

## **Program Director**

**(1 Position May 1 - September 30; \$1750/month)**

Reporting to the Executive Director, the Program Director's primary responsibilities fall into the following categories:

1. Pre-Summer Camp Programming
  - a. Plan and prepare for the summer camp program
  - b. Develop/adapt games and activities to fit the summer theme
  - c. Summer staff recruitment
  - d. Ensure staff and campers have access to adequate supplies to implement the summer camp program
2. Staff Discipleship - Summer
  - a. Support the growth and development of the Program Assistants
  - b. Lead morning staff meetings & Bible study
  - c. Conduct one-on-one sessions with staff
  - d. Work alongside the Executive Director to develop and implement Staff Training materials
  - e. Provide ongoing training to summer staff
  - f. Set a spiritual example for the summer staff through personal devotions and participation in prayer meeting, chapels/campfire, etc.
3. Guest Groups
  - a. Work alongside guest groups to create schedules and activity plans
  - b. Along with the other staff, act as host for guest groups
  - c. Lead activities
  - d. Other duties as required
4. Administration – Summer
  - a. Create cabin lists
  - b. Create activity lists
  - c. Distribute camper cards, surveys, encouragement partners, etc.
5. Other
  - a. Be the "adult in charge" for up to two weekends during July & August
  - b. Plan and implement a time-off schedule for all summer and pre-summer sessions
  - c. Together with the Executive Director, ensure the weekly staff cleaning responsibilities are complete and satisfactory prior to heading off site for weekends
  - d. Other duties as required

## **Program Assistants**

*(2 Positions May 1- September 1; \$1500/month)*

Reporting to the Program Director, the Program Assistants are responsible for the following:

1. Summer Camp Programming (Pre-Summer & Summer)
  - a. Work alongside the Program Director to develop the summer program
  - b. Implement the summer camp program
    - i. Prepare, set-up, and tear down for games/activities
    - ii. Ensure the camp is following the daily schedule as close as possible
    - iii. Maintain communication with the campers and other staff of the day's activities, themes, and transitions
  - c. Together with the Program Director, plan and implement staff events, team building exercises, etc.
2. Guest Groups
  - a. Along with the other staff, act as host for guest groups
  - b. Lead activities
  - c. Other duties as required
3. Other
  - a. Be the "adult in charge" for up to two weekends during July & August
  - b. Other duties as required
  - c. Set a spiritual example for the summer staff through personal devotions and participation in prayer meeting, chapels/campfire, etc.

## **Day Camp Director**

***(1 Position May 1- September 1; \$1500/month)***

Reporting to the Executive Director, the Day Camp Director is responsible for the following:

1. Summer Day Camp Program (Pre-Summer & Summer)
  - a. Organize, execute, and supervise Day Camps
  - b. Train and supervise Day Camp Leaders
  - c. Demonstrate a spiritual life through personal devotions, participation in prayer meetings, chapel, campfire, etc.
  - d. Lead staff meetings
  - e. Ensure the Day Camp staff and campers have access to adequate supplies to implement program
2. Guest Groups
  - a. Along with the other staff, act as host for guest groups
  - b. Lead activities
  - c. Other duties as required
3. Other
  - a. Be the “adult in charge” for up to two weekends during July & August
  - b. Set a spiritual example for the summer staff through personal devotions and participation in prayer meeting, chapels/campfire, etc.
  - c. Other duties as required

## **LIT Co-Director**

***(2 Positions May 1- September 1; \$1500/month)***

Reporting to the Executive Director, the LIT Co-Directors will be responsible for the following:

1. LIT Program
  - a. Implement the LIT Program according to the intended goals and outcomes
  - b. Build discipling relationships with the participants
  - c. Model servant leadership
  - d. Provide supervision of the LIT Program participants, including in-cabin supervision
  - e. Communicate with the Program Director/Assistants regarding the week's needs for LIT participant support
  - f. Lead training sessions using material provided or develop your own training material  
\*must be approved prior to use\*
  - g. Provide opportunity for worship sessions, free-time, personal devotions, and other personal growth and development times
  - h. Communicate with other leadership staff to determine service projects
  - i. Ensure adequate supplies are available to run the program
2. Guest Groups
  - a. Along with the other staff, act as host for guest groups
  - b. Lead activities
  - c. Other duties as required
3. Other
  - a. Set a spiritual example for the summer staff through personal devotions and participation in prayer meeting, chapels/campfire, etc.
  - b. Other duties as required

## **Cabin Leader**

***(Positions Available: 6 Male, 6 Female; \$100/week honorarium)***

Reporting to the Program Director, the Cabin Leaders are responsible for the following:

1. To provide care for a group of 7 campers; providing spiritual, physical, emotional and social leadership.
2. To provide safety, happiness, and well-being of the campers and to report any major discipline problems or emergencies.
3. To provide an atmosphere where spiritual growth is desired by all.
4. To seek to live a Christ-like life in all that you do.
5. Participation in general operation and planning of camp program.
6. Set a spiritual example for the campers.
7. Work alongside an LIT Camper as required.
8. Lead an Activity Group.
9. Participate in daily staff meetings.
10. Maintain a clean cabin.
11. Participate in end of week cleaning responsibilities.
12. Other duties as required

## **Day Camp Leader**

***(4 Positions; \$100/week honorarium)***

Reporting to the Day Camp Director, the Day Camp Leaders are responsible for the following:

1. Implement the Day Camp schedule as developed
2. Ensure the safety of the children attending Day Camp
3. Provide a spiritual example to the campers
4. Lead activities such as crafts, games, sports, chapel, etc.
5. Attend daily staff meetings
6. Participate in end of week cleaning responsibilities
7. Other duties as required

## **Head Cook**

*(1 Position May 1- September 20; \$2000/month)*

Reporting to the Executive Director, the Head Cook is responsible for the following:

1. Oversee all kitchen operations
2. Develop a nutritious menu for our summer and guest group programs
3. Create menu options for special dietary needs (gluten-free, vegetarian, allergies, etc.)
4. Order food and kitchen supplies as required so as not to run short
5. Maintain positive relationships with our food suppliers
6. Develop and implement schedules for Assistant Cooks, Volunteers, Cleaning, Ordering, etc.
7. Work closely with First Aid to ensure allergies and dietary needs are clearly posted
8. Maintain communication with Program Director, Day Camp Director, and LIT Directors
9. Saturday full kitchen deep clean
10. Other duties as required

## **Assistant Cook**

***(2 Positions May 1- September 1; \$1000/month)***

Reporting to the Head Cook, the Assistant Cook roles are shift specific (6:30AM-1:30 PM and 2:30PM until 9:30PM) and are responsible for the following:

### General

1. Preparing the food according to the menu developed by the Head Cook
2. Working closely with the Volunteers for food preparation, serving, and kitchen cleaning
3. Maintain good communication with the Head Cook for any food and kitchen supply needs
4. Saturday full kitchen deep clean
5. Both Assistant Cooks are responsible for Saturday food prep
6. Other duties as required

### Morning Shift (6:30AM-1:30PM)

1. Prepare and serve Breakfast & Lunch
2. Dinner food prep
3. Check temperatures as required
4. Breakfast & Lunch clean-up

### Afternoon Shift (2:30-9:30)

1. Prepare and serve Dinner and Snack
2. Breakfast pre-prep as required
3. Thaw food according to upcoming days' menu
4. Daily full kitchen clean-up



## **Lifeguard**

***(2 Positions July 1- September 1; \$1500/month)***

Reporting to the Program Director and Executive Director, the Lifeguard's responsibilities are:

1. Be responsible for all beach activities, including setup and tear down at season's start and end
2. Act as Lifeguard for all Camp beach times (Overnight Camp, Day Camp, LIT events)
  - a. Conduct a Swim Test with all campers and staff
  - b. Provide all First Aid services at the beach
  - c. Conduct lifesaving measures as required
3. Lead the Kayaking Activity
4. Ensure all safety regulations are being followed by campers, staff, and volunteers at the beach
5. Maintain a record of any and all incidents at the beach
6. Keep the equipment in a neat and orderly condition
  - a. Report any broken or expired equipment to the Program Director
  - b. Remove any unsafe, broken, or expired equipment from the area
7. Support the First Aid attendant as required
8. Participate in the general program of the Overnight Camp as required
9. Attend daily staff meetings
10. Participate in weekly cleaning requirements
11. Other duties as required