David K. Jarvis
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Sam Berglund
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Ben Jarvis
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Jordan Jensen
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Kyle Larson
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Camp Office
P.O. Box T
Hillside, CO 81232
(P) 719-942-4220
(F) 719-942-4000

Administrative Office
107 S. Ninth Street, Ste B
Cañon City, CO 81212
(P) 719-276-5233
(F) 719-276-5235
info@rainbowtrail.org

www.RainbowTrail.org

November, 2016

Dear Applicant:

Thank you for your interest in the Program Assistant (PGA) position at Rainbow Trail. This dynamic position is a great way to gain an understanding of life in full time ministry, and grow the gifts and skills that you have for this very important work. Intentional learning opportunities, built around Lutheran Outdoor Ministry curriculum will connect practice with theory and help you articulate your own philosophy of ministry.

This packet contains the Program Assistant job description, an overview of PGA training curriculum, a statement of RTLC's philosophy, the PGA application, and three copies of the reference form. A selection of program brochures and additional information about RTLC ministries can be found at www.rainbowtrail.org. We would be happy to talk with you more if you have additional questions after reviewing this packet.

Please return the application, three reference forms, and essay questions by February 28, 2017 to guarantee consideration. We plan on completing the hiring process by April 1st, 2017. We will contact you to set up an interview once we receive your completed application.

A trip to Rainbow Trail will not be necessary in the application process, but if you are able to visit us, you are more than welcome. We look forward to hearing from you!

God's Peace,

Samantha Berglund
Director of Compass Points
and Day Camp Ministry

Ben Jarvis
Director of Bridging Borders
and Onsite Ministry

Jordan Jensen
Director of Retreat
Ministries

Rainbow Trail has two Program Assistant positions open for the upcoming Retreat Season. The position is a two-semester commitment, beginning August 30th, 2017.

Rainbow Trail Lutheran Camp

2017-2018 Program Assistant Internship Description

The purposes of this position are to provide an opportunity for each intern to experience all aspects of year-round outdoor ministry and to experience the partnerships between outdoor ministry and the synods, congregations, and organizations of the ELCA.

Rainbow Trail's goals are to support and facilitate each intern in his/her decision to make outdoor ministry a career and to enhance the intern's ministry skills throughout the greater church.

Program Assistant responsibilities include:

Retreat Hosting:
Prepare the site for a groups arrival. Welcome and host groups in partnership with Directors and other staff. Assist with kitchen help and light maintenance as needed. Provide program leadership including team building activities, worship, hikes, and stewardship activities as contracted by the group. Close down the site after group departures.

Promotion:
Assist in writing newsletters and developing brochures in conjunction with Full Time Directors. Assist in updating the web site. Travel to synod congregations to promote camp at Sunday schools and worships.

Recruiting:
Help prepare for recruiting at midwest college fairs. Visit a Colorado school for campus interviews. Send out service agreement packets, file completed agreements, and mail follow-up paperwork.

Administrative:
Spend midweek days that are not days off in the office to accomplish necessary clerical and phone work. Write and send out contracts to groups, compose letters for current and future programs, file and organize information, and research information in order to improve Rainbow Trail programming.

Special Events:
Attend events such as Rainbow Trail's Bible Study writers' retreat, off-site retreats & workdays, AdventFest, the Rocky Mountain Synod's Senior High and Junior High Youth Gatherings, Thrivent events and other events where an RTLC presence is needed.

COMPENSATION

$900 per month --- Room & board provided on-site
Training sessions - Monthly half-day training sessions lead by Full Time Directors on topics relevant to Rainbow Trail's ministry and outdoor ministry as a full-time profession.

Applications should be returned to:
Ben Jarvis, Rainbow Trail Lutheran Camp
107 S 9th St, Suite B, Canon City, CO 81212
719-431-2339 – ben.jarvis@rainbowtrail.org

Applications are due by February 28, 2017 to ensure review.

Rainbow Trail Lutheran Camp

2017-2018 Program Assistant Annual Training Calendar

SEPTEMBER

TRAINING EMPHASIS: Initial Orientation – 3 days

TRAINING EMPHASIS: Hospitality

- Read book "Raving Fans" and discuss
- Discuss need for Systems approach to hospitality
- Write hospitality portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

OCTOBER

TRAINING EMPHASIS: OM PHILOSOPHY

- Philosophy Workshop
- Write initial part of OM philosophy
- Philosophy piece reviewed

TRAINING EMPHASIS: Risk Management

- Risk Management Workshop
- View Camp White cloud video and discuss
- Write Risk Management portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

NOVEMBER

TRAINING EMPHASIS: Site and Facilities

- Maintenance Workshop
- Talk about preventative maintenance/PM plan, work orders
- Write Maintenance portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

TRAINING EMPHASIS: Budgeting

- Budgeting Workshop
- Develop budget for an upcoming RTLC sponsored retreat
- Write budgeting portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

DECEMBER

TRAINING EMPHASIS: Fund Development/Donor Relations

- Fund Development Workshop
- Help with Christmas mailing
- Write Fund Development portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

TRAINING EMPHASIS: Working with Staff & Volunteers

- Staffing (Year Round Approach) Workshop
- Volunteers in Your Program Workshop
- Talk about Memorial Day, Work groups, Ambassadors
- Write Staff & Volunteer portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

JANUARY

TRAINING EMPHASIS: Board Relations

- Board Relations workshop
- Meet with our board chair
- Write Board portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

TRAINING EMPHASIS: Working With Recruiting/Hiring

- Interviewing questionnaire/techniques Workshop
- Hands on recruiting at Colorado Colleges
- Develop own interview questionnaire
- Write recruiting portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

FEBRUARY

TRAINING EMPHASIS: Resume writing and interviewing

- Resume and interviewing workshop
- Write new resume and have reviewed

TRAINING EMPHASIS: Marketing

- Marketing Workshop
- What is marketing and why is it important
- How is it different in a non-profit
- Basic components of a marketing plan
- Write marketing portion of personal OM Philosophy

MARCH

TRAINING EMPHASIS: Program Development

- Program Development Workshop
- Write programming portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

APRIL

PHILOSOPHY WRITING: Finish written philosophy document.

RAINBOW TRAIL LUTHERAN CAMP

STATEMENT OF PHILOSOPHY

Purpose: To provide a Christian educational and inspirational experience for young people and families in the context of camp living. We strive to truly be an extension of the local parish, seeking to strengthen and empower the individuals who make up each parish.

Focus: We believe the study of the Christian scriptures to be the most important element in our teaching ministry. This is the basic tool in teaching.

Campers: We primarily, but not exclusively, serve the camping needs of the congregations in the Rocky Mountain Synod of the Evangelical Lutheran Church In America (ELCA). We emphasize special experiences for Senior High youth through backpacking and for families through family camping.

Leadership: We believe camping is primarily people; therefore, we put a great deal of emphasis on adequate Christian leadership. An administrative Director serves as the primary staff person. We employ a staff of adequately selected and trained permanent summer counselors. We also have cooking and administrative staff as well as a full-time maintenance person.

Small Group: We believe that people relate best in small groups; therefore, we gear our housing to serve 8 campers and 1 counselor per unit. We operate using a semi-decentralized approach, dividing the total group of campers into 5 villages.

Facilities: Buildings and additions are designed to harmonize with our rugged mountain setting.

Outdoor living: We make every effort to spend as much time as possible out-of-doors. We try to eat out-of-doors at least once daily.

The Created Order: We believe the created order to be a marvelous revelation of God; therefore, we instruct our staff how to use these resources. We provide classes to stimulate interest and increase understanding and knowledge. We use specialists as nature resource leaders.

Conservation: Because we are stewards of God's creation, we encourage every camper and group towards preservation and conservation of our natural resources. We have creative conservation projects for each group. We teach the sacredness of our trust.

Staff Training: Because staff training is of great importance, we will provide a correspondence training course for all staff and spend at least ten days of pre-camp staff training.

Involvement: We believe involvement to be the key to successful learning. We therefore make every effort to involve campers in the daily program, planning, evaluation, etc. Camper representatives meet with the staff every day and there are many other opportunities for campers to assume leadership roles throughout the week.

Relationships: We believe our camp develops excellent Christian relationships. We strive to ensure that campers relate to their local Pastor, to outstanding Christian staff members and to one another.

Recreation: Recreation is considered part of the totality of the daily experience. It is an activity which re-creates mind, body and spirit. Relaxation is very important; therefore, our daily schedule encourages a relaxed atmosphere.

Food: Excellent food is an absolute necessity. Attractive menus are planned before the camping season and cooks are trained to prepare these foods in the most flavorful and attractive manner.

Health & Safety: Health and safety are the highest priority concerns for the whole camp. We require campers to have pre-camp health exams and will provide forms accordingly. Our resident nurse works closely with local hospital and medical facilities. We train our full-time and summer staff in Red Cross First Aid and CPR, and to be safety conscious.

Rainbow Trail Lutheran Camp

2017-2018 Program Assistant Application

Personal Information

Date of Application: _____

Name: _____ Social Security #: _____

Address: _____ Telephone: _____

City: _____ State: _____ Zip Code: _____ E-mail: _____

Permanent Address: _____

This position will require driving as part of your responsibilities. Please provide your drivers license information.

Driver's License #: _____ State: _____ Expiration Date: _____

Church Affiliation

Denomination: _____

Home Congregation: _____ Pastor: _____

Address: _____ City/State/Zip: _____

Educational Background

	Name	City	State	Years Attended	Graduated?	Degree
High School						
College						
Graduate						

Other educational experience:

References

Please list names, addresses, and phone numbers of 3 people (not relatives) who have knowledge of your character, experience, ability, and work. Please include a Pastor and, if you have worked at a camp, a Camp Director.

Name	Address, City, State, Zip	Phone	Relationship

Past Employment

List three past jobs, beginning with the most recent.

Employer	Nature of Work	Dates of Employment

Have you worked at a camp in any capacity? _____ If so, please describe your position:

Skills & Hobbies

Mark a "1" before those activities in which you are proficient, a "2" before those you know fairly well, and a "3" before those you wish to learn.

____ Leading ropes course
____ Leading initiative activities
____ Computer software
____ Computer hardware
____ Public speaking
____ Arts & Crafts
____ Guitar
____ Song Leading
____ Nature & Environment activities
____ Sound equipment
____ Kitchen Skills / Cooking
____ Other _____

Essays:

On a separate sheet please answer the following questions in a few paragraphs.

1. Explain why you want to work at Rainbow Trail and what you feel you can contribute to our camping community. Also explain what specific skills you hope to gain from this position.
2. Explain the impact that your personal faith has on your daily life and how you expect it will impact the ministry of Rainbow Trail Lutheran Camp.
3. Please write a brief biographical paragraph, including an overview of your background, skills, interests, hobbies, and other interesting aspects of your life.

Can you perform the essential functions of this position? YES NO
(Refer to Job Description enclosed)

Would you be available for a personal interview? _____ When? _____ Where? _____

Any other comments that would help us in making our decision:

Have you ever been convicted of any felony, child abuse or unlawful sexual offense, or have you ever been charged with the commission of an act of child abuse or unlawful sexual offense? _____ If "yes", please explain:

Signature: _____ Date:_____

Any applicant who knowingly or willfully makes a false statement of any material fact or thing in this application is guilty of perjury in the second degree as defined in section 18.8.503, Colorado Revised Statutes, and, upon conviction thereof shall be punished accordingly.

Please send your completed application and essays to **Ben Jarvis, Rainbow Trail Lutheran Camp**
107 S 9th St, Suite B, Canon City, CO 81212

Thank you for taking the time to prayerfully consider and apply for this position.
Ben Jarvis, Director of On-site and Bridging Borders Ministries

2017-2018 Program Assistant Reference Request

for _____

(name of applicant)

The above named person has applied for an internship position with Rainbow Trail Lutheran Camp and has listed you as a reference. The position is that of Program Assistant. The interns will work closely with groups to make them feel welcome, carry out office work, and lead activities for a variety of ages. Please take a few minutes to answer the following questions and return this form as soon as possible. Your input is greatly appreciated. Thank you.

1. How reliable is the applicant in completing projects?

2. How mature do you consider the applicant to be?

3. Does the applicant work well with others?

4. How would you assess the applicant's Christian faith?

Reference Signature _____ (please continue on second page)

Name of Applicant _____

5. Which age groups does the applicant work well with?

6. How would you describe the applicant's personality?

7. How would you describe the applicant's leadership style?

8. What is your relationship with the applicant?

Please add any further comments that might help in our decision making process.

Reference signature:_____

Name:_____

Address:_____

City/State/Zip:_____Telephone:_____

Thank You!

Please return by February 28, 2017 to ensure the candidate receives consideration.
Mail to: **Rainbow Trail Lutheran Camp, 107 S 9th St, Suite B, Canon City, CO 81212**

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for _____
(name of applicant)

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Name:_____

Address:_____

City/State/Zip:_____Telephone:_____

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