

PARK RIVER · BIBLE · CAMP ·

#RESURRECTIONMATTERS

Summer 2016 New Kitchen/Maintenance Staff Application

If you are interested in working as a Bible Camp Counselor you are invited to fill out this application.

Successful Applicants will:

A. Complete and submit an application form.

These may also be completed and submitted online

at: <http://www.parkriverbiblecamp.org/>

Paper applications may be mailed to:

Park River Bible Camp,
106 Solid Rock Circle
Park River, ND, 58270

B. Complete the appropriate portion on each reference form and give the forms to the three people you select to be your references. Ask them to return the forms to Park River Bible Camp as soon as they can. We recommend providing these people with a stamped, addressed envelope **or direct them to** [http:// www.parkriverbiblecamp.org/employment/summerstaff/reference/](http://www.parkriverbiblecamp.org/employment/summerstaff/reference/) **where they can fill out and submit these forms on your behalf.**

C. Complete a personal interview with Rebecca Kjelland– Interim Director

If we choose to pursue your employment...

A. We will notify you

B. We will send you a Summer Staff Service Agreement (Contract)

The Summer Staff Service Agreement is pending upon the results of appropriate Background checks and your agreement to our Summer Staff Conduct Agreement.

If we send you a Summer Staff Service Agreement (a Contract) and you accept

A. We ask that you sign it and send it back to us as soon as possible.

B. We ask that you fill out some other forms as well.

These can be completed and sent in after the Staff Service Agreement.

These forms include: Permission to Conduct a Background check, an I-9, a W-4, Staff Health and Physical Exam Form, Summer Staff Conduct Agreement, and a Voluntary Disclosure Form.

Park River Bible Camp Summer 2016 Schedule

May 14-15	Program Staff Leader Training
May 16-20	Onsite Training/Possible Challenge Course Training
May 26-27	Possible Challenge Course Training Days
May 21-22	Staff Days Off
May 23-27	Vacation Bible School Training
May 28-30	Staff Days Off
May 31-June 3	VBS to various churches
June 4-5	Synod Assembly
June 5-10	Adventure Week 1
June 5-10	VBS to various churches
June 11	Staff Day Off
June 5-7	Mini Camp 1
June 9	Day Camp 1
June 11-12	Camp Sioux Staff (staff needed for hospitality)
June 12-17	Camp Sioux Week 1 and VBS in various communities
June 18-19	Camp Sioux Staff (staff needed for hospitality)
June 18	Staff Day Off
June 19-24	Camp Sioux Week 2
June 19-21	VBS in various communities
June 25	Staff Day Off
June 26	Jubilee Camp Prep and Training Century Club Banquet/Night off after 8pm
June 27-29	Jubilee Camp (campers with disabilities) 9am meeting
June 30-July 1	Camp Appreciation
July 2-9	Staff Days Off
July 7-10	Camp Good Morning (Staff needed to help with Activities/Dishes/Cleaning)
July 10-15	Jr. High Camp 1
July 15-17	Ken's Family Reunion
July 16	Staff Day Off
July 17-22	Sr. High Camp
July 23	Staff Day Off
July 24-29	Adventure Week 2 (4th-6th graders)
July 24-26	Mini Camp 2 (3rd-4th graders)
July 30	Staff Day Off
July 28	Day Camp 2 (1st-3rd graders)
July 31-Aug 5	Jr. High Camp 2
July 31	Last Night of Sunday Concerts
August 8-11	Camp clean up/Affirmations

Blue font indicates that only select staff are needed and extra compensation is given or exchanged for time off as arranged with Rebecca Kjelland, Camp Director.

Summer Staff Members will get paid on June 15, July 15, and August 11.

Signing Bonus: If you submit your 2016 staff application early, and if we hire you, then you will receive a signing bonus. These bonuses are \$150 if your application is received by February 19th, \$100 by March 4, and \$50 by April 4th. These bonuses would be given to you with your first camp paycheck.

Park River Bible Camp
2016 Summer Staff Application
For Kitchen/Maintenance Staff

Contact Information

Name: _____ Gender: _____
Current address: _____ Email: _____
City: _____ State: _____ Zip: _____
Cell phone: _____ Home phone: _____
Emergency Contact Person/Parent/Guardian: _____
Emergency Contact Person/Parent/Guardian phone: _____

Education

High School: _____ Graduation Date: _____
College: _____ Years: _____ Degree: _____
College: _____ Years: _____ Degree: _____
Graduate School: _____ Years: _____ Degree: _____

Church

You do not need to be Lutheran to apply, but you must be willing to support a Lutheran context of ministry.

Home congregation: _____ City: _____ State: _____
Pastor(s): _____

Church you most often attend: _____ City: _____ State: _____
Pastor(s): _____

Certifications

List current and past certifications. Mark "C" for current and "E" for expired.

____ Lifeguard—Expiration: _____ First Aid-Expiration: _____
____ CPR & AED—Expiration: _____ Other: _____ Expiration: _____

References

List 3 references, such as pastors, teachers, and employers (not your family members). Give each reference one of the attached forms along with a stamped and address envelope, or have them fill out a form on our website at: <http://www.parkriverbiblecamp.org/employment/summerstaff/reference/>

Name: _____ Company: _____
Position: (example: Pastor) _____ Phone: _____

Name: _____ Company: _____
Position: (example: Manager) _____ Phone: _____

Name: _____ Company: _____
Position: (example: Teacher) _____ Phone: _____

Position You are Applying For

Must be 18 years or older for head cook position, 16 years or older for Assistant cook or maintenance position.

Primary Role

_____ **Head Cook** (\$400, a week, May 14-August 11)

_____ **Assistant Cook** (\$250, a week, May 16-August 11-though can accommodate if in High School)

_____ **Maintenance** (\$250, a week, May 15-August 11-though can accommodate if in High School)

Secondary Role (*These tasks are additional jobs added unto your primary role.*)

_____ **Lifeguard** (\$25 a week) **Current Certifications required.**

_____ **Challenge Course** (\$10 a week) **Training is provided at the camp during the summer.**

Criminal Disclosure: Have you ever been convicted of a crime? _____ If yes, please explain:

_____ **Special Weekends:** _____ **June 11-12(\$100)** _____ **June 18-19(\$100)** _____ **July 7-10 (\$175)** _____ **July 15-17 (\$125)**

Working special weekends is not required.

Please list here the dates of any time off needed: _____

Short Answer Questions

1. Why do you want to work at Park River Bible Camp?

2. Describe your own personal faith.

3. What makes a good staff member?

4. Being on kitchen staff will be your main job at camp. However, some weeks we will ask you to do other tasks and duties. How does this impact your desire to work at PRBC?