



Dear Applicant,

Greetings from Holden Village! Thank you for your interest in being a part of Holden's volunteer staff. We accept Short-Term volunteers year round, but the greatest need for staff is April through November. Applications for the summer season are accepted after January 1<sup>st</sup>.

The following pages include information about Holden Village, the procedure to follow for short-term applications, acceptance and notification process, the main application page, a reference form, and a health form. Before you apply, please read the *Staff Handbook* and the document *Village Life* found on our Web site at [www.holdenvillage.org](http://www.holdenvillage.org).

Following is a list of some basic requirements for working at the Village:

- You need to desire to be an active member of a worshipping Christian community and be able to serve the mission of Holden. Village life embraces *all* of God's people and is strengthened by diversity of faith, race, ethnicity, gender, sexual orientation and age.
- You need to be in good health. Holden is in a remote location. We cannot quickly transport people to medical care. Most jobs involve standing for extended periods of time, bending, lifting, and carrying.
- You need to be flexible and willing to serve where needed, which will be asked of all staff during these unique years of mine remediation when life in the Village is quite different.
- You must be at least 18 years of age.
- You need to make a minimum three-week commitment. For returning staff and applicants during non-peak times (September 1<sup>st</sup> – June 20<sup>th</sup>) shorter stays may be considered.

We have a number of **3-8 Month Short-Term Positions** available April through November. These staff members provide continuity throughout the peak guest time and the construction season. Many provide leadership in a work area as well as supervising other short-term volunteers. Depending upon length of commitment volunteers may be eligible for a modest monthly stipend, health insurance, and other benefits.

Volunteers who are fluent in Spanish are encouraged to consider a week at Holden during *Abriendo Caminos*, an annual week (generally mid-August) with our Spanish-speaking neighbors from Chelan and the surrounding area.

To apply to volunteer at Holden, complete the enclosed forms and return them to: Staff Coordination, Holden Village, HC0 Box 2, Chelan, WA 98816. Please contact us by mail or e-mail with any questions you may have. We look forward to hearing from you!

Peace,  
*Holden Village Staff Coordination*  
[staffing@holdenvillage.org](mailto:staffing@holdenvillage.org)

HC0 Box 2 • Chelan, Washington 98816-9769  
Message: 509/687-3644 • Fax: 509/687-3375  
[www.holdenvillage.org](http://www.holdenvillage.org)



## 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 afar. 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.** Volunteers can claim Holden as their own. They play a large part in creating a place of welcome, celebration and hilarity in all aspects of Village life. Volunteer staff members, through their contributions of work, support Holden's ministry by helping the Village operate. Holden is able to offer reasonable rates to guest 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 members 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 is renewing.** Mine Remediation, a project that has been studied and planned over decades, is underway. This project will address environmental damage from the history of copper mining renewing Railroad Creek Valley. As we live and work side by side with mine remediation workers, flexibility and openness to change will be asked of all Villagers.

**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. 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

**When can you volunteer?** The summer season runs from approximately mid-April through mid-November. We begin processing applications for summer volunteers in January of that year. Work areas are filled based on the needs of the Village. While the majority of staff positions between October 15 and April 15 are filled by long-term staff we, do however, have a limited number of positions to be filled by people who can stay a few weeks or months as Short-Term staff. The variety of positions is limited in the winter. Please note the list of winter positions on the *Volunteer Work Areas* page.

**What kinds of positions are available?** Work areas at Holden are briefly described on the next page. Please choose the three 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?** We ask for a three-week minimum commitment for the peak summer season June 20<sup>th</sup> – August 20<sup>th</sup>. From April 15<sup>th</sup> – June 20<sup>th</sup> and August 20<sup>th</sup> – October 15<sup>th</sup> two weeks may be considered.

**4-8 Month positions** are available April through November (a supplemental application is required for a 4-8 month position.) These positions are eligible for a modest monthly stipend and potentially health and dental insurance.

**When can you come?** Please indicate on the application form the **EXACT** dates you would like to work. Because of the complexity of scheduling work areas in the summer arrival and departure dates may need to be determined by the Staff Coordinators. In the summer we ask that you plan to arrive AND depart on a **Tuesday, Wednesday or Thursday**, if possible. In the winter, please arrive and depart on a **Monday, Wednesday or Friday**. Please note clearly if this is impossible for you.

### **RESPONSIBILITIES AND ASSIGNMENTS**

- All staff commit to living by the covenant, including attending daily worship.
- 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 becomes necessary. Please indicate on your application if it is **impossible** for you to serve in a work area, due to physical limitations. Staff can expect to work around 36 hours per week in their assigned work area. Weekly work schedules are determined with one's supervisor and may be either a 6-day work week or a 5-day work week.
- In addition to their work area, all staff members will work approximately 4-5 hours a week on additional Village assignments including garbology and dish teams (and stoking in the winter). Other tasks will be assigned according to the needs of the Village for a total of about 40 hours.

### **EXPENSES AND BENEFITS**

- Short-term staff members at Holden work on a volunteer basis. Room and board are provided. There is no other financial compensation. Staff committed to more than three months may be eligible for benefits which include personal days out of the Village and guest days so friends and family can visit free of charge.
- Parking a vehicle at Field's Point while on staff is provided at no charge to staff.
- During the summer, taking advantage of Holden's acclaimed educational programming is an enriching benefit.
- Expenses while at Holden are minimal. The Holden Bookstore sells a variety of books, CDs, T-shirts, sweatshirts, and personal items. The Snack Bar sells ice cream and soda. Staff members should have money for medical, travel, toiletry, and miscellaneous expenses. Holden does not accept credit cards.

## **ADDITIONAL VOLUNTEER OPTIONS**

Please go to the Web site for more detailed information about the following volunteer opportunities. Several of them require different applications which can be found on the Web site.

- **3-8 Month Short-Term Volunteer.** Positions which provide continuity through the busiest guest season. Some positions are leadership positions and some positions are assistant positions. All positions are eligible for a stipend and benefits depending upon length of commitment. Please see the Web site for a list of positions, opening dates, and supplemental application.
- **Family Option Volunteer\*\*.** A chance for families to experience Holden together as volunteers. During the summer volunteer families arrive on a Tuesday and leave on a Tuesday two weeks later. We can accept only a limited number of single and two parent families during the summer season. To be accepted as Family Option Volunteers, parents must be willing to bring their children to Narnia (children's programming offered 8:30am-12pm, M-F), please check our Web site for specific summer-session dates and detailed information about working. We start to accept applications for Summer Family Option after January 1<sup>st</sup>. Childcare is not offered during the school year.

**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. A minimum of 6 weeks is required for school enrollment. The Narnia children's and Miners youth programs begin mid-June and end late-August.

- **Work-Half/Pay-Half... especially for:**
  - Senior volunteers
  - Physically-challenged volunteers
  - Volunteers seeking additional personal timeWork/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 only available during the "non-peak" times.
- **Holiday Staff.** A small number of additional staff may be needed during Thanksgiving, Christmas/New Years, and other busy times listed on the Web Site. These positions are typically for returning staff who are already trained. Due to transportation limitations during the winter, holiday staff members are asked to arrive before most guests and depart after most guests have left. Families with children under 18 are not encouraged to be on staff during holidays as all staff need to be working full-time, and there is no childcare provided.
- **Holden Angels** are people who can come to Holden on short notice to help out when the Village is understaffed or is in a particularly busy time, e.g., retreat weekends. These times of service may be as short as a weekend or as long as several weeks. Previous staff experience is a must. Contact Staff Coordination if you would be willing to have your name on the Holden Angels list.
- **Sabbaticals.** Holden is a wonderful place to renew during Sabbatical time. Please see our Web site for more information about details relating to coming on Sabbatical or write: [programming@holdenvillage.org](mailto:programming@holdenvillage.org).
- **Work Groups.\*\*** A work group consists of 3-15 individuals from your congregation, college, campus ministry, neighborhood or extended family that would like to participate on a special work project at Holden Village.

**Trails Crew.** Form a Trails Work Group of friends, family or fellow church members and help maintain/repair hiking trails in Railroad Creek Valley. Housing provided is Yurt camping outside the Village. Check the "Trails" section of our Web site or with Staff Coordination for application details. Good physical condition is required.

- **Work Weeks.\*\*** Check the web site for exact dates of a week in October and a week in April set aside to ready the Village for the change of season.
- **Work Camp.\*\*** Approximately every two years, in June, the entire Village is filled with volunteer staff working on projects of all kinds for the upkeep and improvement of the Village. Check the Web site for exact timing and dates of this work event.

**\*\* These volunteer opportunities have different application packets, found on the Web site: [www.holdenvillage.org](http://www.holdenvillage.org).**

## APPLICATION PROCEDURE

**Application Form and Essay.** Please fill out and submit the application form found in this packet. List three work areas (see the list below). Answer the essay questions on a separate piece of paper. You may submit your entire application by mail or as an e-mail attachment.

**Holden Village Staff Covenant.** Please read and sign the staff covenant.

**Health Form.** Please complete the Health Form. An up-to-date tetanus shot is required for all volunteers. Many of the work positions require lifting, standing for periods of time, and generally good mobility. Please talk to the staff coordinators if you are concerned about any physical limitations you may have.

**Reference.** One written reference is required for each worker. Please have your reference complete the attached form and send it separately to Holden. We suggest that you ask an additional person for a reference so that the application can be processed as soon as possible.

**Acceptance and Notification.** Applications are processed once we have received your **application AND reference**. You will be notified with an acceptance letter by e-mail (unless you prefer postal mail). Your acceptance letter will indicate the dates we plan on your arrival and departure, and will list 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 sending the confirmation information found in your acceptance letter.

## VOLUNTEER WORK AREAS

The following are staff work areas. Please list your top three preferences on your application. Staff coordination does its best to match the applicant's preferences with the Village's staff needs. Please note that there are times we may not be able to give you one of your three choices. We may also give you a tentative work assignment and have to change it before you arrive or shift you to a new position during your stay due to staffing needs.

**During the winter months (October-April), we have fewer short-term openings in a limited number of work areas.**

**Winter positions are:** housekeeping, kitchen, maverick, crafts, laundry and various operations positions, including heavy equipment operator, carpentry, plumbing, electrical, repair associate, and painting. **Indicated by: W**

### HOSPITALITY SERVICES AND PROGRAM POSITIONS:

**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. May involve serving at the Barista cart as well.

**CRAFTS AND WEAVING:** Assists the Crafts Coordinator 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. **W**

**HIKE HAUS:** Provides information on hiking and trails and assists hikers in checking out equipment. Monitors equipment and trail use. Plans and leads structured hikes and programs. Experience of Holden trails preferred.

**HOUSEKEEPER:** Cleans lodges, guestrooms, and program facilities. Likely will involve working in other areas in the afternoon. Good physical condition recommended and comfort with independent work. **W**

**KITCHEN:** Assist Lead Cooks with food preparation as well as food service, and helps to keep the kitchen clean and sanitary. This position may include 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. **W**

**LAUNDRY:** 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 recommended. **W**

**MEDIA MINISTRY:** Operates audio-visual equipment, records teaching sessions, copies CDs, edits recordings, and answers correspondence related to recordings and Holden's 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 6<sup>th</sup> through 12<sup>th</sup> grade. A June-August commitment is desirable.

**NARNIA:** Assists in planning and implementing programming for children (infants through 5<sup>th</sup> grade). Requires imagination, patience, and love for children. Staff members will work with the children in the mornings and work in other areas as needed in the afternoons or evenings.

**POOL HALL:** Oversees and maintains the Pool Hall during open hours, including the concession stand. An interest in working with people, especially youth, is helpful.

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

#### **OPERATIONS POSITIONS:**

**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:** Engages in general Village projects responding whatever needs doing. Tasks often include physical labor, assisting with operation's projects, luggage transport, and wood cutting and hauling. Work is usually outdoors and often dirty with heavy lifting. Good physical condition required. **W**

**PAINTER:** 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.

**TRAILS:** Maintain and repair hiking trails in Railroad Creek Valley. Love of outdoors is essential. Work may involve lifting, hiking a few miles with gear. Physical condition is a must.

#### **EXPERIENCE-REQUIRED POSITIONS:**

**BACK-UP MEDIC:** 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 level of certification required is EMT. Back-up medic is usually assigned to an additional work area as well. **W**

**CARPENTER:** Works on carpentry projects, including maintenance, repair, and general construction. Good physical condition required. **W**

**MECHANIC'S ASSISTANT/HEAVY EQUIPMENT OPERATOR:** Works with the Head Mechanic. Drives Village vehicles, including snow plow, road grader, and bulldozer, and back hoe. Maintains Village vehicles (gas and diesel). **W**

**PLUMBER:** Works with the Head Plumber maintaining the Village plumbing system. **W**

**POTTER:** Teaches pottery techniques, classes 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:** Works with the Head Repair Associate. Replaces and/or maintains Village appliances, fixtures, and small machines. Requires general mechanical and electrical experience. **W**

**If you have any questions about the specifics of the job, please contact Staff Coordination.**



## 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 Staff Covenant

- **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. Hospitality also includes being a representative of Holden's ministry in nearby communities while out of the Village and to the mine remediation workers residing in the Village.
- **WORK and STAFF RESPONSIBILITIES** - Our work is a combination of the positions we fill in the Village as well as the additional roles which contribute to our common life together.
  - Work 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. Your supervisor will coordinate your schedule and you may be asked to shift positions in your time to respond as staffing needs in the Village change.
  - Long term positions require leadership and supervisory responsibility; staff may have to work longer hours in order to meet the demands of the job, including being on-call in some circumstances.
  - All staff serve in a variety of roles supporting Village life, such as dish teams, garbology teams, and stoking rotations (in the winter) in addition to the normal workday. Also, staff members serve in a variety of ways and roles including bulk mailings, first response team, fire brigade, assisting at the Holden school, helping with worship, fall inventory, etc. Other work and activities must be scheduled around these tasks (approx. 5 hrs/week).
- **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. 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, to follow Village safety policies, and abide by WA 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 sexual 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 staff covenant.

I commit to 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**  
**Short-Term Staff Application**

Gender _____
Birth Date _____
Age _____

1. **Name:** \_\_\_\_\_  
(FIRST) (MIDDLE INITIAL) (LAST)

**Address:**

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

**E-Mail Address:** \_\_\_\_\_ **Phone (H OR C):** ( ) \_\_\_\_\_

2. **Professional Experience:** \_\_\_\_\_

3. **Church 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: \_\_\_\_\_

*Do you speak conversational Spanish? Abriendo Caminos (Spanish language week is during August) YES NO*

6. **Work Area Choice:** See possible jobs under "volunteer work areas." Please list in order of preference.  
**(Note: It is not always possible to honor areas of preference.)**

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

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

<b>Certifications</b>	<b>Operations Experience</b>	<b>Relevant Program Experience</b>
<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 _____	<input type="checkbox"/> Electrical	<input type="checkbox"/> Pottery
<input type="checkbox"/> Endorsements _____	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Photography
<input type="checkbox"/> Mechanic	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Vocal Musician
<input type="checkbox"/> Medical Professional	<input type="checkbox"/> Heating, Ventilation, Refrigeration	<input type="checkbox"/> Instrumental Musician _____
<input type="checkbox"/> State: _____	<input type="checkbox"/> Water Filtration	<input type="checkbox"/> Computer/IT Technologies
<input type="checkbox"/> Type: _____	<input type="checkbox"/> Painting (interior or exterior)	<input type="checkbox"/> Multi-Media/AV Equipment
<input type="checkbox"/> EMT	<input type="checkbox"/> Firefighting	<input type="checkbox"/> Videography
<input type="checkbox"/> Exp. Date: _____	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Social media/blogging
<input type="checkbox"/> Certified Lifeguard		<input type="checkbox"/> Cooking
<input type="checkbox"/> Exp. Date: _____		<input type="checkbox"/> Languages: _____
<input type="checkbox"/> WFR, BLS, First Aid Certified		<input type="checkbox"/> Children/Youth Work, Ages _____
<input type="checkbox"/> Exp. Date: _____		

8. **On a separate sheet please describe:**  
a) Why you want to join the Holden staff and serve within the Village community;  
b) Your gifts and qualifications with emphasis on how they relate to the work area choices you listed above.  
c) Your understanding of hospitality.

9. **Have you ever been convicted of a crime? (Circle One) YES NO** If yes, please describe the charges and circumstances on a separate sheet.

10. **Reference** (no relatives please): Name: \_\_\_\_\_

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)**



## 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.**



# 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 staffing.

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](http://www.holdenvillage.org) for more detailed information.

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

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

or email as an attachment to: [staffing@holdenvillage.org](mailto: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 as well as work well 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. 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: \_\_\_\_\_