

## Section 5- Job Descriptions

|   |      |
|---|------|
| Whose the greatest .....                                      | 5-2  |
| General Responsibilities for All Staff .....                  | 5-3  |
| Camp Director .....   | 5-4  |
| Assistant Camp Director .....                                 | 5-6  |
| Camp Range/Manager .....                                      | 5-8  |
| Camp Ranger Assistant .....                                   | 5-10 |
| Grounds/ Maintenance .....                                    | 5-11 |
| Camp Pastor .....   | 5-12 |
| Office Manager .....  | 5-13 |
| Camp Store Manager.....                                       | 5-15 |
| Office Assistant/Store Personnel .....                        | 5-16 |
| Youth Department Secretary .....                              | 5-18 |
| Food Service Director .....                                   | 5-19 |
| Food Service Assistant Director .....                         | 5-20 |
| Food Service Assistant .....                                  | 5-21 |
| Food Service Kitchen Assistant .....                          | 5-22 |
| Housekeeper.....  | 5-23 |
| Health Care Consultant (Doctor).....                          | 5-24 |
| Health Care Medical Director/ Nurse .....                     | 5-25 |
| Program Director.....   | 5-27 |
| Boys' Director .....  | 5-28 |
| Girls' Director .....   | 5-29 |
| Counselors .....  | 5-30 |
| Archery Instructor .....                                      | 5-32 |
| BMX/ Mt. Biking .....   | 5-33 |
| Climbing/ Zip Line Instructor .....                           | 5-34 |
| Crafts/ Ceramics Instructor .....                             | 5-35 |
| Equestrian Director .....                                     | 5-36 |
| Equestrian Head Wrangler .....                                | 5-38 |
| Equestrian Assistant Instructor.....                          | 5-40 |
| Equestrian Wrangler.....                                      | 5-41 |
| Music/ Song Leaders Team .....                                | 5-42 |
| Outdoor/ Nature/ Wilderness Instructor .....                  | 5-43 |
| Sports Instructor.....  | 5-44 |
| Photography/ Videography Director .....                       | 5-45 |
| Photography/ Videography Assistant .....                      | 5-46 |
| Audiovisual Technician.....                                   | 5-47 |
| Waterfront Boating/ Waterskiing/ Wakeboarding Director.....   | 5-48 |
| Waterfront Boat Driver .....                                  | 5-50 |
| Waterfront Waterskiing/ Wakeboarding Instructor/ Spotter..... | 5-51 |
| Waterfront Swimming Director .....                            | 5-52 |
| Waterfront Swimming Instructor.....                           | 5-53 |
| Waterfront Lifeguard .....                                    | 5-54 |
| Waterfront Sailing Instructor .....                           | 5-55 |
| Waterfront Small Boats/ Canoe Instructor .....                | 5-56 |

# Job Descriptions

## “Who is the Greatest?”

“...Whosoever will be great among you, let him be your minister; and whosoever will be chief among you, let him be your servant.”

Matthew 20:26, 27

## Whose Job is it??

This is a story about four people named...  
**EVERYBODY, SOMEBODY, ANYBODY, and NOBODY.**

There was an important job to be done and **EVERYBODY** was sure **SOMEBODY** would do it.  
**ANYBODY** could have done it, but **NOBODY** did it. **SOMEBODY** got angry with that,  
because it was **EVERYBODY’S** job.

**EVERYBODY** thought **ANYBODY** could do it, but **NOBODY** realized that **EVERYBODY**  
wouldn’t do it.

It ended up that **EVERYBODY** blamed **SOMEBODY** when **NOBODY** did what **ANYBODY**  
could have done it!!!!



# GENERAL RESPONSIBILITIES FOR ALL STAFF

## DESIRED QUALIFICATIONS

- Personal relationship with God through having received the Lord Jesus Christ as a Personal Savior.
- Loyalty to the beliefs, standards and purposes of the camp.
- Acceptance of the distinctive purposes and approaches of Christ-centered camping.
- Agreement with the unique emphasis and policies of the camp and its appointed leaders.
- Familiarity with the facilities and printed materials of the camp.
- Love for persons and concern to minister to them in the name and spirit of Christ.
- A willingness to work with others in a spirit of mutual ministry and under a supervisor to achieve common goals.
- Flexibility and a willingness to shift when asked from one responsibility to another as indicated by the administration.

## RESPONSIBLE TO NEXT LEVEL ABOVE JOB POSITION

### CAMP GOALS

- To provide for each camper the maximum opportunity to accept Christ as his/her Savior and to grow in Him into Christ-centered maturity. Every facility, activity and organization is to be used for this task.
- To PRAY with campers at the beginning and ending of each activity.

### GENERAL RESPONSIBILITY

- Each staff person is to accomplish the camp's objectives.
- Any task contributing to the camp's successful operation may be assigned to you as necessary.

### SPECIFIC RESPONSIBILITY

1. Attend staff worship each morning.
2. Attend all camp council each day unless assigned to other duties.
3. Attend all campfires and participate where assigned.
4. Allow for maximum rest each night in order to meet daily demands.
5. Make requests for time – off well in advance.
6. Permission must be granted from camp ranger or camp director for camp vehicle use.
7. Use activity areas during published times only. Some activities may not be used in the evening.
8. Any requests pertaining to the camp program, absences from camp (other than days off) must be requested through the camp director.
9. Any request pertaining to grounds, maintenance, vehicle orientation, etc. must be cleared through the camp ranger and camp director.
10. Accept additional tasks as they arise and are assigned.
11. Have knowledge of emergency procedures including codes (red, yellow, blue, green).
12. When you see any unanticipated problem, or can meet an immediate need, provide the necessary assistance. Report these activities to camp director/ manager.

# **CAMP DIRECTOR**

## **DESIRED QUALIFICATIONS**

- Must be at least 25 years of age (MA State Regulations) and with a Bachelors / Graduate degree.
- Provide documentation of leadership training and administrative experience.
- Have successfully completed a course in camping administration or have at least two years of experience as part of an administrative staff of a camp for children (MA State Regulations).
- Hold current First Aid and CPR certification.
- Have knowledge and training in camp emergency procedures including emergency codes.
- Have training and experience in environmental education and outdoor living skills.
- Have ability and stamina to supervise and direct a full staff and program for 8 -10 weeks.
- Have the desire and ability to work with children in and outdoor setting.
- Have the ability to relate to one's peer group and accept guidance and supervision.
- Have integrity, adaptability, reliability, enthusiasm, sense of humor, patience and self – control.
- Remain on camp at all times except during time – off when assistant director is present.

## **RESPONSIBLE TO SNEC ADMINISTRATION**

### **CAMP GOALS**

- To create and run an effective overall camp program, with Jesus as the main emphasis, while providing learning in an emotionally, spiritually and physically safe environment.

### **GENERAL RESPONSIBILITY**

- To plan, direct and supervise the summer camp program.
- To oversee and give guidance to the camp staff.
- To provide activities and spiritual direction for the campers.

### **SPECIFIC RESPONSIBILITY**

1. To ensure that all ACA and state requirements are met for running a summer camp.
2. To file for camp permits, licensing and accreditations each year.
3. To ensure that all staff have proper legal paperwork and required certifications on file.
4. Be able to successfully lead camp staff through a full summer camps for kids.
5. Provide spiritual oversight to the camp and its follow-up program to campers and staff.
6. Recruit, organize, hire, train and supervise the entire camp staff.
7. Develop and carry out with positive relationships with campers, staff, and parents.
8. Be available to talk and pray with staff members.
9. Maintain staff morale through staff recreation, testimony periods, prayer meetings, and communion.
10. Be present at most Flag raisings and lowering to receive the flag from the campers.

11. Promote the camp's programs by developing materials (camp promotional video and brochure) and crating and responding to opportunities to publicly represent the camp.
12. Seek, accept and process applications from prospective campers.
13. Prepare, present and defend the summer camp budget, and account for receipts and disbursements of all funds associated with the summer camp program.
14. Serve as chairperson of the camp administrative council.
15. Order equipment and supplies when needed.
16. Evaluate and make recommend equipment, supplies, and programming for next summer.
17. Interview all staff prior to hiring, evaluate during the summer, and have exit interviews with each staff member at summer's end.
18. Know the emergency codes (red, blue, yellow, and green) and procedures, assisting where needed.

## **ESSENTIAL FUNCTIONS**

The director must be able to recognize and meet the needs of the camp as a whole. He/she must be able to withstand the physical demands of the position. Additionally, the director must have leadership and administrative abilities, a love for Christ and for boys and girls, and should be resourceful and creative.

# **ASSISTANT CAMP DIRECTOR**

## **DESIRED QUALIFICATIONS**

- Must be at least 25 years of age.
- Have the desire and ability to work with children in an outdoor setting.
- Ability to relate to one's peer group.
- Ability to accept guidance and supervision.
- Ability to teach skills to other staff members and campers of all ages.
- Have training and experience in leadership skills and the various activity areas.
- Spiritual leader with integrity, adaptability, enthusiasm, sense of humor, patience and self-control.

## **RESPONSIBLE TO CAMP DIRECTOR**

### **CAMP GOALS**

- To provide a spiritually, emotionally and physically safe environment while providing camp activities for campers.

### **GENERAL RESPONSIBILITY**

- Assist the camp director in maintaining standards for a quality camp program.
- Assist the camp director with staff management.
- Know and enforce all state and local health department regulations governing outdoor education and activities, as well as the ACA guidelines for each area.
- See that the staff members in each area are teaching the curriculum.
- Oversee staff in activity areas.
- Schedule staff to cover the various areas each day.
- Schedule staff time off (2 hours daily) and schedule who will cover for them during time off
- Maintain a harmonious working relationship between staff members.
- Assist staff if necessary, in preparing written lesson plans and detailed emergency and trip plans for each area.

### **SPECIFIC RESPONSIBILITY**

1. Provide the camp director with support of the overall camp program.
2. Assist the camp director with ensuring that all ACA and state requirements are met.
3. Visit each of the activity areas with camp director to help evaluate the staff and camp program.
4. Visit each activity area to ensure all safety procedures are being followed and to give guidance where needed.
5. Train staff in specific area when necessary.
6. Orient staff members as to the expectations in each area in conjunction with camp director.
7. Assign gate duty and curfew duty.
8. Take charge of the summer camp program in the absence of the camp director.
9. Serve on the camp administrative council.
10. Work with camp director and manager on emergency plans.

11. Assist campers at registration.
12. Be a spiritual guide to campers, staff, and counselors and be available to counsel with such at all times.
13. Be sure all staff are properly certified, trained and experienced in their area.
14. Participate in weekly program evaluations conducted by staff within the specific activity.
15. Conduct weekly check of program area and equipment for safety cleanliness and repair.
16. Work with maintenance personnel on any equipment repairs.
17. Submit orders for equipment and supplies when needed to the office manager.
18. Assist in conducting initial and end of season inventory.
19. Evaluate current season and make recommendations for equipment, supplies, and program for following season.
20. Know the emergency codes (red, blue, yellow, and green) and procedures, assisting where needed.
21. Responsible for monitoring check out and check in for days off.
22. Schedule staff worships.
23. Responsible to schedule daily recreation time.
24. Coordinate stay-over camper's activities on Sundays.

### **ESSENTIAL FUNCTIONS**

Communication skills are a must. Assistant will be working closely with the camp director in maintaining a safe and enjoyable camp experience for campers. Leadership skills and experience are a must, along with a love for Jesus and for boys and girls.

# CAMP RANGER / MANAGER

## DESIRED QUALIFICATIONS

- Be 25 years or older and relate well to the public.
- Have the desire to work in a camp setting.
- Have a current driver's license and a clean driving record, CDL preferred.
- Possess current First Aid and CPR certification.
- Have experience and / or training in maintaining a physical plant.
- Have carpentry, electrical, plumbing and mechanical skills for building and machinery renovations, repair and upkeep.
- Have knowledge and skills to operate heavy equipment.
- Demonstrate good work habits thus setting the tone and pace for maintenance personnel.
- Ability to manage, supervise and direct camp staff.
- Fully support the philosophy, purpose and mission of SDA camps.
- Ability to relate well with conference personnel and user groups.
- Be familiar with federal, state and local laws for residential camps, as well as ACA requirements.
- Have the ability to effectively schedule groups during the off-season.
- Be flexible within reason.
- Have general accounting skills and experience.

## RESPONSIBLE TO CAMP DIRECTOR

### CAMP GOALS

- Maintain a safe and comfortable environment for campers, staff and user groups, following all federal, state and local health department regulation, insurance requirements, and ACA requirements.
- To provide a facility where guests can retreat from their day-to-day routines.

### GENERAL RESPONSIBILITY

- Enhance the camp facilities by routine maintenance, keeping the buildings and vehicles in good repair.
- Assist off-season group leaders for the purpose of helping them achieve their goals for their events.
- Attend at least one professional event yearly (CCI, AACP, ACA, etc.), as budget allows.

### SPECIFIC RESPONSIBILITY

1. Be a member of the camp operating committee, reporting usage of budget for improvements.
2. Know and uphold the ACA requirements and procedures, as well as the state and local health department requirements for camps.
3. Provide training and instruction to general and summer staff on ACA.
4. Maintain the Camp in compliance with Risk Management, Nashoba Health Dept. (NHD), building, and fire inspectors; reviewing and adhering to recommendations as required.
5. Develop and adhere to a departmental budget (*Expenses-maintenance, vehicles, telephone, utilities, food service, house-keeping, permits/licenses; Income-rental, parsonage, misc.*).



6. Know and oversee the safety code drills (Red, Yellow, Green and Blue) during off-season, providing specific info to group leaders.
7. Maintain water quality for beach area and domestic use.
8. Maintain wells and pumps in good operating condition.
9. Monitor and maintain Sewer systems.
10. Maintain camp-owned vehicles, through vehicle log for maintenance and mileage.
11. Ensure that camp vehicles are used for business purposes only
12. Test all potential drivers to ascertain safe driver.
13. Have on file all required certifications for year-round workers (CHA, First Aid, CPR, CPR-PR, Lifesaving, Serve Safe, etc.).
14. Operate and maintain the camp buildings, property, and equipment.
15. Supervise the physical plant seeing to it that any necessary repairs are completed in a timely manner, according to routine maintenance plan and/or work order policy.
16. Maintain a neat and orderly workshop.
17. Perform repairs, changes or additions to the existing camp facility.
18. Supervise maintenance personnel to ensure a smooth working relationship, through communication of plans, projects, and goals.
19. Oversee the maintenance workshop area making a careful designation of who is permitted to use tools and equipment, ensuring use of sign-out sheet.
20. Maintain an inventory of tools and equipment and be responsible for their care and condition.
21. Establish off-season camp fees and rates and submit to Camp Operating Committee for approval at Fall meeting.
22. Be responsible for invoicing and billing off-season groups within 30 days of dated event.
23. Be responsible for coding and submitting invoices to the Conference Treasury office for payment.
24. Be responsible for hiring extra staff when needed for off-season events, while within budget.
25. Supervise food service operations and personnel (NHD and ACA requirements, permitting, hiring, firing, performance reviews, signing and submitting time cards).
26. Develop a food service budget in conjunction with the food service director, for off-season.
27. Keep food service director and assistant ranger informed about group requests and needs.
28. Supervise housekeeping operations and personnel.
29. Keep housekeeping director informed of guests needs.
30. Be a member of the summer camp administrative council.
31. Work closely with the Youth Director on facility needs for camp usage.
32. Ensure that any sales of camp off-season equipment and capitol purchases as approved by to the Camp Operating Committee.

### **ESSENTIAL FUNCTIONS**

Must have physical stamina to perform heavy labor, as well as visual ability to evaluate a job. Must ensure a safe physical environment for all campers, visitors and staff by maintaining all buildings and vehicles

# **CAMP RANGER ASSISTANT**

## **DESIRED QUALIFICATIONS**

- Be at least 18 years of age.
- Have previous experience in operating and repairing equipment and machinery.
- Ability to work independently of others.

## **RESPONSIBLE TO CAMP RANGER / MANAGER**

### **CAMP GOALS**

- To assist in maintaining a comfortable and safe environment for campers and staff.

### **GENERAL RESPONSIBILITY**

- To work carefully with the camp ranger/ manager and equally well with all other supervisory personnel.

### **SPECIFIC RESPONSIBILITY**

1. Maintain grounds (lawns, shrubs, flower beds, etc.).
2. Maintain camp roads in good condition and clear of debris.
3. Maintain shop and equipment in clean, safe and operable condition.
4. Make repairs to buildings and equipment as needed.
5. Report any supplies or equipment needs, vehicle repairs, and maintenance task needs to Camp Ranger
6. Give general assistance to camp manager.
7. Supervise grounds and maintenance staff and assign task.
8. Operate camp vehicles in a safe manner.
9. Staff sets up and lights campfires.

### **ESSENTIAL FUNCTIONS**

Must be able to use equipment and tools; drive around camp property; observe what needs to be done; communicate with staff; have physical strength and ability (to lift, load, unload, mop, repair, etc.).

# **GROUNDS / MAINTENANCE**

## **DESIRED QUALIFICATIONS**

- Be 18 years of age or older.
- Previous experience in repair work.
- Ability to work independently of others.
- Possess current First Aid and CPR certification.

## **RESPONSIBLE TO CAMP DIRECTOR, RANGER/ MANAGER, AND ASSISTANT RANGER**

### **CAMP GOALS**

- To maintain a comfortable and safe environment for campers and staff.

### **GENERAL RESPONSIBILITY**

- Assist the camp director in camp programming and activities.
- Assist the assistant ranger with maintenance duties.

### **SPECIFIC RESPONSIBILITY**

1. Maintain the campgrounds (lawns, shrubs, flower beds, etc.).
2. Remove trash from grounds.
3. Painting.
4. Stock janitorial supplies.
5. Operate camp vehicles in a safe manner.
6. Attend all campfire programs.
7. Assist programming director with set-up and tear-down for all programs.
8. Follow directives given by the camp ranger and / or camp director.

### **ESSENTIAL FUNCTIONS**

Must have the ability to use equipment and tools, driving ability, observe what needs to be done, communicate with staff, have physical strength and ability to lift heavy items, load, unload, repair, etc.

# CAMP PASTOR

## DESIRED QUALIFICATIONS

- Must be a Seventh-day Adventist minister or college student pursuing a degree in Theology.

## RESPONSIBLE TO CAMP DIRECTOR AND ASSISTANT DIRECTOR

## CAMP GOALS

- To provide spiritual tone of the camp, meaning spiritual motivation for the staff and spiritually directing campers towards a relationship with Christ.

## GENERAL RESPONSIBILITY

- To set the spiritual tone and direction for Campers in conjunction Program Dir.
- To plan devotions for staff and campers, provide relevant Bible Studies for campers, and function to encourage their walk spiritually.

## SPECIFIC RESPONSIBILITY

1. Plan and organize relevant afternoon Bible study for each age group according to their needs.
2. Prepare material for Program Director to present on Camp Pastor's day off.
3. Work closely with the Programs Director to ensure that programming is spiritually on target.
4. Provide devotions and wrap ups for campfires, Sabbath spiritual program, camp councils, and worship services as needed.
5. Will be responsible to give advice to Program Director on what can improve.
6. Responsible to assist in campfire setups including preparing and moving props needed at each program.
7. Be creative in keeping spiritual program so that spiritual focus is not lost.
8. During second period in the morning, visit classes to connect and encourage campers.
9. Know campers by name and focus on campers.
10. Must use time wisely.
11. Must stay spiritually connected
12. During Friday afternoon, help prepare for Friday evening programming.
13. Sabbath Sermon
14. Work with program director on Sabbath worship services and to coordinate the camp program.
15. Mail decision cards out on Monday to the camper's parents and to their pastor.
16. Pray and encourage campers continually.

## ESSENTIAL FUNCTIONS

Must have the ability to manage time well. Must stay spiritually connected to remain spiritually relevant and be instant to responsibilities. It is important to observe and appropriately deal with camper behavior, assist programming, and vary Bible study to age and maturity levels, provide spiritual leadership among campers and staff, and have the ability to set the spiritual tone for the camp.

# OFFICE MANAGER

## DESIRED QUALIFICATIONS

- Be 21 years of age or older.
- Have knowledge and experience using computers, cash registers and other office equipment.
- Possess good interpersonal skills.
- Have ability to communicate clearly in person, by telephone, radio, PA system, or in writing.
- Have excellent organizational and managerial qualities.
- Have a love for children and a desire to work in a camp setting.
- Adaptable, enthusiastic and trustworthy.
- Ability to handle sales and reconcile store accounts by keeping accurate records.
- First Aid and CPR strongly encouraged.

## RESPONSIBLE TO CAMP DIRECTOR AND CONFERENCE SECRETARY

This person reports directly to the conference secretary and camp director and must be at camp for orientation and training.

## CAMP GOALS

- To coordinate the events of various departments, to assist with communication on the campground, and to operate the camp store in keeping with the camp philosophy, and by keeping accurate records of purchases, sales and camper accounts.

## GENERAL RESPONSIBILITY

- To oversee the smooth running of the camp office and the camp store.
- Secretarial work as indicated by the Camp Director.
- Supervise the operation of all activities of the office.

## SPECIFIC RESPONSIBILITY

1. Assist the camp director in setting up and running the camp office.
2. Know and assist in maintaining the paperwork for stat regulations and ACA requirements for camp.
3. Maintain office hours from 8 AM – 1 PM and 2 – 6 PM.
4. Answer phones, taking accurate and complete messages if the party is not able to take the call.
5. Pick up the mail and sort it on a daily basis, take outgoing mail to mailbox for pickup.
6. Check for any camper emails on the website and print them out for distribution.
7. Distribute mail to camp staff mailboxes.
8. Type up any schedules, cabin rosters and class attendance rosters each week.
9. Announce over the PA the start of each class and give a ten-minute and five-minute warning before each class ends.
10. Know the procedure for emergency codes (red, blue, yellow, and green) and assist the camp manager with emergency code and rescue drills.
11. Keep the camper pick-up list and cards for use when parents pick up their children.
12. Keep inventory of office supplies and notify the camp director.

13. Control who may enter the office and use the area and office equipment.
14. Responsible for registration on Sundays.
15. Collect camp fees at registration, calculate and turn in to conference treasury for processing.
16. Register all guests who come, giving them a tag to wear and accept meal payments from guests and give them a meal pass and notify the cafeteria of guests.
17. Make a work schedule of office personnel responsible for covering phone from 8 AM – 10 PM.
18. Keep the office and restrooms neat and orderly at all times.
19. Thoroughly clean all offices, hallway and restrooms each Friday afternoon by dusting and vacuuming, disinfecting, sweeping and mopping.
20. Care for lost and found items laundering them when necessary.
21. Keep camp director informed of the store's financial status.
22. Supervise and train cashiers to run the camp store efficiently.
23. Balance the cash and account cards at the end of each day.
24. At least once per week, turn in money received to the conference secretary to take to treasury.
25. Place orders for store supplies and stock items keeping within budget.
26. Maintain accurate records of campers' store accounts and refund money left on accounts at the end of each camp week, and have the campers' parental signatures on account cards.
27. Pack up all office materials and supplies when season ends putting the room back in order.
28. Turn in staff payroll figures to the conference office treasury office for processing.
29. Assist the camp director by keeping accurate records of finances and expenditures, while making sure each department stays within the allotted budget.
30. Keep the camp director informed of the budget status in each department.
31. Working closely with the camp director, review departmental expenditure requests, approving those which are necessary and within budget.
32. Supervise payment of camp bills as approved by camp director or appropriate personnel.
33. Turn in all invoices to be paid to the conference treasury office.
34. Process orders for camp supplies.
35. Attend Administrative Council.

## **ESSENTIAL FUNCTIONS**

Ability to manage a busy office with a variety of responsibilities such as typing, answering telephones, communication to all areas of the camp using technical equipment and have knowledge and ability to use office equipment, ability to drive to pick up supplies, carry and load supplies, keep accurate financial records, oversee all camp store function, and maintain inventory and store cleanliness.

# **CAMP STORE MANAGER**

## **DESIRED QUALIFICATIONS**

- Must have budget management and accounting abilities.
- Must have experience and / or education in general accounting procedures.
- Must have a love for children and possess ability and desire to work in a camp setting.
- Must work well with others and have supervisory abilities.
- Must be adaptable and enthusiastic.
- Must have at least one season of camp experience.

## **RESPONSIBLE TO CAMP DIRECTOR AND OFFICE MANAGER**

### **CAMP GOALS**

- To operate within the budget set for the summer camp program, keeping accurate records of purchases and expenditures.

### **GENERAL RESPONSIBILITY**

- To manage the camp trading post.

### **SPECIFIC RESPONSIBILITY**

1. Set up and maintain a balanced petty cash accounting system.
2. Supervise sales and inventory of camp trading post.
3. Conduct initial and end of season inventory.
4. Maintain attractive displays of all store merchandise and properly priced.
5. Supervise and train cashiers to run the trading post efficiently.
6. Balance the trading post cash register at the end of each day.
7. Turn into the conference treasury office all money received.
8. Purchase supplies as needed for the trading post or departments.
9. Perform other duties as instructed by the camp director or office manager.
10. Make camp store schedule for cabins and distribute to counselors.
11. Use our Massachusetts State Tax Exempt number for all trading post purchases. See Camp Director for the number.

### **ESSENTIAL FUNCTIONS**

Must have knowledge of accounting, ability to use office equipment, ability to drive to pick up supplies, carry and load supplies, keep neat and orderly financial records, oversee all trading post functions.

# OFFICE ASSISTANT & STORE ASSISTANT

## DESIRED QUALIFICATIONS

- Possess knowledge and skills office etiquette.
- Be familiar with office equipment, including computers, telephone, two-way radios, and PA system.
- Honest, trustworthy and dependable.
- Ability to work well with others and be willing to follow instructions.
- Have mathematical ability.
- Be creative in setting up store displays.
- CPR and First Aid certification preferred.

## RESPONSIBLE TO OFFICE MANAGER, CAMP STORE MANAGER AND CAMP DIRECTOR

### CAMP GOALS

- To provide office and communication services for campers, parents and staff to ensure a smooth-running program, and to provide camp store services for selling store items by campers, staff and guests.

### GENERAL RESPONSIBILITY

- To support the camp administration by maintaining an efficient and pleasant office environment, taking care of camper and staff needs, and meeting guests.
- To operate the camp store receiving customers in a friendly and courteous manner.

### SPECIFIC RESPONSIBILITY

1. Maintain office hours from 8 AM – 1 PM and 2 – 6 PM.
2. Answer phones, taking accurate and complete messages if the party is not able to take the call.
3. Know the emergency codes (red, yellow, blue and green) and procedures for activation.
4. Pick up and distribute mail to appropriate mailboxes and personnel.
5. Limit the use of office area and equipment to authorized staff members only.
6. Keep offices, hallways, restrooms and camp store clean, neat and orderly at all times, giving a thorough cleaning each Friday.
7. Announce over the PA the start of each class and give a ten-minute and five-minute warning before each class ends.
8. Keep the authorized pick-up list available if parents need to pick up their child during the week.
9. Assist with scheduling staff members for evaluations with the camp director.
10. Maintain attractive displays of all store merchandise.
11. Keep shelves stocked with items properly priced.
12. Maintain accurate store inventory.
13. Handle cash purchases by campers and guests (checks and campers' store accounts are also considered cash purchases).
14. Treat all customers with courtesy, respect and friendly service.
15. Participate in Sunday evening orientation campfire as directed by camp program director.



16. Assist with room preparation, linens, laundry and cleaning for guests housed in guest rooms.
17. Launder and neatly store lost and found items.

### **ESSENTIAL FUNCTIONS**

Ability to manage a busy office and meet the needs of campers, parents, staff and guests, and the ability to operate the camp store, meeting the needs of its customers.

# **YOUTH DEPARTMENT SECRETARY**

## **DESIRED QUALIFICATIONS**

- Have experience in office procedures (filing, using telephone, photocopying, meeting public, etc.) including ability to use a computer word processor.
- Manage the camper registration program on the website.
- Possess ability to accept guidance and supervision, work well with others, integrate adaptability and enthusiasm, and have a sense of humor, patience, and self-control.

## **RESPONSIBLE TO CAMP DIRECTOR**

### **CAMP GOALS**

- To provide an efficient system for campers and parents to register, participate in and communicate with the camp, and to coordinate communication between the camp and the conference.

### **GENERAL RESPONSIBILITY**

- To facilitate the work of the camp director, assistant director and camp manager / ranger.

### **SPECIFIC RESPONSIBILITY**

1. Know and assist in maintaining the paperwork for state regulations and ACA requirements for camp.
2. Be familiar with the emergency code (blue, yellow, red, green) procedures, assisting where needed, if present at the camp during an emergency.
3. File, in conjunction with the camp manager / ranger, with the appropriate agency the proper papers for camp licensing, permits, and membership.
4. Know the camp program well enough to answer inquiries.
5. Answer phones and take accurate messages.
6. Train the summer camp secretary and registration team.
7. Collect and file all necessary paperwork for staff members.
8. Perform background checks on all staff members.
9. Prepare staff contracts.
10. Maintain accurate records / database on campers.
11. Coordinate work coming into and out of the office.
12. Explain camp office policies and procedures to office staff if needed.
13. Expedite office business and the handling of any office concerns.
14. Turn in staff payroll figures to the conference office treasury office for processing.
15. Perform other duties as assigned by the camp director

### **ESSENTIAL FUNCTIONS**

Must be proficient at using office equipment, telephone, handling and filing records, completing errands and possess ability to relate well to camper, parents, and staff.

# **FOOD SERVICE DIRECTOR**

## **DESIRED QUALIFICATIONS**

- Must be 21 years of age or older and relate well to the public.
- Must be Certified Professional in Food Management and Handling Safety.
- Must be familiar with and adhere to health department policies and procedures, as well as ACA requirements.
- Must know and follow federal and state laws pertaining to kitchen equipment operation by minors.
- Possess current first aid and CPR certification.
- Possess managerial skills and experience in food preparation for large groups.
- Be flexible, creative, and resourceful.
- Have ability to select, train and supervise a full kitchen staff.

## **RESPONSIBLE TO THE CAMP MANAGER**

### **CAMP GOALS**

- To provide healthful, safe and well-balanced meals for camp staff, campers and guests.

### **GENERAL RESPONSIBILITY**

- To direct in supplies ordering, meal planning and food preparation.
- Responsible for the total food service operation.
- Responsible for menu planning so that nutritious, palatable food, consistent with denominational standards, is served.

### **SPECIFIC RESPONSIBILITY**

1. Plan weekly menus.
2. Order food and kitchen supplies, keeping a list of top suppliers.
3. Coordinate with assistant camp director for food needs during activities or on trips.
4. Oversee the dining hall host / hostess and placement of food at mealtimes.
5. Plan specific menus with a bi-weekly or tri-weekly cycle as an objective.
6. Supervise the cleaning and care of the kitchen and dining room.
7. Supervise food preparation and storage.
8. Operate within the food service budget.
9. Train and supervise kitchen personnel.
10. Oversee and assign kitchen staff to help unload deliveries.
11. Pick up from town and needed supplies.
12. Schedule and coordinate days off for kitchen staff.
13. Be a member of the camp administrative council.
14. Work with program director in preparation for teen banquet.
15. Maintain proper food and storage temperature for various food types as well as proper dishwashing procedures.

### **ESSENTIAL FUNCTIONS**

Must have ability to make trips into town for supplies, be responsible for the preparation of healthful foods, and oversee the entire operation of the camp kitchen.

# FOOD SERVICE ASSISTANT DIRECTOR

## DESIRED QUALIFICATIONS

- Must be 21 years of age or older.
- Ability to get along well with others and relate well to the public.
- Must be Certified Professional in Food Management and Handling Safety.
- Must be familiar with and uphold health regulations as well as ACA requirements for food service.
- Must know and follow federal and state laws pertaining to kitchen equipment operation by minors.
- Must possess current First Aid and CPR certification.
- Possess good leadership skills.
- Have experience in cafeteria food preparation.
- Be flexible, creative, and resourceful.
- Have ability to supervise a full kitchen staff.

## RESPONSIBLE TO THE FOOD SERVICE DIRECTOR

### CAMP GOALS

- To assist in providing healthful and well-balanced meal planning and food preparation.

### GENERAL RESPONSIBILITY

- To assist the food service director with meal planning and food preparation.
- To supervise kitchen staff in the preparation and service of meals and maintain cleanliness and sanitary condition in the kitchen.

### SPECIFIC RESPONSIBILITY

1. Assist in planning weekly menus.
2. Assist with food and supply ordering and receiving
3. Assist the food service director in coordination with needs for activities.
4. In the absence of the food service director, oversee the dining hall host / hostess and preparation and serving of food at mealtimes.
5. In the absence of the food service director, supervise the cleaning and care of the kitchen.
6. Assist with supervision of food preparation and storage.
7. Help the food service director to operate within the food service budget.
8. In the absence of the food service director, supervise kitchen personnel.
9. Pick up from town any needed supplies as directed by the food service director.
10. Assist the food service director with scheduling days off for kitchen staff.
11. Assist the food service director with preparations for teen banquet.

### ESSENTIAL FUNCTIONS

Must have ability work well with others, to make trips into town for supplies, be responsible for the preparation of healthful foods, and oversee the operation of the camp kitchen in the absence of the director.

# **FOOD SERVICE ASSISTANT**

## **DESIRED QUALIFICATIONS**

- Must be 21 years of age or older.
- Prefer experience in cafeteria food service.
- Able to lead and supervise a kitchen crew
- Work well with others and relate well to the public.
- First Aid and CPR preferred.
- Possess a Food Service Manager's Certificate.
- Must be familiar with and uphold health regulations as well as ACA requirements for food service.

## **RESPONSIBLE TO THE FOOD SERVICE DIRECTOR AND ASSISTANT FOOD SERVICE DIRECTOR**

### **CAMP GOALS**

- To assist in serving healthful and well-balanced meals in a friendly manner with a pleasant presentation.

### **GENERAL RESPONSIBILITY**

- To assist the food service director and Assistant Food Service Director in maintaining meal preparation and service as well as dining room.

### **SPECIFIC RESPONSIBILITY**

1. To coordinate the serving area during meal service.
2. To coordinate the dishroom in preparation and meal clean up.
3. To know and follow Serv Safe Food Service practices.
4. In the absence of the Food Service Director or Assistant Food Service Director, supervise kitchen personnel.
5. Follow and check Shut/Lock Dawn Procedures.
6. To be sure the temperature and dish temperature charts are filled out every day.
7. Be responsible for Friday night and Teen Banquet dining room set up and clean up.
8. To assist in food preparation and storage as assign.
9. To assist in kitchen cleaning and dishwashing.
10. To assist in maintaining a clean and organized kitchen.

### **ESSENTIAL FUNCTIONS**

Must be able to manage and work well with others. Must be able to oversee the operation of the camp kitchen in the absence of the director or assistant director.

# FOOD SERVICE KITCHEN ASSISTANT

## DESIRED QUALIFICATIONS

- Have a desire to do kitchen work in a camp setting.
- Possess ability to learn assigned tasks.
- Have ability to follow instructions carefully.
- Work well with others.
- First aid and CPR preferred.
- Posses *Serve-Safe Employee Food Safety* training certification.

## RESPONSIBLE TO FOOD SERVICE DIRECTOR, ASSISTANT FOOD SERVICE DIRECTOR, AND FOOD SERVICE ASSISTANT MANAGER

### CAMP GOALS

- To prepare healthful, safe and well-balanced meals and to maintain a clean orderly kitchen and dining area.

### GENERAL RESPONSIBILITY

- To assist the food service staff in the safe preparation and serving of healthful foods.
- To assist the food service staff with maintaining cleanliness and sanitary conditions in the kitchen and dining room.

### SPECIFIC RESPONSIBILITY

1. Assist in food preparation.
2. Assist in kitchen cleaning and dishwashing.
3. Assist with unloading and storing food supplies.
4. Assist with putting dishes in their proper storage areas.
5. Operate electrical and mechanical kitchen equipment safely.
6. Follow Serv Safe Guidelines in keeping food safe.
7. Wash dishes, glasses, and flatware, pots and pan.
8. Sweep and mop kitchen floors properly.
9. Take out trash and recyclables from kitchen and dining room to dumpster.
10. Keep trashcans clean and lined.
11. Provide friendly and neat meal service.
12. Take temperature recordings daily.
13. Clean any spillage in kitchen and/or dining room.
14. Maintain a clean kitchen, dish room, and cafeteria.
15. Store food properly and clean up after meals.
16. Operate dishwasher safely and according to health department regulations.
17. Follow instructions of food service director and assistant food service director.

### ESSENTIAL FUNCTIONS

Must be able to lift heavy items, unload and store supplies, operate kitchen equipment, handle kitchen tools safely and be familiar with safety precautions for kitchen work.

# HOUSEKEEPER

## DESIRED QUALIFICATIONS

- Ability to get along with others and relate well to the public.
- Possess ability to learn assigned tasks.
- To tackle a dirty situation with courage and determination.

## RESPONSIBLE TO THE FOOD SERVICE DIRECTOR AND ASSISTANT FOOD SERVICE DIRECTOR

### CAMP GOALS

- To provide a clean and sanitary environment for our staff and campers.

### GENERAL RESPONSIBILITY

- To maintain the cleanliness of all camp facilities in accordance with ACA and Health Department Standards.
- To assist in the kitchen and keep cafeteria clean

### SPECIFIC RESPONSIBILITY

1. To clean all bathrooms daily and see that all areas are clean and well maintained.
2. Keep all paper and soap products stocked at all times.
3. Maintain a weekly inventory of paper and soap supplies.
4. To stock and organize all cleaning closets.
5. To report any and all damage or items for in need of maintenance to the Food Service Director.
6. To maintain availability by carry a radio when out of the kitchen.
7. To change bags and belts on the vacuum cleaners.
8. To sweep and mop the cafeteria daily.
9. To provide all tools and supplies needed for all camper capers and Sunday clean up.
10. To keep the cabin buckets stocked and ready.
11. To keep rags and mop heads clean.
12. To keep guestrooms clean and ready for arriving guests.
13. To keep Emergency Sleeping Bags clean and ready to go.
14. To keep all laundry areas clean and stocked.

### ESSENTIAL FUNCTIONS

Must be able to clean thoroughly and responsibly all camp facilities, maintain housekeeping equipment and keep supplies in order and stocked in all areas.

# HEALTH CARE CONSULTANT (DOCTOR)

## DESIRED QUALIFICATIONS

- Be designated Massachusetts licensed physician, nurse practitioner or physician assistant with pediatric training

## RESPONSIBLE TO CAMP DIRECTOR

## CAMP GOALS

- To provide assistance to camp nurse and staff on how to maintain a safe and healthy camp for all campers, staff and guests

## GENERAL RESPONSIBILITY

- Review and approve camp's health care policy annually
- Approve any changes to the camp's health care policy
- Review and approve the first aid training of the staff
- Be available for consultation at all times
- Oversee the development of, and sign written standing orders to be followed by the on-site nurses and his/her staff in the administration of their related duties
- Encouraged to do an on-site visit at least once a week to evaluate the overall health care program

## SPECIFIC RESPONSIBILITY

1. Provide standing orders and drug administration
2. Be available for consultation with the camp nurse when needed.
3. Evaluate the overall health care program

## ESSENTIAL FUNCTIONS

Ability to effectively communicate medical directives to the camp medical staff



# HEALTH CARE MEDICAL DIRECTOR / NURSE

## DESIRED QUALIFICATIONS

- Be 21 years of age or older.
- Must possess a current Massachusetts RN license.
- Must have current first aid and CPR certification.
- Desire to work in a camp setting and have a love for children.

## RESPONSIBLE TO CAMP DIRECTOR

Nurse must coordinate health program in conjunction with the camp director.

## CAMP GOALS

- To maintain a safe and healthy environment for campers, staff and guests

## GENERAL RESPONSIBILITY (some apply only to Med. Dir., specified)

- Annually review and update standing orders with head physician. (Med. Dir.)
- Take inventory of all medication and supplies. (Med. Dir.)
- Order and stock medication and supplies needed for the summer. (Med. Dir.)
- Keep medical area clean and sanitary.
- In conjunction with the office secretary, obtain current health examination forms for all campers, staff and volunteers.
- Obtain copy of RN license and CPR card from each nurse. (Med. Dir.)
- Conduct in-service training for new and returning nurses. (Med. Dir.)
- Conduct in-service training for all staff for first aid, safety, and emergency response. (Med. Dir.)
- Provide medical and first aid services for campers and staff alike.

## SPECIFIC RESPONSIBILITY

### 1. Standing orders and drug administration:

- Have on file standing orders currently dated and signed by the camp physician.
- Do not make diagnoses due to legal implications.
- All drugs for minors must be in original containers with the pharmacy label naming the patient, drug name, and the dosage (amount and frequency of administration).
- Records must be kept of all medications administered (name of patient, date and time).

### 2. Health Records:

- A completed, dated, signed health information and history form for every camper and staff member must be on file.
- A record of all accidents/illnesses must be kept in the nurse's logbook and on the camper's medical form.
- All campers and staff members must undergo a health evaluation upon arrival at the camp, at which time findings will be noted.
- All medicines must also be checked in with the nurse upon arrival.
- Medicines must be kept in a locked cabinet/refrigerator/area.

- All accidents or illnesses of a camper must be communicated to the camp director.
- Accident/injury records must be kept. Legal investigations will look at whether or not:
  - a. The activity/instrument/tool/treatment was appropriate for the child.
  - b. There was proper supervision available.
  - c. The parents were notified.
- Notify counselors of the following camper health concerns:
  - a. What hours to come for medicine
  - b. Swimming restrictions
  - c. Anything pertaining to the camper's health
  - d. Special dental care

### **3. The Daily Routine:**

- 7:00 Check on patients, if any
- 8: 15 Line call, camper inspection
- 8:30 Breakfast--dispense medications, provide meal for patients
- 10:00 General duties--care for patients, arrange for sick campers to see doctor, care for illnesses/injuries
- 1:15 Lunch--dispense medications, provide meal for patients
- 2:30 Rest hour
- 3:30 General duties--Transfer notes from daily log to camper record, replenish supplies, and perform housekeeping tasks
- 6:15 Supper--dispense medications, provide meal for patients
- 8:15 Evening program/free time
- 9:00 Follow up on any injuries/illnesses
- 10:00 Free time/bed time

### **4. Camp Communications:**

- Leave a note of nurse's location when not in the medical office area, with office staff.
- Prepare proper medical and first aid supplies for out-of-camp trips.

### **5. At the end of the week/summer:**

- Return individual campers' medications weekly.
- Return health examination forms and accident reports to the office manager for filing.
- Sort and pack equipment and supplies, dispose of out-dated drugs; use checkout list of medicines and supplies annually.
- Evaluate supplies and report needs to camp director weekly and keep medical director informed.
- Be sure all nursing staff understands the procedures and lay-out of the medical office area.

## **ESSENTIAL FUNCTIONS**

Ability to drive patients to doctor/emergency treatment location, able to lift/assist campers or staff, evaluate medically all campers and staff, read prescriptions and health exams from physicians, dispense medications properly, ability to get to remote locations on camp property quickly, and to observe and assess unsanitary or unhealthy conditions of camp

# **PROGRAM DIRECTOR**

## **DESIRED QUALIFICATIONS**

- Be a responsible Christian with good leadership skills.
- Be organized and possess creativity.
- Ability to bring unity to a large and diverse group.
- Ability to plan, implement and set the spiritual tone for all camp programs.
- First aid and CPR certification required.

## **RESPONSIBLE TO CAMP DIRECTOR**

### **CAMP GOALS**

- To provide spiritual leadership and enjoyable, uplifting program which will draw both campers and staff closer to Christ.

### **GENERAL RESPONSIBILITY**

- To set the spiritual tone and direction of the camp.
- To plan and direct camp's programs and special events such as campfires, camp councils, teen banquets and other special activities.

### **SPECIFIC RESPONSIBILITY**

1. Plan /coordinate the camp council, campfire, teen banquet and other special programs.
2. Plan daily special events that would illustrate the summer camp theme.
3. Organize the Friday evening celebration.
4. Work with camp director in planning the Sabbath celebration.
5. Plan and coordinate the teen banquet.
6. Organize the talent programs if and when those occur.
7. Be responsible for decision cards and keep a record of responses.
8. Prepare follow-up letters to parents and pastors of each camper's decision.
9. Serve as chairperson of the staff social committee.
10. Prepare copies of camp programs for camp director, office files and staff.
11. Supervise the care and storage of all camp program materials, props and costumes.
12. Responsible for campfire setups including props for programs.
13. On Sunday, develop roster for campers' activities assignment.
14. Teach one drama class during Activity 2 every day.
15. Prepare a daily lesson plan outlining weekly goals for the drama class and keeping with the AY Honor, making sure campers complete requirements.
16. Serve as a member of the camp administrative council.

### **ESSENTIAL FUNCTIONS**

Ability to train programming staff in their responsibilities, to observe and appropriately deal with camper behavior, plan programming appropriate to varying age and maturity levels, provide spiritual leadership among campers and staff, and have the ability to set the spiritual tone for the camp.

# **BOYS DIRECTOR**

## **DESIRED QUALIFICATIONS**

- Must have attained 21 years of age.
- Be a responsible, mature and dependable Christian.
- Have a love for children and a desire to work in a camp setting.
- Cheerful, flexible, creative and possess ability to perform multiple tasks.
- Possess excellent organizational skills and display good leadership qualities.
- Have prior counseling experience at a resident camp.
- Must possess current first aid and CPR certification

## **RESPONSIBLE TO ASSISTANT CAMP DIRECTOR**

### **CAMP GOALS**

- To provide a fun, yet disciplined, Christian environment for campers.

### **GENERAL RESPONSIBILITY**

- To guide and maintain order among male campers and counselors.

### **SPECIFIC RESPONSIBILITY**

1. Give direction and support to boys' counselors.
2. Train counselors in the art of camp counseling.
3. Work with male counselors who have homesick campers, relationship and abuse issues, bed-wetting and other needs.
4. Assign male campers to cabins at registration.
5. Curfew duty as assigned.
6. Address and help resolve security issues.
7. Co-direct all line calls, flag ceremonies and mail calls.
8. Conduct daily cabin inspections.
9. Check all cabins before noon.
10. Check on cabins just before bedtime.
11. Collect commitment cards to give to the campfire program director.
12. Responsible for meal prayer, table dismissal and café meal clean up.
13. Serve as a member of camp administrative council.
14. Serve as a liaison between male counselors and camp administration.

### **ESSENTIAL FUNCTIONS**

Must have ability to withstand the physical and emotional demands of the camp program, as well as the ability to assess the needs of counselors and campers, provide solutions, maintain discipline, train and supervise counselors and work well with the camp director, program director and girl's director.

# **GIRLS DIRECTOR**

## **DESIRED QUALIFICATIONS**

- Must have attained 21 years of age.
- Must be a responsible, mature and dependable Christian.
- Must have a love for children and a desire to work in a camp setting.
- Must be cheerful, flexible, creative and possess ability to perform multiple tasks.
- Must possess excellent organizational skills and display good leadership qualities.
- Must have prior counseling experience at a resident camp.
- Must possess current first aid and CPR certification.

## **RESPONSIBLE TO ASSISTANT CAMP DIRECTOR**

### **CAMP GOALS**

- To provide a fun, yet disciplined, Christian environment for campers.

### **GENERAL RESPONSIBILITY**

- To guide and maintain order among female campers and counselors.

### **SPECIFIC RESPONSIBILITY**

1. Give direction and support to girls' counselors.
2. Train counselors in the art of camp counseling.
3. Work with female counselors who have homesick campers, relationship and abuse issues, bed-wetting and other needs.
4. Assign female campers to cabins at registration.
5. Curfew duty as assigned.
6. Address and help resolve security issues.
7. Co-direct all line calls, flag ceremonies and mail calls.
8. Conduct daily cabin inspections.
9. Check all cabins before noon.
10. Check on cabins just before bedtime.
11. Collect commitment cards to give to the campfire program director.
12. Responsible for meal prayer, table dismissal and café meal clean up.
13. Serve as a member of camp administrative council.
14. Serve as a liaison between female staff members and the camp administration.

### **ESSENTIAL FUNCTIONS**

Must have ability to withstand the physical and emotional demands of the camp program, as well as the ability to assess the needs of counselors and campers, provide solutions, maintain discipline, train and supervise counselors and work well with the camp director, program director and boy's director

# COUNSELORS

## DESIRED QUALIFICATIONS

- Must be at least 18 years of age.
- Must have at least four weeks of experience in structured group camping and/or at least four weeks experience in a supervisory role with children or have satisfactorily completed a camp counselor orientation program prior to the arrival of campers.
- Must be a responsible, mature and dependable Christian.
- Flexible and creative.
- Have stamina and a desire to work in a camp setting.
- Have a love for children.
- Must possess current First AID and CPR certification.

## RESPONSIBLE TO BOYS / GIRLS DIRECTOR

### CAMP GOALS

- To provide and encourage a friendly, accepting, peaceful and unified cabin unit which gets along well with other cabin units.

### GENERAL RESPONSIBILITY

- To maintain a smooth running cabin program where campers feel comfortable and accepted, and where emotional and spiritual support is readily available.

### SPECIFIC RESPONSIBILITY

1. Be a Christian example to campers while exemplifying the lifestyle and ideals of the Seventh-day Adventist Church.
2. Treat each camper with courtesy and respect.
3. Actively participate and encourage campers in all facets of camp life, including assigned periods.
4. Assist in various areas where needed.
5. Attend recreation period each day, and help with games and activities on rainy days.
6. Be available to each camper as a spiritual role model, friend, guide and confidant.
7. Lead cabin unit in regular morning and evening devotions.
8. Help campers maintain courteous dining room decorum by limiting loud talking, unruly behavior, running, table cleanliness, etc.
9. Help campers regulate their food intake to provide maximum nutrition with a minimum of food waste.
10. Enforce nighttime curfew so as to allow campers to get enough rest each night.
11. Utilize democratic decision-making processes rather than authoritarian control methods.
12. In all discipline matters, be consistent, respectful, firm and loving. Use positive reinforcement.
13. Adopt a manner which disciplines rather than punishes the offender.
14. Make special efforts to preserve the integrity and social acceptance of each camper, insuring a group climate of affirmation rather than attack.
15. Refer all discipline problems to division directors if personal efforts have not proved successful.
16. Be sensitive to camper behavior in all camp programs (campfires, camp councils, Sabbath services, etc.).

17. Monitor camper behavior so individuals will not be a disruptive influence on fellow campers, program participants, or others engaging in the service.
18. Do not use, at any time or under any circumstances, corporal punishment on the camper as a means of discipline or control.

The following is an excerpt from the *Commonwealth of Massachusetts Department of Public Health* regulations: **105 CMR 430.191: Requirements for Discipline:**  
*Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of a child. The operator shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.*

**Prohibitions:**

- Corporal punishment, including spanking, is prohibited.
- No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.
- No camper shall be denied food or shelter as a form of punishment.
- No child shall be punished for soiling, wetting or not using the toilet.

The operator shall describe in writing, the camp's procedures for disciplining campers. The written plan shall also include the prohibitions of 105CMR 430.191 (B)(1) through (4).

19. Consistently be alert to the physical care and welfare of each camper in your responsibility.
20. Give special attention to campers' personal grooming, cleanliness, need for rest and proper food, symptoms of illness or medical attention, and behavior which might lead to accidental bodily harm to self or others
21. Refer immediately to the camp medical office any physical or emotional problems needing medical attention.
22. In all areas, maintain campers' safety.
23. Use scheduled free time and/or time off allotted away from counseling responsibilities to best personal advantage as a means of rejuvenating personal mental, emotional, spiritual and physical reserves.
24. At all times support entire staff team, encouraging campers' cooperation with all staff assigned to their care and reinforcing the mission of the camp.
25. Plan to spend time during the week with each camper to develop a personal counselor-camper relationship.
26. Plan special unit activities with campers to build a sense of unit-cohesiveness by having cabin walks, rest period story sessions, special unit activities, etc.
27. Strive throughout the week, in all facets of the campers' experience, to create a spiritual atmosphere which will impact the campers spiritually enough to cause them to respond when asked to make a decision for Christ.
28. Engage in a program of personal development and continuing education for further refining counseling skills through personal reading, dialogue with division directors and/or other camp staff, and participating in staff daily "feed-back" sessions and case study observations.

**ESSENTIAL FUNCTIONS**

Must be able to assist campers in emergency (fire, evacuation, illness, or injuries) and possess strength and endurance required to maintain constant supervision of peers.

# ARCHERY INSTRUCTOR

## DESIRED QUALIFICATIONS

- Be at least 18 years of age.
- Possess documented training and certification in the sport of archery.
- Know the National Archery Association rules and safety regulations, as well as the local health department regulations and ACA requirements governing target sports.
- Have experience and skill in archery.
- Have ability to instruct archery to campers of all ages .
- Must possess ability to set up a range, order and repair equipment.
- Have a desire to work with children in a camp setting.
- Be enthusiastic, flexible, creative, have a sense of humor, patience and self-control.
- Dependable, punctual, mature and responsible.

## RESPONSIBLE TO ASSISTANT CAMP DIRECTOR

### CAMP GOALS

- To provide campers with knowledge, skill and training in the target sport of archery.

### GENERAL RESPONSIBILITY

- To instruct and coordinate the archery program, maintaining standards that lead to quality instruction and safety.

### SPECIFIC RESPONSIBILITY

1. Prepare a curriculum, which will improve students' archery skills using A Y honor requirements as a basis.
2. Know, teach and practice the safety rules for target sports as defined by the local board of health, ACA and the National Archery Association.
3. When setting up the archery area, be sure ACA and health department regulations are followed.
4. Store bows and arrows in a locked cabinet, separately from each other for extra safety.
5. Assist in conducting daily check of equipment in program area for safety, cleanliness, and good repair.
6. Submit orders for equipment and supplies when needed, with approval of the assistant camp director education director, ensuring timely arrival of material.
7. Teach and monitor proper use of equipment.
8. Keep records of participants' progress and help them to progress from beginner level to more advanced levels.
9. Assist in conducting initial and end-of-season inventory, storing, and keeping equipment in good condition.
10. Assist in packing all materials and supplies for following seasons.
11. Participate in weekly staff meetings.
12. Know all the emergency codes (red, yellow, blue and green) and procedures

### ESSENTIAL FUNCTIONS

Ability to teach archery and ensure safety of all students.



# **BMX & MT. BIKING INSTRUCTOR**

## **DESIRED QUALIFICATIONS**

- Be 18 years of age or older.
- Possess current First Aid and CPR certification.
- Have knowledge and experience with mountain biking and BMX.
- Knowledge and ability to do bike repairs.

## **RESPONSIBLE TO ASSISTANT CAMP DIRECTOR**

### **CAMP GOALS**

- To provide instruction for proper mountain biking and BMX biking techniques and safety, in addition to providing well-planned biking experience for campers

### **GENERAL RESPONSIBILITY**

- Instruct campers on proper bike usage, care and repair.
- Provide a safe environment in which campers can ride.
- Instruct campers on proper riding techniques in varied terrain

### **SPECIFIC RESPONSIBILITY**

1. Prepare all bikes prior to the arrival of campers at activity period.
2. Conduct a thorough safety inspection of each bicycle before use.
3. Assure that all water bottles are filled and ready to go.
4. Helmets are mandatory to be worn for the entire ride.
5. Be sure helmets fits correctly and is worn snugly as designed so rider safety is maximized.
6. Demonstrate to campers the proper use of bikes.
7. Prior to starting a ride, review with campers all safety procedures.
8. Check to see that the bike "fits" the camper properly so as to minimize any accidents.
9. Do not allow bikes to leave bike area without permission.
10. Bikes are not to be ridden in camp.
11. Campers must be accompanied by biking instructors on all rides.
12. Notify assistant camp director of equipment or supplies needed.
13. Notify camp maintenance department of any maintenance needs for bikes or trails.
14. Keep bike area free of litter and neat at all times.
15. Teach using lesson plans you have prepared with daily and weekly goals outlined.
16. In the event of an accident or injury on the trail or bike course:
  - a. Radio the camp office for help.
  - b. Administer first aid & CPR if necessary.
  - c. Camp nurse and assistant camp director will be notified.
  - d. Accident report must be filed within five hours of incident to be given to nurse, with copies for camp manager and camp director.
17. Know all safety procedures and emergency protocol including codes (red, yellow, blue & green)

### **ESSENTIAL FUNCTIONS**

Must have physical ability and stamina to safely lead campers on bike trips in rough terrain, and to have the knowledge and ability to administer first aid in the event of a biking accident.

# CLIMBING WALL/ ZIP LINE INSTRUCTOR

## DESIRED QUALIFICATIONS

- Must possess current first aid and CPR certifications
- Must possess training and certification on climbing/zip line
- Must have a love for children and a desire to work in a camp setting
- Must be familiar with climbing safety and spotting techniques

## RESPONSIBLE TO ASSISTANT CAMP DIRECTOR

### CAMP GOALS

- To provide instruction for proper climbing/zip line techniques and safety, in addition to providing well-planned climbing experience for campers

### GENERAL RESPONSIBILITY

- Instruct campers on proper usage of climbing/zip line equipment.
- Provide a safe environment in which campers can climb/ zip line.
- Instruct campers on proper climbing/zip line techniques.
- 

### SPECIFIC RESPONSIBILITY

1. Prepare all equipment prior to the arrival of campers at activity period.
2. Helmets are mandatory and should be worn each time climbing/ zip line is done.
3. Be sure helmets fit correctly and is worn snugly as designed so safety is maximized.
4. Check to see that the harness "fits" the camper properly to minimize any accidents.
5. Inventory of all supplies and equipment at the beginning and end of camp. Make recommendation for next year.
6. Orientate campers on proper use of rock climbing equipment as well as safety rules and regulations.
7. Allow campers to have equal opportunity for participation.
8. Teach with enthusiasm to create interest and develop a skill.
9. In the event of accident, notify the nurse immediately and fill out accident report.
10. Notify the Director of any equipment needs.
11. Maintain equipment and area in a clean, safe, and workable condition.
12. Be sure proper safety techniques are followed at all times.

### ESSENTIAL FUNCTIONS

Must have ability to teach and ensure safety of all student, and knowledge and ability to administer first aid in the event of an accident.

# CRAFTS & CERAMICS INSTRUCTOR

## DESIRED QUALIFICATIONS

- Must be 18 years of age or older.
- Possess current first aid and CPR certification.
- Love children and desire to work in a camp setting.
- Have prior experience in handicrafts and ceramics.
- Be familiar with a kiln and safety regulations, and safety around various craft items.
- Know guidelines and local health department policies governing storage and use of various art media.

## RESPONSIBLE TO ASSISTANT CAMP DIRECTOR

### CAMP GOALS

- To teach new crafts and improve existing skills in the arts, while maintaining the safety of each camper

### GENERAL RESPONSIBILITY

- Teach campers proper use of craft supplies.
- Introduce campers to the benefits of doing artwork and crafts.
- Teach campers skills that they can use while in high school, college and beyond.
- Provide an expressive and creative outlet for campers in a safe, controlled environment.

### SPECIFIC RESPONSIBILITY

1. Ensure camper safety at all times.
2. Prepare a teaching curriculum outlining weekly goals for campers.
3. Keep a record of each camper's progress.
4. In case of injury, report to the camp nurse right away.
5. Teach three art/crafts classes daily and direct assistants in those classes.
6. Use the A Y honor curriculum in the various areas as a basis for instruction.
7. Be sure proper safety techniques are followed at all times.
8. Demonstrate proper use of ceramics tools and glazes.
9. If possible, provide an outing to a local art museum.
10. Provide a detailed trip itinerary and procedures in the event of an emergency on an outing.
11. Keep supplies stocked, clean and in good repair.
12. Store supplies and equipment in its proper area according to manufacturers directions and take inventory at the conclusion of the season.
13. Order supplies as needed in order to have enough on hand for the next several projects.
14. Notify the assistant camp director of any needed supplies or equipment.
15. Know emergency protocol including codes (red, yellow, blue & green)

### ESSENTIAL FUNCTIONS

Ability to demonstrate and instruct campers in the field of arts and crafts, maintain a safe program by employing proper teaching and safety precautions, and have the knowledge and ability to work with children and adults at varying skill levels.

# EQUESTRIAN DIRECTOR

## DESIRED QUALIFICATIONS

- Must be at least 21 years of age.
- Must possess current Massachusetts State Equestrian Certification and Licensure.
- Must possess current certification from CHA and/or EMW.
- Must possess current first aid and CPR certification.
- Must know and follow MA State regulations and ACA guidelines.
- Must have five or more years in the equestrian industry: training, instructing, buying & selling, etc.
- Must have two or more years as Camp Equestrian Staff.
- Must provide documentation of such experience and recommendation for an industry professional.
- Have a love for children, horses and the outdoor camp setting.
- Ability to supervise and schedule a full horsemanship program and staff.
- Serve as a member of the camp Administrative Council.

## RESPONSIBLE TO CAMP DIRECTOR & ASSISTANT DIRECTOR

### CAMP GOALS

- To provide campers with the necessary skills for horseback riding, including bridling, saddling, and riding techniques, as well as to comply with state and local regulations and ACA policies in maintaining safety for campers at all times.

### GENERAL RESPONSIBILITY

- Supervise and direct the total Equestrian Program, which includes but is not limited to:
  - A. Facility and Equestrian Program.
  - B. Coordinating Equestrian Staff.
  - C. Equipment Care.
  - D. Horse Care and Health.

### SPECIFIC RESPONSIBILITY

1. Instruct & organize classes
2. Manage staff for safe and efficient operation of equestrian program with a fun and educational atmosphere
3. Manage riding activities
  - a. assume no one can ride a horse until they have demonstrated otherwise
  - b. do not allow non-staff / non-client to ride horses
4. Manage health, safety, and sanitation of horses, including feeding and watering
5. Manage facility, trails, and all equipment to maintain order and good condition
  - a. report needed repairs
6. Develop and maintain budget for summer activities.
7. Inventory equipment and supplies at the beginning and end of the camping season
8. "Dress the Part" All wrangler staff should be in proper attire while executing the functions of camp equestrian staff
9. Support with a positive and affirming attitude the camp program, equestrian program,

and other staff

10. Keep records for the equestrian center

11. Provide times and/or schedules for non-equestrian staff to enjoy the equestrian facility

12. Develop and execute equestrian activities for the camp program director

## **ESSENTIAL FUNCTIONS**

Must have the physical ability and stamina to work ten or more hours per day

Must be able to lift 50 pounds, have good communication skills, honesty and integrity and be a leader by example.

## **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time-to- time, as needed.

# EQUESTRIAN HEAD WRANGLER

## DESIRED QUALIFICATIONS

- Must be at least 18 years of age.
- Must possess at least one nationally recognized certification such as CHA or EMW.
- Must have at least three years of experience in the equine industry instructing, training, buying or selling, professional lessons, and/or five or more years as a backyard horse owner.
- Must possess current first aid and CPR certification.
- Have a love for children and horses.

## RESPONSIBLE TO EQUESTRIAN DIRECTOR, BOYS & GIRLS DIRECTORS, CAMP DIRECTOR & ASSISTANT DIRECTOR

## CAMP GOALS

- To provide campers with the necessary skills for horseback riding, including bridling, saddling, and riding techniques, as well as to comply with state and local regulations and ACA policies in maintaining safety for campers at all times.

## GENERAL RESPONSIBILITY

- Supervise and direct the total Equestrian Program, which includes but is not limited to:
  - A. Facility and Equestrian Program
  - B. Coordinating Equestrian Staff
  - C. Equipment Care
  - D. Horse Care and Health

## SPECIFIC RESPONSIBILITY

1. Instruct & assist in organizing classes
2. Assist in supervising staff for safe and efficient operation of equestrian program with a fun and educational atmosphere
3. Supervise riding activities
  - a. assume no one can ride a horse until they have demonstrated otherwise
  - b. do not allow non-staff/non-client to ride horses without express permission of the Equestrian Director
4. Assist in supervision of health, safety, and sanitation of horses, including feeding and watering
5. Assist in management of facility, trails, and all equipment to maintain order and good condition and report needed repairs to the Equestrian Director
6. Keep Equestrian Director informed of needs for feed, supplies, and equipment
7. Assist with Inventory of equipment and supplies at the beginning and end of the camping season
8. "Dress the Part" All wrangler staff should be in proper attire while executing the functions of camp equestrian staff
9. Support with a positive and affirming attitude the camp program, equestrian program, and other staff
10. Assist with the upkeep of records for the equestrian center

11. Assume responsibilities of the Equestrian Director on his/her day off

### **ESSENTIAL FUNCTIONS**

Must have the physical ability and stamina to work ten or more hours per day

Must be able to lift 50 pounds

Have good communication skills

Honesty and Integrity

### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time-to-time, as needed.

# EQUESTRIAN ASSISTANT INSTRUCTOR

## DESIRED QUALIFICATIONS

- Must be at least 18 years of age.
- Must possess at least one nationally recognized equestrian certification (CHA or EMW).
- Must have at least three years of experience in the equine industry instructing, training, buying/selling, professional lessons, and/or 5 or more years as a backyard horse owner
- Must possess current first aid and CPR certification.
- Have a love for children and horses.

## RESPONSIBLE TO EQUESTRIAN DIRECTOR, BOYS & GIRLS DIRECTORS, CAMP DIRECTOR & ASSISTANT DIRECTOR

### CAMP GOALS

- To provide campers with the necessary skills for horseback riding, including bridling, saddling, and riding techniques, as well as to comply with state and local regulations and ACA policies in maintaining safety for campers at all times.

### GENERAL RESPONSIBILITY

- Assist in total equestrian program as directed.

### SPECIFIC RESPONSIBILITY

1. Complete whatever assignments are given, in a safe and efficient manner.
2. Instruct and assist in organizing classes.
3. Supervise riding activities: **(a)** assume no one can ride a horse until they have demonstrated otherwise; **(b)** do not allow non-staff/non-client to ride horses without express permission of the Equestrian Director.
4. Report unsafe conditions or assignments up the chain of command: Head Wrangler, Equestrian Director, Assistant Camp Director, and Camp Director.
5. Assist in instruction, horse care, equipment care, and cleanliness of the facility.
6. Cooperate with the Equestrian Director and Head Wrangler in maintaining as safe an environment as possible for all clients, staff and animals.
7. Support with a positive and affirming attitude the camp program, equestrian program and other staff.
8. "Dress the Part" All wrangler staff should be in proper attire while executing the functions of camp equestrian staff.

### ESSENTIAL FUNCTIONS

Must have the physical ability and stamina to work ten or more hours per day.

Must be able to lift 50 pounds, have good communication skills, honesty and integrity.

### DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time-to-time, as needed.



# EQUESTRIAN WRANGLER

## DESIRED QUALIFICATIONS

- Must be at least 17 years of age.
- Entry Level Position.
- Have experience with the equestrian industry.
- Must be willing to receive training certification with either CHA or EMW.
- Must possess current first aid and CPR certification.
- Have a love for children and horses.

## RESPONSIBLE TO EQUESTRIAN DIR., CAMP DIRECTOR & ASSISTANT

### CAMP GOALS

- To assist in providing campers with the necessary skills for horseback riding, including bridling, saddling, and riding techniques, as well as to comply with state and local regulations and ACA policies in maintaining safety for campers at all times.

### GENERAL RESPONSIBILITY

- Assist in total equestrian program as directed.

### SPECIFIC RESPONSIBILITY

1. Complete whatever assignments are given, in a safe and efficient manner
2. Responsible for facility cleanliness and appearance
3. Do not allow non-staff/non-client adults to ride horses without express permission of the Equestrian Director
4. Report unsafe conditions or assignments up the chain of command: Head Wrangler, Equestrian Director, Assistant Camp Director, Camp Director
5. Assist in instruction, horse care, equipment care, and cleanliness of the facility
6. Cooperate with the Equestrian Director and Head Wrangler in maintaining as safe an environment as possible for all clients, staff and animals
7. Support with a positive and affirming attitude the camp program, equestrian program and other staff
8. "Dress the Part" All wrangler staff should be in proper attire while executing the functions of camp equestrian staff.

### ESSENTIAL FUNCTIONS

Must have the physical ability and stamina to work ten or more hours per day

Must be able to lift 50 pounds, have good communication skills, honesty and integrity.

### DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time-to-time, as needed

# MUSIC / SONG LEADERS TEAM

## DESIRED QUALIFICATIONS

- Demonstrate a Christian lifestyle.
- Have ability and experience to lead in singing.
- Have knowledge of camp songs and ability to learn songs quickly.
- Know how to read music.
- Ability to accompany on guitar, piano or other instrument is preferred.
- Have desire and ability to minister to children in a camp setting.
- Ability to get along well with others.
- Have ability to follow instructions in keeping with the camp goals.
- Be reliable, have integrity, adaptability, enthusiasm, a sense of humor, patience and self-control.
- Possess current first aid and CPR certification.

## RESPONSIBLE TO CAMPFIRE / PROGRAM DIRECTOR

### CAMP GOALS

- To provide uplifting music to help set the spiritual tone for camp programs.

### GENERAL RESPONSIBILITY

- To lead campers and staff in singing praise songs during programming, thereby setting a spiritual tone.

### SPECIFIC RESPONSIBILITY

1. Be familiar with or able to learn camp songs quickly.
2. Teach songs and lead singing during staff training week.
3. Assist in coordinating songs with programming for campfires and camp councils.
4. Assist in conducting initial and end-of-season inventory, storing, and keeping equipment and music in good condition.
5. Implement ways to encourage campers to participate in singing.
6. Coordinate musical selections and performances by staff or campers, seeing that it is coordinated with the program's thematic elements.
7. Work closely with drama and programming director.
8. Submit orders for equipment or supplies when needed after obtaining approval of the campfire/program director.
9. Put away all musical equipment and supplies at the end of each program.
10. Evaluate each program and make necessary changes for following programs.
11. Responsible to lead songs during councils, campfires, and other programs as needed.
12. Be responsible to schedule praise team members for each event with ample time (preferably during staff week.)
13. Make a weekly praise songs schedule for every program.
14. Select appropriate songs according to age group.

### ESSENTIAL FUNCTIONS

Must have ability to relate to various age levels, have good stage presence, have the ability to read music, sing, lead and perform.

# OUTDOOR / NATURE / WILDERNESS INSTRUCTOR

## DESIRED QUALIFICATIONS

- Must possess current first aid and CPR certification.
- Must have a knowledge of nature and a love for the outdoors.
- Must have a love for children and a desire to work in a camp setting.
- Must be creative and possess ability to inspire campers and instill in them a respect for nature.

## RESPONSIBLE TO ASSISTANT CAMP DIRECTOR

### CAMP GOALS

- To bring campers closer to Christ through His creation and to teach new and interesting information which will help campers to enjoy and appreciate nature.

### GENERAL RESPONSIBILITY

- Provide campers with accurate information about nature and natural phenomenon.
- Create an awareness of how the natural world operates
- Instill in campers a healthy respect for nature and the outdoors.
- Ensure camper safety during each outdoor activity

### SPECIFIC RESPONSIBILITY

1. Ensure the safety of all campers involved in the outdoor education program.
2. Instruct campers in the various areas of natural subjects.
3. Teach campers environmental conservation and how to protect and care for nature.
4. Instruct students on safety procedures in the case of an accident while outdoors.
5. Provide "nature nuggets" at camp council sessions and other camp programs as requested by the campfire program director.
5. Maintain all nature teaching facilities, equipment and animals in excellent condition.
6. Advise assistant camp director of any nature center needs or animal illnesses.
7. Supervise campers on outdoor treks ensuring environmental protection and safety.
8. Know emergency protocol including codes (red, yellow, blue, & green)
9. Remind campers the old adage: "Take nothing but pictures, leave nothing but footprints."
10. Develop appropriate quizzes, contests, activity stations and displays throughout camp to keep a nature awareness atmosphere in all camp activities.
11. Prepare written lesson plans using the AY honors curriculum in several subject areas. Teach in subject areas where local, indigenous natural examples may be found. Select from the following: amphibians, animal tracking, birds, ecology, edible wild plants, environmental conservation, ferns, flowers, fungi, geology, grasses, insects, lichens, liverworts and mosses, mammals, marine algae, moths and butterflies, reptiles, rocks and minerals, seeds, shrubs, spiders, stars, trees, and weather.
12. Take campers outdoors in nature to study the specific natural areas and to find and photograph natural specimens. Instruct campers not to pick living specimens.

### ESSENTIAL FUNCTIONS

Ability to get around freely in nature and impart knowledge in the various areas of nature.

# **SPORTS INSTRUCTOR**

## **DESIRED QUALIFICATIONS**

- Must possess current first aid and CPR certification.
- Must have knowledge and ability to instruct sports to campers.
- Have a desire to work with children in a camp setting.
- Be enthusiastic, flexible, creative, have a sense of humor, patience and self-control.
- Dependable, punctual, mature and responsible.

## **RESPONSIBLE TO ASSISTANT CAMP DIRECTOR**

### **CAMP GOALS**

- To provide instruction for sports classes while maintaining a safe environment, a lesson plan will guide the instructor in covering all honor requirements.

### **GENERAL RESPONSIBILITY**

- Provide safe environment in which camper can play sports.
- Instruct campers on proper sports techniques.

### **SPECIFIC RESPONSIBILITY**

- Inventory all supplies and equipment on hand at beginning and end of camp. Make recommendations for additions for next year.
- Keep equipment in good condition.
- Notify the assistant camp director of any equipment needs.
- Prepare all sport equipment for use prior to activity periods.
- Orientate campers on proper use of equipment.
- Be sure proper safety techniques are followed at all times.
- Complete the AY Honor making sure campers complete requirements.
- Make list of campers who have completed honor requirements.
- Teach with enthusiasm to create interest and develop a skill.

### **ESSENTIAL FUNCTIONS**

Ability to teach sports in a safety manner, and ability to administer first aid in the event of accident.

# PHOTOGRAPHY / VIDEOGRAPHY DIRECTOR

## DESIRED QUALIFICATIONS

- Knowledge of digital photography/videography.
- Knowledge of camera techniques used to improve image aesthetics, i.e.: perspective, composition, etc.

## RESPONSIBLE TO CAMP DIRECTOR

### CAMP GOALS

- To provide an exciting, cutting-edge photography program while teaching campers proper photography techniques, etiquette, and photo development.
- To create exciting promotional and staff video.

### GENERAL RESPONSIBILITY

- To teach photography classes to students with various skill levels and experience
- Prepare an organized computer system for image storage of videos & slides.

### SPECIFIC RESPONSIBILITY

1. Prepare a budget for the photo/video department to be presented to the camp director.
2. Make a list of needed supplies with which to run the department effectively.
3. Work closely with camp director to design, create, edit and finalize production camp promotional video.
4. Shoot images needed for slide shows showing a variety of areas of camp life.
5. Take care to honor "no photos for promotional use" requests by parents.
6. Maintain an evolving photography program that best meets the needs of the campers, the department, and the goals and objectives of the camp.\*
7. Organize cabin group photos and family pictures to be taken on registration day or Monday.\*
8. During registration, take pictures of every camper.\*
9. Prepare a "week-in-review" slide show for Saturday night program including music.
10. Prepare a video or slide show for staff at the end of summer camps.
11. Shoot video footage for Saturday night slide shows and promotional video(s).
12. Prepare nightly slide shows to show during campfire.

### ESSENTIAL FUNCTIONS

To instruct students in the art of photography with the goal of sending campers home with work done by them that they are proud of.\* To create a video that represent the goals and objectives of the camp.

\*Apply to photography director, videographer assist in these areas.

# PHOTOGRAPHY / VIDEOGRAPHY ASSISTANT

## DESIRED QUALIFICATIONS

- Be at least 18 years of age.
- Have first aid and CPR certification.
- Previous knowledge of and experience with digital photography, videography and "Power point" program presentations.

## RESPONSIBLE TO PHOTOGRAPHY DIRECTOR

### CAMP GOALS

- To assist in creating an exciting, cutting-edge photography and videography program which will help campers to enjoy their stay while teaching campers proper photo/video techniques.

### GENERAL RESPONSIBILITY

- Assist the photo director with the overall photography and videography program.
- Assist photography director in shooting images and transferring information to the database.
- Assist in teaching photography class.
- Assist in creating DVD's, and photos for campers to take home.

### SPECIFIC RESPONSIBILITY

1. View photos and print out group/cabin photos, and family photos for campers to take home.
2. Shoot at least half of the images/footage for the weekly slide/video show.
3. Transfer images into "Power point" program for the Saturday night program.
4. Teach photography class on the photography/videography director's day off.
5. Prepare nightly video/slide shows in their entirety.
6. Shoot all images/footage for nightly slide/video show.
7. Assist in preparing music for Saturday night program by selecting and putting songs in order when asked by programming director.

### ESSENTIAL FUNCTIONS

To aid in the photography department with nightly and weekly slide/video shows, and to assist in teaching photography class, preparing promotional DVD and camp brochure.

# **AUDIOVISUAL TECHNICIAN**

## **DESIRED QUALIFICATIONS**

·Knowledge in use of audiovisual equipment.

## **RESPONSIBLE TO PHOTOGRAPHY/VIDEOGRAPHY DIRECTOR**

### **CAMP GOALS**

- To provide timely setup of sound equipment and lighting that benefits the overall program of the camp, giving specific attention to instructions given by supervisor, programs director, and camp director.

### **GENERAL RESPONSIBILITY**

- Prepare an organized computer system for image storage of videos and slides.
- Prepare sound equipment, lights and other effect for campfire program.

### **SPECIFIC RESPONSIBILITY**

1. Make list of needed supplies to be able to run the department effectively.
2. Keep all audiovisual equipment clean and in working order.
3. Set up and operate lights and sound equipment during campfire program.
4. Work with Program Director on special effects for the program.
5. Be sure all lights and sound equipment is properly put away after each program.

### **ESSENTIAL FUNCTIONS**

Ability to operate sound system and other audiovisual equipment. Ability to lift heavy equipment.

# WATERFRONT BOATING / WATERSKIING / WAKEBOARD DIRECTOR

## DESIRED QUALIFICATIONS

- Must be at least 21 years of age.
- Must possess current Lifeguard Training Certificate, First Aid & CPR/AED for lifeguards.
- Must have knowledge and experience with water sports.
- WSI Certification strongly recommended.

## RESPONSIBLE TO CAMP DIRECTOR

### CAMP GOALS

- To provide an enjoyable learning experience in a fun and safe aquatic environment.
- To provide safety and training of proper techniques in the area of water sports.

### GENERAL RESPONSIBILITY

- To oversee safe boating activities such as waterskiing/wake boarding/wake skating, and tubing.
- Instruct campers on proper techniques for water sport, including hand signals.
- Maintain a safe program at all times following safety precautions and procedures.
- Know proper procedure for "code blue".
- Oversee the safety of boats, equipment and workers.

### SPECIFIC RESPONSIBILITY

1. Counsel with Assistant Camp Director as to staff needs for running a safe and efficient boating program and keep him/her informed as to operation and problems which might arise.
2. Waterfront staff must maintain required staff to camper ratios.
3. Be responsible for the neat, clean appearance of the boating areas. Special care should be taken before sundown on Friday.
4. Be responsible for maintenance and inventory of all boating equipment.
5. Initiate and enforce a strict safety program.
6. Assure that all boating staff support the program of the camp and are *punctual* to appointments.
7. Work with Assistant Camp Director on Code Blue procedures and drills. Check all PFD's for buoyancy prior to the camping season. Do this during staff week.
8. Keep director informed in writing of any needs for new equipment.
9. Prepare written progress reports of all campers in boating and skiing/boarding classes.
10. Prepare a detailed, written safety plan and lessons plans for each area of waterfront and submit it to the camp director.
11. Take inventory of boating area equipment at beginning and end of camping season. Inventories must be turned in to office to complete checkout.
12. For campers with wheelchair, seatbelts/ ties must be removed while in or near the water.
13. Direct staff in teaching & maintaining safety in boating area.
14. Be a member of the Administrative Council .
15. In the event of an emergency, contact the camp nurse and follow the appropriate protocol



in the staff manual, section 6.

16. Schedule boat drivers and spotters.
17. Assure that all equipment is ready before classes begin.
18. Schedule boating staff for various areas including boat detailing.
19. Make sure that the gas tanks on the boats are full before class and the amounts logged in the logbook.
20. Check oil and transmission fuel daily and record in logbook.
21. Uncover boats and hang covers out to dry.
22. Make sure PFD's are readily accessible from their proper location.
23. Have ready all teaching equipment such as ropes, skis and boards.
24. Use the AY/AJY curriculum for teaching the waterskiing honor.
25. Take attendance at the beginning of every class, go over safety rules, have prayer, then divide into groups and board assigned boat.
26. Make sure **no shoes** are worn on the boats and that each person is wearing a PFD.
27. At the end of the day, all boats should be covered, equipment put away in its proper location and the boat equipment shed locked.

## **ESSENTIAL FUNCTIONS**

Must be able to direct staff in boating and water sports area while keeping an accurate inventory of equipment and managing equipment upkeep and repairs, as well as instructing proper skiing/boarding/skating/tubing techniques, to insure the safety of each person on skis, tubes or boards and to help with taking proper care of boats and waterfront area and equipment.

# **WATERFRONT BOAT DRIVER**

## **DESIRED QUALIFICATIONS**

- Be at least 18 years of age.
- Must possess current Lifeguard Training, First Aid & CPR / FPR Certification.
- Prior experience with driving boats for various types of water sports such as wake boarding, waterskiing or tubing.

## **RESPONSIBLE TO WATERFRONT BOATING DIRECTOR**

### **CAMP GOALS**

- To employ all safety procedures while providing for campers' water sport training and instruction.

### **GENERAL RESPONSIBILITY**

- Pass boat driving test.
- Follow all safety procedures while driving .
- Assist waterskiing/wake boarding director with daily duties.
- Have Christian etiquette and work safely at all times.

### **SPECIFIC RESPONSIBILITY**

1. Fuel the boats, record in log book, uncover boats, prepare equipment and set out PFD's.
2. Check oil and transmission fluids daily, refill when needed, record in log book.
3. Assist spotters with water sport instruction and in handling teaching equipment.
4. Assist with boat maintenance and cleaning on Sundays.
5. Notify waterfront boating director when using the boat during free time.
6. Only drive when there is a certified lifeguard who is a designated spotter.
7. Properly store equipment, boats covered, and area cleaned.
8. Make sure that no shoes are worn in the boats, and that each person, including the driver, is wearing a PFD aboard the boat.
9. Follow all Camp Winnekeag and Lake Association rules and policies regarding speed, direction, and other "rules of the road".
10. Will undergo a Boating Safety Training Course.

### **ESSENTIAL FUNCTIONS**

Keep equipment in proper order and provide safe rides for all passenger.

# **WATERFRONT WATERSKIING / WAKEBOARDING INSTRUCTOR / SPOTTER**

## **DESIRED QUALIFICATIONS**

- Must have current Lifesaving, First Aid & CPR/PR certification
- Must have knowledge and experience with water sports

## **RESPONSIBLE TO WATERFRONT BOATING/ WATERSKIING/ WAKEBOARDING DIRECTOR**

## **CAMP GOALS**

- To provide safety and training of proper techniques in the area of water sports

## **GENERAL RESPONSIBILITY**

- Instruct campers on proper techniques for water sport, including hand signals
- Maintain a safe program at all times following safety precautions and procedures
- Know proper procedure for "code blue"
- Maintain the safety of boats, equipment, workers and campers

## **SPECIFIC RESPONSIBILITY**

1. Assist the driver with all ropes, ski, boards and other equipment.
2. Be sure that all equipment is ready before class begins.
3. Make sure each person on the boat or on skis, boards, etc. is wearing a PFD.
4. Have ready all teaching equipment such as ropes, skis and boards.
5. Use the AY/AJY curriculum for teaching the waterskiing honor.
6. Take attendance at the beginning of every class, go over safety rules, have prayer, then divide into groups and board assigned boat.
7. Attend to the campers waiting their turn, that they are sitting in the proper waiting area, not messing with the equipment at the boathouse.
8. Make sure **no** shoes are worn on the boats.
9. Assist with the daily maintenance of the boats and equipment.
10. At the end of the day, assist with covering boats and putting all equipment away in its proper location. Stay until the director dismisses you for the day.

## **ESSENTIAL FUNCTIONS**

To instruct proper skiing/boarding/skating/tubing techniques, to insure the safety of each person on skis, tubes or boards and to help with taking proper care of boats and waterfront area and equipment.

# WATERFRONT SWIMMING DIRECTOR

## DESIRED QUALIFICATIONS

- Must be at least 21 years of age.
- Must possess current Lifeguard Training Certificate, First Aid & CPR/AED for lifeguards.
- WSI Certification strongly recommended.

## RESPONSIBLE TO CAMP DIRECTOR

### CAMP GOALS

- To provide an enjoyable learning experience in a fun and safe aquatic environment.

### GENERAL RESPONSIBILITY

- To oversee safe swimming and small boating activities.

### SPECIFIC RESPONSIBILITY

1. Counsel with Assistant Camp Director as to staff needs for running a safe and efficient waterfront and keep him/her informed as to operation and problems which might arise.
2. Test and classify swimming abilities of all campers at the beginning of each camping week (Sunday) and develop and operate a well-planned program of instruction.
3. Swimming and small boating staff must maintain required staff to camper ratios.
4. Be responsible for the neat, clean appearance of swimming and small boating areas. Special care should be taken before sundown on Friday.
5. Be responsible for maintenance and inventory of swimming and small boating equipment.
6. Initiate and enforce a strict safety program.
7. Assure that all swimming and small boating staff support the program of the camp and are *punctual* to appointments.
8. Work with Assistant Camp Director on Code Blue procedures and drills. Check all PFD's for buoyancy prior to the camping season. Do this during staff week.
9. Keep director informed in writing of any needs for new equipment.
10. Prepare written progress reports of all campers in swimming and small boating in classes.
11. Prepare a detailed, written safety plan and lessons plans for swimming and small boating area and submit it to the camp director.
12. Take inventory of swimming and small boating equipment at beginning and end of camping season. Inventories must be turned in to office to complete checkout.
13. For campers with wheelchair, seatbelts or ties must be removed while in or near the water.
14. Post lifeguards in positions so they are well aware of their area of responsibility.
15. Direct staff in teaching & maintaining safety in swimming and small boating areas.
16. Be a member of the Administrative Council.
17. In the event of an emergency, contact the camp nurse and follow the appropriate protocol in the staff manual, section 6.
18. Assure that all equipment is ready before classes begin.

### ESSENTIAL FUNCTIONS

Must be able to direct staff in all waterfront areas while keeping an accurate inventory of equipment and managing equipment upkeep and repairs, as well as provide safety in all waterfront areas.

# **WATERFRONT SWIMMING INSTRUCTOR**

## **DESIRED QUALIFICATIONS**

- Must possess current Lifesaving, First Aid & CPR/FPR certification.
- WSI required for swim program director or coordinator (may be waterfront swimming director).
- Knowledge of various swimming levels.
- Previous experience in overseeing swimmers.

## **RESPONSIBLE TO WATERFRONT SWIMMING DIRECTOR**

### **CAMP GOALS**

- Provide safe and reliable instruction to campers.

### **GENERAL RESPONSIBILITY**

- Know the proper emergency protocol and follow directives given by waterfront director.
- Remain alert to swimmers at all times.
- Instruct swimmers at the proper swimming level while maintaining their safety.

### **SPECIFIC RESPONSIBILITY**

1. Assist in weekly swim test, allowing campers to swim according to their ability.
2. Follow the AY curriculum or the American Red Cross program for swimmers to earn their honor or certificates in giving swimming lessons.
3. Keep a record of swimmers' abilities.
4. Do not leave the swim area while swimmers are in or near the water.
5. Store all equipment and lock gate at the end of classes.
6. Inform campers of swimming area rules.
7. Remove or rope off damaged equipment and inform the camp office for maintenance.
8. Set out all necessary equipment for the day.
9. Keep the swim area clean and neat each day.
10. Rake beach each day.
11. Assist campers in checking in and out of swim area.
12. Periodically check (buddy system) for certain all campers are accounted for.
13. Prevent misconduct in swimming area.
14. Maintain safety at all times.

### **ESSENTIAL FUNCTIONS**

Ability to teach swimming classes, maintain the safety of swimmers, maintain teaching and lifesaving equipment, follow life guarding / teaching schedule.

# **WATERFRONT LIFEGUARDS**

## **DESIRED QUALIFICATIONS**

- Must possess current Lifesaving, First Aid & CPR/FPR certification.
- Previous experience in overseeing swimmers and knowledge of various swimming levels.

## **RESPONSIBLE TO WATERFRONT SWIMMING DIRECTOR**

### **CAMP GOALS**

- To provide a safe waterfront area by enforcing safety rules and procedures.

### **GENERAL RESPONSIBILITY**

- Follow the proper emergency protocol under the direction of the waterfront swimming director.
- Remain alert to swimmers at all times.

### **SPECIFIC RESPONSIBILITY**

1. Assist in weekly swim test, allowing campers to swim according to their ability.
2. Do not leave the swim area while swimmers are in or near the water.
3. Store all equipment and lock gate at the end of your shift.
4. Inform campers of swimming area (or other waterfront area) rules.
5. Remove or rope off damaged equipment and inform the camp office for maintenance.
6. Set out all necessary equipment for the day.
7. Keep the swim area clean and neat each day.
8. Rake beach daily.
9. Assist campers in checking in and out of swim area.
10. Periodically check by using the buddy system that all swimmers are accounted for.
11. Prevent misconduct in swimming area.
12. Assist swim instructors with lessons.
13. Maintain safety at all times.

### **ESSENTIAL FUNCTIONS**

Ability to maintain the safety of swimmers, maintain teaching and lifesaving equipment, and follow life guarding & teaching schedule.

# **WATERFRONT SAILING INSTRUCTOR**

## **DESIRED QUALIFICATIONS**

- Must have Lifeguard Training, First Aid & CPR/FPR certifications.
- Must have previous knowledge of sailing and sailing instruction.
- Posses current certification in Sailing

## **RESPONSIBLE TO WATERFRONT SWIMMING DIRECTOR**

## **CAMP GOALS**

- To provide safe and dependable assistance and teaching for usage of sailboats.

## **GENERAL RESPONSIBILITY**

- Know proper emergency procedures and follow protocol under direction of waterfront director.
- Follow the "rules of the road" for sailboats.
- Keep boats and equipment in clean condition and good working order.
- Assist in the ski boat area as needed to clean boats.

## **SPECIFIC RESPONSIBILITY**

1. Instruct campers in the sport of sailing while maintaining safety at all times.
2. Teach the AY/AJY curriculum for the sailing honor.
3. Keep boat areas clean and free of trash and pine cones.
4. Assist campers on how to use equipment.
5. Return all equipment to the boathouse after usage.
6. Assist and monitor boaters and sailors on the lake.

## **ESSENTIAL FUNCTIONS**

Ability to teach proper sailing techniques while maintaining safety at all times and take proper care of sailboats and sailing gear.

# **WATERFRONT SMALL BOATS / CANOE INSTRUCTOR**

## **DESIRED QUALIFICATIONS**

- Be at least 18 years of age.
- Must possess current Lifesaving, First Aid & CPR/FPR certification .
- Knowledge and experience with small watercraft such as canoes, kayaks, etc.
- Possess small boating safety certification.

## **RESPONSIBLE TO WATERFRONT SWIMMING DIRECTOR**

### **CAMP GOALS**

- To provide instruction for small boat usage while maintaining the highest level of safety.

### **GENERAL RESPONSIBILITY**

- Must follow emergency protocol when necessary under the direction of the waterfront swimming director.
- Instruct campers on the proper and safe use of small watercraft.
- Keep small boats and equipment in clean and working order.
- Assist in other waterfront areas as assigned by the waterfront swimming director.

### **SPECIFIC RESPONSIBILITY**

1. Keep boat areas clean and free of trash and pine cones.
2. Instruct campers on how to use equipment .
3. Teach skills necessary for the AY canoeing honor.
4. Keep a record of all campers' learning progress .
5. Make sure all boaters are wearing a PFD.
6. Instruct students on proper canoe loading, disembarking and paddling techniques.
7. Keep boathouse clean and organized.
8. Make sure all equipment is returned to the storage shed and secured after classes.
9. Attend to and monitor boaters on the lake.
10. Teach different strokes, boat rescues and load and unloading of canoes.

### **ESSENTIAL FUNCTIONS**

Must have ability to instruct campers, perform rescues, and maintain boats and equipment properly.