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*Voyageurs Lutheran Ministry Provides Opportunities for Christ-centered Spiritual Growth, Leadership Development and Outreach in God's Great Northwood's*

Dear Summer Staff Applicant,

Thank you for your interest in serving on staff with Voyageurs Lutheran Ministry this summer! We are currently assembling a team to provide exceptional summer Christian camping experiences for youth and families. VLM has a strong history of providing excellent programs. The quality of our staff is the primary reason of our success. I am glad you are considering this opportunity and I look forward to visiting with you.

#### The Application Process

- Read the position descriptions on this website and apply for the position that best fits you.
- Fill out the application form and send it to the VLM office.
- Ask two people to be your references (send them the reference form or connect them to the web link).

If there are open positions the next steps are as follows:

- Interview in person or via phone
- Reference check and past employers will be contacted, as required by Minnesota law for those counseling children.
- I will contact you regarding your employment with VLM

If at any point you have questions or concerns please email or call Joy.

VLM asks that all staff to come to staff training with CPR certification and Standard First Aid certification. You can pick this up on your own this Spring or attend a session (at your expense) right before staff training at our site. VLM also offers a lifeguard training course the week before staff training.

Our 2010 Bible study theme will be "Keeping the Earth"

For the creation waits with eager longing for the revealing of the children of God. Romans 8:19

This summer staff, campers and volunteers will learn that "We testify to the hope that inspires and encourages us. We announce this hope to every people, and witness to the renewing work of the Spirit of God. We are to be a herald here and now to the new creation yet to come, a living model." - Caring for Creation: Vision, Hope, and Justice (ELCA, 1993)

Through small group Bible studies, worship, campfire, low ropes experiences, outdoor education and a variety of other daily opportunities we will listen, learn and grow in our faith! It is great to be alive in God's Great Northwood's!

I am thankful for your interest in being part of the VLM summer staff community. I look forward to hearing from you and receiving your application.

God's Peace,  
Joy Halstead MA LADC BCC  
Program Director

**Voyageurs Lutheran Ministry  
Camp Hiawatha & Camp Vermilion  
2010 Staff Positions**

Counselors with Voyageurs Lutheran Ministry spend the summer rotating between the two camps and possibly serving on Day Camps. Leadership and support positions remain at one camp for the entire summer. (All non leadership staff will have a “home base” space at Camp Vermilion)

**Lower Elementary/Day Camp Counselor**

This position provides leadership and support for up to 10 campers in a cabin group for 2nd-6<sup>th</sup> graders, for campers in a day camp setting, grades K-6 and for 1/2 pint day. Counselors will be trained to facilitate age appropriate Bible studies from provided materials, lead games and activities in small and large group settings and be encouraged to integrate outdoor/environmental education into their teachings and daily experiences. Counselors in this position are also responsible for some worship and campfire planning with cabin groups according to the daily schedule. These Counselors will gain experience at Camp Hiawatha, Camp Vermilion, and in Day Camp.

**Upper Elementary/Junior High and Specialty Camp Counselor**

This position provides leadership and support for up to 10 campers in a cabin groups for 4<sup>th</sup>-9<sup>th</sup> graders and for VLM’s specialty camps, Camp Hiawatha’s Hockey Camp and Camp Vermilion’s Fine Arts Camp. Counselors will be trained to facilitate age appropriate Bible studies from provided materials, lead games and activities in small and large group settings and be encouraged to integrate outdoor/environmental education into their teachings and daily experiences. Counselors in this position are also responsible for overnight campouts with their cabins, and some worship/campfire planning. If needed, staff in this position may float to work with elementary or senior high campers.

**Day Camp Coordinator/Counselor**

Day Camp Coordinators are primarily second year counselors (from VLM or another Bible Camp with experiences working with K-6 graders). A Day Camp Coordinator/Counselor will be a float counselor between both the elementary and upper elementary programs. (please see above). When Day Camp Coordinating, this staff position provides leadership for counselors and campers in the Day Camp program. They are expected to develop a rapport with the church staff and pastor(s) to ensure good communication, work with the staff as a “player/coach,” and are responsible for the overall Day Camp schedule and experience.

**Senior High/Houseboat Counselors**

Senior High and Houseboat Counselors will spend their summer with 7<sup>th</sup>- 12 graders. Counselors will spend their summer on Lake Vermilion on a houseboat, for 2 weeks with VLM’s program, LOST(Leadership Development, Outdoor Education, Service and Theology) and at either site leading senior high camp. Staff will be trained in team building, small group development and will be equipped with tools to facilitate Bible studies from the summer theme. When in camp, staff will also be required to lead senior high youth on overnight canoe/camping trips. **Current lifeguard, wilderness first aid, and CPR certifications is required.**

**Canoe Guide**

VLM canoe guides are responsible for the overall navigation, safety, and well-being of up to 7 high school aged, as well as, at least 1 adult advisor on a wilderness canoe trip. Canoe guides will be trained in team building, small group development and will be equipped with tools in order to facilitate Bible studies from the summer theme in the BWCAW. **Current lifeguard, wilderness first aid, and CPR certifications is required. Wilderness ethics and experience is appreciated.** (There will be a possibly to update certifications or be certified through VLM programs before the summer staff training begins).

\*Guides may serve as camp counselors at Camp Vermilion, as Houseboat counselors or work as support staff on weeks not guiding. Guides will also be expected to drive the camp’s 15 passenger van with a trailer (training will be provided). (Guides get \$150 bonus for arriving with lifeguard certificate or pay \$150 if they take the VLM lifeguard class.)

**Support Staff**

**Head Cook**

Responsible to coordinate all food service activities with the VLM Food Service Director.

Manage all food service preparation (ordering food, planning nutritious meals, supervising food storage and maintaining of kitchen supplies, and equipment at Camp Hiawatha or Camp Vermilion. This staff position also will help train, manage and nurture the kitchen staff at the site.

**Kitchen Assistant**

Responsible for assisting the with food preparation, serving, and consequent clean-up. As a combined position, this staff position is also responsible for cleaning some additional facilities as assigned. Flexibility in scheduling may be necessary.

**Maintenance Assistant**

Responsible for assisting the Site Director in all areas of grounds and facilities upkeep. Have some fix-it skills, experience is appreciated and willingness to learn. Flexibility in scheduling may be necessary.

**Summer Pay Scale**

\$175 for first year counselors and kitchen assistant / \$185 for first year canoe guide / \$10 increase for each year of camp staff experience for all positions. Head Cook and Maintenance salaries are determined by the Program and Executive Director

# 2010 CAMP HIAWATHA/CAMP VERMILION EMPLOYMENT APPLICATION

**Return to: Joy Halstead, Voyageurs Lutheran Ministry, Box 1076, Cook, MN, 55723**

## PERSONAL INFORMATION

Name \_\_\_\_\_ Gender \_\_\_ F \_\_\_ M

Social Security # \_\_\_\_\_

Present address \_\_\_\_\_

\_\_\_\_\_ T-shirt Size \_\_\_\_\_

Present Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Present E-mail Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Parent's name(s) \_\_\_\_\_ Permanent Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_

(Some positions must be minimum age) (For our insurance co. if you drive our vehicles)

Home Congregation/Town \_\_\_\_\_ ELCA? \_\_\_\_\_

## EDUCATIONAL BACKGROUND

Are you a student? \_\_\_\_\_ If yes, where? (School/City) \_\_\_\_\_

What is your current year in school? (Circle one) Fr. So. Jr. Sr. Other \_\_\_\_\_

Major/Field of Study/Career Goals: \_\_\_\_\_

## EMPLOYMENT BACKGROUND

Give current and previous employment information, beginning with the most recent.

1) Employer: \_\_\_\_\_ 2) Employer: \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor \_\_\_\_\_

Position held \_\_\_\_\_ Position \_\_\_\_\_

Dates of employment \_\_\_\_\_ Dates of employment \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Reason for leaving \_\_\_\_\_

## PREVIOUS CAMP EXPERIENCE

List any camps you have attended, years of attendance, and any staff positions you have held:

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REFERENCES Each applicant must have two references. Please use the forms provided.

ABILITIES AND INTERESTS Do you have any special background with:

\_\_\_\_\_ Arts & Crafts \_\_\_\_\_ Canoeing \_\_\_\_\_ Clowning \_\_\_\_\_ Dance \_\_\_\_\_ Drama \_\_\_\_\_ Guitar

\_\_\_\_\_ Low Ropes \_\_\_\_\_ Nature Ed. \_\_\_\_\_ Photography \_\_\_\_\_ Piano \_\_\_\_\_ Hockey

\_\_\_\_\_ Puppetry \_\_\_\_\_ Singing \_\_\_\_\_ Swimming \_\_\_\_\_ Other musical instruments (list):

Please list other skills that you would like to share with the camp community: \_\_\_\_\_

CERTIFICATIONS: VLM requests that all Staff Members who will lead off-campsite hikes, overnights, etc. have current Standard First Aid and CPR by June 1, 2010, lasting at least through mid-August, 2010. We also like to have as many lifeguards as possible. We pay for lifeguard training for all staff who are interested in taking this class. This class will occur before staff training. Date TBA. If you come to VLM already certified as a lifeguard, we will give you a \$150 bonus at the end of the summer.

\_\_\_\_\_ I will arrive with lifeguard certification \_\_\_\_\_ I will arrive with First Aid/CPR certification  
\_\_\_\_\_ I would like to take the VLM first aid/CPR class June 6 (at Camp Hiawatha- cost TBA)

Your answers to the following questions will not affect your potential employment. If we know these are issues for you, we can help you be the best staff member possible. (Use extra paper if necessary.) Please share any treatment histories of a) depression, b) eating disorders or c) chemical dependency:

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RESPONSES: Please share some of your thoughts on the inquires below. Use separate sheet(s) of paper.

1. Describe your experiences working or participating in camping or other youth-related programs.
2. Where are you on your "walk of faith?" How do you foresee yourself sharing this faith journey with fellow staff? With campers?
3. Write a bit about the talents you will bring to the Voyageurs Lutheran Ministry community.
4. What aspects of yourself have potential for additional growth?

Have you ever been convicted of a felony or misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been convicted of a child abuse or sexual abuse offense? Yes \_\_\_\_\_ No \_\_\_\_\_

(If you answered yes to either 5 or 6, please explain.)

STAFF POSITIONS: Please indicate which staff position(s) you are applying for in order of preference.

1. \_\_\_\_\_ 2. \_\_\_\_\_

DATES AVAILABLE FOR EMPLOYMENT: The camp season- June 7 – August 15, 2010.

Staff training is from June 7 - 18. The first week of camp begins June 20.

(Canoe Guides and Leadership Staff begin training on June 2, 2010 at Camp Hiawatha)

Your starting date: \_\_\_\_\_ Your ending date: \_\_\_\_\_

Please explain any scheduling conflicts or prior commitments you might have during the camp season:

*I authorize investigation of all statements given here and release the camp and all others from liability in connection with same. I understand that untrue, misleading, or omitted information may result in dismissal, regardless of the time of discovery by the camp.*

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Signature / Date

*Thank you for your interest in becoming an important member of the VLM family!  
Don't Forget the Reference Forms!*

**Staff Reference Form**  
**Voyageurs Lutheran Ministry**  
**Camp Hiawatha/Camp Vermilion**

Applicant - Please fill out this section before giving the form to your reference person.

Applicant 's Name \_\_\_\_\_

Position applying for \_\_\_\_\_

**For the reference person to complete:**

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

How do you know the applicant? \_\_\_\_\_

The above named person is applying for a summer position with Voyageurs Lutheran Ministry, an outdoor ministry of the Evangelical Lutheran Church in America. We are looking for mature, responsible persons to work with youth (primarily) and adults in Day Camp, residential camp, and adventure trip settings. We would like to have your honest assessment of this person as a potential camp staff member. Your best judgment will be appreciated and treated with confidence. If you have any questions regarding this reference, or the position the applicant is applying for, please call (218) 666-5465.

**For the following questions, please rate the applicant on a scale of one to five.**

	Poor	Fair	Average	Very Good	Outstanding
Emotional Maturity	1	2	3	4	5
Work Performance	1	2	3	4	5
Dependability/Promptness	1	2	3	4	5
Flexibility	1	2	3	4	5
Integrity/Honesty	1	2	3	4	5
Relationship with peers	1	2	3	4	5
Relationship with supervisors	1	2	3	4	5
Spiritual Maturity	1	2	3	4	5

What assets would you see this person bringing to a church camp?

What additional growth areas are you aware of that might affect this person's work?

Please comment on the candidate's leadership capabilities.

Are you aware of any reason this person should not work in a camp setting which may require her/him to live in a cabin or tent with young people (generally grades 2-12)? If so, please explain.

Would you want your child under this candidate's leadership?

Additional comments:

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Reference person's signature

Date

**Thank you for your thoughtfulness. Your assistance is greatly appreciated!**

Please return the completed form to: Joy Halstead, VLM Program Director

[Voyageurs Lutheran Ministry](#)

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