

# 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 Camp Nurse applicant:

Enclosed, please find general information regarding the Camp Nurse positions at Blue Lake Fine Arts Camp, as well as information on our organization, our health services, and an application for employment.

Should you be interested in applying for a position, please complete the enclosed application and send it, along with a current resume (if available), to:

Adrian Cook, Asst. Camp Director  
Blue Lake Fine Arts Camp  
300 East Crystal Lake Road  
Twin Lake, MI 49457

Thank you for your interest in Blue Lake. Please don't hesitate to call 800-221-3796 ext. 239 or email [acook@bluelake.org](mailto:acook@bluelake.org) if you have any questions.

Sincerely,



Adrian Cook  
Asst. Camp Director

enclosures

# **GENERAL INFORMATION**

## **FOR CAMP NURSES**

### **BLUE LAKE FINE ARTS CAMP...**

Founded in 1966, Blue Lake Fine Arts Camp is a summer community of the fine arts serving more than 5,300 elementary, junior high, and high school students each season through its varied programs. Blue Lake annually employs over 700 faculty and staff, who work together to provide a diverse and enriching learning experience for campers. Although Blue Lake is a fine arts training center, it strives to maintain a "camp" atmosphere in as many ways as possible through the environment, facilities, and camper activities.

### **CAMP PHILOSOPHY**

Blue Lake's primary goal is to motivate campers with two weeks of intensive instruction, sending them home with an incentive to pursue their art with new enthusiasm. A well balanced set of values -- maturity, citizenship, and appreciation of formal study -- are encouraged by all faculty and staff. Members of the Blue Lake staff strive to make the campers' stay meaningful by teaching them how to become good artists and citizens. Enthusiasm is contagious at Blue Lake as campers discover, learn, experience, progress, and succeed.

### **LOCATION**

Blue Lake Fine Arts Camp is situated on Little Blue Lake in West Michigan's Manistee National Forest. The camp consists of 275 rustic cabins, structures, and shelters spread throughout 1,300 acres of wilderness. Located 12 miles north of Muskegon and an hour northwest of Grand Rapids, Blue Lake is within minutes of Lake Michigan beaches and parks.

### **ACCOMMODATIONS**

Blue Lake's Faculty Village, the central housing area for faculty in residence, consists of 62 rustic cabins, a central dining facility, picnic area, laundry facilities, vending machines, pay phones, a recreation area, and an outdoor pool. Each cabin has its own campfire ring, picnic area, kitchenette, bedrooms, and indoor restroom.

### **CAMP POLICIES**

In an effort to provide our campers with a pleasant and nurturing environment, Blue Lake Fine Arts Camp has developed extensive regulations regarding proper and professional conduct. Faculty members, who are considered influential role models for our campers, are expected to support these Blue Lake standards and follow policies.

### **CAMP UNIFORM**

All Blue Lakers, including faculty, staff, and campers, are required to wear the camp uniform at all times except when within the housing unit. The required uniform shirt and micro fleece are available at a discounted price at Blue Lake's camp store. The remainder of the uniform is supplied by the camp employee and consists of solid navy-blue shorts, slacks, skirt, or jeans; navy-blue knee socks or white crew socks for women; white crew socks or navy blue dress socks for men; substantial shoes.

**PROOF OF CERTIFICATION**

Those applying for jobs which require proof of certification (Recreation Director, Camp Nurse, etc.) must have a photocopy of the certificate on file with the personnel department before an applicant will be considered for the position. The date of expiration must be visible. Minimum certification required for Camp Nurse position is: Registered Nurse with current CPR. If you are an out-of-state applicant, Blue Lake can provide contact information for Michigan Licensing.

**EMPLOYEE HEALTH HISTORY**

All employees of Blue Lake Fine Arts Camp are required to have a health history on file with the camp Health Director before arriving on camp.

**EMPLOYEE BACKGROUND CHECKS**

All employees of Blue Lake Fine Arts Camp are required to complete two background checks during the employment process: a criminal records clearance (through their home state), and a central registry clearance (through the state of Michigan). Any fees associated with clearances are the responsibility of the applicant. More information will be presented during the interview.

\* \* \*

**NURSE**

**Blue Lake Fine Arts Camp is an equal opportunity employer**

2012  
For Office Use Only:  
Dept: \_\_\_\_\_  
Ack: \_\_\_\_\_  
Sent: \_\_\_\_\_  
Rec: \_\_\_\_\_

**NURSE APPLICATION FOR EMPLOYMENT**

**PERSONAL INFORMATION**

Today's date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Marital Status: \_\_\_\_\_ Maiden Name: \_\_\_\_\_ # of Dependents: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
Street Apt. # City State Zip

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

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

Cell Phone: \_\_\_\_\_ Work and/or Personal E-Mail: \_\_\_\_\_

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

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

Name of Spouse (optional): \_\_\_\_\_ Occupation of Spouse (optional): \_\_\_\_\_

Are you a U.S. Citizen?  yes  no If no, please include proof of paid employability within the United States.

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

Have you ever applied for employment at Blue Lake before?  yes  no

Have you ever worked at Blue Lake before?  yes  no If yes, please list what year(s) and in what capacity:  
\_\_\_\_\_

Have you ever attended Blue Lake as a camper?  yes  no If yes, please list what year(s) and your major:  
\_\_\_\_\_

**EDUCATION (attach resume, if desired)**

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

List all college education:

\_\_\_\_\_  
Name of Institution Major Dates Attended Degree – Complete or In Progress?

\_\_\_\_\_  
Name of Institution Major Dates Attended Degree – Complete or In Progress?

\_\_\_\_\_  
Name of Institution Major Dates Attended Degree – Complete or In Progress?

Number of years of Undergraduate Study: \_\_\_\_\_ Number of years of Graduate Study: \_\_\_\_\_

**BLUE LAKE POSITION**

Please list the Blue Lake faculty position for which you are applying. Please list your area(s) of specialty.

\_\_\_\_\_

Dates available for employment: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**EMPLOYMENT (attach resume, if desired)**

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

**REFERENCES (application will not be considered without three current professional references)**

Please list 3 professional references who are not relatives.

Name Title Phone Email Relationship

Name Title Phone Email Relationship

Name Title Phone Email Relationship

Please list previous experience in working with youth: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Government Agencies require periodic reports from non-profit organizations such at Blue Lake on gender, ethnicity, race, and handicapped status of applicants. This data is for analysis only and submission of this information is completely voluntary. Please check all that apply.

- Male       Female       Veteran       Disabled Veteran       Handicapped
- American Indian       African American       Caucasian       Asian       Hispanic

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

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

# STAFF HEALTH CARE POSITIONS

## OVERVIEW OF STAFF HEALTH CARE POSITIONS

Blue Lake's Health Staff consists of a team of 15, including a health director, an assistant health lodge director, a health consultant, a camp nurse, and 11 certified health assistants. The Health Staff work together with other staff to provide medical care to a diversified camp population of over 6,000 youth, college-aged staff, and university/secondary teachers and their families.

The Health Staff are specifically responsible for maintaining and operating all aspects of the Health Lodge. Shift duties rotate equally through the health staff to supply consistent 24-hour care. In addition to giving basic first aid, supporting special needs campers, transporting campers for off-camp medical care, and assisting campers with the management of their medication, the staff will share cleaning, laundry, inventory, and other duties as assigned. Health Staff can expect a demanding but rewarding work opportunity that will provide invaluable experience for those continuing their education in medical fields.

For those who are interested, Health Staff members also have the opportunity to broaden their artistic appreciation by participating in one staff musical ensemble, requesting private lesson instruction from faculty, and attending Blue Lake evening concerts. (Please see enclosed or inquire for more information).

## HEALTH POSITIONS AVAILABLE

Room and board is included with all positions. Salary is based upon the position and applicant experience. Please inquire directly with the Personnel Department at 800-221-3796 for more details on these positions or the application procedure. Camp health care providers must have a minimum certification of American Red Cross First Aid and Safety (incl. CPR), and attend additional camp specific medical training prior to the general staff orientation period. (Blue Lake offers basic certification for candidates who otherwise qualify). Health Staff will also receive more extensive detailed training on providing health care, documentation, camp communication, addressing emergency situations, team building, and developing creative thinking and problem solving skills.

**Asst. Health Lodge Director** (*1 Position Available*): Work together with Health Director to train and supervise health lodge staff, maintain work schedule, communicate with camper parents, monitor medical supplies, support special need campers, serve on the summer camp leadership team, and be a Camp Health Officer. Extensive experience at Blue Lake and minimum certification of American Red Cross Responding to Emergencies with CPR-Professional Rescuer required. Previous experience in the Health Lodge preferred.

**Health Lodge Staff** (*11 Positions Available*): Work with the Camp Health Directors and Camp Nurse to provide a variety of health care services including basic first aid, medication management/distribution, transportation of campers off camp for evaluation when necessary, and emergency medical care. Team members receive practical hands-on experience with short-term patient care, documentation, triage, and basic diagnostics. Minimum Certification required: American Red Cross Community First Aid and Safety (includes CPR), and valid U.S. driver's license. Preferred Certifications: Responding to Emergencies, First Responder, EMT, or Paramedic. *\*Blue Lake will provide basic certification for candidates. All Health Lodge Staff attend additional camp-specific medical training prior to the general orientation period.*

**Camp Nurse** (*5 2-Week Positions Available*): Work with the Camp Health Directors to provide a variety of health care services including basic first aid, medication management/ distribution, and evaluation and referral of camper's for off-camp medical care. Nurses are expected to remain in residence for one camp session, serve office hours daily, and remain on-call (w/ pager) for emergencies. Minimum Certification: Valid Michigan Registered Nurse License w/ Current CPR. *\*Blue Lake can provide contact information for Michigan Licensing to out of state applicants.*