



Dear Applicant,

Greetings from Holden Village! Thank you for your interest in being a part of Holden's volunteer staff.

This application packet includes the following forms: the general volunteer application, essay questions, health form, reference form, volunteer staff covenant and background check. *Before* applying, please read our “*Interested in Volunteering*” document found on our website www.holdenvillage.org. The website also lists positions and opening dates.

If you are applying with your family, each adult must submit a completed application packet. Parents should introduce children under 18 in their application and include a health form and reference for each child. Please read the information for family applicants online before applying.

Please mail your Holden Village Health Information form directly to:

Medic
Holden Village
HC 0 Box 2
Chelan, WA 98816-9769

Please email the remainder of your completed application as an attachment to staffing@holdenvillage.org OR mail it to:

Staff Coordinator
Holden Village
HC 0 Box 2
Chelan, WA 98816-9769

Once we have received all your application materials (including all references), we will notify you that your application is complete. The staff coordinators review applications; long-term applications are processed by a staffing committee and may include a phone interview. It normally takes 3-4 weeks for a decision to be made, but it can take a few months. Although there are exceptions, we usually fill positions 3-4 months before they open.

If you have any questions, concerns or would like to check-in about your application, we encourage you to contact us via mail or email any time during the application process. We look forward to hearing from you!

Peace,

Staff Coordinator

Holden Village Volunteer Staff Application

1. **Name:** _____
(FIRST) (MIDDLE INITIAL) (LAST)

Birthdate: _____ **Age:** _____ **Gender:** _____

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

STREET CITY STATE ZIP

Permanent Address:

STREET CITY STATE ZIP

E-Mail Address: _____ **Phone:** () _____ (home or cell)

2. **Professional Experience:** _____

3. **Faith Affiliation:** _____ **Home Congregation:** (if applicable) _____

4. **Have you ever been to Holden Village?** _____ **When?** _____

Have you ever been on Holden staff before? _____ **When?** _____ **What position?** _____

How did you find out about Holden Village? _____

5. **Dates Available:** Arrival date: _____ Departure date: _____ Are your dates flexible? _____

Why or Why not? What are your dates dependent on: _____

6. **Work Positions:** Look on the website for up-to-date information on positions and job descriptions.

Identify the positions that interest you most and for which you are well-suited (regardless of start dates and availability):

1. _____ 2. _____ 3. _____

Identify the positions in which you are interested with regard to listed opening dates:

1. _____ 2. _____ 3. _____

7. **Please (X) any area in which you have experience.**

Certifications <small>(please provide copies of certifications)</small>	Operations Experience	Relevant Program Experience
<input type="checkbox"/> Driving heavy equipment/trucks/buses Type: _____	<input type="checkbox"/> Logging (chainsaw)	<input type="checkbox"/> Weaving/Crafts
<input type="checkbox"/> Possess CDL, Class _____ Endorsements _____	<input type="checkbox"/> Electrical	<input type="checkbox"/> Writing/Editing
<input type="checkbox"/> Mechanic	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Human Relations
<input type="checkbox"/> Medical Professional State: _____ Type: _____	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Bookkeeping
<input type="checkbox"/> EMT Exp. Date: _____	<input type="checkbox"/> Heating, Ventilation, Refrigeration	<input type="checkbox"/> Pottery
<input type="checkbox"/> Certified Lifeguard Exp. Date: _____	<input type="checkbox"/> Water Treatment Systems	<input type="checkbox"/> Photography
<input type="checkbox"/> WFR, BLS, First Aid Certified Exp. Date: _____	<input type="checkbox"/> Painting (interior or exterior)	<input type="checkbox"/> Vocal Musician
	<input type="checkbox"/> Firefighting	<input type="checkbox"/> Instrumental Musician _____
	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Computer/IT Technologies
		<input type="checkbox"/> Multi-Media/AV Equipment
		<input type="checkbox"/> Videography
		<input type="checkbox"/> Social media/blogging
		<input type="checkbox"/> Cooking
		<input type="checkbox"/> Languages: _____
		<input type="checkbox"/> Children/Youth Work, Ages _____

8. **If you are applying to be a short-term volunteer please answer questions a-c.**
If you are applying for an area head or assistant short-term position please answer questions a-g.
If you are applying to be a long-term staff volunteer (1 year or more) please answer questions a-j.
If you are applying as a family with children please answer questions a-l.
- Why do you want to join the Holden volunteer staff *and* the Village community?
 - Describe your gifts, experiences, skills and qualifications for the work area choices listed above.
 - All staff have a role in hospitality. What is your understanding of hospitality? How do you see yourself in this role?
 - How do you see your particular gifts contributing to Village life, and what do you think you will gain from life here?
 - Pick one of the core values from the mission and vision statement and discuss your connection to it.
 - How might you be challenged living in a remote location and a community that is continually changing and reshaping itself? What may be some advantages? What adjustments do you feel you would need to make in order to live and work in the Holden community?
 - Describe your leadership style and skills, including how you envision leading groups of diverse volunteers and how you organize your time and tasks. Please provide examples.
 - What are the primary reasons you would like to give a year of volunteer service at Holden Village and what makes this the right time for you?
 - What are some of the spiritual, work, and personal issues coming up in your life right now?
 - What are your hopes and plans for life after a year of service?
 - How do you see your family transitioning to life at Holden? Describe possible challenges for your family.
 - How do you envision your child(ren) at our remote and small Holden School? Please describe any special educational needs. (Special education needs that are provided by the school district are not available on site.)

9. **Resume:** please attach a current resume of work and education.

10. **Criminal History:** Have you ever been convicted, pled guilty or no contest, or forfeited bond or collateral on a felony or misdemeanor? No Yes
 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.

11. **References:** Your application will be complete when your reference(s) arrive.
 If you are applying for **short-term volunteer staff**, we require **1 reference**.
 If you are applying for an **area head or assistant short-term position** we require **2 references**.
 If you are applying for **long-term volunteer staff** (1 year or more), we require **3 references**, including one from a *current or former employer*. Only one can be from someone currently in the Village.
If you are applying as a family with children, include a letter of introduction for each of your children in your own application and a letter for each child from a non-family member.

****Note: Only 1 reference form is included in this packet.****

Name: _____	Relationship: _____
Name: _____	Relationship: _____
Name: _____	Relationship: _____

You may decide if you wish to have access to this information or not by completing and signing here.

I waive my right to view this reference I do *not* waive my right to view this reference

(Applicant's Signature)

12. Families and Long-Term applicants: **Please attach a current portrait of you or your family.** (This is not required to make your application complete, but it helps us begin putting a face with the name on your application.)

13. **Please read "Interested in Volunteering?"** before you send in your application (found online at www.holdenvillage.org). It contains information that is unique and important to being on staff at Holden Village. If you are applying as a family read the additional information for families as well.



Health and Wellness Form

Today's date _____

Dates applying to service in Village:

About Holden Village

Holden Village is located in the wilderness and we are not 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 the very best medicine. Holden Village is at least 4 hours and up to 4 days in winter from emergency medical care.

About This Form

Holden Village inquires about certain health issues out of respect for the needs of each individual person 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 arise while 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, Medical Director and Staffing Committee, if deemed necessary. *Please use an additional sheet if you need extra space to write.* If you have any questions, please contact Holden's medic at: medic@holdenvillage.org.

Name	Birthdate
Email	Phone
Address	

Emergency Contact	Relationship
Email	Phone

Current Health Status

Date of last tetanus shot: _____ You **MUST** have had one in the last ten years before coming to Holden.

Immunizations: Have you ever been vaccinated for measles, mumps & rubella (MMR)? yes ____ no ____
Have you ever been vaccinated for chicken pox? yes ____ no ____

Allergies: Have you ever had a *systemic* allergic reaction to bee stings, food, or medicine? yes ____ no ____
If yes, what was the precipitating substance and reaction?

What was the treatment?

If you have **severe** allergies, please bring your own **EpiPen or Bee Sting Kit**.

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

What medications are you currently taking? For what reason?

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 |

Please explain the status of any conditions you marked above.

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 APPLICANT: _____

The above applicant is interested in serving as a member of the volunteer staff at Holden Village. Your open and honest responses to the questions on this form will help us in being sensitive to the applicant's abilities and needs, in making preliminary work assignments, and in trying to make their experience a rewarding one. We appreciate your help in providing an assessment of the applicant. The applicant had the option to waive their right to view the reference on their application. If you are interested in whether or not the applicant can have access to this, please contact the staffing office.

Some background information on Holden may be helpful:

Holden Village is a center for renewal, a Lutheran ministry, welcoming *all* people into the wilderness to be called, equipped, and sent by God. The center of our lives is the Good News of Jesus Christ, which opens us to ourselves, each other, and all the issues facing humankind. We expect volunteer staff 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. While our commitment includes being a place of Christian care for those who need extra support, we also need to know who our volunteers are before they arrive so that we are prepared to be of assistance while they are with us. See our web site at www.holdenvillage.org for more detailed information.

After completing the questions below (feel free to use additional pages), please return this form to:

Staff Coordination, Holden Village, HC0 Box 2, Chelan, WA 98816

or email as an attachment to: staffing@holdenvillage.org

THANK YOU FOR YOUR ASSISTANCE!

Name: _____

Phone: _____ E-mail: _____

How long have you known the applicant? _____

In what capacity? _____

Have you been to Holden Village? _____ When? _____

In what capacity? (please X all that apply) ___ staff ___ teaching staff ___ guest ___ other _____

1. Describe the applicant.
2. How does the applicant integrate faith and daily life?
3. Please comment on the applicant's level of responsibility, dependability and self-motivation.

4. How well does the applicant interact with persons of diverse opinions and backgrounds? Is the applicant understanding of other's viewpoints? Is she/he able to relate to people of varying ages and backgrounds?

5. Please comment on the applicant's ability to work both collaboratively within a large group and independently. Please provide examples.

6. Please give examples of the applicant's leadership style and experience.

7. What do you feel this person would contribute as a member of a Christian community? What would she/he gain?

8. Please describe any notable abilities, interests, skills or experiences of the applicant. Also describe any reservations or potential weaknesses you see in the applicant. Additional comments are welcome.

SIGNATURE: _____

DATE: _____

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

- Word and sacrament
- work, recreation and study
- 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, dissteam, work, and relationships.

Holden Village Volunteer Staff Covenant

- **WORSHIP** - calls us to our purpose and identity as a community. As Villagers, we all agree to the discipline of attending daily worship.
- **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.
- **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.
 - 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.
 - All volunteers serve in a variety of roles supporting common Village life (approx. 4 hrs/week). This includes dish teams, garbology teams, 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, fall inventory, etc. Position responsibilities and activities are to be scheduled around these tasks.
- **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.
- **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:
 - No drinking of alcohol by persons under 21.
 - No provision of alcohol to anyone under 21.
 - No use or possession of illegal drugs (including marijuana).
 - No possession or use of firearms, including those for hunting purposes without express written permission from a director.
 - No harassment and/or assault of any staff member or guest.
 - Those serving on fire brigade, first response and other on-call positions 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