

Maintenance Staff must be at least 18 years of age, experience preferred. Duties and daily tasks are assigned by the Property Manager and Maintenance Assistant such as: housekeeping, grounds keeping, simple repairs, and general upkeep. A Maintenance person is directly responsible to and accountable to the Property Manager.

Kitchen Staff must be at least 18 years of age. The Kitchen Staff will help prepare meals, be on dish team, clean the Dining Hall and related facilities, and follow direction of the Head Cook. The Kitchen Staff is directly responsible to the Head Cook.

Lifeguards must be at least 16 years of age, and meet current American Red Cross standards for Waterfront Lifeguards. The lifeguards duties fall under all aquatic activities (swimming, boating, tubing, overnights). Lifeguards are directly responsible to the Waterfront Director.

L.Y.L.E. (Lutheran Youth Leadership Experience) must be at least 16 years of age. LYLES will work to develop a life-long, Christian-based leadership skills. They are supervised by a specific Cabin Leader. (volunteer position)



Take a leap of faith! Jump into a summer of fun at Fortune Lake Lutheran Camp!

www.fortunelake.org



There's a place for you on our Summer Staff in 2012

*Fortune Lake Camp is a place of grace!
Fun, faith and friendships await you on our
summer staff amidst the beauty of
Michigan's Upper Peninsula!*

Fortune Lake Lutheran Camp
138 Fortune Lake Camp Rd.
Crystal Falls, MI 49920

906-875-3697
www.fortunelake.org
campdirector@fortunelake.org

Hello Fortune Lake Applicant for Summer 2012—

Another exciting, joy-filled summer is fast approaching! For over 80 years campers have flocked to Fortune Lake Lutheran Camp for fun activities, beautiful nature, singing, swimming, campfires, canoeing and more! We thank God for our rich history and we look forward to another summer to remember!

As you make plans for summer 2012, we hope that you'll seriously and prayerfully consider serving on Fortune Lake's summer staff. This brochure is meant to help you decide how you might best fit into our Fortune Lake community and whether or not God is calling you to join our summer team.

Fortune Lake is about 1.5 hours southwest of Marquette (by Lake Superior) and 1.5 hours northwest of Escanaba (by Lake Michigan), Fortune Lake has 147 acres of beautiful lake and forest property.

What makes Fortune Lake special is not its beautiful scenery. Rather it's the beautiful relationships nurtured in our intentional Christian community. If you choose to work at Fortune Lake this summer you can expect to work extremely hard— building relationships and community is always hard work! But you can also expect to grow in extraordinary ways— the friendships, the faith, the experiences you will gain at Fortune Lake will shape the rest of life.

God's Blessings be with you as you explore these pages, explore our website and discern how God is leading you to serve this summer. Please feel free to contact me if you have any questions.

God's Peace—

Pastor Tracy Polzin
Camp Director
campdirector@fortunelake.org 906-
875-3697

Arts & Crafts Specialist must be at least 18 years of age and completed 1 year of college. The Arts & Crafts Specialist is responsible for developing a fun activity program utilizing supplies on hand and purchased materials within the camp's modest budget. The craft program must provide varying levels of challenge to work with campers from 2-12 grade & special needs, and fit it within an Outdoor Ministry themed experience. The Arts & Crafts Specialist leads efforts to produce costumes and props for all camp activities, events and coordinates projects for Day Camp Teams. The Arts & Crafts Specialist is responsible to the Camp Director.

Health Officer must be at least 19 years of age and possess health certification with minimum level being equal to American Red Cross 'Responding to Emergencies'. If qualifications are less than licensed physician or registered nurse, the Health Officer will consult daily with the camp's duly licensed Medical Consultant. The Health Officer is responsible for the general health and welfare of the campers and staff. The Health Officer will keep daily journal & records, screen all participants, maintain records, provide prescribed first aid and assist in emergency situations. The Health Officer will assist or conduct First Aid and CPR training of the staff, if qualified. The Health Officer is directly responsible and accountable to the Camp Director.

Office Assistant must be at least 18 years or age and have keyboard experience or skill. Duties will include: data entry, Faxing, processing mail, duplicating, telephone receptionist and other task necessary for the efficient operations of the office. The Office Assistant is directly responsible to the Office Manager, and is accountable to the Camp Director.

Canteen Manager must be at least 18 years or age. Duties will include various activities regarding the management of the Canteen (camp store), and working together with food service. The Canteen Manager will be a part of the Sunday on-site registrations. The Canteen Manager will be responsible for the care, upkeep, records, maintenance and operations of the Canteen. The Canteen Manager works with the Food Service Manager/Program Director and is accountable to the Camp Director.

Media/Electronics Staff must be at least 18 years of age. The Media/Electronics Staff duties will include the organization, development, input and end product coordination of various media and electronics. Responsibilities include: keeping daily journals & records, group photos, daily photos and video, website input, weekly final PowerPoint programs, daily PowerPoint and electronics for Chapel, repair, maintenance, and upkeep of Fortune Lake's media equipment. The Media/Electronics Staff is responsible to the Camp Director.

SUMMER JOB DESCRIPTIONS

General Staff (camp ‘counselor’) must be at least 18 years of age. General Staff can expect to serve one or two weeks in every area of the camp. They are responsible for the care, supervision, and teaching of the campers assigned to their group. There may be weeks where a counseling position is not open for all General staff, so a General Staff person may be placed on other duties for that week (including kitchen or maintenance). General Staff are responsible to the Program Assistant and Camp Director.

Waterfront Director must be at least 21 years of age, meet current American Red Cross standards for Waterfront Directors, and have at least one season experience on a waterfront, if possible. The WD is responsible for setup of procedure and facility at the waterfront, supervision of all staff assigned to waterfront, monitoring and enforcing health and safety policy and procedures, providing support and/or guidance to all on site and off site aquatic activities, and be ready to assist in other areas. The WD will instruct staff in water safety and/or lifeguard certification, if qualified. The WD is responsible and accountable to the Camp Director for health and Safety matters of the waterfront.

Vagabond Coordinator must be at least 19 years of age and completed 2 years of college. Vagabond Coordinator is responsible for planning and coordinating the Vagabond (completed grade 5-6) Program. Responsibilities of the Vagabond Coordinator include: supervising tent leaders, keeping daily journal & records, organizing daily schedule for weekly Vagabond staff, leading morning devotions, planning Vagabond chapel services, and games, organizing Vagabond food and cooking supplies, and working in combined effort with the Camp Director, Program Assistant and Head Cook.

Day Camp Coordinator must be at least 19 years of age and completed 2 years of college. Coordinator is responsible for planning and coordinating the off-site Day Camp (Vacation Bible School) designed primarily for lower and upper elementary youth. The Day Camp Coordinator is involved with teaching as well as supervision during the Day Camp. The Day Camp Coordinator will make contacts with the churches to verify program needs and details. The Day Camp Coordinator is responsible for keeping a daily journal & records, maintaining accurate financial records and submitting weekly reports, and will coordinate craft projects with ANC Specialist. Using assigned camp vehicles, the Day Camp Coordinator may serve as the primary driver for the team. The Day Camp Coordinator may be asked to provide transportation using their vehicle only in special circumstances and will receive mileage reimbursement. Responsible to the Camp Director.



A MARK OF DISTINCTION

Fortune Lake Lutheran Camp is proud to be accredited by the American Camp Association. This sign is solid proof of our professional integrity and commitment to risk management. To earn it, we have adopted a disciplined management of critical thinking.

Accreditation is a distinction. Only one in four camps seeks and earns this honor. To earn accreditation, our camp complies with hundreds of health, safety and program quality standards.

Accreditation isn't easy or cheap. We invest in accreditation because the campers we serve deserve our best.

The camp experience is a vibrant, live-action event. Accreditation guarantees this camp is established on a solid foundation of health and safety standards developed specifically for camps and trusted by parents and adult campers for over 50 years.

GENERAL HIRING GUIDELINES AND FACTS

✓ A completed, written application.

We have this in both email and hard copy versions. You can find a copy of our application at www.fortunelake.org. The earlier this is received, the better your chances of being considered for the position you desire .

✓ A Background Check.

Via your signed application, with disclosure statement, Fortune Lake must perform a background check on every applicant.

✓ Three written references.

We suggest you sign the waiver before giving the form to your references. It is customary to include a pre-addressed envelope so your reference can send the form directly to us. We **cannot** issue a Letter of Call for any position until all references are in.

✓ A personal interview.

A face to face interview helps us get to know one another better. If it is not possible for you to meet us when we are on or near your campus, we can make arrangements to conduct the interview by telephone. Interviews may be done before or after we receive your written application. If a face to face interview is not conducted, we may ask for more than 1 phone interview for a more complete and thorough interviewing process.

FREQUENTLY ASKED QUESTIONS

What are you looking for in Summer Staff candidates?

Summer staff positions carry a great deal of responsibility and require a great deal on stamina. We seek men and women who are mature, healthy, creative, diverse, cooperative, energetic, and willing to put the good of our camper and staff community ahead of their own, personal interests.

Do I have to be Lutheran?

No. You must be Christian and willing to serve in an intentional Christian community, as a living example of Biblical values both on and “off duty”. Our Bible Studies and worship life is, of course, shaped by our Lutheran doctrine and history, but people of all Christian expressions are welcome to serve at Fortune Lake. We devote ample time during staff training to help you learn the Bible Study materials and help you to be comfortable with basic Lutheran Doctrine.

Do I stay in one program for the summer?

Program Leaders, Specialists, and support staff positions remain the same except for special circumstances. All other staff can expect to serve in a variety of areas/programs throughout the summer.

Can I have guests?

Staff training and program weeks are closed to guests because of our 100% commitment to campers. You may have guests during weekend time off. It is expected that you will inform the Camp Director of your guest and secure overnight lodging in any cabin used by the same sex staff as your guest. There is no charge for either lodging or food for your guest. We encourage you to invite your family to visit.

What about time off?

We allow a short personal break each day for the summer staff. There is a staff lounge that is off limits to campers and is equipped with mailboxes, message board, telephone & answering machine, computer with internet access, refrigerator, microwave, foosball table, couches, tables & benches. We also maintain a supply of leftovers, drink mix, milk & cereal.

There is no regular time off during the staff training period. For all program weeks, we end closing meeting by approximately 6pm on Fridays. All staff are expected back on site and present for the 12pm staff meeting on Sunday, with the exception of Day Camp Teams who leave at whatever time is appropriate for the Sunday Worship in their assigned program congregation that week.

Time off, without pay, for important family/personal matters and emergencies may be granted at the discretion of the Camp Director.

Camp Personnel can expect:

- * To have the trust, confidence, and support of the Full-Time Staff.
- * To have a written Letter of Call and job description.
- * To be released from the obligations of the Call if deemed necessary by the Staff Person and/or the Program Director.
- * To have adequate pre-camp training and a background check.
- * To have appropriate supervisory/support personnel and necessary equipment to assist with tasks.
- * To have regular staff meetings normally including prayer, planning, preparation and mutual support.
- * To have break time and at least one day off each week.
- * Emergency leave without pay granted at the discretion of the Program Director.
- * To be paid approximately every two weeks.
- * To have access to telephone, laundry, postal service, banking, shopping, professional health care and worship opportunities on your one day off each week.
- * To be reimbursed for authorized expenses incurred in behalf of the ministry of the camp.
- * To be covered by appropriate, work-related insurance (supplementing own personal insurance) during the duration of employment.
- * To receive fair and honest feedback from supervisors concerning the quality of your service to FLLC.

A word about alcohol:

Alcohol consumption is a serious problem in our society. Underage drinking is encouraged by the misguided perception that consuming alcoholic beverages is an essential ingredient in fellowship.

It is our belief at Fortune Lake that the only essential ingredient to fellowship is loving, caring people and therefore we seek to work toward changing the youth culture’s attraction to and “dependence upon” alcohol by setting a different, Christ-like example throughout our staff community.

The legal drinking age in our area is 21 years of age. Underage drinking is illegal. Underage drinking by our summer staff is not, and will not be, tolerated. Alcohol is not permitted on site and drinking by those of us legal age even when “off duty” is highly discouraged. Know that a “Letter of Call” from Fortune Lake means that you are called to act properly at all times.

Being a role model is an awesome responsibility. By making the choice to apply and work at Fortune Lake, you are telling us and our community that you will be a responsible, respectful Christian leader and mentor to all those whom you come in contact with. Together we are making a difference one camper at a time.

GENERAL SUMMER STAFF POLICIES

The Outdoor Ministries of the Evangelical Lutheran Church in America (ELCA) are extensions of the congregations of the Church. Church camps are unique settings for the Christian nurture of people of all ages, as well as, places for spiritual retreats and practicing faithful living. ELCA confessional theology and current ELCA expressed values and positions characterize the policies and practices of the camps and their called positions.

Fortune Lake is an equal opportunity employer in accordance with applicable federal laws. However, due to the nature of our ministry, only those of Christian faith are hired in program positions. The purpose of Fortune Lake Lutheran Camp's selecting, training, and employing a competent summer staff is to present the Gospel of Jesus Christ in a living way. By using your God-given talents, wisdom and abilities within your assigned areas of responsibility, amazing and miraculous things happen. Together, we must communicate the love of Christ in all our relationships at camp. Together, we will seek to develop and uphold the distinctive character of Church camping, which is the experience of meaningful relationships in every activity, stressing the importance of every individual as a beloved child of God.

Our program is Christ-centered in perspective, Bible-based in approach, and parish-related in scope. Campers need careful, prayerful, and intelligent spirit-filled leadership from the staff so that they may return home with a rededication to their Baptismal Covenant for continued growth in the faith.

Camp personnel are expected to:

- * Give their best in their assigned responsibilities, utilizing the training materials and supervisions provided.
- * Be willing to do whatever is necessary to foster the intentional outdoor Christian community ministry of the camp.
- * Be examples of Christian faithfulness, righteousness, and holiness, above reproach, showing respect for God's created and redeemed world, including people, animals, buildings, and the environment.
- * Participate in the intentional outdoor Christian community of the camp, being present and fully participating in programs and activities of the camp which fall under the broad categories of worship, learning, service, witness, supervision, and support.
- * Live and model a life characterized by the gifts of the Spirit- wisdom, understanding, council, might, fear of the Lord, joy in God's presence.
- * Provide their own medical insurance for non-work related injuries/illness.

What about staff community?

Fortune Lake prides itself in having a very strong staff community. This contributes to our historically large percentage of returning staff who are eager to welcome new members into the family. We are open to conferences and discussions, to deal with personal and camp related issues with staff as individuals and as a group. There is also a required staff 'refresher'/in-service day, where the staff have the opportunity to refresh, have fun together, and, primarily, to reaffirm their Christian Outdoor Ministry responsibilities. It's always a fun, revitalizing part of the summer experience.



What are the dates of the summer 2012 commitment?

Staff Training begins for most staff on Wednesday May 30. Program leaders arrive several days earlier. Any necessary Lifeguarding, CPR & 1st Aid certification should be obtained before your arrival. All summer staff **must be certified** in CPR and 1st Aid. *We will only be offering a recertification to those with expiring certifications during normal staff training in CPR & 1st Aid.* The summer of service ends approximately 11am (CST) Sunday, August 12. Staff Training is a required time of learning, sharing, planning, certifying, and bonding. *A \$100 bonus will also be given to **already certified lifeguards** that do not need any Lifeguard and Waterfront Lifeguard training or re-certification (including CPR & 1st aid).*

Do I have to have experience?

No. It is not necessary for you to have worked at or attended a church camp. Our staff training is a time to get new staff and returning staff “on the same page” as a team for the season. In fact, if you’ve never worked at a camp before, your unbiased and fresh ideas will likely spice up the summer and be a catalyst for new traditions. We value both new and returning staff.

What about the pay?

The truth is that monetary compensation is only part of what you receive as a member of the Summer Staff Team (*and the pay is not as bad as you may have been led to believe*). Actual money saved by you at the end of the summer will be very comparable to what you would have left in most jobs worked away from home. All work related travel and costs are covered by camp. Room and Board is provided.

A Summer Staff position can be a priceless addition to your resume. It provides skills and experience that can often make the difference in landing a job after college graduation. Plus, when you consider the awesome personal joy, satisfaction, friendships and growth that are typical for summer staff, you will want to take advantage of this unique opportunity!

On top of all this, we provide weekly compensation of **\$200** for all staff, with a **\$100 bonus** possibility at the end of the summer commitment *for returning staff who serve as Program Leaders*. Bonus granted if following requirements are made: A) Signed and returned accepted Letter of Call by **March 15, 2012**, and; B) Full compliance of commitment to FLLC 2012 Summer Program (with exception to family, personal & emergency matters written, received and granted by CampDirector)



OUR MISSION STATEMENT:

Fortune Lake Lutheran Camp is a place of grace to experience and grow in faith.



The Vision of Fortune Lake Lutheran Camp includes:

- ⇒ Inspire faith in Jesus Christ as Lord and Savior;
- ⇒ Praise the greatness and majesty of our heavenly Father;
- ⇒ Empower campers of all ages to understand their place as ministers of the Gospel in their daily lives and to relate their Christian growth from camp to their lives at home, church, and other daily endeavors away from camp;
- ⇒ Include people of all ages, races, gender, cultures and abilities in this community;
- ⇒ Model care and respect for the creation;
- ⇒ Teach God’s Word according to our Lutheran heritage.

Objectives:

Fortune Lake Lutheran Camp seeks to help each member of the camp community to:

- ◆ Develop deeper commitment to God and to the holy catholic Church of Jesus Christ; and
- ◆ Develop a sense of personal identity and worth; and
- ◆ Practice his/her Christian vocation in interpersonal relationships at camp, Church and home; and
- ◆ Relate in a faithful manner to the world of nature and to gain skills for living in it gently; and
- ◆ Relate his/her Christian growth experience at camp to the home, church, family and other experiences; and
- ◆ Make faithful and effective use of leisure time.

Fortune Lake Lutheran Camp is owned and operated by an association of ELCA churches in the Northern Great Lakes Synod. We are licensed by the Michigan Department of Social Services and accredited by the American Camp Association. We do not discriminate against anyone on the basis of race, age, sex, or national origin.

