

Nosoca Pines Ranch



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Phone 803-273-8200
www.nosoca.org

2012 Summer Staff Application

Instructions:

1. Please carefully read instructions, application and job descriptions.
2. Complete application, send to: **Summer Camp Director, P.O. Box 200 Liberty Hill, SC 29074.**
3. Have three adult non- family members fill out the recommendation forms and return them to us. t=s best if these come from the following categories: work supervisors, pastors, teachers, deans or family acquaintances.
4. Schedule an interview with the Summer Camp Director when he is at your school or by calling (803) 273-8200.

Note - Application should be completed prior to interview.

The job descriptions listed inside are to assist you in determining the position for which you wish to apply. Each description includes the specific **qualifications (Q)** and **responsibilities (R)** of the position.

General Qualifications and Responsibilities for all Staff Positions

- Q**
1. *Be a practicing Christian with the ability to share the gospel of Jesus with children*
 2. *Be 18 years of age for jobs involving direct camper supervision; limited opportunities for 16-17 year olds (Exceptions: are 14-15 year old children of camp staff.)*
 3. *Good health, vitality and lots of energy.*
 4. *A positive work attitude, work well with people, be punctual, responsible, take direction and advice.*
 5. *Ability to relate well to children.*
- R.**
1. Understand and follow the goals and objectives of Nosoca Pines Ranch, the Carolina Conference and the Seventh-day Adventist Church.
 2. Be punctual and participate in all meetings and assignments.
 3. Develop skills/attitudes enabling you to do the best job possible.
 4. Assist other staff in any way possible to develop a team concept and spirit of cooperation.
 5. Communicate with your peers and superiors on any question or point of concern.
 6. Participate in programs such as: campfire programs, skits, outposts, Sabbath programs and camp music.
 7. A strong desire to show the **JOY, EXCITEMENT** and **FUN** that a life with **Christ** brings.
 8. Be personally responsible for keeping Nosoca Pines Ranch a positive place to work.

The Regular 2012 Summer Camp season is 5 weeks, June 10 - July 15
We are hiring for 5 to 12 week sessions starting before, & continuing after regular camp.

2012 Summer Camp Dates

June 10- 17	Staff Week, SIT Camp 16-17 yr. old
June 17 – 224	Adventure Camp 7-11 yr. old, Horsemanship I 12-16 yr. old, Water Sports Camp 13-16 yr. old
June 24 – July 1	Jr. Camp 10-12 yr. old, Horsemanship II 13-16 yr. old
July 1 - July 8	Family Camp all Ages
July 8 – 15	Teen Camp 13-16 yr. old
July 15 – 19	Teen Extreme Specialty Power Pack 5 12-16 yr. old,
July 22 - 29	Horse Camping Trip 14-17 yr. old

JOB DESCRIPTIONS

AEROSPACE DIRECTOR Responsible to CURRICULUM DIR.

- Q. 1. *Basic knowledge of Archery, Frisbee Golf & Model Rockets.*
2. *Familiarity with AY Honor in model rocketry & archery.*
3. *Ability to patiently & safely communicate & demonstrate Aerospace skills.*
- R. 1. Teach classes with strict safety guidelines, keeping attainment records
2. Inventory all equipment at start/finish of summer.
3. Fulfill daily cleaning assignment

AEROSPACE ASSISTANT Responsible to AEROSPACE DIR.

- Q. 1. *Basic knowledge of Archery, Frisbee Golf & Model Rockets.*
2. *Familiarity with AY Honor in model rocketry & archery.*
- R. 1. Assist Aerospace Dir. in teaching classes, following safety guidelines.
2. Fulfill daily cleaning assignment

AUDIO-VISUAL PERSONNEL Responsible to PROGRAM DIR.

- Q. 1. *Responsible person with previous audio/visual experience.*
2. *Able to set up and provide audio-visual support for programs.*
- R. 1. Set up camp programs as assigned by Program Director.
2. Insure audio-visual equipment is set up, working, and that proper technical instruction has occurred well before start of program.
3. Secure audio-visual equipment safely and neatly after each use.
4. Help whenever needed as directed by administration personnel.
5. Fulfill daily cleaning assignment

AQUATICS DIRECTOR Responsible to SUMMER CAMP DIR.

- Q. 1. *Previous experience as swimming instructor, including life guarding, hold a current lifeguard certificate & knowledge of water safety*
2. *Working knowledge of ACA & Nosoca Pines safety guidelines.*
3. *Familiarity with AY Honor levels of swimming / water sports instruction.*
4. *Ability to oversee all aquatics activities insuring all safety standards are implemented.*
- R. 1. Coordinate with the Pool Director & Water Sports Director, lesson plans, scheduling, days off & special pool & water sport events.
2. Initiate strict safety guidelines for pool & water sport activities.
3. Maintain all equipment in good/safe working orders.
4. Do weekly evaluations of Pool & Water Sports Directors.

CHRISTIAN DRAMA/SIGNING DIR. Responsible PROGRAM DIR.

- Q. 1. *Advanced knowledge of drama/acting skills and techniques.*
2. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Select skits and teach Christian Drama classes.
2. Coordinate with Program Director class presentations to camp program.
3. Fulfill daily cleaning assignment

CHRISTIAN DRAMA/SIGNING ASST. Responsible to DRAMA/SIGNING DIR.

- Q. 1. *Advanced knowledge of drama/acting skills and techniques.*
2. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Assist with Christian Drama classes and program presentations.
2. Fulfill daily cleaning assignment

CLIMBING WALL DIRECTOR Responsible to CURRICULUM DIR

- Q. 1. *Extensive knowledge of climbing skills and certification by a nationally recognized climbing organization*
2. *Ability to patiently communicate and demonstrate skills*
- R. 1. Teach Climbing Wall classes that emphasize safety techniques.
2. Keep records of attainment for all students.
3. Fulfill daily cleaning assignment

CLIMBING WALL ASSISTANT Responsible to CLIMBING WALL DIR.

- Q. 1. *Basic knowledge of climbing skills*
2. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Assist in Climbing classes & activities that emphasize safety techniques.
2. Fulfill daily cleaning assignment.

CRAFT DIRECTOR Responsible to SUMMER CAMP DIR.

- Q. 1. *Advanced knowledge of arts and crafts.*
2. *Familiarity with AY arts and crafts honors.*
3. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Teach a variety of craft classes and keep attainment records.
2. Initiate strict safety procedures for craft room and equipment.
3. Keep craft room in safe working order & secure when not in use.
4. Inventory all equipment at beginning/end of summer.
5. Fulfill daily cleaning assignment

CRAFT ASSISTANT Responsible to CRAFT DIR.

- Q. 1. *Basic knowledge of arts and crafts.*
2. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Assist with craft classes using strict safety procedures.

2. Keep craft room in safe working order & secure when not in use.
3. Fulfill daily cleaning assignment

CROSS TRAINING DIRECTOR Responsible to CURRICULUM DIR.

- Q. 1. *Basic knowledge of common sports and strategies.*
2. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Plan and teach cross training classes with strict safety guidelines.
2. Assist with basketball specialty camp.
3. Keep records of attainment & equipment stored properly.
4. Fulfill daily cleaning assignment

CROSS TRAINING ASST. Responsible to CROSS TRAINING DIR.

- Q. 1. *Basic knowledge of common sports and strategies.*
2. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Asst. in cross training classes as directed by Cross Training Dir.
2. Assist with basketball specialty camp.
3. Fulfill daily cleaning assignment

COUNSELORS (Boys & Girls) Responsible to BOYS/GIRLS DIR.

- Q. 1. *Be responsible, mature person with leadership capabilities*
2. *A basic knowledge of child and adolescent development.*
- R. 1. Responsible for each camper assigned to your cabin; including health, safety, mental, physical, spiritual, and emotional needs.
2. Nurture the spiritual development of each camper, helping them to accept Jesus Christ as their personal Savior and best friend.
3. Welcome campers, assign bunks, learning names, introducing them to fellow campers, explaining camp rules and objectives.
4. Supervise assigned campers and know their location at all times.
5. Encourage campers to enthusiastically participate in duties, learning skills, cabin activities and with fellow campers.
6. Report any ill health to camp nurses and division director.
7. Lead morning and evening cabin devotions.
8. Counsel with division director regarding discipline challenges.
9. Assist in various camp activities and programs as requested
10. Fulfill daily cleaning assignment.

CURRICULUM DIRECTOR Responsible to SUMMER CAMP DIR.

- Q. 1. *Be a responsible, mature person with leadership capabilities.*
2. *Understanding of camp objectives & philosophy of soul winning.*
3. *Ability to guide, direct, and supervise camp staff and campers.*
4. *Relate positively in interpersonal relationships.*
5. *Previous camp experience desired.*
- R. 1. Assist Summer Camp Director with staff orientation and training.
2. Serve as primary manager of activity staff, scheduling days off and relief.
3. Direct/Coordinate special projects assigned by Summer Camp Director.

DIVISION (Boys & Girls) DIR. Responsible to SUMMER CAMP DIR.

- Q. 1. *Be a responsible, mature person with leadership capabilities.*
2. *Previous camp experience desired.*
3. *Knowledge of counseling techniques and responsibilities.*
4. *An ability to guide, direct and supervise camp staff and campers.*
5. *Relate positively in interpersonal relationships.*
- R. 1. Assist Summer Camp Director with camp orientation & training.
2. Make cabin assignments for counselors and campers.
3. Coordinate counselor meetings, line calls, days off & relief
4. Require counselor=s continued knowledge of camper whereabouts.
5. Advise counselors on discipline, cabin work duties and overnight trips.
6. Have alphabetized cabin list by Sunday evenings.

FOOD SERVICE SUPERVISOR Responsible to FOOD SERVICE DIR.

- Q. 1. *Basic knowledge of food service industry.*
2. *Ability to lead young staff and fit into the existing food service system*
3. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Work with food service staff acting as supervisor when assigned.
2. Help insure strict safety procedures for staff and equipment.
3. Keep work area clean & secure when not in use.
4. Assist food service director as needed.

FOOD SERVICE STAFF Responsible to FOOD SERVICE DIR./SUPERVISOR

- Q. 1. *Basic work ethic.*
2. *Ability to fit into the existing food service system*
3. *Ability to stay pleasant and positive for a whole summer.*
- R. 1. Work when assigned.
2. Help insure strict safety procedures for staff and equipment.
3. Keep work area clean & secure when not in use.

GYMNASTICS DIRECTOR Responsible to CURRICULUM DIR.

- Q. 1. *Basic knowledge of tumbling and gymnastics skills.*
2. *Familiarity with AY Honor in tumbling and balancing.*
- R. 1. Teach gymnastics classes that emphasize safety techniques.
2. Keep records of attainment for all students.
3. Prepare class for week end performance
4. Fulfill daily cleaning assignment

GYMNASTICS ASSISTANT Responsible to GYMNASTICS DIR

- Q. 1. *Basic knowledge of tumbling and gymnastics skills.*
2. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Assist in teaching gymnastics classes that emphasize safety.
2. Assist in keeping records of attainment for all students.
3. Assist class with week end performance
4. Fulfill daily cleaning assignment

HORSEMANSHIP TRADITIONAL CAMP / SPECIALTY CAMP DIR.

Responsible to YEAR-ROUND HORSEMANSHIP DIR.

- Q. 1. *Be a responsible, mature person with leadership capabilities.*
2. *Previous experience in riding and caring for horses.*
3. *Certification by CHA or its equivalent*
4. *Relate positively in interpersonal relationships.*
5. *Ability to patiently communicate and demonstrate skills.*
6. *Relate positively in interpersonal relationships.*
- R. 1. Plan & carry out traditional or specialty camp
2. Be responsible for the care of horses, trails, tack, barn and equipment, keeping them clean/neat and in good/safe working order in accordance with area Director.

HORSEMANSHIP INSTRUCTOR Responsible to H-BARN AREA DIR.

- Q. 1. *Be a responsible, mature person with leadership capabilities.*
2. *Previous experience in riding and caring for horses.*
3. *Certification by CHA or its equivalent.*
4. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Assist in leading classes and trail rides with strict safety guidelines.
2. Be responsible for the care of horses, trails, tack, barn and equipment, keeping them clean/neat and in good/safe working order in accordance with Horsebarn area Director

HORSEMANSHIP ASSISTANT Responsible to H-BARN AREA DIR.

- Q. 1. *Previous experience in riding and caring for horses.*
2. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Assist with horsemanship classes and trail rides with strict safety guidelines.
2. Care for horses, keep trails, tack, barn, equipment clean/neat and in good/safe working order as directed by Horsebarn area Director

LAUNDRY PERSONNEL Responsible to FOOD SERVICE DIR.

- Q. 1. *Basic understanding of laundry procedure.*
2. *Ability to stay on task, organize and adjust work schedules as needed.*
- R. 1. Wash, dry, fold and deliver laundry as directed.
2. Fill in as directed in other areas.

MAINTENANCE SUPERVISOR Responsible to MAINTENANCE DIR.

- Q. 1. *Basic knowledge maintenance industry.*
2. *Ability to lead young staff and fit into the excising maintenance system.*
3. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Work with maintenance staff acting as supervisor when assigned.
2. Help insure strict safety procedures for staff and equipment.
3. Keep work area clean & secure when not in use.
4. Assist maintenance director as needed.

MAINTENANCE STAFF Responsible to MAINTENANCE DIR./SUPERVISOR

- Q. 1. *Basic work ethic & knowledge maintenance industry.*
2. *Ability to fit into the excising maintenance system.*
3. *Ability to stay pleasant and positive for a whole summer.*
- R. 1. Work when assigned.
2. Help insure strict safety procedures for staff and equipment.
3. Keep work area clean & secure when not in use.
4. Assist maintenance director/supervisor as needed.

NIGHT RANGER Responsible to MAINTENANCE DIR./SUPERVISOR

- Q. 1. *Basic work ethic & knowledge maintenance industry.*
2. *Ability to fit into the excising maintenance system.*
3. *Ability to stay pleasant and positive for a whole summer.*
- R. 1. Work when assigned.
2. Help insure strict safety procedures for staff and equipment.
3. Keep work area clean & secure when not in use.
4. Assist maintenance director/supervisor as needed.
5. Act as night watchman while fulfilling maintenance responsibilities.

MOUNTAIN BIKE DIRECTOR Responsible to CURRICULUM DIR.

- Q. 1. *Extensive knowledge of Mt. Biking skills.*
2. *Extensive knowledge & ability to teach Mt Biking safety.*
3. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Teach Mt Biking classes that emphasize safety techniques.
2. Keep records of attainment for all students.
3. Fulfill daily cleaning assignment

MOUNTAIN BIKE ASSISTANT Responsible to MT. BIKE DIR.

- Q. 1. *Basic knowledge of Mt Biking skills*
2. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Assist in teaching Mt Biking classes that emphasize safety techniques.
2. Fulfill daily cleaning assignment.

MOUNTAIN BOARD DIRECTOR Responsible to CURRICULUM DIR

- Q. 1. *Extensive knowledge of Mt. Board skills.*
2. *Extensive knowledge & ability to teach Mt Biking safety.*
3. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Teach Mt Biking classes that emphasize safety techniques.
2. Keep records of attainment for all students.
3. Fulfill daily cleaning assignment.

MOUNTAIN BOARD ASSISTANT Responsible to MT. BOARD DIR.

- Q. 1. *Ability to patiently communicate and demonstrate skills.*
2. *Basic knowledge of Mt Boarding skills.*
- R. 1. Assist in teaching Mt Boarding classes that emphasize safety techniques.
2. Fulfill daily cleaning assignment.

MOUNTAIN LORE DIRECTOR Responsible to CURRICULUM DIR.

- Q. 1. *Basic knowledge of the natural world, demonstrating a desire to preserve and protect the environment and God=s creation.*
2. *Knowledge & and desire to learn and teach early American skills.*
3. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Teach Mt. Lore classes with strong use of nature and wilderness survival skills including Indian and pioneer skills, keeping records of attainment.
2. Prepare activities for afternoon cabin rotation.
3. Maintain all equipment in good/safe working order.
4. Be responsible for a >Nature Nugget= for camp council, worships an various Sabbath activities.
5. Inventory all equipment at beginning and end of summer.
6. Fulfill daily cleaning assignment

MOUNTAIN LORE ASSISTANT Responsible to MT. LORE DIR.

- Q. 1. *Basic knowledge of the natural world, demonstrating a desire to preserve and protect the environment and God=s creation.*
2. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Assist in teaching nature classes and keeping attainment records.
2. Serve as relief counselor 2 days a week.*
3. Fulfill daily cleaning assignment.

MEDICAL DIRECTOR Responsible to SUMMER CAMP DIR.

- Q. 1. *Be a responsible, mature person with leadership capabilities.*
2. *Previous camp experience, strong working knowledge of ACA standards & current South Carolina Registered Nursing License.*
3. *Ability to positively manage people and organize effective camp clinic.*
- R. 1. Run a camp clinic in accordance with ACA standards
2. At Sunday registration collect & complete health records, receive prescription medications, screen applicants for sickness & lice.
3. Distribute & log all medications and visits to the camp clinic.
4. Order and maintain inventory of supplies for camp clinic.
5. Supply Medical Records and Release forms for off-camp trips.
6. Instruct camp nurses on procedures, guidelines & cleaning of camp clinic.
7. Coordinate camp nurses and camp clinic hours (30-45 minutes after each meal). On-call 24 hours, and provide easy access in case of emergencies.
8. Establish communication with area hospitals, physicians, and pharmacies.
9. Arrange transportation for injured campers or staff to hospital or doctor, providing insurance information & medical forms.
10. Make up and check first aid kits for all camp departments.
11. Promote positive health habits to staff and campers.
12. Coordinate filing/recording insurance, staff health & accident forms etc.
13. Provide input for emergency procedures for all activity areas.

NURSE Responsible to MEDICAL DIR.

- Q. 1. *Be responsible & mature with a current South Carolina Nursing License.*
2. *Ability to respond responsibly in emergency situations.*
3. *Understand a large part of being a camp nurse is mothering an nurturing as well as medical attention.*
- R. 1. Assist Medical Director with Sunday registration.
2. Distribute & log all medications and visits to the camp clinic.
3. Assist Medical Director in completing accident reports and in notifying parents to inform them of an injury or sickness.
4. Promote and practice preventive medicine and safety measures.
5. Fulfill clinic hours as scheduled by Medical Director. Be on call 24 hours a day and provide easy access in case of emergencies.
6. Check first aid kits weekly at all camp departments.
7. Act as Medical Director in the absence of Medical Director

NURSING ASSISTANT Responsible to MED. DIR./NURSE

- Q. 1. *Be a responsible, mature person with leadership capabilities.*
2. *Ability to relate positively in interpersonal relationships.*
3. *Some type of medical training.*
- R. 1. Carry out duties as assigned by Medical Director & Nurse
2. Sleep in the camp clinic, fulfill daily cleaning assignment.

JOB DESCRIPTIONS

POOL DIR. Responsible to AQUATICS DIR.

- Q. 1. *Basic knowledge of water safety rules and skills.*
2. *A Red Cross Lifeguard Certificate or its equivalent.*
3. *Ability to patiently communicate and demonstrate skills*
4. *Ability to insure safety standards are implemented in all pool activities.*
- R. 1. Coordinate with the Aquatic Director all lesson plans, scheduling, days off & special aquatic events.
2. Initiate strict safety guidelines for aquatics activities.
3. Maintain & secure all equipment in good/safe working order.
4. Oversee daily cleaning assignment

POOL STAFF/SWIMMING INSTRUCTOR Responsible to POOL DIR.

- Q. 1. *Basic knowledge of water safety rules and skills.*
2. *A Red Cross Lifeguard Certificate or its equivalent.*
3. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Assist in teaching swimming classes & upholding safety guidelines.
2. Maintain & secure all equipment in good/safe working order.
3. Fulfill daily cleaning assignment

PROGRAM DIRECTOR Responsible to SUMMER CAMP DIR.

- Q. 1. *Be a responsible, mature person with leadership capabilities.*
2. *Have previous camp experience.*
3. *Understanding of camp philosophy of soul-winning.*
4. *Ability to guide, direct and supervise the camp staff and campers and relate positively in interpersonal relationships.*
5. *Previous camp experience desired.*
- R. 1. Assist Summer Camp Director with pre-camp organization and training.
2. Oversee operation of all camp programs including camp counsel, rainy day activities, evening programs, weekend programs, and any special activities or programs such as banquets, fun time, etc.
3. Guide, direct, and support campfire program leaders, audio-visual staff, musical staff and camp pastor.
4. Coordinate with Christian Drama, camper weekend presentation
5. Coordinate staff days off with Assistant Director, Curriculum Director and Boys/Girls Directors to avoid conflict with program responsibilities.

PROGRAM ASSIST. Responsible to PROGRAM DIR.

- Q. 1. *Be a responsible, mature person with leadership capabilities.*
2. *Have previous camp experience.*
3. *Ability to relate positively in interpersonal relationships.*
- R. 1. Assist Program Director with organization of all camp programs including evening programs, weekend programs, camp counsel, rainy day activities, and any special activities or programs such as banquets, fun times, etc.
2. Coordinate use of props and costumes.
3. Direct/coordinate special projects assigned by Program Director.

OFFICE MANAGER Responsible to SUMMER CAMP DIR.

- Q. 1. *Responsible person with strong organizational skills.*
2. *Ability to direct and relate positively in interpersonal relationships.*
3. *Previous camp experience desired.*
- R. 1. Assist all departments in material preparation.
2. Oversee daily schedule, answering of phone, delivery of mail & messages
3. Coordinate all routine office secretarial tasks of administrative staff.
4. Keep files on all camp activities, campers, personnel and ACA standards.
5. Monitor staff sign-out procedures and staff day-off schedule.
6. Ensure all materials are ready for Sunday registration.
7. Assist Assistant Summer Camp Director in creating and posting days-off list.
8. Ensure record is taken at all meetings & office is kept clean and neat

WATER SPORTS DIRECTOR Responsible to AQUATICS DIR.

- Q. 1. *Basic knowledge of water safety rules and skills.*
2. *A Red Cross Lifeguard Certificate or its equivalent.*
3. *Extensive knowledge of boating safety rules and skills including SCDNR Boating license.*
4. *Ability to oversee ski beach activities.*
5. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Supervise all water sports including all water activities that take place on the lake with strict safety guidelines.
2. Maintain & secure all equipment in good/safe working order.
3. Take inventory of all equipment at beginning/end of summer.
4. Serve as lifeguard for special aquatics activities when directed.

WATER SPORTS ASSISTANT Responsible to Water Sports DIR.

- Q. 1. *Basic knowledge of water safety rules and skills.*
2. *A Red Cross Lifeguard Certificate or its equivalent.*
3. *Extensive knowledge of boating safety rules and skills including SCDNR boating license.*
4. *Ability to safely operate power boats.*
5. *Ability to patiently communicate and demonstrate skills.*
- R. 1. Assist in Water Sports activities as instructed with strict safety guidelines.
2. Maintain & secure all equipment in good/safe working order.
3. Serve as lifeguard for special aquatics activities when directed.

4. Fulfill daily cleaning assignment

SPECIALITY CAMPS/SIT DIRECTOR Responsible to SUMMER CAMP DIR.

- Q. 1. *Be a responsible, mature person with leadership capabilities.*
2. *Have previous camp experience.*
3. *Understanding of camp philosophy of soul-winning.*
4. *Ability to guide, direct and supervise the camp staff and campers and relate positively in interpersonal relationships.*
- R. 1. Responsible for overseeing SIT program.
2. Coordinate and implement specialty camp programs
3. Schedule specialty camp activities.
4. Maintain and file ACA forms for Specialty and SIT camps
5. Assist Summer Camp Director with special projects.

SPECIAL SERVICE DIRECTOR Responsible to SUMMER CAMP DIR

- Q. 1. *Be a responsible, mature person with leadership capabilities.*
2. *Have previous camp experience.*
3. *Understanding of camp philosophy of soul-winning.*
4. *Ability to guide, direct and supervise the camp staff and campers and relate positively in interpersonal relationships.*
- R. 1. Responsible for overseeing cleaning of buildings.
2. Coordinate the work assignments of the special service agents.
3. Support Administrative Staff as needed in their department.
4. Coordinate special projects as assigned by the Summer Camp Dir

SPECIAL SERVICE AGENT Responsible to SPECIAL SERV. DIR.

- Q. 1. *Ability to work with various activities and projects*
2. *Strong desire to help and serve.*
- R. 1. Fill in for activity & counseling staff on days off as needed.
2. Do special projects as outlined by administrative staff.
3. Provide energy burst@ wherever assigned.

STAFF CHILD CARE / SECRETARY Responsible to OFFICE MANAGER

- Q. 1. *Responsible person able to follow directions with organizational skills and ability to communicate with mothers on special child needs.*
2. *Be a responsible, attentive, motherly person.*
3. *A basic knowledge of child and adolescent development.*
- R. 1. Available to do office work and child care as needed with the possibility of meal time, evening & night care.
2. Available to work a flexible schedule, wherever & whenever needed.
3. Fulfill daily cleaning assignment.

All staff positions fall into one of the following categories.

Most staff jobs would include more than one category.

Administrative Staff - Oversee a portion of the summer camp operation and assist Summer Camp Director with planning & advising both prior to and during summer camp. Their main objective is to provide all other staff with the tools they need to be successful, encouraging and uplifting them.

Activity Staff - Teaching in the activity department as well as fulfilling a cleaning assignment each day. They must be at all meetings & programs and available to help unless excused. They get approximately 2 hours personal time each day. When this time occurs will vary according to job.

Counseling Staff - The most direct contact and highest influence to the camper and will bunk in the cabin with them. A counselor will also help with one activity. They get approximately 2 hours personal time each day. When this time occurs will vary according to job.

General Staff - Work in an area of camp that does not involve direct camper contact. They must be at all meetings, programs & recreations, available to help. They get approximately 2 hours personal time each day. When this time occurs will vary according to job responsibilities.