead also offers exciting specialty camps, including M-A-D Camp (Music, Art, & Drama), Ranch Camp, Basketball Camp, Cooking Camp, Family Camp, and other adventures.

Glacier Wilderness Adventures is a program designed for youth groups and adults from across the country. These groups spend the week off-site with our staff rafting, backpacking, sailing, or doing various backcountry service projects with the Flathead and Kootenai National Forests, or serving at Camp.

Day Camps are an outreach of Flathead Lutheran Bible Camp into the communities of western and central Montana. Staff travel to congregations to provide weeklong programming for first through sixth grade youth. Evenings may include additional programming with senior citizens or teenage youth.

The basic requirement for all staff at Flathead Lutheran Bible Camp is a living and growing faith in Jesus Christ. For ten weeks this summer (eleven and a half weeks for Leadership Staff and Support Staff) our call is to live together in Christian fellowship, to be a worshipping community, to minister to one another, and to minister to the campers. Our work with the campers means sharing ourselves with them. We teach them through example, Bible study, play, and worship. We seek to create an environment of safety, love, trust, and acceptance.

Jesus was a servant first, even to the washing of feet. The glory of Palm Sunday came only once to Him in His life. **At camp we too are servants to the campers and to one another.** Because of this mission, flexibility and adaptability are vitally important considering the tasks we will be asked to accomplish this summer. When counselors are not assigned with campers, the staff is expected to help in other camp support services (i.e. grounds crew, kitchen, etc.).

All staff must have a deep concern and love for people, and must be willing to serve one another to the best of their abilities. **All staff must conduct themselves with responsible and appropriate behavior, both on-site and when away from Camp.** As an employee of Flathead Lutheran Bible Camp, our name and our reputation go with you during your "time off."

THIS COULD BE ONE OF THE GREATEST ADVENTURES OF YOUR LIFE!

FLATHEAD LUTHERAN BIBLE CAMP



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APPLICATION FOR 2017 SUMMER STAFF

Name: _____ E-mail: _____
 (First) (Middle) (Last)

Cell Phone: _____ Current Address: _____
 (Street/PO Box)

 (Phone) (City) (State) (Zip)

Permanent Address: _____
 (Street/PO Box)

 (Phone) (City) (State) (Zip)

Parent(s)' Name (and Address if different from your permanent one above): _____

Optional Questions: You are under no obligation to answer these three questions. However, your answers would be important in best placing you in appropriate work situations.

Age _____ Date of Birth _____ Female _____ Male _____

Position you are applying for: (mark 1, 2, or 3 in order of preference)

Leadership Staff (applicants must be 21+)*

- Onsite Program Leader
- Wilderness Program Leader
- Waterfront Leader
- Arts & Crafts Leader
- Maintenance Assistant
- Assistant Cook
- Music & Worship Leader
- Weekend Retreat Host
- Naturalist/Outdoor Educator

Counseling and Support Staff

- Camp Counselor
- Wilderness Counselor
- Support Staff (combination of grounds, kitchen, lifeguard, camp hand/steward, photographer, etc.)

*Leadership Staff will be high ropes trained; responsibilities may be combined.

I have read all of the Flathead Lutheran Bible Camp staff job descriptions. _____ (Please initial)
 If I am hired, I am willing to do these jobs to the best of my abilities. _____
 If I am hired, I will review and agree to the Flathead Lutheran Bible Camp Staff Handbook before returning my staff contract. _____

Church Information:

Home Congregation _____ City _____
Pastor _____ Denomination _____
School Congregation _____ City _____

Educational Information:

School Name **Years** **Major** **Degree**

Current Year in College (circle): Fr Soph Jr Sr Grad Major _____ Minor _____

Extra-curricular activities, organization memberships, interests, and hobbies:

Previous Camping Information: (as camper or staff)

Years **Camp** **Camper or Staff Position** **Director's Name**

Employment Information:

Dates of Employment **Employer** **Address (City/State)** **Nature of Work**

- 1.
- 2.
- 3.

Certifications: (place an X where you have current certifications and list expiration dates)

___ ARC Life Guarding* _____ ___ First Responder _____
___ ARC WSI _____ State of Certification _____
___ Wilderness First Aid _____ ___ EMT _____
___ ARC Emergency Response _____ State of Certification _____
___ ARC Adult CPR _____ ___ Wilderness EMT _____
___ ARC Child/Infant CPR _____ State of Certification _____

***Priority may be given to those applicants with life guarding certification.**

Skills and Experiences:

Musical:

Instruments you play: _____

Outdoor:

List skills or certifications _____

Other:

List any other skills you would bring to camp: _____

QUESTIONS:

Please respond briefly to the following questions on a separate sheet of paper:

1. Why would you like to be a part of the Christian camping ministry at Flathead Lutheran Bible Camp?
2. What is the most important thing that young people should know about Jesus?
3. How has your life been impacted by prayer, Scripture, and worship?
4. What specific gifts would you bring to the Christian camping ministry at FLBC?

FLATHEAD LUTHERAN BIBLE CAMP 2017 SUMMER SCHEDULE

May 22	Leadership Staff and Support Staff Arrive
May 22-26	Low & High Ropes Training
May 26-29	Thrivent Memorial Day Family Work Retreat
May 29-31	Leadership Staff Training
June 2	Counselors Arrive, Training Begins for all Summer Staff
June 2-17	Staff Training
June 15	Staff Commissioning Service
June 18	Summer Camping Programs Begin
July 21-23	Summer Staff's Family Weekend
August 11	Staff Closing Worship and Communion
August 12	Staff Check Out and Final Evaluation Due

Applications for 2017/18 year-round Community Staff
will be available this summer.

Questions:

How did you hear about Flathead Lutheran Bible Camp? _____

Are you able to attend the entire staff training? _____ If "no," please explain and specify dates you would be unable to attend _____

Are you able to serve the entire camping season? _____ If "no," please explain and specify dates you would be unable to attend. _____

Have you ever been convicted of a felony? _____

Have you ever been convicted of child abuse or any sexual abuse offense? _____

If you answer "yes" to either of these questions, please explain on a separate sheet of paper.

*Please note that all candidates selected for conditional employment with FLBC must consent to and pass a background check. Any employment agreement entered into between a prospective employee and FLBC is effective only upon FLBC's receipt of and satisfaction with the prospective employee's background check.

References: (do not use relatives - you may include pastors and employers)

Name Email Address Phone number

Name Email Address Phone number

Name Email Address Phone number

Signature & Acknowledgment

The information I have provided herein is true and accurate, to the best of my knowledge. I give permission to Flathead Lutheran Bible Camp to verify any and all information I have provided in this application for employment. I understand that any offer of employment with FLBC is conditioned upon consenting to and passing a background check to the satisfaction of FLBC.

SIGNATURE _____ **DATE** _____



Return application to: Rev. Nathan Clements, Associate Dir.
Flathead Lutheran Bible Camp
603 S Main St
Kalispell, MT 59901
or
nathan@flbc.net

2017 Staff Position Descriptions

COUNSELING AND SUPPORT STAFF

Camp Counselor (minimum one year of college or equivalent)

Responsible for 8-10 campers for a week at a time while building community, caring for their safety, leading them in small group activities (Bible studies, campfires, games, worship, discussion, etc.), be a positive Christian role model and carry out the program as defined in staff training. Counselors may rotate through on-site, off-site (including Day Camps), kitchen, and grounds crew duties. Counselors will also participate in various work projects and cleaning as assigned. Special skills desired include: ARC Life Guarding; musical talents; CPR and first aid certifications; specialized wilderness/high adventure certifications.

Wilderness Counselor (minimum age of 21 with good driving record)

Responsible for leading backcountry/high adventure trips and maintaining the health, safety, and programmatic needs of their groups (Bible studies, devotional time, campfires, games, worship, discussions, etc.). Need to have extensive knowledge, background, and experience in outdoor cooking, low impact camping, and high adventure activities (rock climbing, sailing, rafting, canoeing, kayaking, backpacking, etc.). Serves in other capacities (grounds crew, kitchen, on-site counseling, support staff) when not leading off-site trips. Previous camp experience recommended and must have life guarding certification.

Support Staff (minimum age of 18)

Support staff members are hired for one of the primary responsibilities listed below. Responsibilities will be combined/rotated to meet the needs of the camp community as determined by camp directors and/or coordinators.

Kitchen Assistant

Works under the direction of the Food Service Coordinator to provide nutritious meals for the camp community. Also responsible for maintaining a clean and sanitary kitchen and Dining Hall. Depending upon individual skills and qualifications, may rotate some weeks as a member of counseling staff. Will also participate in various work projects and camper supervision as assigned and join in other camp activities as schedule allows.

Grounds Crew

Must have knowledge and basic skills in the use of tools and mechanical equipment. Works with Maintenance Assistant and is responsible for the overall upkeep of Camp. Will also participate in various work projects as assigned and join in other camp activities as schedule allows.

Camp Hand/Kitchen Steward

Responsibilities include doing dishes at meal times and cleaning the Dining Hall. Also will be responsible for custodial duties and camp activities (campfire, games, etc.) as assigned by directors and coordinators. Camp Hands also rotate serving as Kitchen Steward, overseeing the "front-end" operation of the dining hall, orienting table setters at each meal, cleaning restrooms, and sweeping/mopping floors.

Photographer

Responsible for taking photographs documenting summer programming and creating video presentations as requested by the Associate Director for marketing purposes.

**Please note that all job descriptions are intended to provide an inclusive summary of the primary responsibilities associated with each position. All FLBC employees are expected to lend their talents and efforts to the overall mission of Flathead Lutheran Bible Camp. Specific information regarding compensation, benefits, and scheduling is contained in individual employment agreements.*

LEADERSHIP STAFF

(Applicants must be 21+ with a good driving record. All Leadership Staff will be high ropes trained and responsibilities may be combined.)

Onsite Program Leader

Must have prior camp counseling and supervising experience. Assist Associate Director and Program Assistant in implementing summer on-site programs through planning, coordinating and supervising activities for a specific age group of campers. Will be a resource, leader, and supporter of 4-8 counselors and their campers each week. Will work primarily behind the scenes doing logistical support work for implementation of age group programming. Responsibilities also include assisting with planning and leading staff training, preparing for and leading worship, being a role model for staff, and participating in and supervising weekly camp clean up.

Wilderness Program Leader

Assist the Wilderness Coordinator in planning and preparing for weekly off-site trips. This includes purchasing and packing of food for trips and contacting groups. Is responsible for maintenance of all off-site gear. Coordinators greet groups as they arrive. Will lead the wilderness orientation talk for groups and host the Thursday evening BBQ for returning groups. Will be responsible for leading off-site trips and training counselors in wilderness camping. Must have life guarding certification.

Waterfront Leader

Must have current life guarding certification and supervising experience. Will be responsible for coordinating all waterfront activities, including boating and swimming areas. Will supervise lifeguards and be responsible for waterfront upkeep and rescue equipment to ensure a safe environment for campers. Will oversee gathering and organizing, and returning of lost and found items. Must be available for leading and participating in other camp activities as assigned by the Associate Director.

Arts and Crafts Leader

Will be responsible for development of arts and crafts program that stimulates creativity in campers and relates to daily Bible Studies. Also is responsible for purchasing craft supplies and organization/maintenance of craft facility. Must be available during daily craft times and any time a small group wants to do arts and crafts. Will organize and distribute crafts for Day Camp program and keep track of arts and crafts finances.

Maintenance Assistant

Assists the Maintenance Coordinator with the upkeep of facilities, vehicles, and equipment belonging to camp. Knowledge of vehicle maintenance, power and hand tools, and small engines preferred. This position works Thursday morning through Tuesday at 4:00 pm weekly, with Wednesdays off.

Assistant Cook

Assists the Food Service Coordinator in preparing, producing, and serving nutritious meals to summer campers, weekend retreat guests, and other groups as scheduled. Previous supervisory experience and ability to work independently preferred.

Music and Worship Leader

Coordinates the weekly production of the Passion Play as well as daily worship/campfire.

Weekend Retreat Host

Responsible for welcoming, orienting, and facilitating positive weekend retreat experiences for guests. Oversees weekend workers, including scheduling, delegating responsibilities, planning Sunday worship, and providing direct support for guests and staff.

Naturalist/Outdoor Educator

Will be responsible for implementing garden and hunger awareness programs as well as develop further curriculum for campers in third through twelfth grades. Also will be in charge of maintaining (watering, weeding, harvesting) the garden. Will lead outdoor education activities for campers. Must be available for leading and participating in other camp activities as assigned by directors and/or coordinators.



Flathead Lutheran Bible Camp

2017 Reference Questionnaire

To be completed by the applicant:

Name: _____ Position you are applying for: _____

Prior to submitting this form to the reference writer, you must indicate below whether you wish to retain or waive the rights of access to this reference letter.

_____ I do give up the right to review this reference letter. It will be **CONFIDENTIAL**.

_____ I do not give up the right to review this reference letter. It will **NOT BE CONFIDENTIAL**.

Signature of applicant _____ Date _____

The above named person has applied to serve on the summer staff at Flathead Lutheran Bible Camp and has listed you as a reference. As we will be serving over 3,500 campers and retreat participants this summer, we need your help in evaluating this person's potential in working with children and adults in our ministry. Your sincere and candid response regarding this person's character and ability is appreciated.

1. How long and in what capacity have you known this applicant?

On each of the following questions, please check the phrase which most accurately describes the applicant's behavior.

2. How well is he/she able to direct and influence others along definite lines of action?

- _____ Exceptional leader; inspires others along desired lines of action
- _____ Very successful in leading others
- _____ Normally successful in directing and leading others
- _____ Usually follows the lead of others
- _____ Poor leader; incapable of directing others

3. How well does he/she work with associates for the good of the group?

- _____ Exceptionally successful in working with others and inspiring confidence
- _____ Cooperates willingly and actively; makes things go smoothly
- _____ Cooperates but not whole-heartily, does only what is required
- _____ Gives limited cooperation; neglects the common good for their own interests
- _____ Cooperates grudgingly; makes trouble and obstructs the group's efforts

4. How does he/she react to suggestions or criticisms by others?

- _____ Invites criticisms and suggestions; always wanting to improve
- _____ Follows suggestions willingly; open to improvement
- _____ Listens to suggestions but often acts without considering them
- _____ Resents suggestions or alternative ideas
- _____ Takes suggestions and criticisms as a personal insult

5. How well does this person follow through on tasks and assignments?

- Exceptional perseverance; does more than expected
- Energetic; industrious; dependable at all times
- Satisfactorily completes assigned tasks on their own accord
- In different unless deeply interested; may not finish tasks
- Needs constant prodding and supervision to complete work

Please comment briefly on the following items, giving specific examples when you have had firsthand experience. If you have no knowledge, please state so.

6. Flexibility and adaptability to change.

7. Maturity of judgment.

8. Personal faith and character.

9. Ability to lead campers toward a growing Christian faith: ability to lead devotional time, worship, or influence young lives in a Christian way.

10. Would you recommend that this person be responsible for the care and supervision of children for a lengthy period of time? Rate this person by circling a number from ten to one.

Definitely Yes 10 9 8 7 6 5 4 3 2 1 Definitely Not

Signature _____ Date _____

Print Name _____ Telephone _____

Address _____

City _____ State _____ Zip _____

Please return this document directly to FLBC no later than March 1.

Staff applications cannot be considered until references are received.

Thank you for your time and your help in this ministry.

If you have any questions, you can call Nathan Clements at: (406) 890-5104 Fax: (406) 752-6670

Rev. Nathan Clements, Associate Dir.

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