

**Lutheran Outdoor Ministries Center
P.O. Box 239 Oregon IL 61061
815/732-2220 Fax 815/732-7282
E-mail: programdirector@lomc.org
www.lomc.org**

Greetings to you!

So you're interested in summer employment at LOMC? Great! This packet of information will help you make an informed decision and will get you started with the application process.

Being part of a camp community requires serious thought and prayer. It is unlike any other experience you will ever have. It's a demanding job that will stretch and shape you in ways you have never imagined. Camping ministry is a powerful way to experience your faith in many different forms.

We are looking for Christian people who are able to share their faith with youth in outdoor settings. A willingness to be a part of a community and a desire to learn are essential requirements. If you would like to consider employment at LOMC this summer, simply complete these tasks:

Application Form Complete the attached application form and return it to the Program Director at LOMC. (PO Box 239/Oregon, IL 61061 **or** fax 815/732-7282)

Voluntary Disclosure Statement It is vital to any camp program that potential applicants are properly screened. We have adopted a procedure developed by the American Camp Association. Please fill out this statement and return it to us as soon as possible so that we can process your application.

Reference Forms Choose 3 people to tell us about you. Include an employer, a pastor, and an educator. No relatives, please. Give them the reference form, along with a camp-addressed and stamped envelope.

Brochure You will find a "Summer Employment Opportunities" flyer enclosed. This describes the various positions we need filled. Read it! It will help you become familiar with what is available.

Once we receive your application, we will be in contact with you for an interview. It is helpful for you to interview at the LOMC site, especially if you have never seen the camp. Interviews are pretty informal; we like to get to know you in a relaxed and natural-as-possible conversation.

Thank you for your interest in LOMC. Please don't hesitate to call or e-mail with any questions or concerns you may have.

God's peace to you as you consider your summer options.

Amy Hoening

EMPLOYMENT HISTORY: (LAST THREE JOBS)

EMPLOYER _____ CITY, STATE _____
DATES EMPLOYED _____ PHONE _____
JOB TITLE AND RESPONSIBILITIES _____

EMPLOYER _____ CITY, STATE _____
DATES EMPLOYED _____ PHONE _____
JOB TITLE AND RESPONSIBILITIES _____

EMPLOYER _____ CITY, STATE _____
DATES EMPLOYED _____ PHONE _____
JOB TITLE AND RESPONSIBILITIES _____

Certifications:	Yes/No	Expiration
American Red Cross Standard First Aid	_____	_____
American Red Cross CPR	_____	_____
First Responder	_____	_____
Lifeguarding	_____	_____
Other _____	_____	_____

Do you hold any Instructor Certifications? If so, please list them.

CAMP SKILLS & INTERESTS (Mark 1 on those you could provide leadership in, 2 on those you have interest in)

- | | | |
|-----------------------|----------------------|---------------------|
| _____ Canoeing | _____ Song Leading | _____ Arts & Crafts |
| _____ Sailing | _____ Worship | _____ Tent Camping |
| _____ Outdoor Cooking | _____ New Games | _____ Dance |
| _____ Athletics | _____ Story Telling | _____ Theatre Arts |
| _____ Bible Studies | _____ Astronomy | |
| _____ Guitar Playing | _____ Nature Studies | |

Other skills, talents, hobbies you can share _____

References Please list the names of those you will be using for references

- Name _____ Telephone number _____
- Name _____ Telephone number _____
- Name _____ Telephone number _____

Authorization to Obtain Information: I authorize Lutheran Outdoor Ministries Center to contact current/former employers listed on this application, except as indicated below. I further give permission to these employers to provide LOMC with information in reference to my employment record, personal character, employment history and personal reference. LOMC has my permission to do a background check also. LOMC is not authorized to contact _____.

Applicant's Signature _____

Date _____

Mail this form to the address below by _____

Lutheran Outdoor Ministries Center
P.O. Box 239
Oregon, IL 61061

Voluntary Disclosure Statement

All Camp Staff **FM 16**

Developed and approved by the
American Camp Association

Name _____ Birth date _____
Last First Middle

Home address _____
Street Address City State Zip

Social Security # _____ Other names by which known (e.g., maiden name) _____

Home phone _____ Business phone (if applicable) _____

Cell phone (optional) _____ E-mail address (optional) _____

School or College _____

Address _____
Street Address City State Zip

Driver's License # _____ State _____ Expiration Date _____

1. Previous residence(s) for last five years (include college and home residences):

City _____ State _____ Years _____

City _____ State _____ Years _____

City _____ State _____ Years _____

City _____ State _____ Years _____

(Continue on separate sheet, if necessary.)

2. Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them?

Yes No If yes,

please explain: (Use a separate sheet, if necessary.)

3. Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below? Yes No

- Indecent assault and battery on a child under fourteen
- Indecent assault and battery on a mentally retarded person
- Indecent assault and battery on a person who has obtained the age of fourteen
- Rape
- Rape of a child under sixteen with force
- Assault with intent to commit rape
- Kidnapping of a child under sixteen with intent to commit rape
- Distribution and trafficking of narcotics or other controlled substances
- Intent to commit any of the above crimes.

If yes, please explain: (Use a separate sheet, if necessary.)

4. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children? Yes No If yes, please explain: (Use a separate sheet, if necessary.)

5. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection? Yes No

If yes, please explain: (Use a separate sheet, if necessary.)

6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? Yes No

If yes, please explain:

I understand that:

- a) The camp may deny employment to any person who answers "yes" to any one of questions 2-6. If hired and the employer later discovers circumstances that would indicate a "yes" answer to any of the above questions, employment may be terminated immediately.
- b) The information provided on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers.
- c) The camp may terminate employment or volunteer service of any person if that person is found, regardless of when discovered, to:
 - 1) have a history of complaints of abuse of a minor;
 - 2) have resigned, been terminated, or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or
 - 3) have falsified or omitted information in this disclosure statement.
- d) This disclosure statement must be updated yearly.

Signature _____ Date _____

Signature of Minor's Parent or Guardian _____ Date _____

REFERENCE FORM

FOR SUMMER CAMP STAFF APPLICANTS

FOR _____

To the applicant: 1) Print your full name above. 2) Attach this form to a stamped and pre-addressed envelope.

Dear Reference,

The above person has applied for a position with Lutheran Outdoor Ministries Center of Oregon, Illinois. It is very important for our staff members to work well with children, adults, and other staff. We would appreciate your honest evaluation of this applicant. Your response will be kept in the strictest confidence. Please return this form to:

Lutheran Outdoor Ministries Center
PO Box 239
Oregon, Illinois 61061
Phone: 815/732-2220 Fax: 815/732-7282

Please check the appropriate box for each concern.

	Excellent	Good	Fair	Poor	No Response
General Character					
Dependability					
Ability to be a Christian Role Model					
Ability to relate to youth					
Ability to relate to peers					
Ability to relate to supervisors					
Ability to assume leadership					
Ability to work under stress					
Ability to function as part of a team					
Past involvement in the life of the church					
First impressions					
Ability to be flexible					

Please answer these questions.

How long have you known the applicant and in what capacity?

Would you have any reservations about your child being in care of this person? Please explain.

Would you recommend this person to serve on a camp staff? Please explain.

What are the applicants strengths?

Please feel free to make additional comments.

Thank you for taking the time to inform us. Please complete the following and mail.

Signed _____ Date _____

Print name _____ Position/Title _____

Address _____

City _____ State _____ Zip _____

Work Phone ____/____ Home Phone ____/____

May we contact you by phone for further information if necessary? Yes No

Summer Employment Opportunities
at
Lutheran Outdoor Ministries Center
P.O. Box 239 Oregon, Illinois 61061
815/732-2220 lomc@lomc.org

What is LOMC?

Lutheran Outdoor Ministries Center is an outdoor extension of the ministry of four synods of the Evangelical Lutheran Church in America: the Central/Southern Illinois Synod, the Central States Synod, the Metropolitan Chicago Synod, and the Northern Illinois Synod. LOMC has been operating since 1975.

Who attends LOMC during the summer?

Each summer, LOMC serves about 2000 male and female youth in grades K-12.

Where is LOMC?

LOMC is located in the Rock River Valley in Northern Illinois. The camp is just south of Oregon, 25 miles south of Rockford, and 90 miles west of Chicago.

Is LOMC for YOU?

The following information may help you decide if a summer in camping ministry at LOMC is for you.

The Purpose of Lutheran Outdoor Ministries Center is to be the Church in outdoor settings, nurturing Christian faith and providing experiences connecting the Word of God with the World of God.

A summer of camping ministry is not easy. You will experience the difficulties and joys of working within a community you are responsible to. You will experience the elation and the frustration of working with youth in trying situations. Rapidly changing outdoor conditions and rapidly changing youth emotions will challenge you to be creative in your planning and spontaneity. Prayerfully consider the following information - it may help you decide if camping ministry at LOMC is for you.

Are you a person of Christian faith? It is not a requirement that you are Lutheran, but rather, that you are Christian.

Camping ministry focuses on teaching youth about Christ in the outdoors.

Youth: Are you interested and willing to work with small groups of youth in grades K-12? (Youth are grouped according to similar age group).

Christ: Are you Christian and willing to learn more about your faith? To teach the beliefs of Lutheran Christians to youth? You don't need to be a Biblical scholar, but rather, be willing to learn, grow, and be challenged in your faith.

Outdoors: All of the above takes place in an outdoor setting. Although you may sleep in a retreat house one week, you may be in a tent the next. Connecting the natural and physical world with the Word of God is central to the ministry of LOMC - so you'll be outside!

Are you a person who lives a healthy lifestyle? LOMC is a drug and alcohol-free camp.

What are the qualifications?

1. A commitment to Jesus Christ and His Church.
2. Understanding and love of children.
3. Appreciation of and willingness to live in the outdoors.
4. Ability to work within a group.
5. Maturity and willingness to place a camper's needs before one's own.

6. Be certified or be willing to be certified in First Aid, CPR, Lifeguarding, and other needed skills.
7. Be at least 18 years old or served as a Small Group Aide.
8. Have a current physical by a physician.
9. Willingness to travel to off-site locations.

What positions are available?

Camp Counselor

- Learn skills appropriate to outdoor ministries and to working with youth.
- Lead small groups of campers in Bible study, games, hiking, and worships.
- Participate in a 10-day staff training.

Pool Director

- Age 21 required. Possess Red Cross Lifeguard certification or equivalent.
- Supervise and maintain safe, clean pool.
- Provide nighttime adult supervision in youth rooms.

Trail Quartermaster (TQM)

- Ability to maintain, organize, and repair camping gear.
- Inventory and repair program equipment, pack for daily trips.
- Provide nighttime adult supervision in youth rooms.

Transportation Steward

- Age 22 required. Driver's license and good driving record required.
- Basic knowledge of vehicle maintenance helpful.
- Coordinate daily trips, inspect vehicles daily, assist maintenance staff.
- Provide nighttime adult supervision in youth rooms.

Health Steward

- Age 21 preferred. Driver's license, First Aid and CPR certification.
- Coordinate and implement health service program.
- Supervise volunteer nurses, maintain health center and first aid supplies.
- Prepare all health reports
- Provide nighttime adult supervision in youth rooms.

Benefits of working at LOMC

A summer working at a camp can be compared to no other! The experiences you will have, the community you will become an important part of, and the lives you will touch will become a part of your faith story.

LOMC provides training, workers' compensation, and supplementary insurance. Staff is paid weekly. (Please talk to Program Director for specific details on salary). Staff have 2 hours off each day, and at least 24 hours off each weekend.

Time Commitment

The time you will be asked to commit to is 12 weeks, from staff training through the last week of camp.

Communication

Write, call, e-mail, or fax us!

LOMC

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