

Alto Frio Baptist Camp and Conference Center

Volunteer Ministry

Thank you for your interest in the Volunteer Ministry of Alto Frio Baptist Camp and Conference Center.

Please read all of the following information and prayerfully consider your availability to serve in our Volunteer Ministry.

Volunteer Ministry Mission:

The ministry of Alto Frio is strengthened by volunteers with servant hearts who assist our staff in meeting the many needs of our guests.

Applications can be mailed to:

Alto Frio Baptist Camp and Conference Center
PO Box 468
Leakey, TX 78873
Or Scan & Email to kim@altofrio.com

Alto Frio Baptist Camp and Conference Center offers two different types of Volunteer Ministry opportunities.

- ***Service Volunteer*** - offers the opportunity for individuals and couples to serve alongside the staff in one of the work groups at Alto Frio for an extended period of time.
 - ***Project Volunteer*** - presents church groups the opportunity to complete a specific mission project at Alto Frio.
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Service Volunteer

General Information

Service Volunteers perform services that:

- Would not normally be done because of funding or personnel limitation.
- Enable paid employees to accomplish work that would not be done because of funding or personnel limitations.
- Do not result in the displacement of any paid employees.

Service Volunteers must serve a minimum of 1 week.

Service Volunteers must be willing to serve a minimum of 25 hours per 7 day work week in order to receive free room and board, but will not be required to do more than 30 hours per 7 day work week.

For all positions an experienced volunteer or Alto Frio staff member will assist in the initial training, assuring comfortable acclimation and maintaining Alto Frio's commitment to providing excellence in meeting guest needs.

Some position vacancies will take priority over others and will be filled first.

Service Volunteers may be asked to serve in multiple work areas depending on activities being hosted at Alto Frio.

Alto Frio reserves the right to reassign a volunteer at the Executive Director's discretion.

Volunteers are expected to be present for their assigned duties or inform their supervisor of any changes in their schedule.

Alto Frio buildings are tobacco free environments.

Volunteers are free to attend worship services or general sessions of Alto Frio sponsored events if they are not scheduled to work.

Lifestyle

Because of the privilege and responsibility in serving Christ and representing Alto Frio Baptist Camp and Conference Center, volunteers are expected to exhibit conduct and actions which project an image consistent with the expressed purpose and mission of Alto Frio.

Application Process

A Service Volunteer application, Background Investigation Authority Form and \$6.00 processing fee must be completed and returned to the Camp. Questions may be directed to the Administrative offices by calling (830)232-5271. Exact dates of availability must be completed. Work area preferences will be taken into consideration but placement in positions of your choice cannot be guaranteed.

Selection Process

Volunteers are recruited and selected with preference given to those who possess a thorough understanding of and commitment to our mission statement and Alto Frio's desire to focus on serving guests with a Christ-like attitude. Volunteers will be contacted and directed to the appropriate manager/supervisor upon selection for service.

Dress Code

An Alto Frio shirt identifying Service Volunteers will be provided free. Pants of any color can be worn. Inquiries should be made with the Executive Director for exceptions.

Housing and Meals

Housing on campus can be utilized when available. Service Volunteers arriving in campers are provided campsites with full hookup at the RV Campground area at no cost. Campsites and housing for Service Volunteers is limited; therefore Service Volunteers may be put on a waiting list.

Meals will be provided at the Camp Dining Hall when scheduled meals are being served. Spouses of volunteers staying on campus but not working will not be charged lodging but will be required to pay \$3.00 per meal eaten.

Termination of Volunteer Service

Alto Frio Baptist Camp and Conference Center reserves the right to terminate the services of a volunteer if, in management's opinion, the action is in the best interest of Alto Frio and /or the volunteer. Additionally, volunteer services are terminated when a volunteer resigns.

Volunteers will serve a probationary period during which it will be determined if the position is working satisfactorily for both the volunteer and Alto Frio.

Areas of Volunteer Service

Food Service:

Volunteers aiding the Food Service staff may serve meals, cafeteria style, from the serving line or assist with serving and bussing tables for banquets. Responsibilities may also include monitoring the drink and ice stations during meals or helping out in the dish room. The dish room, where contents of used trays are sorted, dishes are put through the dishwasher and clean dishes and trays are returned to the serving lines. Usually, work in these areas involves standing about two hours per meal with breaks in between meals. Conditions in the dish room may be humid and warm.

Gardening/Landscaping:

Volunteers helping in this area will be involved with the care and maintenance of the flowerbeds across campus, potted plants and interior arrangements. Assignments are mostly outdoors, but there are some indoor plants in need of care.

Housekeeping/Laundry:

Volunteers assisting Housekeepers might be stripping sheets from beds, gathering dirty towels, dusting, window cleaning, stocking restrooms with clean towels and sweeping stairwells or sidewalks. Making beds and vacuuming are done only by volunteers physically able to do these tasks. A typical day is 8:00 a.m. to 3:00 p.m. with a half hour for lunch. Lifting of no more than 15 pounds is expected. Volunteers in the laundry help fold washcloths, towels, sheets, etc. Most of the shift is spent on your feet.

Guest Services:

Volunteers provide support for our Guest Services by attending the Front Desk in the Administration Building, drive golf carts for guest transportation or serve in the Gift shop or coffee Café. Work hours in these areas are guest driven, depending on group size and schedule.

Project Volunteer

General Information

Project Volunteer groups carry out projects that:

- Would not normally be done because of funding or personnel limitation.
- Assist paid employees in accomplishing work that would not be done because of funding or personnel limitations.
- Do not result in the displacement of any paid employees.

For all volunteer projects a Alto Frio staff member will assist in the orientation, direction and supervision of the project work.

Materials and needed tools for work projects will be provided by Alto Frio or may be supplied by the Volunteer Project Group depending on the work project itself. These details will be coordinated between the volunteer group leader and Alto Frio.

Some volunteer projects will take priority over others and will be completed first.

Alto Frio reserves the right to assign and/or decline a Volunteer Project Group at the Executive Director's discretion.

Volunteer Projects

Alto Frio's volunteer projects may range from landscaping to light construction.

A complete and updated list of project needs may be found at the Alto Frio website, www.altofrío.com

Application Process

A Project Volunteer application must be returned to the Camp. Questions may be directed to the Administrative Offices by calling (830)232-5651. Exact dates of availability must be completed. Project preferences will be taken into consideration but placement on projects of your choice cannot be guaranteed.

Selection Process

Project Volunteer Groups are recruited and selected with preference given to volunteers that possess experience and knowledge needed for a specific work project. Also, a thorough understanding of and commitment to our mission statement and Alto Frio's desire to focus on serving guests with a Christ-like attitude is taken into consideration. The contact person of the Project Volunteer Group will be contacted and directed to the appropriate manager/supervisor upon selection for service.

Housing and Meals

Housing on campus can be utilized when available. Service Volunteers arriving in campers are provided campsites with full hookup at the RV Campground area at no cost. Campsites and housing for Service Volunteers is limited; therefore Service Volunteers may be put on a waiting list.

Meals will be provided at the Camp Dining Hall when scheduled meals are being served. Spouses of volunteers staying on campus but not working will not be charged lodging but will be required to pay \$3.00 per meal eaten.

ALTO FRIO BAPTIST CAMP AND CONFERENCE CENTER

PO Box 468

Leakey, TX 78873

Phone: (830) 232-5271

Fax: (830) 232-5274

SERVICE VOLUNTEER APPLICATION

Name : _____ DOB: _____

Spouse: _____ DOB: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Email: _____

How did you hear about Alto Frio? _____

Why do you want to be a Alto Frio Volunteer? _____

Do you have, or have you had any lifestyle, conduct, or activity which would project an image which could embarrass Alto Frio or impede its credibility with its constituents? __Y__N

Have you ever been convicted of a misdemeanor or felony? __Y__N

Have you ever been arrested or convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? __Y__N

Volunteers serving Alto Frio Baptist Camp and Conference Center are required to be covered by medical insurance. Please indicate if you have insurance by checking the appropriate box. __Y__N

Physical restrictions (if any): _____

Dates available to volunteer at Alto Frio: _____

Arrival Date: _____ Departure Date: _____

Living accommodations: Housing _____ or RV Site _____

Type and size of RV: _____



RV License #: _____ State of Issue: _____

Tow Vehicle: _____ License #: _____ State: _____

Accommodation arrangements will be made in accordance with the information that you provide and availability. You will be contacted by Alto Frio in regards to availability of service opportunities and lodging.

I understand that volunteers receive no pay and are not covered by workers compensation insurance. All work is to be considered a donation to Alto Frio and provides for no future privileges in the use of the facility.

By my signature below, I affirm the information provided in the questionnaire is true and complete. I understand that any false information or omissions shall be cause for reconsideration. I also agree to abide by all Alto Frio policies and regulations.

Signatures (His & Her) Date

Please highlight your professional work experience. _____

Check the skills below which apply to you:

	His	Her
Carpentry		
Computer Skills		
Customer Relations		
Electrical		
Gardening/Landscaping		
General Cleaning		
General Office		
Heating/AC		
Masonry		
Painting		
Plumbing		
Telephone		

Mark the work area preferred below. Please number 1,2,3, etc. by preference.

If no preferences please check here: _____

	His	Her
Food Service		
Housekeeping		
Laundry		
General Cleaning		
Carpentry/painting		
Grounds/landscaping		
Front Desk		
Canteen/Gift shop		

Marked choices do not guarantee being placed in that position. Multiple areas may be assigned.

Please provide three references:

Name

Telephone

Name of Membership Church: _____

Pastor's Name: _____

Church Address: _____

Church Telephone: _____

Please attach completed Background Investigation Authority Form and \$6.00 processing fee before submitting. Applications should be submitted 2 weeks prior to date of service.

For Office Use Only: Application Received: _____ Status: _____

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PROJECT VOLUNTEER APPLICATION

Church or Organization Name: _____

Pastor's Name (If applicable): _____

Contact Person: _____

Address : _____

City/State/Zip: _____

Telephone: _____ Email: _____

How did you hear about the Alto Frio Volunteer Ministry? _____

Dates available to volunteer at Alto Frio: _____

Number of participants? _____

Will housing accommodations be required?

Housing # _____ and/or RV Site(s) _____

Please attach RV information (attach appropriate information for multiple)

Please highlight any professional work experience or expertise provided in your group.

Volunteers serving Alto Frio Baptist Camp and Conference Center are required to be covered by medical insurance.

Please indicate if your church or organization will be providing insurance for the group. Y N

Will the participants of the group be responsible for providing individual insurance coverage? Y N

Physical restrictions of individuals in group. (if any): _____

Accommodation arrangements will be made in accordance with the information that you provide and availability.

You will be contacted by Alto Frio in regards to availability of service opportunities and lodging.

I understand that volunteers receive no pay and are not covered by workers compensation insurance. All work is to be considered a donation to Alto Frio and provides for no future privileges in the use of the facility.

By my signature below, I affirm the information provided in the questionnaire is true and complete. I understand that any false information or omissions shall be cause for reconsideration. I also agree to abide by all Alto Frio policies and regulations.

Signature

Date

You will be contacted by a Alto Frio representative to confirm date and project details.

For Office Use Only: Application Received: _____ Status: _____

