

## 2024 Summer Staff Application 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  
karen@flbc.net

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

Dear Applicant,

We are so excited to see you are interested in summer camp ministry at Flathead Lutheran Bible Camp! Serving on FLBC's 2024 Summer Staff, your experience will be much more than a summer job. Our staff have an opportunity to develop leadership skills: communication, problem solving, collaborating, and program planning. Staff often express growth in faith through serving with others in a Christian community. Being a Summer Staff member at FLBC could prove to be one of the most important and rewarding experiences of your life!

To be considered for a 2024 Summer Staff position, please complete the following steps:

- (1) **Complete the SUMMER STAFF APPLICATION FORM.**
- (2) **Distribute the REFERENCE QUESTIONNAIRE:** send link to three people who have agreed to serve as professional and/or personal references on your behalf.
- (3) **INTERVIEW:** FLBC year-round staff will reach out by phone or email to set up an interview as soon as your application is submitted and reviewed. Interviews are done over zoom unless scheduling and location allows for an in-person.

Staff selections are usually made by mid-March (though they may be made before then) and all applicants will be contacted as to the status of their application. Please note that 2024 Summer Staff contract period begins Sunday **May 26, 2024** for Leadership and Support Staff -or- **June 6, 2024** for Counselors, and goes through **August 2, 2024**. Hiring preference will be given to those who can commit to the entire 2024 Summer Contract period.

Stipend for first year staff is \$400.00 per week, plus room and board. Returning staff, and those with experience working at other camps, will earn an additional \$10 per week for each summer of experience. Bonuses are available to those with current lifeguard certifications. Staff who stay the the whole summer have the opportunity to receive up to a maximum of \$800 in travel reimbursement.

Need an internship for school? Contact us! We'll work with your school to meet the requirements you need!

Thanks for your interest in Flathead Lutheran Bible Camp!

Karen Rumage  
Program Director

Richie Withycombe  
Wilderness &  
Environmental Ed Director

Margie Fiedler  
Executive Director

# FLATHEAD LUTHERAN BIBLE CAMP



603 S Main St  
Kalispell, Montana 59901  
E-mail: karen@flbc.net

Office (406) 752-6602  
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[www.flbc.net](http://www.flbc.net)

IMK rev: 10-10-22

## APPLICATION FOR 2024 SUMMER STAFF

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
(First) (Middle) (Last)

Cell Phone: \_\_\_\_\_ Current Address: \_\_\_\_\_  
(Street/PO Box)

\_\_\_\_\_  
(City) (State) (Zip)

Parent/ Guardian Emergency Contact Information: (required)

\_\_\_\_\_  
(Name) (Relation)

Email: \_\_\_\_\_ Parent/Guardian Address: \_\_\_\_\_  
(Street/PO Box)

\_\_\_\_\_  
(Phone) (City) (State) (Zip)

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### OPTIONAL QUESTIONS:

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

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  Female  Male  
 Prefer not to answer

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**Position you feel most called to: (mark 1, 2, or 3 in order of preference)**

**Counseling and Support Staff**  
\_\_\_ Camp Counselor (must be 18+ and one year out of high school)  
  
\_\_\_ Support Staff (must be 18+; combines grounds crew, kitchen, lifeguard, camp hand/ steward, photographer, cleaning/sanitation, etc.)

**Leadership Staff (must be 21+)**  
\_\_\_ Onsite Program Leader      \_\_\_ Assistant Cook  
\_\_\_ Wilderness Program Leader      \_\_\_ Music & Worship Leader  
\_\_\_ Arts and Crafts Leader      \_\_\_ Waterfront Leader  
\_\_\_ Garden/Environmental Ed. Leader/Kitchen Steward/Support Staff Supervisor  
  
*\*Leadership Staff will be high ropes trained; responsibilities may be combined.*

**Church Information:**

Home Congregation \_\_\_\_\_ City \_\_\_\_\_

Pastor \_\_\_\_\_ Denomination \_\_\_\_\_

School Congregation \_\_\_\_\_ City \_\_\_\_\_

**Educational Information:**

School Name \_\_\_\_\_ Years \_\_\_\_\_ Major \_\_\_\_\_ Degree \_\_\_\_\_

Current Year in College:  Freshman  Sophomore  Junior  Senior  
 Grad Major: \_\_\_\_\_ Minor: \_\_\_\_\_

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

**Skills and Experiences:**

**Musical:**  
Instruments you play \_\_\_\_\_

**Outdoor:**  
List skills or certifications \_\_\_\_\_  
\_\_\_\_\_

Certifications (Life Guarding, Wilderness First Aid, EMT, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

**Skills/Gifts/Strengths:**  
List any other specific gifts you would bring to camp \_\_\_\_\_  
\_\_\_\_\_

## **Questions:**

**Please respond briefly (150 words or less) and thoughtfully to the following:**

1. Why do you feel called to be part of the ministry of Flathead Lutheran Bible Camp?

2. What do you hope for campers to learn about Jesus and faith while they're at FLBC?

3. Is there anything else you would like to share about yourself or your application?

## **Questions (continued):**

4. How did you hear about Flathead Lutheran Bible Camp?

5. Are you able to attend the entire staff training?  YES  NO

If NO, please explain and specify dates you would be unable to attend. \_\_\_\_\_

\_\_\_\_\_

6. Are you able to serve the entire camping season?  YES  NO

If NO, please explain and specify dates you would be unable to attend. \_\_\_\_\_

\_\_\_\_\_

*Please Note: Undisclosed absences during the contract period may be considered a breach of the employment agreement.*

7. Have you ever been convicted of a felony?  YES  NO

8. Have you ever been convicted of child abuse or any sexual abuse offense?  YES  NO

**If you answer YES to either of these questions, please explain (you may provide additional information on a separate sheet of paper if needed)**

*\*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.*

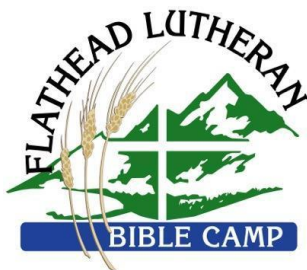
**References:** (do not use relatives - you may include pastors and employers)

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 \_\_\_\_\_**

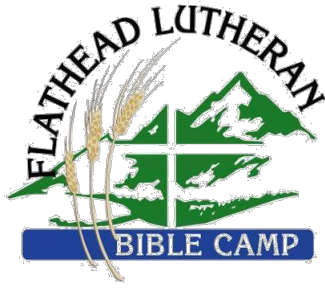


**Return application to:**

Karen Rumage, Program Director  
 Flathead Lutheran Bible Camp  
 603 S Main St Kalispell, MT 59901  
**OR** karen@flbc.net

**FLATHEAD LUTHERAN BIBLE CAMP  
2024 TENTATIVE SUMMER SCHEDULE**

May 24-27	Memorial Day Family Work Retreat
May 26	Leadership and Support Staff arrive
May 27-31	High and Low Ropes Training (Tentative)
June 2-6	Leadership training/ Life Guard Training
June 6	Counselors Arrive, Training Begins for all Summer Staff
June 6-21	Staff Training
June 21	Staff Commissioning Service
June 22	Summer Staff Day Off
June 23	Summer Camping Programs Begin
June 30-July 5	FLBC Family Camp
July 12-14	Family Weekend (staff families attend free)
August 2	Staff Closing Worship and Communion
August 3	Staff Check Out and Final Evaluation Due



# Flathead Lutheran Bible Camp

## 2024 Reference Questionnaire

### To be completed by the applicant:

Name: \_\_\_\_\_ Position you are applying for: \_\_\_\_\_

Thank you for serving as a reference for a potential member of our 2024 Summer Staff. This reference will be confidential and will not be shared with the applicant. Please contact us directly at [karen@flbc.net](mailto:karen@flbc.net). We would be happy to set up a phone call if you prefer to give a verbal recommendation.

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 a wide variety of campers and guests 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 this person 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 this person 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 this person 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. Starting with the most important, please comment to the top 3 ways in which this individual could improve their work performance.

7. Starting with the most important, please comment on the top 3 work related strengths of this individual.

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

9. 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 11, 2024**

Staff applications cannot be considered until references are received.  
Thank you for your time and your help in this ministry.

Karen Rumage, Program Director  
603 S Main St  
Kalispell, MT 59901

If you have any questions, you can contact Karen Rumage at 406-696-7559 or karen@flbc.net