

Summer Camp Position Descriptions

Summer Camp Team is needed from June 1 – July 15

Conferencing Team is needed from July 16- August 20

It is expected that all summer team is first and foremost seeking growth in their relationship with Christ. While any free time given is intended to rest and is not filled for you, we suggest that a portion of this time be devoted to personal growth. While on the job, it is expected that you will follow your direct supervisor with respect and complete your given tasks with excellence. You are given responsibilities with the understanding that you are capable of performing your given duties and will be held to a standard of quality.

Program Assistant (18+ years old)

Reporting directly to the Program Director, the Program Assistant is the right hand man/woman to the Program Director. They, like the Program Director, are responsible for keeping camp running smoothly. The Program Assistant is also the immediate leader that is to be contacted by Counselors concerning problems or issues regarding campers, maintenance, and other such issues. There is a male and female Program Assistant. Each is responsible for their respective gender and the leader for those cabins. The Program Assistant is also responsible for helping to lead games and mealtime instruction as well. Like the Program Director, the Program Assistant will be visible and will solve any problems that may occur during camp. The Program Assistant may also join in instruction with counselors during activity times or may simply sit in on devotionals. The Program Assistant is the Counselor's first line of contact and best ally for solving any issues while camp is in session.

Senior Counselor (18+ years old)

The Senior Counselor is the leader for an individual cabin. Counselors are responsible for ministering the Gospel of Christ to campers daily. The Senior Counselor is also responsible ultimately for making sure that their campers arrive to all planned events on time AND safely! The Senior Counselor is also primarily responsible for the conduct of their campers during Facing North, campfire sessions, and meals. Senior Counselors will also be asked to lead various activities such as cabin time activities, and free time activities during camp. The Senior Counselor is expected to lead their cabin in devotions each night before bed. As the leader to the entire cabin, the Senior Counselor is also expected to energetically and enthusiastically participate in ALL activities and encourage campers to do the same. They will be the example looked to by the campers and the JC.

Junior Counselor (15-17 years old)

The Junior Counselor is the Senior Counselor's right hand man/woman. This position is meant to assist the senior counselor in any and all counselor duties. Together, the JC and Senior Counselors are a team and are expected to work together as such. While the counselors are a team, it is still expected that the JC respects the authority of the Senior Counselor. However, this does not mean that you do not provide feedback, criticism, and other points to the Senior Counselor in a constructive and caring way. You two are a team and will be so for the entire summer. Therefore, it is important that understanding and respect is maintained for one another. Like the Senior Counselor, JCs will be expected to help lead activities, free time activities, and handle the conduct of their campers during Facing North, campfire sessions, and meals. JCs are also expected to energetically and enthusiastically participate in ALL activities and encourage campers to do the same. While the JC does not have the final authority in the cabin, they do still hold a great deal of responsibility over the camper's safety and their spiritual growth.

Office Assistant

Reporting directly to the Ministry Assistant, then the Program Director, the Office Assistant will be responsible for the flow of information from the office to all relevant departments regarding summer camp registrations. The Office Assistant will create reports and maintain records with respect to confirmation letters, cabin assignments, camper

activates, allergies, and memory packages. The Office Assistant will also help to manage the camp store. The Office Assistant will be available to help in other areas of need as assigned.

Summer Nurse (18+ years old)

Reporting directly to the camp nurse, the summer nurse will work alongside our licensed camp nurse. Duties will include but are not limited to providing basic first aid, charting and record keeping, administering medications and maintaining infirmary inventories. This will all be done under the supervision and instruction of our camp nurse in a Christ centered environment and will yield opportunity to minister to students in grades 2-12.

Work Crew

Maintenance (15+ years old)

Reporting directly to the **Facilities Manager**, then the Program Director, the Maintenance Work Crew member will assist the **Facilities Manager** in whatever needs he will take care of during that day from fixing a light bulb to unclogging a toilet to replacing a broken window or mowing and weed whacking. It will be this crew member's responsibility to clean the bath houses used by campers twice each day. This crew member will be responsible for removal of trash on campus and any recycling. When needed, this crew member will be in charge of starting, maintaining, and putting out any camp fires. In the evening hours, it is understood that this crew member will be assisting the Program Director and The Program Team in game prep.

Wranglers (15+ years old)

Reporting directly to the Assistant Wrangler, wranglers must be mature and have the ability to teach campers about horses. Wranglers must have significant equestrian experience and the ability to demonstrate God's grace through their ability to instruct campers in the proper care and control of horses. They are responsible for the maintenance of the stable and riding areas, feeding and caring for the horses, teaching riding classes, leading trail rides, and sharing the Gospel of Christ through various equestrian activities.

Kitchen (15+ years old)

Reporting directly to the Food Service Director, the Kitchen crew member will assist the Food Service Director and Kitchen Leader daily. The Kitchen crew member will be responsible for setting up tables, washing dishes, food prep, and assisting the Food Service Director with any other needs as assigned. The Kitchen Crew member will also set up and serve any planned evening snack.

Lifeguards (16+ years old)

Reporting to the Program Director and the Facilities Manager, the Lifeguard's most important task is to ensure the safety of campers and tam in the pool area. Lifeguards will need to be well trained and able to react to any given situation. It is the lifeguard's responsibility to test the pool chemical levels daily and report them to the Facilities Manager. It is the Lifeguard's responsibility to clean the pool bath houses twice a day. The pool and pool area will need to be kept tidy and cleaned. This will involve putting away pool toys, using the surface skimmer and vacuuming the pool and making sure the gates are locked when the pool is not in service. The Lifeguard will also manage lost and found articles. In the evening hours, it is understood that Lifeguards will be assisting the Program Director and the Program Team in game preparation.

Head Media (18+ years old)

Reporting directly to the Program Director, media team is tasked with capturing camp in action. Media team will photograph and take video of campers and team members during games and activities. Media Team will also be responsible for bringing the videos and pictures together for each week in the camp video. The Head

Media is responsible for facilitating the media needs for Facing North. The Head Media must upload pictures to Facebook and Picasa daily. The Head Media will be responsible for knowing the camp schedule and determining where to be and when to be to there. At the close of summer camp, the media team is responsible for creating the camp promotional video for the coming year.

Media Assistant (15+ years old)

Report directly the Head Media and the Program Director. The Media Team is tasked with capturing camp in action. The Media Assistant will need to photograph and video all camp activities such as games and electives, free time, meal times etc. The Media Assistant will be responsible for bringing the videos and pictures together for each week's camp video. The Media Assistant is also responsible for facilitating media needs for Facing North. At the close of summer camp, the media team is responsible for creating the camp promotional video for the coming year.

*****Note: These are the basic job descriptions; other responsibilities may be included as assigned.**