



Caroline Furnace Lutheran Camp & Retreat Center, Inc.
2239 Camp Roosevelt Road, Fort Valley, Virginia 22652-3217
540-933-6266 www.carolinefurnace.org

November 2011

SUMMER CAMP STAFF POSITIONS
JUNE 3, 2012 – AUGUST 10, 2012

Dear Sister / Brother in Christ,

This packet is designed to give you a clear understanding of the nature of Caroline Furnace Lutheran Camp and what we are looking for in staff members. Prayerfully consider all aspects of this commitment as you decide to apply.

Our mission in our Summer Camp Program is to provide “an intentional Christian communal experience in the midst of God’s creation.” This begins with an unconditional commitment to love, accept and respect each camper as a child of God. We strive to recognize and develop each camper’s unique gifts and abilities; embrace and proclaim a Christian lifestyle on and off the camp, and demonstrate sound environmental stewardship in all aspects of daily life. We believe campers who are loved and accepted in the midst of a caring Christian community are likely to experience the Holy Spirit at work in them.

A summer in outdoor ministry is long, tiring, sometimes difficult, and one of the most rewarding summers you will likely ever have. We expect a commitment to our campers, a forgiving spirit, and hard work. During your stay with us, you will grow in many ways. Living and working in close quarters with other staff members will give you an unforgettable experience of Christian community by teaching you how to work closely with others in a loving relationship, by supporting your uniqueness and by testing your patience. Spending most of your time outdoors will give you an appreciation for the beauty of God’s creation, and a respect for manmade creations such as bug spray and sunscreen. Those called to serve on our summer staff will learn much from other members of the staff, from campers and most importantly from God.

Included in this packet, you will find a job description and qualifications page, a Summer Camp Staff Application, a copy of the reference form (two pages) and a frequently asked questions page. Complete the application and return it to me. Please distribute three copies of the reference form and have those returned directly to me. One reference must be a pastor or minister from your worshipping community. When your application is received you will be notified by email. Once I have received the application and all three references I will review it and be in touch you and if needed schedule an interview. Upon completion of the interview you may be offered a position. I suggest you consult with your pastor, family, former staff members, and friends for their guidance about this opportunity. Consult our website for further information. Please be in touch with me at anita@carolinefurnace.org as you have questions.

Peace in Christ <><

Anita Smallin
Program Director

Summer Camp Counselor

Job Description

Responsible to: Program Director and Executive Director

Responsibilities:

1. To be a model of Christian living, actively pursuing a growing relationship with Jesus the Christ as Lord
2. To know where your campers are at all times
3. Live with and provide 24-hour care for up to eight campers per week, guiding and directing them in camp activities, this may be on out-trips and/or day trips off the grounds. Some weeks your assignment may be serving as our support staff.
4. To provide support to other members of the staff
5. To lead daily Bible studies related to the summer curriculum
6. Assist in interpreting health and safety regulations to campers, including care of living quarters, site, personal habits, and God's creation
7. Participate in ten days of staff training beginning June 3, 2012
8. Assist in worship activities as assigned
9. Carry out the directives of the Directors as assigned

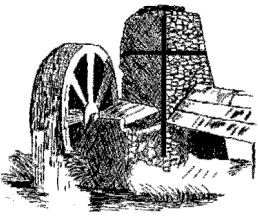
Review: At mid-summer and at summer's end

Compensation:

1. Salary beginning at \$2000 based on experience and skills in outdoor ministry
2. Room and Board for the summer
3. Certification in First Aid and CPR (offered during staff training)

Qualifications

1. A mature Christian faith with the desire to further the mission of Christ's church
2. A love of God's children
3. Ability to facilitate the growth of intentional Christian community (small group)
4. A desire to serve with flexibility, patience, and love
5. Desire to live and work in an outdoor setting
6. A growing knowledge of Scripture and Christian doctrine
7. Ability to perform under stress and tension
8. A desire to grow in your ability to lead
9. Good physical and mental health



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Application for Summer Camp Staff

PLEASE PRINT OR TYPE

Counselors must have completed one year of college.

Personal

Name _____ Phone _____

Address _____ email _____

City _____ State _____ Postal Code _____ Male / Female

Date of Birth _____ Age _____ Soc. Sec. # _____

Driver's License # _____ State _____

Church

Primary Congregation _____ Location _____

Education

High School _____

Location _____ Year of Graduation _____

College _____

Location _____ Year of Graduation _____

Occupation (if working)

References

Pastor/Minister _____ Phone _____

Faith Community _____ Location _____

Name _____ Phone _____

Name _____ Phone _____

OFFICE USE ONLY

Application Received:

Reviewed:

References Checked:

Interview Date:

Hired? No / Yes

Date:

Any Special Request:

Gifts/Skills/ Abilities

Please look over the following list. Use an

A to indicate you have training and experience and are able to lead the activity

B to indicate you have participated in the activity,

C to indicate that you would like to learn the activity, or blank to indicate no experience.

PROGRAM

- Worship Planning
- Bible Study
- Rainy Day Activities
- Campfire Activities
- Games/Initiatives
- Other _____

RECREATION

- Archery
- Swimming
- Other _____

MUSIC

- Song Leader
- Play Guitar
- Play Piano
- Play other instrument
Kind _____

CREATIVE ARTS

- Camp Crafts
- Photography
- Drama
- Visual Arts
- Other:

OUTDOOR/ADVENTURE SKILLS

- Cooking Outdoors
- Fire Building
- Backpacking
- Flatwater Canoeing
- Whitewater Canoeing
- Rock Climbing
- Low Ropes Course
- High Ropes Course
- Environmental Education
- Other _____

CERTIFICATES / LICENSES

- Water Safety Instructor
Expiration _____
- Am. Red Cross Lifeguard Training
Expiration _____
- First Aid Training / Expiration _____
- CPR Training / Expiration _____
- EMT Training / Expiration _____
- Other Certificates:

Employment History

List the last three places you were employed (the most recent first) and your immediate supervisor, with a phone number.

1. _____

2. _____

3. _____

Reflections: Please answer these thoroughly. Attach additional pages as necessary.

1. What does “Gospel” mean to you? Describe your understanding of the Christian faith.
2. Describe your family.
3. What experience in your life has had the most influence on you and your faith?
4. Where are you spiritually?
5. What is your relationship with your faith community/pastor/minister? What has been your involvement in ministry at home or in college?
6. What are the main reasons that you want to be a member of this Summer Camp Staff?
7. Caroline Furnace is a small, close-knit Christian community and you live in close proximity with others. Describe how you see yourself fitting into and adapting in this situation.
8. Describe your strengths and weaknesses and how you see yourself using / overcoming them while living in a close Christian community.
9. What leadership experience, gifts, talents, and special abilities can you offer our Caroline Furnace community?
10. What do you hope to gain from this experience?

Please Read Carefully Before Signing

The Summer Camp Program of Caroline Furnace Lutheran Camp & Retreat Center, Inc. is an expression of the evangelical and educational ministry of the Evangelical Lutheran Church in America. This program seeks to demonstrate in word and deed the love of god as revealed in the gospel of Jesus Christ. Therefore, within this community of faith, we expect all staff persons to be striving to pattern their lives and relationships after that of our Lord. We wish also to demonstrate a wholesome, fulfilling, and joyous life apart from the use of tobacco (any form), alcohol (any form), and all other controlled substances. Those employed by Caroline Furnace Lutheran Camp & Retreat Center, Inc. must accept the above guidelines and abide by all rules and regulations.

In submitting this application for employment, I understand that an investigation will be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, and criminal history. I authorize anyone possessing such information to furnish it to Caroline Furnace Lutheran Camp & Retreat Center, Inc., and /or its agent, upon request. I further release anyone so authorized from all liability and damages whatsoever in furnishing, obtaining, or using this information.

I understand that false or misleading information given in my application or interview(s) may preclude my being considered for employment, or if employed may result in my immediate dismissal. I further understand that if employed, the employment will be "at will." That is, Caroline Furnace Lutheran Camp & Retreat Center, Inc. may end the employment relationship at any time, for any reason, or for no reason.

I understand that receipt of this application by Caroline Furnace Lutheran Camp & Retreat Center, Inc. does not constitute or imply employment.

Yes No Have you ever been convicted of a crime?

If yes, please attach an explanation on a separate sheet including: the specific nature of the offense(s), when, where and disposition.

Signature of the applicant: _____

Print Name: _____ Date signed: _____

If applicant is under 18 years of age

Signature of Parent/Guardian: _____

Print Parent/Guardian's name: _____ Date signed: _____

Send completed application to: **Caroline Furnace Lutheran Camp & Retreat Center, Inc.**
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anita@carolinefurnace.org

**CAROLINE FURNACE LUTHERAN CAMP
AND RETREAT CENTER**

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www.carolinefurnace.org

REFERENCE FORM

Name of Applicant: _____ Date: _____

Position requested: _____

The above named applicant has applied for a Summer Camp Staff position with Caroline Furnace Lutheran Camp and Retreat Center. If accepted, the applicant will be living in a close Christian community, caring for and guiding youth, ages 6 to 18, in an outdoor setting. This will require persons with maturity, a growing faith and Christian commitment, sound judgment, servant leadership skills, relational skills, great energy and a willingness to work.

Your candid responses should be based on your answers to the following questions,

- Would I want this person working with or for me in a position of responsibility?*
- Would I want this person as a counselor for my child?*
- Do I recommend this person for a position with the CFLC summer staff?*

Your responses will remain confidential and will greatly assist us in evaluating the named applicant's abilities for employment with Caroline Furnace.

Please fill this out accurately and feel free to attach additional comments or pages as necessary. Please mail the completed form to the above address for review. Feel free to contact Anita Smallin, Program Director at 540-933-6266 or anita@carolinefurnace.org with questions or comments. Thank you for your time and review of this applicant.

YOUR NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

DAYTIME PHONE: _____

EVENING PHONE: _____

EMAIL: _____

HOW LONG HAVE YOU KNOW THE APPLICANT?

WHAT HAS BEEN YOUR EXPERIENCE / RELATIONSHIP WITH THE APPLICANT?

Please evaluate the applicant in the following areas. Underline or circle traits in a category to which you wish to give special reference.

PLEASE CHECK THE APPROPRIATE BOX FOR EACH CATEGORY.						
	Superior	Above Average	Average	Below Average	Poor	Not able to rate
Christian response and witness, manifestations of faith, level of activity in church life.						
General level of maturity, emotional stability, self-discipline, controls under pressure.						
Honesty, trustworthiness, sincerity, uprightness, straightforwardness.						
Self-confidence, ambition, healthy attitude toward personal abilities, inner motivation and drive.						
Social acceptability, response from others, congeniality, ability to mix with others, tact.						
Leadership ability, influence on others, creativity, relation to persons in the group.						
Energy levels, willingness to work hard, industry, work habits, acceptance of duties, initiative.						
Relations to authority, ability to accept supervision and guidance, teamwork, loyalty.						
Dependability, responsibility, reliability, faithfulness to duties, punctuality, conscientiousness.						
Understanding of and relationship with children and youth, sensitivity to persons in younger age group.						
Personal appearance, neatness in person and work.						

Do you know of any reason why we should not hire this person? _____

Additional comments (Note any personal habits or traits which might interfere with the applicant's performance and effectiveness in the position): _____

Thank you very much for taking the time to complete this form.

FREQUENTLY ASKED QUESTIONS

What will I get paid?

Summer staff with us for the first time will receive \$200.00 a week. Staff members are paid for the 10-day training period and all weeks worked. Paychecks are distributed on Friday every other week.

When will I have days off?

Your workweek begins on Sundays at 2:00 with a staff meeting and ends on Friday after the staff meeting. You will have Friday evening, Saturday and Sunday morning off. On Sunday we encourage you to worship in the congregation of your choice.

What if I don't mountain bike? That's okay, we try to assign each counselor to a variety of different camp experiences, but we also take into account each individual's particular skills and abilities.

Can I commit to a wedding or family vacation during the summer?

Caroline Furnace can usually grant up to a week of time off for a special request, but in some cases it is just not possible. Please make your special request known at the time of application or during your interview. The Program Director will determine if your request can be granted.

What are the living conditions like?

All summer staff will be housed in cabins, sukkahs or tents. The cabins have one large room with bunk beds and a small bathroom with toilet and sink. Sleeping up to 14 they are complete with running water and electricity. The Sukkahs are small screened in units with a roof each sleeping a counselor and up to 7 campers with no utilities.

How much money will I need?

Lodging and meals are provided for you by Caroline Furnace for the summer. You will only need money for outings on weekends (i.e.: food, Wal-Mart, entertainment, ice cream, etc.)

What do I need to bring?

All summer staff members are expected to provide their own personal items, sleeping bag and/or bedding, clothing, and a good pair of hiking boots or tennis shoes. Other strongly encouraged items are a backpack, flashlight, necessary rain gear, fleece or light weight jacket for cool nights, water bottles, and good socks. All equipment necessary for the camp programs will be provided by Caroline Furnace.

What about Laundry? We have several sets of washers and dryers for your use at no charge.

Can I bring my own vehicle?

Yes. There is parking available for personal vehicles for use on the weekends. During the regular camp sessions, however, you will be unable to use your vehicle. Caroline Furnace will provide transportation for all activities related to the summer camp schedule.

What about dating relationships?

Romantic relationships between a Caroline Furnace staff member and camper are **strictly prohibited**. Our focus is on the ministry we offer so dating relationships among members of the staff are discouraged. Such relationships may distract individuals and disrupt the community at Caroline Furnace. In such a close community, however, we realize that feelings for others are bound to occur. In such cases, we observe a **"no touch rule"** while there are campers in residence. We ask that the relationship remain unknown to campers and do everything necessary to preserve the community and atmosphere of Caroline Furnace. Problems and conflicts in these areas will be handled by the Program Director.

What about the internet? Wireless internet is available on the weekends. Camp staff may not use the internet while camp is in session. If you have an extraordinary situation, consult with the Program Director

How can my family and friends contact me? Friends and family are welcome to e-mail you at 4campers@carolinefurnace.org. You will receive the printed e-mail from your loved ones. You will not be able to respond until the weekend. For urgent matters, family may call the office and the office staff will work with you.