

## **Mayflower Family Camp Job Descriptions**

Below are listed the various positions available for the 2007 Mayflower Family Camp 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. The schedule for Summer 2007 is as follows:

June 17	Mayflower Summer Staff arrives
June 30	Mayflower Family Camp opens
Aug. 17	Mayflower Family Camp closes and staff contracts end

### **Summer Director**

The Summer Director is responsible to the Ministry Director. Responsibilities include: overseeing the summer staff 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 be at least 21 years of age, have leadership experience with college-age adults, and a deep love for the Lord.

### **Recreation Coordinator**

The Rec. Coordinator is responsible to the Summer Director. Responsibilities include: scheduling and leading special off-site trips, ie. canoeing, hiking, etc.; assists with planning and facilitating fun and crazy large group games and activities; maintain, operate and insure the safe use of low ropes course and archery court; maintaining and organizing all sports equipment, including mountain bikes and mountain boards. This role requires organization, creativity and good communication skills. Applicants must be at least 18 years of age.

### **Program Team**

Members of the Program Team are responsible to the Summer Director. Responsibilities include: planning and leading five daily class/study learning centers for children around the theme of the week; coordinate and lead special activities for specific age groups (pre-school, elementary, jr. high, sr. high); participate with program team members to plan and implement the overall program for family guests and most importantly, being a positive Christian role model for all campers. Applicants must have a mature and active faith in Christ, be extremely flexible and responsible people and have experience working with children of all ages.

### **Waterfront Director**

The Waterfront Director is responsible to the Summer Director. Responsibilities include: supervising and scheduling the waterfront staff; maintaining the waterfront and equipment, including "The Blob," slide 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.

### **Office Assistant**

The Office Assistant reports to the Office Manager. Responsibilities include: receptionist; typing; answering phone; record keeping; reservations; maintaining clean office space. This position requires the individual to possess a pleasant, Christ-like personality, good interpersonal skills and basic office/computer skills.

### **Food Service**

The Food Service staff reports to the Head Cook or Shift Cook in charge. Responsibilities include: cleaning dishes and dish area; setting up and cleaning dining room; busing dishes; storing clean dishes; sweeping, mopping and vacuuming of floors; emptying trash after meals; assisting in the preparation of meals; any other kitchen duties as assigned. This position requires dedication, a willingness to learn, ability to take direction and follow through, and a high commitment to work with others. All kitchen staff members must be at least 16 years of age.

### **Maintenance Team**

Maintenance Team members report to the Maintenance Director or Assistant Maintenance Director. Responsibilities include: supply various areas with supplies as directed by Maintenance Director; collect trash and garbage on a regular basis; do maintenance chores and repairs as needed; learn the maintenance area of camp; cover for supervisor on day off; grounds upkeep; other duties as assigned by Maintenance Director. Applicant must be willing to work in team setting and knowledgeable with basic maintenance skills. All maintenance staff members must be at least 18 years of age.

### **Housekeeping Staff**

The Housekeeping staff reports to the Housekeeping Manager. Responsibilities include: cleaning, maintaining buildings in a clean and orderly fashion. Applicant must be self-motivated, responsible, dependable and possess a Christ-like personality.

### **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.

**Audio Tech:** Lights, video, and sound for program activities. Maintain all equipment regularly. Must have significant related experience, technical aptitude, creative abilities and be willing to work in other areas.

### **Worship Leader**

The Worship Leader is responsible to the Summer Director. Responsibilities include: developing and leading a meaningful worship experience for all our guests. The worship leader will 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.

**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.