

# ADULT VOLUNTEER STAFF APPLICATION

Please type or print clearly - illegible applications will not be processed.



Thank you for your interest in volunteering at Camp Oak Hills. As we desire to responsibly operate Camp Oak Hills, we need to cautiously screen all applicants, even volunteers. Your cooperation with this application process is appreciated. Spouses fill out a separate application if also desiring to volunteer.

1696 South Camp Road SW  
Bemidji, MN 56601  
Email: scottbuchan@oakhills.edu  
Phone: 218.444.4085  
Fax: 218.751.8825  
www.campoakhills.org

## 1. PREAMBLE

Camp Oak Hills exists to demonstrate Jesus Christ and Christian living and principles to all whom we encounter. All staff members are representatives of Christ in every aspect of their work life, social life, and personal life.

For that reason, all potential volunteers must:

1. Subscribe to the camp's doctrinal statement (see back of application)
2. Answer all questions on the application
4. Be willing to permit an examination of police and criminal records for any information concerning them
5. Understand that references are required and that they will be contacted by phone or letter
6. If accepted, agree to model Jesus Christ in all of their activities

If you are not willing and able to voluntarily agree to all of the terms of this preamble, proceed no further.

The following information is requested solely for the purpose of evaluating the applicant for a volunteer position with Camp Oak Hills. By completing this application you have expressly agreed to the terms of this preamble. Please use additional paper to be complete in providing the information requested.

## 2. PERSONAL DATA

Name \_\_\_\_\_  
Address \_\_\_\_\_ Box # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Resident Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Email \_\_\_\_\_  
Church \_\_\_\_\_

## Educational Background

	<u>Name/City</u>	<u>Dates</u>	<u>Major/Minor</u>
College	_____	_____	_____

## FAMILY DATA (check boxes if children are also planning to work with you)

Children (who would accompany you)

\_\_\_\_\_  \_\_\_\_\_  
 \_\_\_\_\_  \_\_\_\_\_

## 3. WORK/VOLUNTEER HISTORY WITH CHILDREN

Please list *all previous volunteer work or employment* involving children or students. *Please list additional information on extra paper if needed:*

COMPANY/ORGANIZATION \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATES SERVED \_\_\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

Describe your responsibilities:

COMPANY/ORGANIZATION \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATES SERVED \_\_\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

Describe your responsibilities:

**4. REFERENCES (Three references are required for all applicants.)**

Please know that Camp Oak Hills may ask these references to recommend other references as well.

	Character Reference	Character Reference	Pastoral Reference
Name	1. _____	2. _____	3. _____
Relationship	_____	_____	_____
Address	_____	_____	_____
City	_____	_____	_____
State/Zip	_____	_____	_____
Phone	_____	_____	_____
Email (required)	_____	_____	_____

**5. CERTIFICATION AND TRAINING** Please indicate with a check any certification(s) that you currently possess

- Lifeguarding w/ Waterfront     First Aid     CPR (what level) \_\_\_\_\_     Food Manager  
 CDL w/ P endorsement     First Responder     RN     LPN     CNA     Other \_\_\_\_\_

**6. CAMPING SKILLS AND EXPERIENCE**

Rate your proficiency in the following areas as **no experience or interest (N)**, **below average (BA)**, **average (A)**, **above average (AA)**, or **excelling (E)**.

- |                       |                      |                  |
|-----------------------|----------------------|------------------|
| __ Canoeing           | __ Housekeeping      | __ Vocal Music   |
| __ Nature/Camping     | __ Computers         | __ Cooking       |
| __ Photography        | __ Swimming          | __ Carpentry     |
| __ Team Sports        | __ Sailing           | __ Office Skills |
| __ Instrumental Music | __ Archery           | __ Hand Crafts   |
| __ Drama              | __ Video             |                  |
| __ Maintenance        | __ Individual Sports |                  |

**Other interests:**

List any talents, vocations, preparation, training or other experiences that have equipped you to work with children or students: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. POSITION** I am interested in serving in the following areas at Camp Oak Hills

(please indicate first, second, and third choices):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Kitchen – cook                  | <input type="checkbox"/> Lifeguard*       | <input type="checkbox"/> Art & Craft Instructor |
| <input type="checkbox"/> Kitchen – dishwasher            | <input type="checkbox"/> Camp Office      | <input type="checkbox"/> Maintenance            |
| <input type="checkbox"/> Accomodations/Janitor           | <input type="checkbox"/> Camp Store       | <input type="checkbox"/> Music                  |
| <input type="checkbox"/> Program Instructor              | <input type="checkbox"/> Media Specialist | <input type="checkbox"/> Bible Teacher          |
| Example: Nature class, archery,<br>boating, fishing, etc | <input type="checkbox"/> Camp Nurse*      | <input type="checkbox"/> Other _____            |
| Area of interest:<br>_____                               |   |   |

\* certification required

For more information about service options, email [scottbuchan@oakhills.edu](mailto:scottbuchan@oakhills.edu)

**8. WORK SCHEDULE**

Please list dates and times available to serve:

\_\_\_\_\_

\_\_\_\_\_



**10. CHILD SAFETY QUESTIONS**

**Because we care for children and desire to protect them, please answer the following questions. We understand that the answers to these questions may be private and deeply personal, and we will protect your privacy.**

Why do you want to work with children or students at Camp Oak Hills?

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Do you have a preference concerning the age group or sex of children or students with whom you would like to work? Why?

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What is your philosophy concerning re-direction or discipline of children?

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When you are unhappy, angry or emotional about a person or circumstance, what do you do?

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Have you experienced any significant physical or emotional stresses within the past year, such as the loss of a parent, spouse, or child, extreme ill health, or any emotional or physical crisis? If so, please briefly explain. (Use back of page if necessary.)

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Have you ever physically or sexually abused a child?

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Has someone ever accused you of abusing a child?

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Do you consider yourself to have been physically or sexually abused as a child?  
(This information will be kept entirely confidential, except where a report is required by law.)

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### **Oak Hills Fellowship Doctrinal Statement**

- 1) We believe the Scriptures of the Old and New Testaments are all verbally inspired by God, without error as originally written, and our only infallible rule of faith and practice.
- 2) We believe God is the creator and eternally exists in three Persons, the Father, the Son, and the Holy Spirit, and these three are one God having precisely the same nature, attributes, perfection, and worthy of precisely the same worship, honor, confidence, and obedience.
- 3) We believe the Lord Jesus Christ is God manifest in the flesh. We hold to His virgin birth, sinless life, vicarious death, bodily resurrection, His ascension into heaven, His present high priestly ministry, His translation of the church, and His personal premillennial return to set up an earthly kingdom.
- 4) We believe the Holy Spirit is the third Person of the Trinity who convicts the unsaved and effects the full salvation of the believer.
- 5) We believe, through the fall of man in Adam, all men are totally depraved and stand in need of regeneration.
- 6) We believe salvation was provided through Jesus Christ by His substitutionary and sacrificial death on the cross, sufficient for all, taking every legal obstacle out of the way, and that all must be born again or be forever lost.
- 7) We believe eternal life is the sovereign work of God's grace implanted in the sinner when he believes and receives Christ.
- 8) We believe the destiny for the believer is to be present (at home) with the Lord and for the unbeliever is to be separated from the presence of the Lord in everlasting punishment.
- 9) We believe the church is an organism of which Christ is the head, made up of individual believers who have been saved by personal faith in the Lord Jesus Christ through the grace of God and baptized into Christ's body by the Holy Spirit.
- 10) We believe the great evangelistic and missionary commission given by Jesus Christ to the disciples and to the continuing church is that of making Christ known by word and example and bringing to maturity those who believe by instruction in the Word.

***Please read carefully. Your signature indicates your agreement.***

I certify that I voluntarily agree with the Doctrinal Statement of Camp Oak Hills without reservation or coercion and agree to exemplify and teach the principles contained therein, in word and action, in my duties for Camp Oak Hills, and in my private life.

I understand that as a volunteer at Camp Oak Hills I will be committing myself to serving others, and that my behavior and attitude will be examined in terms of my modeling and ministry to others.

I understand that as a volunteer I will be required to abide by all camp policies, standards, and regulations, as they are initiated and maintained by camp. I further understand that if I accepted as a volunteer, when my volunteer status is terminated by retirement or otherwise, I must return all of the employer's property in my custody.

I affirm that I have neither been convicted of, nor am I the subject of pending charges for, any offense involving actual or attempted child abuse or sexual molestation in any jurisdiction. I further declare that I am not, nor have I been in the past engaged in verbal, physical, or sexual abuse as defined by Scripture and state law.

I hereby authorize Camp Oak Hills to contact all prior employers and any references listed herein to verify all information provided and to obtain any and all information related to my character and past work performance. I further hereby release all references and prior employers from any liability for information provided in good faith.

I agree that any pictures or video taken of me at camp may be used by Camp Oak Hills or their assigned agents for art, advertising, and promotional literature. I waive my right to inspect or approve the finished product or copy.

I understand that this is an application for volunteering and that no employment contract or financial benefit is being offered.

I certify that statements provided in this application are true and complete, and that any misrepresentation or omission may be grounds for rejection of my application or for dismissal if I am accepted as a volunteer.

(4/21)

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Date

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Signature of Applicant

# Indemnity and Release Form for Volunteers at Camp Oak Hills

I, the undersigned, wish to volunteer at Camp Oak Hills, Bemidji, MN, beginning the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
I, the undersigned, fully recognizing the dangers and hazards inherent in volunteering and any related transportation,  
including personal injury, property damage, or wrongful death, as well as the unknown dangers and hazards which  
may arise in the course of my participation in volunteering, do hereby voluntarily:

Agree, for myself, my heirs and my personal representative, to defend, hold harmless, indemnify, release and forever  
discharge, to the broadest extent allowed by law, Camp Oak Hills, its trustees, officers, employees, agents, insurers,  
successors, assigns, from and against any and all claims, demands, actions, or causes of action on account of any  
damage to real or personal property or any personal injury or death that may result from my participation as a  
volunteer.

I understand that I am required to carry my own personal health insurance and agree not to hold Camp Oak Hills  
responsible for any medical bills as a result of injuries while volunteering.

I have read this release, I understand it fully, I understand that it is legally binding, and I understand that, among  
other things, I am agreeing to indemnify Camp Oak Hills, for injuries, damages or losses I may cause and giving up  
rights to sue Camp Oak Hills/Oak Hills Fellowship for injuries, damages or losses I may incur.

\_\_\_\_\_  
Printed Name (Participant)

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

# Background Check Consent Form

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## Oak Hills Fellowship/Christian College Background Investigation Consent

I, \_\_\_\_\_ (applicant, complete name), hereby authorize Oak Hills Fellowship/Christian College and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications as a volunteer or for employment now, and if applicable, during the tenure of my volunteering or employment with Oak Hills Fellowship/Christian College.

I release Oak Hills Fellowship/Christian College and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

Full Name (Printed): \_\_\_\_\_

Maiden name or others names used: \_\_\_\_\_

Present street address: \_\_\_\_\_ How long? \_\_\_\_\_

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Former street address: \_\_\_\_\_ How long? \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's license: \_\_\_\_\_ State of license: \_\_\_\_\_

\_\_\_\_\_  
Signature Date: \_\_\_\_\_



# Camp Oak Hills

## General Guidelines of Conduct for Staff

When one accepts a position on staff at Camp Oak Hills they agree to abide by the policies and standards of the camp. There are areas of personal conduct for which Christians have varying views of what is or is not acceptable and which the Bible does not give a direct answer thereby making it difficult to establish standards of conduct which meet everyone's approval. In some cases, these guidelines may mean that an individual must set aside some personal freedom while on staff. Since we are being observed by campers, parents, and guests, our conduct while on staff is very important.

Philippians 1:27, "...conduct yourselves in a manner worthy of the gospel of Christ."

Colossians 3:17 & 23, the Apostle Paul tells us, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus...whatever you do, work at it with all your heart, as working for the Lord, not men."

I Corinthians 8:9 "Be careful...that the exercise of your freedom does not become a stumbling block to the weak"

With these things in mind, all Camp Oak Hills staff are asked to adhere to the following guidelines of conduct.

### Personal Habits

The use of any tobacco product, alcohol product, e-cigarettes & liquid nicotine, illegal drug, and non-prescribed controlled substance is prohibited while on staff. The possession of illegal drugs will be cause for immediate dismissal from staff.

### Relationships

We ask staff to refrain from developing an exclusive, romantic relationship with any member of the opposite sex of the camp staff during the entire 10 weeks (2 weeks of training school and 8 weeks of camp) of the summer ministry. This includes dating on weekends. Staff that are already in a dating/unmarried relationship before the start of camp are asked to refrain from physical displays of affection (PDA) both public and private. Dating couples need to keep their ministry roles as a priority and not allow the relationship to distract from their job responsibilities.

### Gender Identity

Our cultures' view on gender identity have drastically changed in recent years. As Christians, we affirm that God wonderfully and immutably creates each person as either male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We ask that staff's actions and teachings reflect this belief.

### Sexual Purity

Staff are required to abstain from all forms of inappropriate sexual behaviors, including but not limited adultery, premarital sex, homosexual behavior, bisexual conduct, pedophilia, bestiality, incest, cohabitation, and use of pornography & sexting).

### Media & Entertainment

Only Christian music may be played publicly while on staff. Even within the realm of Christian music, there are differing opinions as to what is acceptable, so please be considerate of others and play your music so as not to be offensive. Please use discretion when viewing movies and internet videos/websites. R & TV-MA rated videos are prohibited and PG-13 & TV-14 videos need approval by the program director.

### Electronic Policy

*Our attachment to electronic devices has become unhealthy. We desire camp to be a place where staff and campers become unplugged and build real relationships with each other and with Jesus. In order to accomplish this goal, we have adopted a strict electronic use policy.*

Summer staff are encouraged not to bring laptops, tablets, etc. Video game systems and TVs are not allowed. With this in mind, please bring a digital alarm clock and/or wristwatch to keep track of time. Please bring a paper Bible, notebook, and devotional material.

During staff training, electronics will not be allowed during training sessions. During camp sessions, any electronics brought to camp, including cellphones and music players, need to be turned into the office or locked in a staff member's car. Only on weekends can these items be used with the exception of making phone calls during a scheduled break.

Exceptions for cellphone use may be made by the program or camp director for staff who are not directly responsible for campers and have extenuating circumstances. Staff who need to use a laptop for their job responsibilities are asked not to use them for personal use except on weekends.

Junior staff who do not have permission to stay at camp on weekends, are not allowed to bring any electronics except for cellphones.

### **Standards of Personal Appearance**

The testimony of the camp staff includes modesty in dress as well as conduct. The staff is asked to maintain a conservative standard in their personal dress code. The staff is an example to campers and outsiders of the character of the camp's ministry. It should not be necessary to give an apology for any staff member's appearance. Camp staff does, however, dress informally.

As a blessing to our guests and fellow staff, staff will maintain proper personal hygiene, such as routine breath care (e.g. teeth brushing), daily bathing, daily use of deodorant, and washing clothes regularly. Hair is to be clean and groomed. Body alterations, including cosmetics, jewelry, and tattoos, may be displayed if non-excessive and in a manner that does not convey or imply messages or lifestyles that contradict Camp's mission.

Clothing that is regarded as inappropriate for all employees includes short shorts (less than four inches below the inseam or fingertip length), words on the butt, halter or tube tops, low-cut necklines/back/arm holes, tight or midriff-baring shirts, spaghetti straps (1" minimum), revealing material, Goth styling, leggings/yoga pants/spandex unless being worn under a long shirt, dress, skirt or shorts. Undergarments (i.e. bras, bra straps, boxers, underwear) are to be kept covered. Shirt graphics must not convey, imply, or promote messages or lifestyles that contradict Camp's mission. No cross dressing is allowed, except for skirts if preapproved by leadership staff.

Swimming suits for girls are to be modest, one-piece suits or two-piece tankini styles covering the midriff; suits should be made of non-revealing material and without cutouts. Swimwear for guys must be of the boxer trunk style. Swimwear is to be worn to and from the cabin and beach only. Guys must wear shirts at all times unless down at the waterfront.

Appropriate footwear is to be worn at all times such as closed-toed shoes in the kitchen, dish room and performing maintenance tasks and shoes that provide ankle support for field games. Flip flops should only be worn to and from the cabins and the restrooms/showers or the waterfront. Bare feet are only allowed at the waterfront.

These Standards of Personal **Appearance** are to be considered minimum standards for all Camp Oak Hills' employees. The Leadership Team will be responsible to communicate and enforce the **Standards of Personal Appearance** for those they supervise. If a staff member is uncomfortable with what another staff or camper is wearing, they should bring their concern to a leadership staff. A staff member wearing immodest clothing will be corrected by a leadership staff of the same gender. Additional standards that are appropriate to specific jobs may be required, especially relating to safety.

### **Rest**

Adequate rest is important to be pleasant and alert when we are serving others. Though it may be fun to keep late hours when away from home, lack of sleep makes it difficult to function if overdone. For this reason, everyone should be in their rooms no later than 10 p.m. and in bed and lights out by 10:30 p.m. After 10 p.m., noise should be kept to a minimum to avoid disturbing those who may be trying to sleep. Curfew is extended to midnight on nights off. Curfew may be adjusted for certain staff members by the missionary staff as deemed necessary.

### **Language/Conversation**

No inappropriate language will be tolerated on the grounds, including behind closed doors when you think you will not be heard. Our conversations should always be uplifting. Therefore, profanity, obscenities, vulgar talk, off-color joking, hurtful sarcasm and the like are not acceptable and will not be tolerated. Please read Ephesians 4:29-5:4. Gossiping and talking about others in a negative way is also inappropriate. If you have a difficulty with someone, speak to that person directly. Problems regarding the camp or the program should be discussed with the camp director.

### **Attitude**

We are here to serve the Lord, and to serve those whom He has brought to COH. We are to put the interests and needs of others before our own. We are to give of ourselves, and are to be kind, gentle, humble, compassionate, and patient. Please read Philippians 2:1-16 and Colossians 3:12-14. Hateful and harassing behavior or attitudes directed toward any individual or treating them in a manner inconsistent with how Christ has treated us will not be tolerated.

This is not an all-inclusive list, and other areas of conduct may need to be addressed as they arise. Please understand that our intent is not to create a legalistic list of do's and don'ts. People will not see Christ by looking at these guidelines. However, they will see Christ by looking at us and seeing Him alive and at work in us. When they see us serving, loving, and giving of ourselves for one another, then they will see Christ and be drawn to Him. That is why we serve at COH — that the lost may find Christ. Any one of us may be the person God will use to draw the lost to Himself. What a privilege to be so used, yet what a tremendous responsibility to live in a manner worthy of the Gospel of Christ. Updated 3.31.21

