



## Family Option Volunteer Application Packet

We are so glad that your family is interested in volunteering at Holden Village! There are many families interested in working at Holden during the summer. However, we have a very limited amount of space for half-time workers and non-working family members. The current system was created to maximize the number of families that can serve. Adult volunteers who wish to bring children may only do so if they are the parent or legal guardian of those children.

If your children are all 12 and older, you may apply to serve at any time between June 1 and September 1, for a minimum of two weeks. We ask that all families arrive on a Saturday. If any of your children are under 12, your family may only volunteer during one of our Family Option Sessions:

Session 1: June 13 – June 27

Session 4: July 25 – August 8

Session 2: June 27 - July 11

Session 5: August 8 – August 22

Session 3: July 11 – July 25

Families are mostly housed in one room with multiple beds and share a community bathroom down the hall.

### Work Logistics

**In two-adult families**, both adults participate in Garbology and Dish Team.

- If any of your children are under 12, one adult volunteers full-time (36 hrs/week) and one adult volunteers half-time (during Narnia hours).
- If all of your children are 12 and over, both adults volunteer full-time (36 hours/week).

**In single adult families**, the adult participates in Garbology and Dish Team.

- If any of your children are under 12, you volunteer half-time (during Narnia hours).
- If all of your children are 12 and over, you volunteer full-time (36 hours/week).

- Children 12 and over participate in Garbology and Dish Team.
- Children age 14 & 15 volunteer half-time in addition to Garbology and Dish Team.
- Children age 16 and up volunteer full-time in addition to Garbology and Dish Team.

**Childcare:** Children will participate in Holden's youth programs (Narnia and Middle and High School Youth). These youth programs are not available for the whole workday. For children under 12, this means that one adult works half-time during Narnia hours (mornings) and cares for their own children in the afternoon. For children 12 and over, there may be some unsupervised time when there is no youth programming and the adults are at work. Holden is unable to provide childcare outside of our normal guest youth programming. If your child is 12 and over and requires more supervision, please apply as though your child is under 12.

**Garbology and Dish Team:** These duties are asked of all volunteers, which involve serving the Village by sorting trash and recyclables, composting food waste, washing dishes, and cleaning the dining hall after meals.

**Positions:** Positions and descriptions are listed on our website under Short-Term Volunteers ([www.holdenvillage.org/volunteer/short-term-volunteers/](http://www.holdenvillage.org/volunteer/short-term-volunteers/)). If children between the ages of 14 and 17 will be accompanying you, they will be working either part-time (ages 14 and 15) or full-time (ages 16 and up). The following positions are most often filled with volunteers between the ages of 14 and 18: **Pool Hall, Snack Bar, and Lawns & Gardens.** Please note that for safety reasons, minors can no longer volunteer as Mavericks or Narnia Assistants.

# Family Option Application Procedure

**What is the application process?** Please fill out the paperwork contained in this packet. Once we have received all of the following pieces of the application packet your application will be complete and will be considered for open positions. Here are the pieces that make your application complete:

**General Application.** This is a general form with basic information.

**Essays.** Found on the application, question #5. Please answer these on a separate piece of paper. Portion "c" of the essay questions must be answered by each worker applying (anyone 14 years old or older).

**Reference.** One written reference is required for each family. Because you are applying for the whole family to come, please ask a reference who knows your whole family. No relatives please.

**Volunteer Staff Covenant.** Please read together and have everyone in your family sign the staff covenant.

**Health Form.** Please fill out a Health and Wellness Form for each family member. For confidentiality and regulatory compliance, we ask that you email your Health and Wellness Form directly to [medic@holdenvillage.org](mailto:medic@holdenvillage.org) OR mail it to Holden Village Medic, HC 0 Box 2, Chelan, WA 98816.

Applications and references, except health forms, can be submitted by emailing the documents as an attachment to [staffing@holdenvillage.org](mailto:staffing@holdenvillage.org) or by mail to Holden Village Staffing, HC 0 Box 2, Chelan, WA 98816.

**When will we hear?** February is most likely the earliest you will hear back from us. We will process your application once we have received your **application AND reference**. If invited, you will be sent notice by email. An invitation email will indicate your arrival and departure dates and your tentative work assignment. If you cannot honor these dates, please notify us immediately so we can change the dates or fill the position with someone else. If these dates are correct, please confirm your commitment by replying with the confirmation at the bottom of your email. If you haven't heard from us and would like to check in, please email us.

## General Application

### 1. Primary Contact Information:

Name: \_\_\_\_\_  
FIRST MIDDLE LAST

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ Faith Affiliation (optional): \_\_\_\_\_

Current Address (We will send all information to this address unless you indicate otherwise):

\_\_\_\_\_  
STREET CITY STATE ZIP CODE

Email Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

### 2. Session Preference: (if you are a family with all children 12 and over and are applying for dates other than one of the sessions, list those here)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

### 3. Have you ever been to Holden Village? Circle Yes or No

If yes, in what capacity? (circle all that apply): Volunteer Teaching Faculty Guest Other: \_\_\_\_\_

If you have been on staff before, when and in what position(s)? \_\_\_\_\_

How did you find out about Holden Village? \_\_\_\_\_

What or who prompted you to apply now? \_\_\_\_\_

4. Please list all family members and their work area preferences:

Name	Relationship In family	Gender Pronouns	Birth date (mm/dd/yy)	Job preference 1	Job preference 2	Job preference 3

5. On a separate sheet please complete the following:

- a. Describe why you want your family to join the Holden volunteer staff and the Village community;
- b. Introduce us to each member of your family.
- c. *(To be answered by each volunteer included in the application)* Please describe why you chose each of your particular job preferences and the skills you would bring to each position.

6. **Criminal History:** Has any family member been convicted, pled guilty or no contest, or forfeited bond or collateral on a felony or misdemeanor in the last 10 years? **Circle Yes or No.** If yes, please list all crimes and attach an explanation. (Do not include convictions for which the record has been sealed, expunged or eradicated.) A criminal history will not necessarily limit your invitation as a volunteer staff member. We will consider the nature of the crime, nature of the job, length of time since the crime, and evidence of rehabilitation.

7. **Reference for your Family** (someone who knows your whole family; no relatives please):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

## Holden Village: Vision, Mission, and Core Values

The Vision of Holden Village is the love of God making new the church and world through the cross of Jesus Christ.

The Mission of Holden Village, a Lutheran ministry, is to welcome all people into the wilderness to be called, equipped and sent by God as we share rhythms of

- <sup>35</sup><sub>17</sub> Word and sacrament
- <sup>35</sup><sub>17</sub> work, recreation and study
- <sup>35</sup><sub>17</sub> intercession and healing.

**Holden Village Core Values WORSHIP:** We are grounded and united in daily Gospel-centered worship. **THEOLOGY:** We interpret Word, sacrament, and daily life through the Lutheran theology of the cross. **HOSPITALITY:** We offer lavish hospitality to all. **VOCATION:** We believe that God calls all persons to love and serve God and neighbor. **DIVERSITY:** We celebrate the unity and diversity of all God's children. **GRACE:** We offer ourselves to one another in mutual forgiveness, conversation and respect. **SHALOM:** We trust God's mercy as we pray and work for justice and peace. **ECOLOGY:** We celebrate and seek to serve creation's well being through faithful patterns of daily living. **GIFTS:** We express gratitude to God for extravagant gifts of creativity, imagination and ingenuity in all who volunteer. **STUDY:** We value critical thinking, provocative discussion, and the integration of learning and experience. **REST:** We embrace God's gift of sabbath by offering refreshment to those who are weary. **PLACE:** We commit to be grateful stewards of the surprising gift of Holden Village and its place in the wilderness. **COMMUNITY:** We believe that the Holden community includes all who care for Holden through their labor, gifts and prayers. **HILARITY:** We love that holy hilarity returns us to the joy and freedom of the Gospel, which alone overcomes all our lapses of mission, strategies, goals, garbology, dishteam, work, and relationships.

## Holden Village Volunteer Staff Covenant

<sup>35</sup><sub>17</sub> **WORSHIP** - calls us to our purpose and identity as a community. As Villagers, we all agree to the discipline of attending daily worship.

<sup>35</sup><sub>17</sub> **HOSPITALITY** - Whatever one's position on staff, one of our primary ministries is hospitality to all people who step off the bus and into life at Holden. This includes sharing meals with strangers, engaging in conversation, and reaching out to one another through a kind word or deed.

<sup>35</sup><sub>17</sub> **VOLUNTEER WORK and VILLAGE RESPONSIBILITIES** – Our volunteer service is a combination of the positions we fill in the Village as well as the additional roles that contribute to our common life together.

<sup>35</sup><sub>17</sub> Positions are assigned prior to arrival and based on your preferences and the needs of the Village (approx. 36hrs/week). Flexibility is important both for you and for the Village; the lead staff person will coordinate your weekly schedule and you may be asked to shift positions to respond as needs in the Village change.

<sup>35</sup><sub>17</sub> All volunteers serve in a variety of roles supporting common Village life (approx. 4 hrs/week). This includes dish team, garbology, and stoking rotations (in the winter), as well as additional roles, such as first response team, fire brigade, assisting at the Holden school, helping with worship, store inventory, etc. Position responsibilities and activities are to be scheduled around these tasks.

<sup>35</sup><sub>17</sub> **STAFF MEETINGS** - The entire Holden staff meets to introduce newly arrived volunteers, say goodbye to departing ones, discuss important issues, and share information relevant to life in the Village. Volunteers are expected to attend all staff meetings during their stay at Holden.

<sup>35</sup><sub>17</sub> **VILLAGE SAFETY** - All volunteer staff members are expected to participate in maintaining a safe environment, to follow Village safety policies, and abide by the law while on staff:

<sup>35</sup><sub>17</sub> No drinking to excess, drunkenness, or binge drinking.

<sup>35</sup><sub>17</sub> No drinking of alcohol by persons under 21.

<sup>35</sup><sub>17</sub> No provision of alcohol to anyone under 21.

<sup>35</sup><sub>17</sub> No use or possession of illegal drugs (including marijuana).

<sup>35</sup><sub>17</sub> No possession or use of firearms, including those for hunting purposes.

<sup>35</sup><sub>17</sub> No harassment and/or assault of any staff member or guest.

<sup>35</sup><sub>17</sub> All staff members must be ready to respond in emergency situations.

Violation of any of the above is reason for immediate dismissal from the Village.

I have read and understand Holden's mission and the volunteer staff covenant. I understand that I am a volunteer member of the staff; and that no term as a volunteer is guaranteed. In order to maintain the staffing flexibility that is essential to the successful management of the Village, as well as to protect the options of each volunteer, it is understood that either Holden or the volunteer may terminate the volunteer status at any time before the agreed upon departure date.

PRINT NAME

SIGNATURE

DATE

# Health and Wellness Form

Today's Date: \_\_\_\_\_ Desired dates in Village: \_\_\_\_\_

<b>About Holden Village</b>
Holden Village is located in the wilderness and we are neither prepared nor equipped to provide ongoing primary health care. We make every effort to have a medic available for first aid/emergency care, but there may not always be licensed medical personnel onsite. Prompt evacuation is not always possible. Careful planning and prevention on your part is necessary: Holden Village is at least 4 hours and in the winter up to 4 days from emergency medical care.
<b>About This Form</b>
Holden Village asks about certain health issues out of respect for the needs of each individual and for the needs of the Village. Past medical history (with physical and/or mental health concerns) does not restrict you from volunteering; however, your openness to discussing these issues helps Holden know how to best address any health concerns that may arise if you reside in the Village. We ask these questions so that we can understand your needs and so that you can learn about the support Holden is able to offer you and what is beyond our ability to support. Please complete this form with honesty and accuracy, to the best of your knowledge. This form will only be shared with the Holden Village Medic or Medical Director, who will give their recommendation to the Staffing Committee if deemed necessary. <i>Please use an additional sheet if you need extra space to write.</i> If you have any questions, please contact Holden's Medic at: <a href="mailto:medic@holdenvillage.org">medic@holdenvillage.org</a> .

<b>Name</b>	<b>Birthdate</b>
<b>Email</b>	<b>Phone</b>

<b>Emergency Contact</b>	<b>Relationship</b>
<b>Email</b>	<b>Phone</b>

<b>Current Health Status</b>
<p><b>Date of last tetanus shot:</b> _____ You <b>MUST</b> have had one in the last <b>ten</b> years before coming to Holden. <i>If you will be here between October 15 and May 1, you must have had one in the last <b>five</b> years.*</i></p> <p><b>Immunizations:</b> Have you ever been vaccinated for measles, mumps &amp; rubella (MMR)? Circle <b>Yes</b> or <b>No</b>          Have you ever been vaccinated for chicken pox? Circle <b>Yes</b> or <b>No</b></p> <p><b>Allergies:</b> Have you ever had a <i>systemic</i> allergic reaction to bee stings, food, or medicine? Circle <b>Yes</b> or <b>No</b>          If yes, what was the precipitating substance and reaction?</p> <p style="margin-left: 40px;">What was the treatment?</p> <p style="margin-left: 40px;">If you have <b>severe</b> allergies, please bring your own <b>EpiPen</b> or <b>Bee Sting Kit</b>.</p>

\*Holden Village Tetanus Prevention: Tetanus boosters are normally advised every 10 years. However, if one has a risk injury such as stepping on a nail or getting a deep sliver, the recommendation is to get another booster within 72 hours of the injury if it has been more than 5 years since the last booster. Due to Holden's remote location it may not be possible to get to a doctor within 72 hours and 2-4 days would need to be spent out of the Village. Because of this, Holden requests that those who will be volunteering when the boat does not run on a daily basis (October 15 – May 1), get tetanus or TDaP boosters every 5 years.

**Briefly describe your general state of health as you perceive it.**

**What medications are you currently taking? For what reason?**

**Health History:** Please check below all which are relevant to your health history.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Anemia                | <input type="checkbox"/> Chicken pox     | <input type="checkbox"/> Hospitalization(s)       |
| <input type="checkbox"/> Anxiety               | <input type="checkbox"/> Depression      | <input type="checkbox"/> Low blood sugar          |
| <input type="checkbox"/> Arthritis             | <input type="checkbox"/> Diabetes        | <input type="checkbox"/> Migraine/other headaches |
| <input type="checkbox"/> Asthma/COPD           | <input type="checkbox"/> Eating Disorder | <input type="checkbox"/> Seizures                 |
| <input type="checkbox"/> Blood pressure issues | <input type="checkbox"/> GI issues       | <input type="checkbox"/> Sleep issues             |
| <input type="checkbox"/> Cancer                | <input type="checkbox"/> Heart Issues    | <input type="checkbox"/> Stroke                   |
|  |  | <input type="checkbox"/> Other                    |

**If you checked any of the above, explain below:**

I understand the remote nature of Holden Village and its limitation to medical care.  
I release this information to be used by Holden Village as needed to ensure safety.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# Holden Village Reference Form

Name of Applicants (family): \_\_\_\_\_

The above family is interested in serving on the volunteer staff at Holden Village. Your honest responses to these questions will help us in being sensitive to the applicants' abilities and needs, making work assignments, and trying to make their experience a rewarding one. We appreciate your help in providing an assessment of the applicants.

Holden Village is a Lutheran retreat center located in the North Cascades in Washington. Holden's mission is to welcome into the wilderness all people who seek contemplation and community. Holden invites people of all ages and backgrounds to come and experience our rhythms of education, programming, and worship. Volunteers support and take place in these rhythms, doing work ranging from landscaping to cooking to child care. We expect volunteers to come prepared to share their gifts and energies in this ministry of hospitality and service. All staff commit to attending daily worship, serving in a work position supporting the operation of the Village, and living within safety policies. See our website at [www.holdenvillage.org](http://www.holdenvillage.org) for more information.

Please complete the questions below and on the reverse side (feel free to use additional pages) and return to:  
Holden Village Staffing, HC 0 Box 2, Chelan, WA 98816  
or email as an attachment to: [staffing@holdenvillage.org](mailto:staffing@holdenvillage.org)

Thank you for taking the time to fill out this reference form. We may contact you if we have any additional questions.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How long have you known the applicants?  
In what capacity?

Have you been to Holden Village? Circle Yes or No When? \_\_\_\_\_

If yes, in what capacity? (circle all that apply): Volunteer Teaching Faculty Guest Other: \_\_\_\_\_

1. Describe the members of the family. What things stand out to you most about them?
  
  
  
  
  
  
  
  
  
  
2. What are a couple of their strengths and weaknesses?
  
  
  
  
  
  
  
  
  
  
3. Please comment on the applicants' level of responsibility and dependability.

