



Thank you so much for inquiring about being a summer staff member at Little Eden Camp. We are already making plans for the 2020 summer and are looking forward to learning more about those interested in working here. Attached you will find several pieces of information:

- ◆ **2020 Summer Calendar & Staff Needed**—This page describes the summer schedule and how many staff are needed for what terms.
- ◆ **Summer Staff Responsibilities & Positions**—As primarily a family camp facility, our summer staff's responsibilities for the majority of the summer look very different than most camps where staff work all but one hour of every day. And although our staff members have nice amounts of time off, there are very specific responsibilities included in your weekly pay, beyond the basic shifts found on the schedules. We want everyone applying to understand what responsibilities you are accepting as a part of your duties. So please read it carefully. This section also describes the positions available for which you can apply.
- ◆ **2020 Summer Staff Application**—Fill both sides of this out completely if you wish to be considered for a position at camp. Please note that there are several questions requiring addition information on a separate sheet of paper.
- ◆ **Reference Form**—New applicants, please email the form or give a copy of the form to each of the people listed on your application right away. Consider enclosing an envelope with camp's address and a stamp on it to make it easier for your references to return it to us. Returning staff, see the information below to determine if you need to send these out.
- ◆ **Little Eden Scholarship Fund Policy**—Little Eden is blessed with a very unique program funded solely through the generosity of the families you serve which allows Little Eden to give scholarships to applicable summer staff. Attached are the guidelines for granting scholarships. If you have any questions, don't hesitate to ask.

A few things to know before filling out your application:

- ◆ **Returning Staff:** Please return applications by January 1. Returning staff should list references on the application but don't need to send reference forms unless you didn't work at Little Eden last summer.
- ◆ **New Staff:** We will begin interviewing in February (once we have received all your reference forms) and begin contracting staff soon after that. We will leave the process open until all positions are filled. We encourage you to get your application and references in promptly to guarantee we consider you for the summer.

Little Eden's Pay Scale

- ◆ **Base pay of \$135.00 per week**, plus free room and board, use of camp boat, bikes, and more (counselors volunteering during youth camp weeks only will receive a \$135 gratuity per week).
- ◆ **Returning summer staff** receive an additional \$10.00 per week, for each year returning.
- ◆ **Craft Director** receives an additional \$10.00 per week.
- ◆ Any college staff working at least 30 days are eligible to apply to the **College Scholarship Fund**. Scholarships of 50% to 125% of gross summer wages are available to those who meet the Scholarship Fund criteria.

Thanks for taking time to consider working at Little Eden Camp. Before beginning the process of filling out the paperwork, we ask that you pray about your plans for next summer, seeking God's guidance.

If you have any questions, please don't hesitate to contact me at admin@littleeden.org or 231-889-4294.

In Christ,

Wayne A. Faber
Executive Director



Little Eden Camp

3721 Portage Point Dr • Onekama, MI 49675
231-889-4294 • Website: www.littleeden.org

LITTLE EDEN CAMP

Summer Schedule 2020



Pre-Orientation:

May 4	One maintenance/general staff starts
May 18	One maintenance and Craft Director staff start
May 21	One office & 1 kitchen staff start

Orientation:

June 7-12	Orientation (15 remaining staff arrive)
June 12-14	Summer Camp Orientation (additional youth camp staff arrive)

Early Camps/Youth Camps:

June 13-20	Pre-Family 1 Week
June 14-19	Junior High Youth Camp (additional youth camp staff)
June 20-27	Pre-Family 2 Week
June 21-26	Boys/Girls Camp & High School Camp (additional youth camp staff)

Family Camps:

June 27-July 4	Genesis Week
July 4-11	First Family Week
July 11-18	Christian Fellowship Week
July 18-25	Home Builders Week
July 25-August 1	Christian Business & Professional Week
August 1-8	Second Family Week
August 8-15	Farmers Week
August 15-22	Rest & Relaxation 1 (R&R 1) Week (15 Staff)
August 22-29	Rest & Relaxation 2 (R&R 2) Week (8 Staff)

Specialty Camps:

August 29-Sept 5	Lifetime Activities Week (3-4 Staff/Volunteers)
September 5-12	Golf & Fellowship Week (3-4 Staff/Volunteers)
September 13-18	Quilt Week (3-4 Staff/Volunteers)

Open Time Frames/Positions:

May 4—Aug 29 (or later)	1 Maintenance Staff
May 18—Aug 29	1 Maintenance Staff, 1 Craft Director
May 21—Aug 23	1 Office Staff, 1 Cook/Kitchen Staff
June 7—Aug 15/16	5 Staff—Cook/Kitchen, Office, General, Maintenance Staff
June 7—Aug 22/23	5 Staff—Cook/Kitchen, Office, General, Maintenance Staff
June 7—Aug 29	3 Staff—Cook/Kitchen, General
June 7—Sept 5 (or later)	2 Staff—Cook/Kitchen, General Staff

LITTLE EDEN CAMP

Summer Staff Responsibilities & Position Summaries



Summer Staff Responsibilities:

(excluding pre-summer, orientation and youth camp weeks)

- **Six shifts on the schedule:** *These shifts will be listed as 7 hour shifts (excluding meals & devotions) during family camps and 7 1/2 hour shifts during youth camps, but please realize that if the work isn't done at the end of the shift, that we work until the work is done. If it is done by the end of your shift, you will get out as scheduled, but if it isn't complete, you will need to stay until you are done. We truly try to honor the times on the schedule as much as possible, but our guests' needs always come first and some days more time is needed. Some shifts will be straight shifts and some will be split shifts. Everyone works Saturday, which is turn-over day at camp. Typically your day off will be the same day each week, once we reach family camps.*
- **Snack Shop:** *Staff will be assigned one to three snack shops per week, to which you report at 9:00 p.m., open at 9:15, serve until all campers have been served, and then close and clean-up. Most days you will be done somewhere around 10:30 p.m. Some days may be shorter, some may be longer. On weeks you have family at camp, you won't be assigned to snack shop, but everyone takes the same amount of turns by the end of the summer.*
- **Sunday Worship:** *All staff participate in Sunday morning worship. For some, that will mean leading worship on the praise team, which will require Saturday evening rehearsals. For some, it will be leading or assisting with Children in Worship, taking the offering, doing the PowerPoint, etc.*
- **Staff Devotions:** *All staff attend morning devotions at 7:45 a.m. (Monday—Saturday) except on their day off or if their shift starts after 9:45 a.m.*
- **Wednesday Evening Staff Outing:** *Each Wednesday evening of family camps, campers voluntarily cover snack shop so summer staff and year round staff can go on a staff outing. These are fun evenings where we do things like play mini-golf, eat ice cream, climb a rock wall, eat ice cream, have a campfire and food at the beach, go boating, eat ice cream, visit Sleeping Bear Dunes...and did we mention eat ice cream? By the end of summer, you'll know where all the great ice cream shops are! And camp picks up the tab for these evenings so there's no cost to you.*
- **Thursday Night Volleyball:** *A Thursday Night tradition at Little Eden includes the winning volleyball team of the week plays the Little Eden summer staff team, which includes all staff members. This game happens around 7:15 p.m. If you win, Wayne and Lynda will personally buy you ice cream.*

Primary Positions:

Crafts Director: Responsible for running the craft shop Monday through Friday, determining crafts for the summer, inventorying, ordering and re-ordering supplies as needed, keeping shelves and craft hall orderly and clean, including webstering (inside), sweeping, washing down tables/benches, ping pong tables, etc.

Cook/Kitchen Staff: Primary responsibility is in the kitchen. Prepare food for meals, restock and clean the buffet line, and put away food after meal time. Ensure Servsafe and Health Department rules (taught in training) are being followed at all times. Includes cleaning in the kitchen.

General Staff: Duties include a variety of activities including dishes in the kitchen, washing and prepping outdoor tables, cleaning the chapel, hallways, dining room, restrooms, blowing walkways, web-

stering, washing windows, etc. Ensure Servsafe and Health Department rules (taught in training) are being followed in the dish room/kitchen at all times. Secondary responsibilities can be added if you have a specialty area of interest/gifts.

Office Staff: Answer guests' questions in the office, input camper data into the Little Eden program, assist with check-out on Wednesday, Thursday and Friday, do Powerpoint Shows for weeks of camp and for Sunday worship, and other office tasks as asked/assigned. Must be good at math.

Maintenance/Grounds Staff: Assist Grounds & Facilities Manager with work orders as assigned as well as mow, weed-whip, clean marina, empty garbage and maintain the grounds of Little Eden Camp.

Secondary Positions:

Staff members may hold these positions in addition to their primary positions. Unless noted, these positions are included in your regular work hours. See each listing for pairing of positions.

Flower Care: Along with being a general staff member, water, deadhead, weed and fertilize flowers around campus two to four times a week. Experience with flowers and/or gardens preferred.

Craft Shop Helper: Along with being a general staff member, assist anywhere from one to five days a week in the craft hall, as needed (based on number of campers and activities happening). Fill in for Crafts Director on lunch break.

Laundry Care: Along with being a general staff member, assist with turnover laundry on Friday, Saturday and Monday. Also wash, dry, fold and put away daily kitchen laundry, as needed.

Meal Check-In: Along with being a general staff member, check campers in for meals. This person should be outgoing, congenial, good at greeting people, remembering names, not easily flustered, and comfortable with asking people questions.

Grilling: Along with being a general staff member and/or maintenances staff, grill hamburgers and brats or chicken on Tuesday and/or Thursday afternoons.

Praise Team: Along with other responsibilities, be a part of the Praise Team for Sunday worship. This involves practice outside of regular shift hours to be ready for Sunday services.

Children's Church Worship Leader/Helper: Along with other responsibilities, prepare lessons and lead/help children in worship and activities during the sermon time of Sunday worship. Again, preparation is outside of regular shift hours.

Youth Camp Positions:

Camp Counselor: Lead campers through daily activities and schedules. Live in cabins and supervise campers 24/7. Ensure safety of campers at all times.

Lifeguard: Must be certified for Open Waterfront.



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LITTLE EDEN CAMP

2020 Summer Staff Application

Mission statement: To provide a Christian environment that nurtures and encourages relationships to God and others through fellowship, worship, camping, and education.

PERSONAL INFORMATION:

Application Date: _____

Name: _____ Date of Birth: ____/____/____
First Middle Last

E-Mail: _____ Gender: _____ Are you a U.S. citizen? YES NO

Permanent Address: _____
Address City State Zip Code

Home Phone: _____ Cell Phone: _____

Address at School: _____
Address City State Zip Code

Status (circle one): Single Engaged Married Divorced Separated **Shirt/Jacket Size:** S M L XL XXL

- Do you have any reasons why your duties might be limited due to physical or other limitations or disabilities?
 YES NO If yes, please explain on a separate sheet of paper.
- Have you ever been convicted of a criminal offense other than a minor traffic violation?
 YES NO If yes, please explain on a separate sheet of paper.
- Are you currently certified in any of the following? List expiration dates.
 CPR _____ First Aid _____ EMT _____ Lifeguard _____ Other: _____

DATES AVAILABLE: Please number first, second, third, etc choice, but leave dates not available and positions not interested in blank. Priority will be based on first-come, first-served and previous work experience, at Little Eden or elsewhere.

- ____ May 4—Aug 29 (or later): 1 Maintenance Staff
- ____ May 18—Aug 29: 1 Craft Director, 1 Maintenance Staff
- ____ May 21—Aug 23: 1 Office Staff, 1 Cook/Kitchen Staff
- ____ June 7—Aug 15/16: 5 Staff—Cook/Kitchen Staff, Office Staff, General Staff, Maintenance Staff
- ____ June 7—Aug 22/23: 5 Staff—Cook/Kitchen Staff, Office Staff, General Staff, Maintenance Staff
- ____ June 7—Aug 29: 3 Staff—Cook/Kitchen Staff, Office Staff, General Staff, Maintenance Staff
- ____ June 7—Sept 5 (or later): 2 Staff—Cook/Kitchen Staff, General Staff
- ____ Other: Specify: _____

Are there any dates during the summer you are requesting time off? If yes, what dates and for what purpose?

Are you applying for a staff position for the full summer or for the two week children’s camp program only?
SUMMER STAFF ONLY **SUMMER STAFF & YOUTH CAMPS** **YOUTH CAMPS ONLY**

POSITION DESIRED: Please list first, second & third choices in primary positions. Number first, second, third, etc choice in secondary positions, but leave items not interested in blank.

Primary Positions: Crafts Director: _____ Cook/Kitchen Staff: _____ Office Staff: _____
 General Staff: _____ Maintenance/Grounds Staff: _____
Secondary Positions: Flower Care: _____ Craft Shop Helper: _____ Laundry Care: _____
 Children’s Church Worship Leader/Helper: _____ Meal Check-In: _____ Grilling: _____
 Praise Team: _____ (Vocal/ List Instrument: _____)

EDUCATION:

High School _____ Graduation Date: _____

College _____ Major: _____ Graduation Date: _____

HOME CHURCH:

Church Name _____ Phone: _____

Address _____ City _____ State _____ Zip Code _____

Pastor: _____

EXPERIENCE: *List your last two jobs, beginning with the most recent.*

Place of employment _____ Supervisor: _____

Address _____ City _____ State _____ Zip _____ Phone Number _____

Place of employment _____ Supervisor: _____

Address _____ City _____ State _____ Zip _____ Phone Number _____

REFERENCES: *Please list 3 people (no friends, peers or family members) who can give a reference for you. These people should have a knowledge of your abilities, experiences, and character.*

Name: _____ Relationship: _____

Email Address: _____ Phone: _____

Name: _____ Relationship: _____

Email Address: _____ Phone: _____

Name: _____ Relationship: _____

Email Address: _____ Phone: _____

On a separate sheet of paper, please answer the following questions:

- ◆ **LITTLE EDEN EXPERIENCE:** Briefly explain your prior relationship with Little Eden, if any. If returning staff, how has being on staff changed you?
- ◆ **OTHER RELEVANT EXPERIENCE OR TRAINING:** Briefly describe personal or work experiences which will help at camp (*volunteer, work, special training, skills, etc.*). If returning, please highlight new experiences since last on staff.
- ◆ **FAITH JOURNEY:** Tell about your faith journey. How and when did you become a Christian? How does it affect your life? What are you doing to actively grow in your faith? If returning staff, please focus primarily on your faith journey since last on staff.

By signing below, I affirm that this application is complete and accurate. I understand that I will be under the direction and authority of Little Eden Camp and will seek to be an example of Biblical Christian living throughout the period of my employment. It is understood that Little Eden Camp reserves the right to dismiss at any time any member of the staff when the best interests of Little Eden demands it. By signing below, I also affirm the vision statement of the Mennonite Camping Association: *"God calls us to be followers of Jesus Christ and, by the power of the Holy Spirit, to grow as communities of grace, joy and peace, so that God's healing and hope flow through us to the world."*

SIGNED: _____

DATE: _____/_____/_____



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SUMMER STAFF REFERENCE FORM

_____ has applied for summer employment at Little Eden Camp, a Christian camp for youth and families. He/she will be working with peers and living with and serving youth in a Christian camp environment. He/she has listed you as a personal reference. Your honest evaluation is greatly appreciated and your responses will be kept strictly confidential. Thank you for your time in completing this evaluation.

How are you acquainted with the applicant? _____

For how long have you known the applicant? _____

Please rate the applicant on the following areas:

	<u>Weak</u>	<u>Developing</u>	<u>Average</u>	<u>Mature</u>	<u>Superior</u>
Reliable	1	2	3	4	5
Ability to work with others.....	1	2	3	4	5
Ability to receive correction.....	1	2	3	4	5
Ability to work independently..	1	2	3	4	5
Communication skills.....	1	2	3	4	5
Leadership skills.....	1	2	3	4	5
Conflict resolution.....	1	2	3	4	5
Christian witness.....	1	2	3	4	5
Spiritual maturity.....	1	2	3	4	5
Integrity.....	1	2	3	4	5
Follow-through.....	1	2	3	4	5
Emotional stability.....	1	2	3	4	5

Would you recommend the applicant for employment at Little Eden? **Yes** **No**

Additional comments or items of concern should be listed on the back of this form.

Date: _____ Signature: _____

Printed Name: _____ Phone: _____

Mailing Address: _____

Please return as soon as possible by:
emailing it to admin@littleeden.org, faxing it to 231-889-4294
or mailing it to Little Eden Camp, Attn: Wayne, 3721 Portage Point Drive, Onekama, MI 49675

Little Eden Camp Scholarship Fund Policy

It has always been the desire of Little Eden Camp to hire quality employees at reasonable wages supplemented by room and board. Over the years, it became apparent that additional funding to offset skyrocketing college expenses was attractive to prospective staff. Therefore, in 1992, a formal policy was established by the Board of Directors for accepting and distributing money for the Little Eden Scholarship Fund. This policy was edited in December 2005, in 2008, and again in 2016 to reflect the camp's current needs. The following guidelines have been established to maintain consistent and impartial application of these funds.

- 1) Money for the Scholarship Fund is obtained from the following sources:
 - Donations to Little Eden Camp designated for the College Scholarship Fund.
 - Contributions from the offering taken during the Sunday morning worship service at camp.
- 2) To benefit from the Scholarship Fund, one of the following criteria must be met:
 - Employed at Little Eden as full time summer staff for a minimum of 30 days and must be enrolled in college or a similar program (trade school) sometime during the next nine months following their employment.
 - Employed at Little Eden as full time summer staff for a minimum of 30 days, or employed at Little Eden on a VS term (minimum of one year), and upon the termination of this employment is not enrolled in college, but has college debt owed to a financial institution.
 - Employed at Little Eden as full time year-round staff and upon termination of this employment, immediately enters or returns to college, graduate school, seminary, or other similar program.
- 3) If scholarship funds are available, they will be distributed as follows:
 - Each eligible partial year summer staff employed more than 30 days but less than ten weeks (61 days) will receive a scholarship equal to 50% scholarship of their gross summer wage.
 - Each eligible summer staff employed for the full summer and staying through at least the second Saturday of Farmer's Week or more than 10 weeks (60 days) will receive a scholarship equal to a 100% of their gross summer wage.
 - Each eligible summer staff employed for the full summer and staying at least through the second Saturday of R & R 1 (or later) or more than 67 days will receive an additional bonus scholarship of 25% above and beyond the 100% scholarship of their gross summer wage (up to a maximum of 20 weeks).
 - Full time year-round staff/each eligible individual will receive the maximum (20 weeks) that a summer staff employee could receive (at the current base weekly rate) for each year of employment at Little Eden.
- 4) Staff training/staff orientation will count toward the 30 days needed to become eligible for matching funds. Summer staff is expected to work six days a week – days off or away from camp will not count toward eligibility.
- 5) If money is not available to allocate as outlined above, then the available fund will be distributed to all eligible recipients on a pro-rated basis with the same guidelines as outlined above. For example, if only 80% of the money needed is available, then each would receive 80% of their total allocation. Please note: To date this has never happened. Full funding has thankfully always been received due to the generosity of Little Eden families.
- 6) All distribution checks will be payable to the institution the recipient will be attending or to the institution securing the recipients college debt.
- 7) The total amount sent to any institution for any individual may not exceed the expenses that will be incurred by that individual at that institution.
- 8) All employees interested in benefiting from the Scholarship Fund must apply in writing. Applications will be made available.
- 9) Any allocations given out from the Scholarship Fund in unusual circumstances not covered in this policy must be approved by the Board of Directors.