Riverside Lutheran Bible Camp
3001 Riverside Rd.
Story City, IA 50248
515.733.5271 1.800.372.7748
www.RiversideLBC.org
RLBC@RiversideLBC.org

To: Prospective Summer Staff Member
From: Riverside Lutheran Bible Camp
Re: Summer Staff Positions for 2020

Greetings from Riverside,

We are excited about the work God is doing here at Riverside and we are looking for a Christ-centered staff that is committed to the Lord's service for Summer 2020. If you would like more information about what it looks like to work at camp, or to apply online, we encourage you to visit our summer employment page on our website (www.riversidelbc.org) or call us with any questions you may have.

Enclosed is a Summer Staff Application form for returners and perspective support staff members. In order to be considered for a support staff position, the applicant must be at least one full year out of high school by the summer of 2020. It is also preferred that the applicant has at least 1 year of experience as a cabin leader. Cabin Leaders must be at least one full year out of high school by the summer of 2020.

Please complete the application accurately and honestly and return it to us when it is complete. You must also list three references, along with their contact information, in order for us to contact them if needed.

It is our goal to finish interviews by the end of January for our returning staff members. **All application needs to be postmarked by January 4,** and you will hear from us by mid February in regards to the selection process. Applications we receive that are postmarked after January 4 will not be guaranteed consideration for employment, but may still be able to be hired based on need.

As a cabin leader, **you would arrive for staff training on May 24**. Support Staff members will arrive at various times, depending on your position. You would be earning a weekly salary of $210 (+$10 per summer you have been on staff in the past) plus room and board. The cabin leader schedule is 9 weeks during the summer plus two full weeks of training (May 24-June 5). The last day of camp is **August 7**.

Be sure to indicate any special skills or interests you have that are helpful for us as we consider your application. If you are considering applying for a support staff position and want to know about the responsibilities for specific postions, just contact Lute. Please join us in praying for God's wisdom throughout this process. Thank you for your interest! We look forward to hearing from you.

In His Service,

Lute Olson
Program Coordinator
Lute@RiversideLBC.org

Jessie Muntz
Associate Program Coordinator
Jessie@RiversideLBC.org

Bailey Comegys
Assistant Program Coordinator
Bailey@RiversideLBC.org

About Riverside

Riverside is located just a few miles north of Story City, IA. The camp has 123 acres along the beautiful shores of the South Skunk River—but don't let the name fool you! We are full of the love of Christ here! Camp housing includes cabins and retreat facilities. Riverside offers three main types of camps onsite.

The Traditional Camp Experience: Campers stay in cabins with 2 cabin leaders and participate in everything on the main camp site. This means chapel, Bible studies, big group games, quiet time, free time, outdoor and indoor rec activities, meals together, campfire, and a lot more.

Ranch Camp: Our ranch camp program is a top notch, high quality, Christ centered camping experience which offers campers the unique opportunity to learn more about Christ while riding horses. Campers ride horses everyday, while also participating in the main camp activities.
Adventure Camp: The Riverside adventure program encompasses all it means to appreciate God's beautiful creation through adventure! We offer experiences for Juniors, Junior High, and High School adventure campers. Depending on the age group, adventure offers experiences in team work, challenge course, creek stomping, cooking meals, camping, canoeing, hiking, rock climbing, and more. Adventure is an awesome opportunity for learning about Christ and His creation!

What can I look forward to as a summer staff member?

Our desire is that summer staff would first and foremost walk away from the summer knowing more of our Father's heart, our Savior's life, and our Spirit's power. WE WANT YOU TO KNOW MORE ABOUT THE LOVE OF CHRIST! That is our number one goal. Our number two goal is that summer staff would be better equipped and able to share the love and heart of God with others. This is a program designed to help you grow in Christian leadership. At Riverside we are very intentional about spiritual development. We have structured discipleship all summer long, ranging from staff devotions, to set times you can spend with God, to personal one-on-one discipleship opportunities. It is our greatest desire for you not only to minister to others during the summer, but that you also come to know Christ in a deeper way in your personal life as well!

What do we do each week?

Each role at camp is different, but rewarding. Cabin leaders have responsibilities including helping with program events such as chapel, Bible studies, campfire, skits, pool, camp store, and art fun. Cabin leaders are also responsible for teaching and at times disciplining youth. Cabin leaders are also expected to be good role models by being appropriate in all things, at all times, and following ALL camp rules. Cabin leaders may occasionally find themselves on "support" staff. Support staff weeks are spent primarily working on maintenance or in the kitchen. During support weeks, all staff are expected to stay at camp and be involved in the programming each evening except a possible night off.

As a cabin leader, you will be in a cabin of 8-12 youth with another counselor "on-site" at Riverside for 5-8 weeks of the summer. You will also go on 1-3 day camps (similar to VBS) at various churches across Iowa. This is a wonderful opportunity to share the Gospel outside of the camp setting, and it breaks up the 24/7 responsibilities you have as a cabin leader. You may also be assigned for a week or two to help out on support staff, as mentioned above.

If you would like to be an adventure leader, you would have all of the same responsibilities as a cabin leader, except you would also get to be an adventure leader for 1-4 weeks during the summer. This consists of camping in tents, canoeing, rock climbing, and spending some quality time outdoors. There will be an adventure training weekend May 29-31 for all adventure leaders. Let us know if you have questions about any of these positions.

Summer Staff Application
Summer 2020

3001 Riverside Road
Story City, IA 50248
1.800.372.7748 <>1.515.733.5271
www.RiversideLBC.org

I am applying for: (please check all that apply)

☐ Cabin Leader ☐ Adventure Leader
☐ Wrangler ☐ Maintenance

☐ Support Staff (list position(s))_____
☐ Internship (Specify)_____

Name:_____ Preferred name:_____
First Middle Initial Last If other than first name

☐ I certify that by May 2020, I will be at least one full year out of High School

Gender: ☐ male ☐ female Dates available to work:_____

CURRENT ADDRESS

_____
Street

_____
City/State/Zip

_____
Home phone Cell phone

_____
Email address

_____
How long have you lived at this address?

Alternate Address

After ___/___/_____ contact me at:

_____
Street

_____
City/State/Zip

_____
Home phone Cell phone

_____
Email address

_____
How long have you lived at this address?

FAMILY

_____
Father's Name (please indicate if deceased)

_____
Street Address

_____
City/State/Zip

_____
Home phone Cell phone

_____
E-mail address

_____
Mother's Name (please indicate if deceased)

_____
Street Address (If different from Father)

_____
City/State/Zip

_____
Home phone Cell phone

_____
E-mail address

CHURCH OR MINISTRY AFFILIATION

_____
Home congregation

_____
City/State/Zip

_____
Name of Pastor

_____
Current congregation (if different from home congregation)

_____
City/State/Zip

_____
Name of Pastor

Condition of health:_____

Do you have any medical conditions that we need to be aware of for housing purposes?_____

If yes, please explain:_____

Food Allergies/Dietary Restrictions:_____

FAMILIARITY How did you hear about Riverside?

☐ Attended a retreat ☐ A friend informed me ☐ Other:_____

_____

☐ Past summer camper ☐ Riverside website _____

EDUCATION

High School Please check only one:

☐Graduated high school (year) _____

☐Earned high school diploma equivalency (year) _____

☐Other--please explain: _____

_____

_____

College attended:_____

Christian Education Please check all that apply:

☐Independent Bible study

☐College course

☐Bible School

☐Seminary

PREVIOUS EMPLOYMENT/VOLUNTEER EXPERIENCE

Please complete this section for each of your employment and/or volunteer experiences since you last worked at camp, starting with your current employer and working backwards.

(If necessary, please use a separate page for additional employment or volunteer experiences.)

Experience 1

Employer/Volunteer Organization:	Full or Part time:
Address:	Dates Employed/Volunteered:
Phone:	Responsibilities:
Supervisor:	Reason for Leaving:

Experience 2

Employer/Volunteer Organization:	Full or Part time:
Address:	Dates Employed/Volunteered:
Phone:	Responsibilities:
Supervisor:	Reason for Leaving:

Experience 3

Employer/Volunteer Organization:	Full or Part time:
Address:	Dates Employed/Volunteered:
Phone:	Responsibilities:
Supervisor:	Reason for Leaving:

(Please use a separate page for any additional employment or volunteer experiences.)

REFERENCES

(Please fully complete all sections)

One reference must be someone of the opposite sex and no more than one family member

PASTORAL/MINISTRY REFERENCE

Full name | Current City | State

Email address | Daytime phone | Evening phone | Relation

PERSONAL/PROFESSIONAL REFERENCE *(i.e. current or former supervisor, coworker, volunteer coordinator, etc.)*

Full name | Current City | State

Email address | Daytime phone | Evening phone | Relation

FAMILY MEMBER

Full name | Current City | State

Email address | Daytime phone | Evening phone | Relation

PERSONAL ESSAYS

Please take the time to type out answers to these questions on a separate piece of paper.
Please be yourself in your responses as these questions help us get to know you better!
We are not looking for massive answers for each of these questions. Generally, a few sentences to a paragraph is sufficient in most instances.

1. What do you like to do for fun?

2. The Riverside mission statement is “To know Jesus Christ and to make Christ known to all.” What excites you about this mission?

3. How do you feel God has called you to this/these positon(s)?

4. Describe your faith journey and how this impacts the way you live.

5. What is your personal confession of faith? (please expand on your view of the Trinity: Father, Son, Holy Spirit)

6. What is your understanding of scripture and how it applies to your life?

7. What is your current church/campus ministry involvement?

8. From everything you’ve learned about this/these position(s) and Riverside, tell us how you feel you would make a contribution to the ministry at Riverside. Include any skills or hobbies that you think would benefit this ministry.

9. Have you had any volunteer or work experiences working with children or students? Why do you want to work with children and students this summer?

10. As a member of the summer staff, you may be called to do work beyond your specified duty based on need. How do you feel about this?

11. Have you worked or volunteered at a camp before? What was the name/location of the camp?

12. Are you a certified lifeguard? If yes, when does your certification expire?

13. Are you interested in attending our free lifeguard training to be held at Riverside May 14-18? We have a high need for lifeguards during the summer, so if you are a strong swimmer, please consider this free training to help us in this area.

14. What else should we know about you?

Background Questions *For any "yes" answers, please attach a detailed explanation in writing.*

Y **N** Have you ever been convicted of a criminal offense (felony or misdemeanor)?
Answer "yes" if you have entered a plea agreement including a deferred sentence or deferred judgement arrangement in connection with a criminal case.

Y **N** Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?

Y **N** Have you ever physically or sexually abused an adult or child?

Y **N** Have you ever reported to any organization or registry for abuse or misconduct involving children?

Y **N** Has someone ever accused you of abusing a child?

Y **N** Have you ever been named in a restraining order?

Y **N** Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving children?

Y **N** Have you ever been disciplined or dismissed from any volunteer or employment position for any reason or following an allegation of sexual misconduct, physical aggression, verbal aggression, or other inappropriate behavior or conduct?

Y **N** Do you now or have you ever sought out or intentionally viewed child pornography?

We desire God's will for you and for the ministries of Riverside Lutheran Bible Camp! Please, continue to pray that God will reveal and confirm His will for you with regard to the summer staff at Riverside Summer 2020.

Your application will not be considered complete until all of the following are received:

☐Enclose the following, postmarked no later than January 4, 2020:

- ☐fully completed Application
- ☐fully completed Applicant Statements and Agreed Code of Conduct form

to:
Riverside Lutheran Bible Camp
Attn: Summer Staff
3001 Riverside Road
Story City, Iowa 50248

Trust in the Lord with all your heart, and lean not on your own understanding, in all your ways acknowledge Him, and He shall direct your paths (Proverbs 3:5-6)

God's Peace and Blessings,

Lute Olson
Program Coordinator
Lute@RiversideLBC.org

Jessie Muntz
Associate Program Coordinator
Jessie@RiversideLBC.org

Bailey Comegys
Assistant Program Coordinator
Bailey@RiversideLBC.org

Applicant Statements and Agreed Code of Conduct

Please initial each of the following statements:

_____ I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my employment or ministry involvement.

_____ I understand that my references and contacts from prior ministries or non-ministry related work with children, student, or disabled adults may be contacted and that an appropriate criminal background check will be conducted. I authorize investigations of all statements contained in this application and I specifically authorize Riverside Lutheran Bible Camp to undertake a criminal background check of my past.

_____ I understand that I must be interviewed and recommended by a member of the Riverside Lutheran Bible Camp staff before I begin my ministry or employment position.

_____ I understand that I can withdraw from the application process at any time.

_____ I understand that Riverside Lutheran Bible Camp has a policy of ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that Riverside Lutheran Bible Camp cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal from my employment and possible criminal charges.

_____ I declare that I am not a pedophile or child molester. I have not perpetrated physical abuse, sexual abuse, emotional abuse or neglect against a child, a student or disabled adult, and I have never been accused of these acts.

_____ I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of this application for employment, and that refusal to inform Riverside Lutheran Bible Camp of the contents of a sealed criminal record will result in the automatic denial of the application.

_____ If employed, I agree to read and abide by all Policies and Procedures provided to me by Riverside Lutheran Bible Camp concerning my conduct and behavior toward children, students or disabled adults participating in Riverside Lutheran Bible Camp programs.

_____ I have a strong desire to serve in a Christian community, to know Jesus Christ, and to make Christ known to all!

Signature: _____ Date: _____

For Office Use Only

I have reviewed this application and have noted any missing information.

Program screening committee member: Signature: _____ Date: _____