

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

Date received \_\_\_\_\_  
 Contacted \_\_\_\_\_  
 Interview \_\_\_\_\_  
 References \_\_\_\_\_  
 Contract \_\_\_\_\_  
 Curriculum \_\_\_\_\_

Date of Application \_\_\_\_\_

**GENERAL INFORMATION:**

NAME: \_\_\_\_\_  
 Last First MI

**POSITION YOU ARE APPLYING FOR: (RANK 1-3)**

- |                             |                                     |
|-----------------------------|-------------------------------------|
| _____ Counselor             | _____ Transportation Steward        |
| _____ Health Steward        | _____ Support Staff Coordinator     |
| _____ Lifeguard             | _____ Summer Ministries Coordinator |
| _____ Media Specialist      | _____ Secretary                     |
| _____ Counselor Coordinator | _____ Worship and Music Leader      |

When and where can you interview?

<u>HOME</u>	<u>COLLEGE</u>
Address: _____	Address: _____
City: _____	City: _____
State, Zip: _____	State, Zip: _____
Phone: (____) _____ - _____	Phone: (____) _____ - _____
E-mail Address: _____	
Home Congregation: _____	
City, State _____	

**CAMP EXPERIENCE:** Give the following information if you have been at a summer camp before. List the most recent first

Camp	Position (if staff)	City, State	Dates	Employee, Volunteer, Camper
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**EDUCATION:**

WHAT IS YOUR PRESENT YEAR IN SCHOOL? \_\_\_\_\_

WHAT IS YOUR CURRENT MAJOR? \_\_\_\_\_

COLLEGE/UNIVERSITY ATTENDED \_\_\_\_\_

YEARS ATTENDED \_\_\_\_\_ DEGREE RECEIVED \_\_\_\_\_

OTHER SCHOOLING \_\_\_\_\_

YEARS ATTENDED \_\_\_\_\_ DEGREE RECEIVED \_\_\_\_\_

**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 \_\_\_\_\_

<b>Certifications:</b>	<b>Yes/No</b>	<b>Expiration</b>
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   |
| _____ Worship Leader | _____ Tent Camping   | _____ Outdoor Cooking |
| _____ New Games      | _____ Theatre Arts   | _____ Bible Studies   |
| _____ Astronomy      | _____ Guitar Playing | _____ Nature Studies  |
| _____ Media          |                      |                       |

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?

I Yes I No If yes,

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

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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? I Yes I 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.)

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

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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?  
I Yes I No

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

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

If yes, please explain:

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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
<b>General Character</b>					
<b>Dependability</b>					
<b>Ability to be a Christian Role Model</b>					
<b>Ability to relate to youth</b>					
<b>Ability to relate to peers</b>					
<b>Ability to relate to supervisors</b>					
<b>Ability to assume leadership</b>					
<b>Ability to work under stress</b>					
<b>Ability to function as part of a team</b>					
<b>Past involvement in the life of the church</b>					
<b>First impressions</b>					
<b>Ability to be flexible</b>					

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.

**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. Have completed at least one year of college to serve as counselor.
8. Willingness to travel to off-site locations.

## **What positions are available?**

### Summer Ministries Coordinator

- Partner with program director and Administrative team to administer summer ministries
- Be a resource person for camping Pastors and other volunteers
- Build weekly schedules
- Supervise Counselor Coordinator and Support Staff Coordinator
- Provide nighttime adult supervision in youth rooms

### Worship and Music Leader

- Oversee morning and evening worship
- Plan Spirit filled, joyous worship
- Equip staff to lead and teach worship to campers
- Introduce new worship songs even before the start of camp through various media
- Provide nighttime adult supervision in youth rooms

### 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.

### Support Staff Coordinator

- Supervise Support Staff
- Co-Lead Staff Meetings and Bible Studies
- Assist program director and summer ministries coordinator
- 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

- Minimum Age 21. 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
- Assist the summer ministries coordinator
- Provide nighttime adult supervision in youth rooms.

### Media

- Take pictures of weekly campers and activities
- Create weekly DVD of camp
- Send parents pictures/ video of campers
- Provide nighttime adult supervision in youth rooms

### Counselor Coordinator

- Supervise Counselors
- Co-Lead Staff Meetings and Bible Studies
- Assist Program Director and Summer Ministries Coordinator as needed
- Provide nighttime adult supervision in youth rooms.

### Lifeguard

- Daily check pool chemicals
- Supervise and assure pool safety
- Lead canoe trips
- Maintain canoes, sees they are always locked when not in use
- 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).

**Time Commitment**

The time you will be asked to commit to is 12 weeks, including 2 weekends, from staff training through the last week of camp.

**Communication**

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

LOMC

phone: 815/732-2220

P.O. Box 239

fax: 815/732-7282

Oregon, Illinois 61061

e-mail: [programdirector@lomc.org](mailto:programdirector@lomc.org) Website: [www.lomc.org](http://www.lomc.org)

Text "counselor" to 815-298-2599 for more info