

CAMP SQUANTO JOB DESCRIPTIONS

Below are listed the various positions available for the 2007 Camp Squanto season.

Be sure to read the job responsibilities and qualifications before applying.

General Information: All staff members are expected to participate in the on-going devotional and program life of the camp. Age/grade requirements are as of June 17, 2007. All staff members are required to attend all staff training sessions. The summer 2007 schedule is as follows:

June 17	Staff training begins
June 27	Summer Camp begins
Aug. 11	Summer Camp ends/clean-up begins
Aug. 13	Staff contracts end

Assistant Director

The Assistant Director is responsible to the Camp Director. Responsibilities include: overseeing the Program Team; plan, schedule and facilitate the daily programming; leading staff meetings. This role requires a great deal of organization in combination with creativity and the ability to communicate well with everyone. Applicants must have completed at least 2 years of college, must have basic Biblical training, leadership experience with college-age adults, camp counseling experience and a deep love for the Lord.

PROGRAM TEAM

The Program Team is responsible to and works with the Assistant Director to plan and facilitate daily activities and events. The team helps to provide spiritual leadership and guidance to summer staff and aids in all aspects of programming set by the Assistant Director (Big Games, announcements, areas, skits, worship, etc.). The Program Team has both a direct and indirect affect on campers and summer staff. These team members must be of the highest spiritual maturity and integrity. Applicants must have completed at least 2 years of college, work well in a small team environment with other leaders, and possess a great love for the Lord.

Program Team will include: Assistant Director, Assistant Program Director, and Head Counselors

Assistant Program Director

Responsibilities include: helping to plan, schedule and facilitate the daily programming of Camp Squanto. It requires flexibility as well as the ability to think quickly and make decisions for rapidly changing days. The Assistant Program Director should have good communication skills and past camp experience.

Head Men's and Women's Counselors

Responsibilities include: monitoring the overall well-being of the counselors; leading 3-4 different bible studies per week for the staff; and serving as the listening ear, relaying counselor concerns to the leadership staff. The Head Counselor must be available to take over a cabin in the event of counselor sickness/injury and should be a resource of experience for new counselors to turn to. Head Counselors will also be responsible for other duties as needed by the Program Team. Head Counselors should have leadership experience with college-age adults and past camp counseling experience.

TLC (Teen Leadership Challenge) Leaders

The TLC leaders (2) are responsible to and will work with the Camp Director to facilitate a 4-week leadership/counseling program for Senior High students. The program is limited to 12 students. Responsibilities include: scheduling program activities - special events, trips and daily activities; planning nightly devotions; tracking TLC budget expenses; providing support, encouragement, direction and spiritual leadership to all participants. TLC Leaders should be at least 20 years of age, have camp counseling experience, and leadership experience with high school students.

Camp Counselor

Camp Counselors are responsible to the Head Counselors. Responsibilities include: maintaining the physical and spiritual health and well-being of a group of 8 campers each week; leading cabin devotions; facilitating games and activities; and most importantly, being a positive Christian role model for all campers. Counselors must have a mature and active faith in Christ. Counselors must be extremely flexible and responsible people. All counselors will work in groups of 3-4 to lead area-specific activities such as arts & crafts, athletics, wilderness, etc. It is a very fulfilling position, but demands energy, love for kids and a servant's attitude for God as a motivation. Counselors must have completed at least one year of college and have experience working with children of all ages.

Jr. Counselor

Jr. Counselors are responsible to the Head Counselors. Responsibilities include: assisting counselors with "needy" campers – this might include bunking with cabin groups, spending one-on-one time with specific campers, or just being an "extra hand" for counselors; assisting the Program Team wherever needed; assisting Kitchen Staff wherever needed. Jr. Counselors must be positive Christian role models, flexible, and willing to serve wherever they are needed. Applicants must be high school graduates and have experience working with kids.

Kitchen Staff

The Kitchen staff consists of a Head Cook, Assistant Cook and Prep Staff. The **Head Cook** is responsible to the Camp Director. Responsibilities include: planning the menus; ordering the food; preparing the breakfast and lunch meals; supervising morning Prep Staff. The **Assistant Cook** reports to the Head Cook and responsibilities include: assisting in the preparation and serving of the lunch meal; preparing the evening meal; supervising the evening Prep Staff. The **Prep Staff** responsibilities include: assisting in the preparation and serving of meals; washing the dishes; maintaining kitchen cleanliness. The kitchen staff has the opportunity to get involved in all aspects of camp programming while they serve. Cooks must be at least 18 and have past cooking experience. Prep Staff applicants must be at least high school seniors.

Office/Store Manager*

The Office/Store Manager is responsible to the Camp Director. Responsibilities include: assisting the Camp Director in office administration duties including, but not limited to, fielding phone calls, sorting mail, filing, typing, and maintaining check-in/out reports; ordering candy and soda; maintaining store inventory; opening and closing store for campers; maintaining campers' store accounts; tracking mission donations; tracking camper store change. The applicant must be responsible, organized, and possess good communication skills.

Maintenance*

The Maintenance person is responsible to the Camp Director. Responsibilities include: maintaining cleanliness of camp facilities; cleaning all bathrooms daily; emptying trash cans; fixing small maintenance issues. The applicant must be physically able to lift heavy objects, able to work with little supervision; and possess a sense of humor (it's not the most gratifying job at camp).

Photographer/Videographer*

The Photographer/Videographer is responsible to the Camp Director. Responsibilities include: operating a digital camera; operating digital video camera; compiling video footage of campers from each week into a highlight video set to music; selling the video at the end of each week. The applicant must be good at PC basics and know the Pinnacle Studio program or be willing to learn.

Waterfront Director*

The Waterfront Director is responsible to the Camp Director. Responsibilities include: supervising and scheduling the waterfront staff; maintaining the waterfront and equipment, including "The Blob," waterslide and boating area. The Waterfront Director must hold current Lifeguard Training certification along with current Standard First Aid and Adult/Child CPR certifications. WSI certification is not necessary but preferable. Applicants must be at least 18 years of age.

Lifeguard*

Lifeguards are responsible to the Waterfront Director. Responsibilities include: providing a safe atmosphere in and around the waterfront area; maintaining and cleaning the waterfront and all equipment. Lifeguards must hold current Lifeguard Training, Standard First Aid and Adult CPR certifications. Lifeguards must be at least high school seniors.

Worship Leader*

The Worship Leader is responsible to the Assistant Director. Responsibilities include: developing and leading a meaningful worship experience for both Bible Hour and Round Up each day; coordinate with the worship band by practicing and teaching new songs. The Worship Leader must have experience in leading worship and play a lead instrument well. The applicant must be spiritually mature, flexible and have good communication and organizational skills.

*Starred jobs are not full-time and will be paired with another job. (ie. counselor/lifeguard)