



Family Option Volunteer Program

We are so glad that your family is interested in volunteering at Holden Village! Each volunteer contributes to the ministry of Holden Village.

There are many families interested in working at Holden during the summer. Unfortunately, we have a very limited amount of space for half-time workers and non-working family members. Holden is interested in having as many families come as possible, so the current system was created to maximize the number that can serve throughout the summer. We've structured the summer so that three families can serve at the same time for one, two-week commitment. We've noticed in the past few years that arriving and departing on the same day helps to facilitate friendship between the children of the families.

The weeks in which we can accept families are based on the [Narnia](#) and the [Miners/Jr. Miners](#) program. By choosing to apply for this program you are opting to have your children participate in the children and youth programs offered by Holden volunteer staff. Our children's programs may not be fully staffed during the First and Sixth sessions. Parents will be asked to assist with some co-op childcare. Preference is given for these sessions to families with children over the age of 14.

Families are mostly housed in one room with multiple beds.

Work Logistics

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

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

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

Garbology and Dish Team duties are asked of all staff and serve the Village by sorting trash and recyclables, composting food waste, and washing dishes and helping clean the dining hall after meals.

Summer 2012 Sessions

All of our sessions begin and end on Tuesdays. Arriving or departing on dates other than what is specified will be considered if absolutely necessary but will only be considered if the dates do not overlap into other session dates.

- **First Session:** Tuesday, June 5-June 19

Additional Opportunity: Work Camp –all volunteer week: June 10-June 17, 2012 (see website for details).

- **Second Session:** Tuesday, June 19-July 3
- **Third Session:** Tuesday, July 17-July 31
- **Fourth Session:** Tuesday, July 31- August 14
- **Fifth Session**:** Tuesday, August 14 – August 28
- **Sixth Session: ONE WEEK** Tuesday, August 28 – Sept. 4

***Abriendo Caminos*, our all Spanish week, occurs during the Fifth Session. Preference will be given to families with Spanish speakers.

What Is Holden Village?

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 is ministry. 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.

Holden is worship. Worship at Holden is a community event. Each of us commits to daily attendance at vespers, but we also commit to be an integral part in the shaping and leading of matins and vespers. Most staff members will volunteer as readers, cantors, communion assistants, assisting ministers, and vespers leaders during their stay.

Holden is community. Holden's community extends to all who care for Holden through their labor, gifts, and prayers both in the Village and from a far. Villagers of all kinds form a community of worship, learning, hospitality, service, and celebration. Holden welcomes all of God's children, regardless of denomination, race, ethnicity, gender, sexual orientation, age, or political opinion.

Holden is volunteers. Everyone gets to claim Holden as their own through volunteer opportunities. Volunteer staff play a large part in creating a place of welcome, celebration, and hilarity in all aspects of Village life. The staff supports this ministry by contributing to helping the Village operate in their work areas. Holden is able to offer reasonable rates to the guests who come here because of the dedicated volunteers and donors who support this ministry of hospitality. It is important that staff members have a strong interest in the mission of Holden.

Holden is real. At Holden, we live in a real flesh and blood community of forgiven sinners. In work, play, and conversation – in agreement and disagreement – we offer ourselves to each other in mutual forgiveness and respect.

Holden is continually changing. People arrive and depart daily. Summer staff volunteer for periods of three weeks to several months. Greetings and farewells happen daily. As reported through the decades, some of the greatest gifts of serving at Holden are new and deeper friendships, introduction to new ideas and issues, spiritual and personal growth, joy in service, participation in Holden's excellent program, interaction with a diverse variety of teaching staff, and the chance to experience God's creation in this mountain wilderness.

Holden operates year round. Although summer is the busiest time, many volunteers work at Holden during the off-season. In the "high" season from May to October our program is expansive and varied. In the winter there are retreats, programs lasting several weeks, and creative residencies which all provide opportunities for growth and learning.

Holden is an isolated wilderness setting. At Holden, communication with the outside world is limited. We have only emergency phone access and no television, radio or cell phone reception. Persons coming to the Village are encouraged not to bring technology into the Village, and, as technology advances, asked not to use these devices.

Emergency calls can be made to the Bed and Breakfast at (509) 687-3644. There are no roads directly into Holden. *We usually have a medic for first aid care in the Village but **licensed medical personnel may not always be available.** Medical emergencies are extremely dangerous due to our setting. **If you have health problems you should seriously consider the implications of this in applying.***

VOLUNTEER WORK AT HOLDEN VILLAGE

RESPONSIBILITIES AND ASSIGNMENTS

- Each Villager commits live by the values of the covenant related to daily worship, hospitality, work, and staff responsibilities.
- All staff are assigned to a work area based on their preferences and Holden's needs. In some cases you will be assigned to a work area that is not one of your first three choices because of our need, but you will be consulted if this becomes necessary. Please indicate on your application if it is **impossible** for you to serve in a work area, due to physical limitations. Staff are expected to work 36 hours per week in their assigned work area. This will generally be 6-7 hours a day, 5-6 days a week. Specific schedules are determined with one's supervisor once on-site.
- In addition to their job, all staff members will work approximately 4-5 hours a week on additional village assignments including garbology and dish teams. Other tasks will be assigned according to the needs of the Village.

EXPENSES AND BENEFITS

- Short-term staff at Holden work on a volunteer basis. Room and board is provided. There is no other financial compensation. During the summer, there are a limited number of Area Head/Lead Worker positions available. Area Heads serve 3-5 months and are eligible for monthly stipends. Please contact Staff Coordination for further information or look at the website for a listing of these positions.
- Expenses while at Holden are minimal. The Holden Bookstore sells a variety of books, cds, T-shirts, sweatshirts, and personal items. Staff members should have money for medical, travel, toiletry, and miscellaneous expenses. Holden does not accept credit cards.
- Travel to and from Holden is the responsibility of the volunteer.

SUMMER VOLUNTEER APPLICATION PROCEDURE

When can you volunteer? We begin processing applications for summer volunteers in January of that year. Preference is given to Family Options volunteers who were wait-listed the year before. The schedule for the 2012 summer sessions can be found earlier in the application.

What kinds of jobs are available? Work areas at Holden are briefly described on the next page. Please choose the 3 areas you would most enjoy and list those on the front page of your application. Work assignments will be based on both your preference and Holden's needs. In some cases you will be assigned to a work area that is not one of your first three choices because of our need, but you will be consulted if this is necessary. It may also be necessary to move you from one work area to another during the course of your time on staff. Your willingness to serve where you are most needed is greatly appreciated!

What is the time requirement? Family Option Volunteers arrive on Tuesdays and depart on Tuesdays and commit for two weeks. Because of housing constraints there is not much flexibility around these dates.

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:

Application Form. This is a general form with basic information.

Application Essays. Found on the application, question #11. Please answer these on a separate piece of paper. Portion "c" of the essay questions must be answered by each worker applying (any one 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. But, no relatives please.

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

Health Form. Please fill out a health form for each member of your family.

Applications and references can be submitted by mailing a hard copy through the postal mail or by emailing the documents as an attachment to staffing@holdenvillage.org.

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**. You will be sent notice by email (unless you don't have access to email). An acceptance email or letter 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 or return the confirmation card included with your acceptance letter. If you haven't heard from us and would like to check in, please email.

VOLUNTEER WORK AREAS

The following are **Summer** staff work areas. *During the winter months, we have limited openings in fewer work areas (indicated by a "W" after the work area name).* Please note your top three preferences. Also note that there are times we may not be able to give you one of your three choices due to the needs of the Village. We may also give you a tentative work assignment and have to change it before you arrive due to need.

14-18 year old volunteers: If children between the ages of 14 and 18 will be accompanying you they will be working either part-time or full-time. The following is a list of positions most often filled with volunteers between the ages of 14 and 18: Narnia, Pool Hall, Snack Bar. Other options based upon your child's skills and responsibility level: Media Ministry, Crafts and Weaving, Maverick, Kitchen, Trails, Lawns and Gardens.

BACK-UP MEDIC: (W) Assists Village medic in all medical needs. Serves as medic when the regular medic is out of the Village, on a day off, or sick. Minimum EMT certification required. Back-up medics are often assigned to an additional work area.

BARISTA: Prepares and serves espresso drinks, cleans equipment, and creates a fun atmosphere of hospitality. Likely will involve part-time work in other areas.

BOOKSTORE CASHIER: Restocks merchandise, sells bookstore items, and runs the cash register. Must be hospitable and able to work with numbers.

CARPENTER: (W) Works on carpentry projects, including maintenance, repair, and general construction. Experience is recommended. Good physical condition required.

CRAFTS AND WEAVING: (W) Assists the Supervisor in planning and teaching a variety of crafts including print making, basket weaving, tie dyeing, and paper making as well as weaving via floor and Inkle looms. Experience preferred. The ability to work with people is essential.

HIKE HAUS: Prepares sandwich bar and trail meals for Village hikers (up to 80 per day). Provides information on hiking and trails. Plans and leads structured hikes and programs. Monitors equipment and trail use. Experience of Holden trails preferred.

HOUSEKEEPER: (W) Cleans lodges, guestrooms, and program facilities. Housekeepers work mornings in the lodges and help in laundry or other areas as needed in the afternoons. Good physical condition preferred.

KITCHEN: (W) Assists Lead Cooks with food preparation as well as food service, and helps to keep the kitchen clean and sanitary. This position also includes general dining hall upkeep, coffee making, and hospitality. Good physical condition is required as volunteers spend long periods of time standing. The kitchen is perfect for those who prefer a social environment.

LAUNDRY: (W) Tasks include washing, hanging sheets to dry, folding, occasional sewing and delivering laundry daily. Requires lifting and the ability to hang sheets and carry laundry baskets. Members of the laundry team may help out the housekeepers as needed. Good physical condition preferred.

LAWNS & GARDENS: Plants flowers, mows and waters lawns, weeds flowerbeds, and rakes Village grounds. Requires good physical condition and a love of the outdoors.

MAVERICK: (W) Engages in general heavy labor, maintenance projects, luggage transport, and wood cutting and hauling. Work is usually outdoors, and often dirty and heavy. Good physical condition required.

MECHANIC'S ASSISTANT: (W) Works with the Head Mechanic. Maintains Village vehicles (gas and diesel). Experience necessary.

MEDIA MINISTRY: Operates audio-visual equipment, records teaching sessions, copies cds, types labels, and answers correspondence related to recordings and Audio Archive. Operates sound board and responsible for set-up of microphones, etc. for worship services. Knowledge of audio-visual equipment is desired but not necessary.

MINERS/JR. MINERS: Assists in planning and implementing activities for Village youth including programming, worship, overnight hikes, trips to the lake, dances, parties, etc. Works with youth 6th through 12th grade. A June-August commitment is desirable.

NARNIA: Assists in planning and implementing programming for children age 0 through 5th grade. Requires imagination, patience, and love for children. Staff will work with the children in the mornings and work in the snack bar or pool hall as needed in the afternoons or evenings.

PAINTER: (W) Paints buildings (interior and exterior), steps, furniture, etc. Experience using a sprayer is desirable but not required. Requires a good comfort level with ladders and heights.

PLUMBER: (W) Works with the Head Plumber. Maintains the Village plumbing system. Experience necessary.

POOL HALL: Oversees and maintains the Pool Hall during open hours, including the concession stand. Requires an interest in working with youth.

POTTER: Teaches pottery techniques and maintains the pot shop. Knowledge of gas, electric, and wood kilns is helpful. Responsible for production of pottery for sale in the Village Bookstore.

REPAIR ASSOCIATE: (W) Works with the Head Repair Associate. Replaces and/or maintains Village appliances, fixtures, and small machines. Requires general mechanical and electrical experience.

SNACK BAR: Scoop ice cream, clean the Snack Bar, and create a fun atmosphere of hospitality. An interest in interacting with youth is helpful.

TRAILS: Help maintain/repair hiking trails in Railroad Creek Valley. Work is outdoor and physically rigorous.

(Positions down-lake in Chelan area)

BED AND BREAKFAST / FIELD'S POINT LANDING: Provides a hospitable and clean environment for Bed and Breakfast guests often providing the first impression of Holden Hospitality. Prepares breakfast, carries out messaging services for Holden Village, and also operates the Field's Point Landing concession stand, parking lot, and grounds. Small living allowance provided. Four-month (mid-May to mid-September) or seven-month (mid-March to mid-October) commitments encouraged but not required. **Contact Staff Coordination for more information and an application.**

ADDITIONAL VOLUNTEER OPTIONS

Have you ever thought of bringing a group to Holden?

- **Work Groups.** A work group consists of up to 12 individuals from your congregation, college, campus ministry, neighborhood or extended family that would participate on a special work project at Holden Village.
- **Work Camp.** Approximately every two years, in June, the entire Village is filled with volunteer staff who work on projects of all kinds for the upkeep and improvement of the Village. Check the website for exact timing and dates of this work event. Come as a family or bring a group. Families with children are encouraged to participate, child care provided
- **Trail Crews.** Come alone or form a Trails Crew of friends, family or fellow church members and help maintain/repair hiking trails in Railroad Creek Valley.

Other Volunteering Options:

- **Long Term and Short Term Volunteering.** Families add a great richness to Village community life. If you are interested in talking about ways for your family to volunteer outside of the Family Option Sessions please be in contact with Staff Coordination (staffing@holdenvillage.org).
Please note: Holden's school is a public school, and is part of the Lake Chelan School District. Families visiting or working during the school year cannot place their children in school unless the children officially enroll through the Lake Chelan School district. The children and youth programs begin mid June and end late August.
- **Work-Half/Pay-Half... especially for:**
 - Senior volunteers
 - Physically-challenged volunteers
 - Volunteers seeking additional personal time

Work/Pay staff work 18 hours per week and stay at a reduced rate (half the current guest rate). Given the physically demanding nature of most jobs this option fits the needs of many of our valued volunteers. The Work/Pay option is not available during our peak summer months but works out best during the "off-season".

**All of this information and more about volunteering at Holden Village can be found on the website:
www.holdenvillage.org**

Holden Village
FAMILY OPTION VOLUNTEER APPLICATION

Date _____

(Please use primary adult contact)

Gender: _____

Birth Date: _____ Age: _____

1. **Name:** _____
FIRST MI LAST

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

STREET CITY STATE ZIP

Permanent Address:

STREET CITY STATE ZIP

3. **Home Phone:** () _____ **Cell Phone:** () _____

Fax Number: () _____ **E-Mail Address:** _____

4. **Present Occupation:** _____ **Church Affiliation:** _____

5. **Have you been to Holden Village before?** _____ **When?** _____

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

7. **How did you find out about Holden Village?** _____

8. **Session Preference:** (session dates listed on page 1 of packet)

1. _____ 2. _____ 3. _____

*** Session #5 falls over our *Abriendo Caminos* (Spanish week). Preference is given to Spanish speakers.*

9. **Any family members proficient in conversational Spanish?** (Circle one) YES NO

Names _____

10. **Please List all Family Members:**

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

11. **On a separate sheet please describe:**

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

12. **Has any one in your family been convicted of a crime? (Circle One) YES NO**

If yes, please describe the charges and circumstances on a separate sheet.

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

Name: _____ Address: _____

Holden Village Staff Covenant

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, dissteem, work, and relationships.

- **WORSHIP** - calls us to our purpose and vision 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.
- **WORK** - Our basic work week is 36 hours. All long-term positions require leadership and supervisory responsibility; staff may have to work longer hours in order to meet the demands of the job. Flexibility is important both for you and for the Village. Your supervisor will coordinate your schedule.
- **STAFF RESPONSIBILITIES** – In addition to your work you are expected to provide at least 4 additional hours of village service. All staff serve on dish teams, garbology teams, and stoking rotations in addition to the normal workday. Other work and activities must be scheduled around these tasks. Also, staff members help in a variety of ways including bulk mailings, first response team, fire brigade, assisting at the Holden school, worship committee, etc.
- **STAFF MEETINGS** - The entire Holden staff meets weekly to introduce newly arrived volunteers, say goodbye to departing ones, discuss important issues, and share information relevant to life in the Village. All staff are expected to attend all staff meetings during their stay at Holden.
- **VILLAGE SAFETY** - All staff members are expected to participate in maintaining a safe environment and to follow village safety policies. Violation of any of the following is reason for immediate dismissal from the Village.
 - 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 sexual harassment and/or assault of any staff member or guest.

I have read and understand the Holden mission and the staff covenant.

I will abide by this covenant and will support others in keeping this covenant.

No term of employment is guaranteed. In order to maintain the staffing flexibility that is essential to the successful management of our organization, as well as to protect the options of each employee, it is understood that the employment relationship with us is "At Will." Either employer or employee can terminate it, with or without cause or notice, at any time. No agreement to the contrary is valid, unless it is in writing and signed by the Director.

Print Name

Signature

Date

HOLDEN VILLAGE: HEALTH INFORMATION

NAME: _____ Date of Birth: ____/____/____
Last First M.I.

Email Address (print clearly): _____

EMERGENCY CONTACT: _____ Relationship: _____

Phone Number: _____ Email: _____

Address: _____

PERTINENT HEALTH INFORMATION:

Current Medications:

Current Tetanus shot date: _____ (**MUST** have had one in the last ten years before coming to Holden Village)

Have you ever had a systemic allergic reaction to bee stings, food, or medicine? Yes _____ No _____

If yes, what was the precipitating substance? _____

What was the treatment? _____

(If you have severe allergies, please bring your own EpiPen or Bee Sting Kit)

Are there any types of work/labor you are unable to do because of physical limitations?

HEALTH HISTORY: Check applicable items and explain below.

Respiratory System:

- Asthma
- COPD/emphysema
- Shortness of Breath
- Other (please explain)

Cardiovascular System:

- High Blood Pressure
- Angina/Chest Pain
- Congestive Heart Failure
- Heart Attack or Heart Surgery (please explain)

Neurological System:

- Migraines
- Seizures
- Stroke
- Other (please explain)

Musculoskeletal System:

- Arthritis
- Chronic Back Problems
- Chronic Joint Problems
- Other (please explain)

Endocrine System:

- Diabetes (explain type and method of control below)
- Thyroid Problems (hypo or hyper)
- Other (please explain)

Psychological:

- Depression
- Anxiety
- Other (please explain)

Please explain any checked items:

Please remember, 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 on site.** Careful planning and prevention on your part is the very best medicine.

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 communicate with people of varying ages and backgrounds?

5. Please comment on the applicant's ability to serve others and to work cooperatively with a large group of people.

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

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

SIGNATURE: _____

DATE: _____

Please print—

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-mail: _____