



Lakeside Christian Camp & Conference Center

195 Cloverdale Street
Pittsfield, Massachusetts 01201
Phone: 413.447.8930
Fax: 413.447.8934
www.lakesideonline.org

Dear Prospective Summer Team Member,

Thank you for your interest in serving at Lakeside Christian Camp for Summer 2010. Working at camp is a great responsibility and one we take very seriously. We are given a wonderful opportunity for a very special ministry that changes lives forever.

Serving at Lakeside is a rewarding job both spiritually and emotionally. It is one that allows you to grow in your own faith while sharing and nurturing the lives of those around you. It is a very demanding job and requires flexibility and commitment to the positions described. Lakeside is much more than just a recreational experience. Staff members share a great responsibility for the well being of each child in our care. We also strive to reach each camper on an individual basis. The campers are first and foremost in all things we do and in the manner of community in which we live, share and work together.

I hope you have given much thought and prayer concerning your decision to apply to Lakeside for a summer team position. Leadership Team Training begins June 17th, Team Week (staff training) begins the afternoon of June 20th, and summer camp begins June 27th and ends August 14th. We are ideally looking for a team that can work the entire 8 week commitment, although arrangements can be made for special circumstances.

As a member of our summer ministry team, we have high expectations. One expectation is to help with the financial support of the camp ministry. We expect each of our summer ministry team members to raise at least \$700 in support from their church, family, and friends. Our year round staff will help in this fundraising effort as much as possible, but the responsibility to meet this goal belongs to the summer team member. Donations received fund our summer team salaries in support of the ministry.

As our summer program continues to grow, some changes to staffing and hiring for 2010 have been made. Please use the following checklist as a guide to the application process:

- Read the job descriptions and team policy manual. If you can respect and accomplish both, download an application.
- If you have never been on staff before, were an LTD in 2009, or have been on staff previous to 2009, please fill out the *New Staff Application*. This includes written references, background checks, and a personal interview to be scheduled. This will allow me to get to know you the best and discern your place in our ministry.
- If you were on staff summer 2009, including KCrew and Maintenance, please fill out the *Returning Staff Application*. This includes background checks and is required by law.
- All applications are due to the office by February 1, 2010.

We are very excited about the upcoming summer and trust that God has amazing things in store for you and Lakeside Christian Camp. Please feel free to call me with any questions or concerns. I look forward to hearing from you soon.

Joyfully serving,

Trish Farrell
Director of Programming

**Lakeside Christian Camp & Conference Center
2010 Summer Staff Positions**

Leadership

Summer Assistant

Works directly with the Director of Programming in coordinating and leading activities, supervising staff, night supervision, and carrying out the everyday functions of camp. Also a member of the Spiritual Life Team.

Spiritual Life Team

Works as a team with the Director of Programming in coordinating care giving, spiritual growth opportunities, relationships, and community living for summer staff. Will also serve as an Area Coordinator or crew member.

Day Camp Coordinator

Coordinates Day Camp program, leads camper activities, build relationships with camper parents, and organizes special events for Day Camp families.

Crew Camp Coordinator

Organize both Serve Crew and Leadership Crew Camps as well as supervise Crew Leaders. Facilitate workshops, organize trips, and cover day off shifts.

Counseling

Cabin Leader

Guide campers through all aspects of weekly program, including building relationships, devotions, spiritual guidance, and supervision. Must be at least 18 years of age or graduated from high school. Will also work an area crew: Arts & Crafts, Waterfront, Outdoor Skills, Performing Arts, or Recreation.

Assistant Cabin Leader

Assist in guiding campers through all aspects of weekly program, including building relationships, devotions, spiritual guidance, and complete supervision as a team with a Cabin Leader. Must be at least 17 years of age or entering junior/senior year of high school. Will also work an area crew: Arts & Crafts, Waterfront, Outdoor Skills, Performing Arts, or Recreation.

Day Camp Leader

Guide and supervise elementary age campers through all aspects of weekly program and lead all activities as a team with Day Camp Coordinator. Must be at least 17 years of age or entering junior/senior year of high school.

Serve Crew Leader

Supervise Serve Crew program and projects for high school students with a mission focus. Work with the Crew Coordinator in counseling roles, weekend schedules, and off site trips.

Leadership Crew Leader

Supervise Leader Crew program for high school students with a leader-in-training focus. Work with the Crew Coordinator in counseling roles, weekend schedules, and off site trips.

Boat Driver

Drive boat for waterfront activities. Must have 3 years of boating experience, boater safety class, and lifeguard certification.

Non Counseling

Waterfront Coordinator

Organize and supervise all waterfront activities, lifeguards, skills classes, and manage equipment. Must be at least 21 years of age and certified as American Red Cross Water Safety Instructor.

Maintenance Crew

Under the supervision of the Facilities Manager, perform building maintenance, conduct repair work, and assist with mowing and grounds care.

Kitchen Crew

Responsible for the set up and cleaning of the kitchen and dining hall, preparation and serving of meals, and inventory of all supplies and food.

Taste & See Manager

Oversee the operation of the camp store including set up, sales, financial management, clean up, restocking, ordering, catalogs, and running the cash register when store is open.

Camp Nurse

Tends to the minor medical needs of the camp, including dispensing medicines and other medical needs for staff and campers as well as health forms and state mandated paperwork.

Area Coordinators/Cabin Leaders

Recreation Coordinator

Organize recreation schedule and crew, coach and instruct skills classes, and manage supplies. Will also serve as a Cabin Leader.

Performing Arts Coordinator

Organize performing arts schedule and crew, instruct skills class, and coordinate worship drama. Will also serve as a Cabin Leader.

Tech Coordinator

Work with the Worship Coordinator and Video/Photo Coordinator for worship technology, slide shows, websites, and other technology needs. Will also serve as a Cabin Leader.

Outdoor Skills Coordinator

Responsible for all high and low ropes activities, organize schedule and crew, and lead archery, fishing, hiking, and wilderness skills classes. Must have ropes certification. Will also serve as a Cabin Leader.

Arts & Crafts Coordinator

Will plan, prepare, instruct, and supervise arts & crafts projects, organize and supervise crew, and manage supplies. Will also serve as a Cabin Leader.

Worship & Chapel Coordinator

Organize, schedule, and lead band, work with Director of Programming on chapel needs. Host camp pastors. Vocal and/or instrumental skill required. Will also serve as a Cabin Leader.

Video/Photography Coordinator

Take photos and video of camp activities for marketing, lead photography and video skills classes, work with Tech Coordinator. Will also serve as a Cabin Leader.



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2010 Returning Staff Application

Name _____ Social Security # _____
 Current Address (if you live on campus, etc) _____ Permanent Address _____

 Cell Phone _____ Permanent Phone _____
 Email Address _____ Church Name/City _____

Birthdate (optional if over 21) _____ Age (optional if over 21) _____
 Do you possess a valid drivers license? _____ Yes ___ No State _____ DL# _____
 Are you legally authorized to be employed in the USA? _____ Yes ___ No

Education Information

Circle your present year in school: High School 1 2 3 4 College 1 2 3 4 Post Grad 1 2 3 4

If not now enrolled in school, what is the last year of high school or college you completed?

	School Name City & State	Dates Month/Year	Course of Study or Major	Graduated?	Degree Received
High School				Yes No	
College				Yes No	
Other				Yes No	

Employment History: List all work experience since last summer with Lakeside.

Company Name _____ Employment Dates _____
 Address _____ City/State/Zip _____
 Name/Title of Supervisor _____ Phone # _____
 Your Position/Title _____ Reason for leaving _____
 Responsibilities _____

Company Name _____ Employment Dates _____
 Address _____ City/State/Zip _____
 Name/Title of Supervisor _____ Phone # _____
 Your Position/Title _____ Reason for leaving _____
 Responsibilities _____

References: You are required to provide 3 references. As a returning staff, you do *not* have to provide written references.

Pastor/Youth Leader Name _____ Work Phone _____
 Address _____ City/State/Zip _____

Employer/Teacher Name _____ Work Phone _____
 Address _____ City/State/Zip _____

Personal Name _____ Work Phone _____
 Address _____ City/State/Zip _____

Skills: Cabin leaders also serve as skill instructors. Please rate your skills as follows:

- 0 Skills you do not possess
- 1 Skills you can assist with and enjoy
- 2 Skills you can organize and teach with experience

Waterfront		Sports/Recreation		Arts & Crafts	
Water Skiing		Basketball		Arts & Crafts	
Water Ski Boat Driving		Baseball or Softball		Pottery	
Swimming		Soccer		Painting	
Boating		Volleyball		Sketching	
Lifeguarding		Other:		Other:	
Outdoor Skills		Performing Arts		Worship	
Tent Camping		Photography		Instrument:	
Wilderness Skills		Videography		Vocals:	
Hiking/Backpacking		Acting		Sound System	
Nature Studies		Dance		Computer Skills	
High Ropes Facilitation		Directing		Other:	
Low Ropes Facilitation		Other:			
Initiatives/Group Builders				Other	
Archery				Cooking	
Fishing				Housekeeping	
Other:				Retail Sales	

Certifications: List all certifications you have or will have by the start of camp (lifeguard, boating, first aid, CPR, etc.)

Certification	Exp. Date	Certification	Exp. Date	Certification	Exp. Date

Positions

What position are you are applying for? (refer to the position guide & job descriptions)

Have you ever been convicted of a crime involving the physical or sexual abuse of a minor, or any other crime involving a minor? _____ If yes, please explain on an addition sheet of paper.

Have you ever been convicted of any other crime? _____ If yes, please explain on an additional sheet of paper.

Essay: On an additional sheet of paper, please type your answers to the following questions and attach to application.

1. Why do you want to return to staff this summer? What did you learn about yourself at camp last summer? Tell about a time last summer when you felt you ministered to a camper.
2. Tell about your current relationship with Christ. How has it changed since you were on staff?
3. Give one *new* programming, worship, or devotion idea for next summer based on the “Thrill Ride” theme. (how Jesus turned the world upside down, challenged the culture, changed our lives)

Release

By signing this application, I hereby release all previous employers and references to furnish my record, reasons for leaving, and all information they have concerning me. I release them from all liability or damage arising therefrom. I affirm that all information within this application is true and that I have not misrepresented or omitted facts that would exclude my being considered for employment. In the event of my acceptance, I shall be subject to dismissal if I have given false or incomplete information within this application. I authorize Lakeside Christian Camp and/or its agents to request or receive any information including criminal, motor vehicle reports, past employment, education, or references from any persons, schools, or previous employers. I have received a stand-alone, consumer notification that a consumer report will be requested and used for the purpose of evaluating me for employment, promotion, and retention as an employee. I understand that criminal offender records information checks and sexual offender records information checks will be conducted on me.

Signature _____ Date _____



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CHAPTER 6,§ 172G CORI REQUEST FORM

Lakeside Christian Camp & Conference Center is requesting all the available criminal offender record information (CORI) and juvenile data on the following individual from the Criminal History Systems Board pursuant to Chapter 6,§ 172G, which mandates operators of camps for children to request CORI and juvenile data regarding all employees or volunteers prior to employment or volunteer service.

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

NAME _____
LAST FIRST MIDDLE

MAIDEN NAME OR ALIAS (IF APPLICABLE)

DATE OF BIRTH _____ SOCIAL SECURITY NUMBER _____
(requested but not required)

ADDRESS _____

REQUESTED BY: _____ (Trish Farrell)

SIGNATURE OF CORI AUTHORIZED EMPLOYEE

RELEASE AUTHORIZATION

APPLICANT COMPLETE THE FOLLOWING

I. In connection with my application for employment, I understand that a consumer report or an investigative consumer report may be requested that will include information as to my character, work habits, performance, and experience, along with reasons for termination of past employment. I understand that as directed by company policy and consistent with the job described, you may be requesting information from public and private sources about my: workers' compensation injuries, driving record, court record, education, credentials, credit, and references.

If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

II. Medical and workers' compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.

III. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies including the Minnesota Department of Labor.

IV. Minnesota, Oklahoma and California applicants only. If you want a copy of the reports(s) ordered, Check this box . The report(s) will be sent by the reporting agency to you at the address below. The reports will be processed by: ADP Screening and Selection Services, 301 Remington Street, Fort Collins, Colorado 80524, 800/367-5933.

V. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by Northeast Baptist Conference/Lakeside Christian Camp or its agent, to furnish the information described in Sec. 1.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information or reports.

Please print your full name LAST FIRST MIDDLE

Please print other names you have used

Home Address

City State Zip Code

Social Security Number Date of Birth

The following states require sex and race to obtain information:

AL, AR, FL, GA, IA, IL, IN, MI, OR, TX, WI

Sex: Male Female

Race: Asian Black Hispanic White Other

Drivers License Number State Issuing License

Name as it appears on license

Signature Today's Date

THIS PAGE CONTAINS SENSITIVE INFORMATION. KEEP ONLY IN SECURE FILES. SEPARATELY FROM PERSONNEL RECORDS!