

# Blue Lake Fine Arts Camp

summer camp   international exchange program   public radio

300 East Crystal Lake Road, Twin Lake, Michigan, 49457 USA  
Phone 231-894-1966 Fax 231-893-5120 www.bluelake.org

Dear Blue Lake Applicant:

Thank you for your interest in employment with Blue Lake Fine Arts Camp. Enclosed, please find a general application for employment as well as a brief explanation of the support staff opportunities at Blue Lake.

Please mail your completed application to Blue Lake Fine Arts Camp, care of Personnel Department at the address listed below, or bring it to the camp office between the hours of:

**8:00am and 4:30pm Monday – Friday**

Upon receipt, your application will be processed through a state and national background check then distributed to the department supervisors for the area(s) in which you have expressed interest. Blue Lake will maintain your information on file, and the department supervisor will contact you to schedule an interview if an opening is available for a candidate with your skills.

Please note that each area of work at Blue Lake varies in duties, hours, schedule, and rate of pay. Only the department supervisors are able to provide applicants with these details, which will be discussed during an interview.

Once again, thanks for your interest in working at Blue Lake Fine Arts Camp.

Sincerely,



Camp Director  
Blue Lake Fine Arts Camp

**Mail Application To:**  
Blue Lake Fine Arts Camp  
c/o Personnel Department  
300 E. Crystal Lake Rd.  
Twin Lake, MI 49457

# Support Staff Employment Opportunities

## **For All Support Staff Positions**

Blue Lake Fine Arts Camp seeks candidates for employment who are dependable, flexible, reliable, mature, and professional. The camp expects applicants to be available for work for the full summer season (early June through the end of August). Blue Lake is a uniformed camp, and all support staff are provided with a uniform shirt at the time of employment. While few positions are part-time, most positions provide excellent hours for those willing to work some evenings and/or weekends.

The camp does not provide housing for support staff employees. Applicants should be able to provide their own reliable transportation to and from shifts. Applicants under the age of 18 will not be considered for any departments other than food service.

## **Office Assistant**

Office Assistants help to greet and direct guests, operate a multi-line switchboard, sort mail, and complete tasks using copy, fax, and folding machines. Applicants must have excellent communication and organizational skills, be willing to work evenings and/or weekends, and have an understanding of purpose, goals, objectives of our organization. Previous experience with multi-line switchboard and in an office setting experience preferred.

## **Food Service**

Cooks, Dishwashers, and Servers work in a professionally operated air-conditioned large volume food service facility. Applicants must be energetic and willing to work on a team with others. Hours vary depending on shifts and need. Previous food service a plus, but not necessary.

## **Camp Store**

Store clerks handle sales in snack bar and/or store, help clean and maintain equipment and facility, and clean tables and grounds surrounding store area. Some flexibility in work hours. Previous retailing experience preferred.

## **Housekeeping**

Housekeeping Staff work on small teams to maintain cleanliness of facilities throughout camp, including such tasks as: cleaning and disinfecting restrooms, shower facilities, and floors, washing windows, dusting, sweeping, and laundering. Full time hours available for full summer. Previous cleaning experience preferred but not necessary. Blue Lake will train. Must have valid driver's license.

## **Site & Production Staff**

Site & Production Staff work as a team to clean and maintain instructional sites and other facilities throughout camp, including cleaning, moving equipment, helping with tech needs, and assisting patrons. Must have a current valid driver's license and be willing to work some evenings and/or weekends.

## **Transportation**

Transportation assistants provide transportation (in camp mini-vans) for campers, staff, and faculty to travel depots within a 1-hour radius of the camp. Previous experience in the transportation field and current CDL required. Must have an exemplary driving record and be willing to work long hours on scheduled days.

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**Buildings & Grounds**

Buildings & Grounds assistants maintain camp properties by helping to prepare camp facilities for opening, daily refuse pickup, grounds work (leaf & brush removal), landscaping, moving equipment, as well as repairing, cleaning, and maintaining sites and facilities as directed. Must have valid driver's license.

**Camp Bank**

Bank Clerks assist with collecting and distributing camper monies as necessary, maintain bank card records, and balance bank records daily. Some other tasks may be assigned within Camp Bank/Shell area. Previous office experience preferred.

**Shell Grounds**

Groundskeeper helps to maintain overall appearance of Stewart Shell Area, by completing such tasks as raking, cutting and trimming, refuse removal, light landscaping, and cleaning of the shell seating area and restrooms as needed. Previous grounds work preferred.

**Audio Technicians**

Audio Technicians work with Blue Lake Public Radio personnel to produce quality recordings of Blue Lake arts festival events and student performances. Must be willing to work evenings and weekends. Prior experience in recording and audio required.

**Music Library**

Music Librarians prepare music folders and teaching materials for campers, faculty, and staff throughout the summer. Experience in music required, and clerical or library experience preferred.

**BLUE LAKE FINE ARTS CAMP**  
**General Application for Employment - 2012**

<b>For Office Use Only:</b> Date Rec'd: ____/____/____ Attn: _____ CBC: ____/____/____
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Applicants are considered for positions without regard to race, color, religion, gender, ethnic or national origin, marital status or veteran status, or presence of non-work related medical condition or handicap.

**PERSONAL INFORMATION**

Name \_\_\_\_\_  
Last First Middle Social Security #

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Marital Status: \_\_\_\_\_ Number of Dependents: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip

Current Phone: (\_\_\_\_) \_\_\_\_\_ Best time to call: \_\_\_\_\_

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

Present Occupation and Organization: \_\_\_\_\_

Work Address: \_\_\_\_\_  
Street City State Zip

Do you have any prior convictions other than minor traffic violations?  yes  no If yes, please explain: \_\_\_\_\_

**EDUCATION**

High School Graduate?  yes  no Name of High School Attended: \_\_\_\_\_

Have you continued your education beyond High School?  yes  no: If yes, please list number of years below.

Years of College Undergraduate study: \_\_\_\_\_ Years of College Graduate study: \_\_\_\_\_

Minors and extracurricular activities: \_\_\_\_\_

\_\_\_\_\_  
Name of Institution Yrs. Attended Degree

\_\_\_\_\_  
Name of Institution Yrs. Attended Degree

\_\_\_\_\_  
Name of Institution Yrs. Attended Degree

**FINE ARTS BACKGROUND (Optional - Complete if applicable to position you are seeking).**

Please list major or minor instruments, music, voice, dance, theater, or visual art experience, fine arts groups, etc.

\_\_\_\_\_  
\_\_\_\_\_

Honors, awards, special recognition: \_\_\_\_\_

\_\_\_\_\_

(continued on reverse)

**EMPLOYMENT INFORMATION (Attach resume if desired)**

Employment History:

Position	Employer	Full or part-time?	From-to	Phone
Position	Employer	Full or part-time?	From-to	Phone
Position	Employer	Full or part-time?	From-to	Phone

Blue Lake position(s) applying for: Check all areas of interest or list the specific job title below

**All positions are commuting unless otherwise noted:**

- administrative office
- food service
- camp store
- housekeeping
- site & production staff
- transportation (must have current CDL license)
- buildings & grounds
- camp bank
- shell grounds
- audio technician
- music library
- registered nurse

Dates available for employment at Blue Lake: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Special skills and qualifications: \_\_\_\_\_

Do you have a valid driver's license?  yes  no

Have you been employed by Blue Lake previously?  yes  no

If yes, please list previous years and positions: \_\_\_\_\_

**REFERENCES**

Please list name, job title, phone, and relationship of three (3) professional work references who are not relatives:

Name	Job Title	Phone	Relationship
Name	Job Title	Phone	Relationship
Name	Job Title	Phone	Relationship

Government agencies require periodic reports on gender, ethnicity, race, and handicapped status of applicants. This data is for analysis only. The submission of this information is completely voluntary. Please check all that apply.

- Male  Female
- American Indian  African American  Caucasian  Asian  Hispanic
- Veteran  Disabled Veteran  Physically Impaired

**SIGNATURE:** I, the undersigned, have completed this application truthfully and to the best of my ability.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
signature of applicant Date