



Lutheran Outdoor Ministries
Indiana-Kentucky Inc.

Summer 2019 Employment Opportunities

Lutheran Outdoor Ministries Indiana-Kentucky seeks qualified college students and current high school seniors to staff our Christ-centered camp programs at Lake Luther, Lutheran Hills & Lutherwald.



- **COUNSELORS** (must be a college freshman or older & available May 28-August 3) provide for the care and guidance of 6-10 young people each week in the small group setting, provide recreation options each day, lead morning Bible study and evening devotions daily, accompany cabin group to meals and all-camp activities, adhere to LOMIK personnel policies, share the Gospel in words and actions by working closely with other staff members to create a high-energy, fun Christian camp community.
- **SUPPORT STAFF** (must be a high school senior or older & available **May 28-August 3**) assist with preparation and clean up at meals, assist the Kitchen Supervisor and Site Manager with maintenance routines, adhere to LOMIK personnel policies, share the Gospel in words and actions when assisting with program activities. (We understand that later arrival dates are often required for graduating seniors)

Salary: College-aged staffs serving as Counselors or Day Camp Staff receive \$2,400; High school seniors serving as Support Staff receive \$1,900. All receive housing, meals, workman's comp insurance, travel reimbursement, weekend time off.

Qualifications: College students (counselors) and high school seniors (support staff) who are responsible and exercise good judgment. Enjoy working with children/young teens and are good role-models for them. Work well in a team situation, and whose Christian faith is a real factor in their everyday life. Personal interviews, references, and background checks will be required of all hired.

To request application packet, contact: Pastor Steve Flynn, Executive Director

steve@lomik.org



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Thank you for your interest in serving on the LOMIK summer camp staff!

Take a moment and answer the following questions:

- Do you have a positive and appreciative attitude toward life?
- Are you a responsible person who exercises good judgment in the care of yourself and others?
- Is your Christian faith a real factor in your everyday life?
- Do you have an understanding of the Gospel story and an ability to share it with others?
- Do you and your friends refrain from using alcohol and drugs?
- Do your words, actions and attitudes make you a good role model for those younger than you?
- Do you work well in a team situation?

If you answered "yes," then you may have what it takes to be on the LOMIK team.

The primary goal of Lutheran Outdoor Ministries Indiana-Kentucky is to offer a Christ-centered environment and program at our three camps--Lutherwald, Lake Luther, and Lutheran Hills—as well as our "Luther Road" traveling day camp. We look for dedicated and enthusiastic college students who can help us reach this goal.

This application packet includes: application form, general job description, LOMIK personnel policy and 4 letters of reference. The application process:

- Step #1:** Return a completed Application to the LOMIK office, or you may scan and email your application to steve@lomik.org (Don't delay, as we normally have our staff selected by March 31st.)
- Step #2:** Ask your pastor, a parent, and two adults who can comment on your character to fill out a Letter of Reference. You should provide them with a stamped envelope addressed to LOMIK or scanned and emailed to steve@lomik.org
- Step #3:** Upon receipt of your application and 4 references, we will arrange a face-to-face interview at a mutually agreed upon time and place.
- Questions?** Contact Pastor Steve Flynn at steve@lomik.org



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Address: 5215 N 450 W, Angola IN 46703 Phone: (260) 667-7750 Email: steve@lomik.org

2019 SUMMER CAMP EMPLOYMENT APPLICATION

What POSITION are you applying for? _____

Camp Preference: No Preference Lake Luther Lutheran Hills Lutherwald

Are you available continuously from **May 28-August 3**? Yes No

If not, which days and events would your require off? _____

Personal Information

Name _____ Male Female
first middle last

Home Address _____

City _____ State _____ Zip _____ Email _____

Birth Date _____ Your college Major _____

Church Membership

Congregation _____

City _____ State _____

Pastor _____

Student Status

I am a High School Senior and I will be graduating on (date) _____

I am attending College at _____ Year: Fr. So. Jr. Sr.

My Address at College _____ My Cell Phone _____

City _____ State _____ Zip _____ Email _____

Employment History

Note: non-camp employment; list most recent first

- 1. Employer _____ Position _____ Dates _____
Address _____ Phone _____
City _____ State _____ Zip _____
2. Employer _____ Position _____ Dates _____
Address _____ Phone _____
City _____ State _____ Zip _____

Camp Employment

Note: list most recent first

- 1. Camp _____ Position _____ Dates _____
Address _____ Phone _____
City _____ State _____ Zip _____
2. Camp _____ Position _____ Dates _____
Address _____ Phone _____
City _____ State _____ Zip _____

Certifications

Indicate current American Red Cross certifications (or equivalents) held:

- will have by 5/23/18 currently have
Lifeguarding Expiration Date _____
First Aid Expiration Date _____
CPR Expiration Date _____
Other Expiration Date _____

Lutheran Outdoor Ministries Indiana-Kentucky offers free YMCA Lifeguard certification for incoming staff who have good swimming skills. This class takes place prior to Joint Staff Training. (Please note - The ability and willingness to take on lifeguarding responsibilities is an important component of our hiring considerations.)

If selected, would you like to be enrolled? [] Yes [] No

PREVIOUS CAMPING EXPERIENCE

Have you attended summer camp as a camper? Yes No
If so, briefly describe your camp experience
(e.g. camp name, when, type of program) _____

CHURCH MINISTRY EXPERIENCE (youth group, teaching, leadership)

PARTICIPATION IN FAITH COMMUNITY & COLLEGE ACTIVITIES

Are you currently active in a campus ministry or Bible study? Yes No If yes, where? _____

List college extra-curricular activities you are currently involved with: _____

LOMIK will be running programs that require staff to have specific skills. What specific gifts do you bring?

Outdoor Adventure

- overnight camping
- outdoor cooking
- climbing wall
- high ropes

Sr. High Servant Camp

- participated in a Servant camp before
- carpentry skills
- leading Bible Study

Performing Arts Camp

- drama
- set/costume design
- choreography
- singing

Adventure Camp

- backpacking
- caving
- biking

"Special Population" Experience

- adult mentally handicapped
- inner-city youth
- young children
- senior citizens

General Experience

- low ropes course
- kayaking
- guitar
- day camp
- initiative games
- canoeing
- hiking
- swimming
- public speaking
- child care
- teaching

INTERVIEW TALKING POINTS. There is no right or wrong answer.

1. I consider myself primarily an... Extrovert Introvert
2. I communicate best with... Adults Teenagers Children
3. Around people with disabilities/special needs, I am... Comfortable Not Comfortable
4. Do you smoke? Yes No

COMPLETE THE FOLLOWING STATEMENT. There is no right or wrong answer. The question is included to allow you an opportunity to express your understandings and attitudes about church camp ministry. Please use only the space provided.

Share a "faith statement" along with why you'd like to serve on the LOMIK summer camp staff...

- Have you been convicted of a felony or a misdemeanor? No Yes
- Have you been convicted of a crime that included sexual abuse? No Yes
- Are there any impairments, physical or mental, which would interfere with your ability to perform as a member of the LOMIK camp staff? No Yes _____
- Do you have any special dietary needs (e.g. vegetarian)? No Yes _____

Rules for acceptance and participation in the Lutheran Outdoor Ministries-Indiana/Kentucky program are the same for everyone without regard to race, color, or national origin.

In submitting this application, I agree to allow LOMIK to run background checks on me and, if hired, I will abide by all LOMIK personnel policies, camp rules, and task assignments.

Signature _____

Date _____

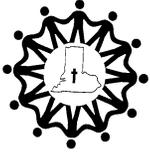


Completed application form and letters of reference should be sent to:

Lutheran Outdoor Ministries Indiana-Kentucky
5215 N 450 W, Angola IN 46703
or scanned and emailed to steve@lomik.org

Questions? **Pastor Steve Flynn (260) 667-7750 or steve@lomik.org**

Lutheran Outdoor Ministries Indiana-Kentucky



PERSONNEL POLICIES FOR 2019 SUMMER CAMP STAFF

Because we believe that God so loved the world, we select our staff without regard to race, color or national origin. Each staff member is an employee of Lutheran Outdoor Ministries Indiana-Kentucky (LOMIK) and is to be an example of Christian living for guests, campers, and each other in behavior, language and attitude. Knowing that the success of our ministry is dependent on staff and their leadership, the following policy is the agreement between LOMIK and its summer employees:

The Prime Directive. The primary obligation of a staff person is to help our camps maintain a caring Christian atmosphere by demonstrating their faith in practicing patience and caring with campers and other staff, and by leading and participating in worship, Bible study, and devotions. At all times staff members are to strive to be living examples of the Christian lifestyle.

Alcohol-Free Summer. Staff members agree not to use alcohol for the duration of their employment period--whether on or off camp property, whether on duty or on weekend free time.

Appearance. As personal appearance makes a powerful first impression on campers and guests, staff will dress appropriately and cooperate in making the best impression possible. On a daily basis staff will dress in a modest manner and be well groomed.

Automobiles. All staff vehicles will be parked in designated staff parking areas. Use of personal vehicles is limited to weekend free time.

Benefits. LOMIK summer staff receive salary, workman compensation insurance coverage, weekend and daily time off and program-related mileage reimbursement when using personal vehicles.

Certifications. LOMIK will provide YMCA certification in Lifeguarding prior to staff training at no cost in May prior to Joint Staff Training. All Lake Luther, Lutheran Hills & Lutherwald counselors are encouraged to seek this certification if they possess strong swimming skills.

Contract Time. The 2019 contracted summer employment period for program and support staff is May 28-August 3. This time may be extended or shortened upon mutual agreement between LOMIK and summer staff person.

Dismissal. All LOMIK summer staff persons are "At Will" employees and may be dismissed at any time for the good of the ministry. A staff member will be immediately dismissed for the following: the use of alcohol or illegal drugs, sexual harassment or misconduct, physical abuse of a camper or intentional actions which would affect the health/safety of campers. A dismissed staff person is entitled to salary up to the time of dismissal.

General Staff Behavior. Staff members agree that while in the employ of LOMIK they will adjust their personal habits and actions to these personnel policies. Open displays of affection in the presence of campers will not be tolerated. Above all, he/she is at all times a LOMIK staff member whose actions directly reflect upon this ministry and its purpose.

Evaluation. Program staff (directors and counselors) is required to participate in a formal end-of-the-summer evaluation time with the LOMIK Directors in the last week of the summer session.

Health Forms. All staff persons must have a completed health form on file at their camp.

Insurance. LOMIK does not provide insurance for individual staff property losses. Accident coverage is provided through Workman's Compensation during the period of employment. All accidents must be reported immediately to the Summer Director and LOMIK. Expenses incurred through illness or accident not directly related to camp assigned duties are not covered. Individual decisions by a staff member to secure medical services other than those provided by LOMIK will be at his/her own expense.

Laundry. Laundry facilities are provided at each facility and its use is limited to staff free time. Staff members provide their own laundry detergent.

No Double Standard. As campers are asked not to bring specific items to camp, staff will also not use or display the following: hair dryers, curling irons, electronic items or cell phones. Staff having these items will keep them stored away for use only on time-off. Electronic music devices may be used by counselors as a ministry tool with his or her campers.

Payment of Salary. Contracted salary will be divided among five payments. The dates of paychecks for summer staff will be issued on June 17, July 1, July 15, August 1, and August 15. The final paycheck may include deduction of any outstanding charges or blocks of time off. Where earnings so indicate, appropriate state, county, and federal taxes will be withheld. Paychecks will be paid through Direct Deposit.

Performance Evaluation. Each counselor/support staff person will be evaluated on a biweekly basis by members of the camp leadership team. Each staff person will be given a final performance review by his/her supervisors at the conclusion of the summer which will be the basis of rehiring and future employment references.

Personal Leave. Staff persons needing personal leave during the summer (e.g. family wedding, college orientation) must arrange such a leave in advance with the LOMIK Directors and the Summer Program Director at your site of primary assignment. Personal time off may be considered unpaid time off.

Pets. No pets of any kind may be brought or kept at camp.

Self Care. Because staff work is demanding, both physically and emotionally, staff are expected to keep a 12:00 midnight curfew each night. Weekend trips away from camp should be limited to distances that can safely be traveled in the free time available without interference with the staff member's rest and work performance.

Social Media. LOMIK staff members must recognize that they are role models for campers at all times--before, during and after the summer camp season--and should limit their public profile to information (comments, photos, etc.) appropriate should a camper or parent view them.

Staff Assignments. Staff members will initially be assigned to a specific camp site. There will be weeks, however, when help will be needed at other sites. Staff who help at other camps and travel using their own vehicles will be compensated.

Staff Cell Phones. Usage is restricted to staff time off.

Staff Training. All program staff at Lutheran Hills, Lake Luther, and Lutherwald will be involved in training prior to the start of the summer program. 2019 Training Schedule: Lifeguard Training--May 20-23, Director Training—May 24-26, Joint Staff Training—May 28-June 1, Site Training—June 2-7.

Staff Use of Kitchen. Food may be removed only when approved by the Kitchen Supervisor. During weekends when meals are not served, food will be set aside for staff use.

Sexual Harassment. Harassment, including sexual advances, jokes or comments of any kind is prohibited and grounds for dismissal. Staff members are to take complaints directly to the LOMIK Directors.

Time Off. Summer staff receive two hours of free time each day. Weekend free time is normally from late Friday afternoon to Sunday noon. All staff will be involved with programming on Saturday, June 8th (Open House Day) and the annual weekend BBQ event at the camp of their primary assignment. The 4th of July weekend break is from late afternoon, Wednesday, July 3-Sunday noon, July 7.

Tobacco. Tobacco is not to be used in the presence of campers or inside buildings.

Visitors. Because of the nature of the program, staff guests are not permitted to visit during program weeks or weekends. Parents, the only exception to this rule, are welcome at camp anytime.

Weapons. Staff members are not to have anything in their possession that could be construed as a weapon.

Whistleblower Policy. LOMIK is committed to high standards of Christian behavior and conduct. Summer camp staff have the responsibility to report instances of unlawful or improper conduct to the LOMIK Directors or any member of the LOMIK Board of Directors. This policy aims to provide an avenue for employees to raise concerns knowing they will be protected from reprisals or victimization.



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LETTER OF REFERENCE

Please edit the following statement so you feel comfortable signing your name to it. Also, please share additional comments in the space provided below to help us know this candidate better. Your comments will be held in confidence. Please return this form to the above address or scan and email to steve@lomik.org

I know _____ personally and recommend him/her for a position on the LOMIK camp staff. He/she is a person of superior integrity, high energy, and sound Christian values. His/her habits of conduct are such that parents will feel satisfied knowing their child will spend a week under his/her supervision and guidance. His/her personality is so pleasing that children will seek his/her companionship. He/she is cooperative, a hard worker, a good team member, and will see any task give him/her to its conclusion.

It is my opinion that he/she is a positive role model and will make a strong addition to the Lutheran Outdoor Ministries summer camp staff. I recommend him/her without reservation.

Signed _____ Date _____

Relationship to applicant _____ Phone () _____

Personal Comments