

Summer Staff Job Descriptions

Assistant Director (AD)

Description: The Assistant Director assists the Executive Director. The AD may also function as the day to day Host of camp and be responsible for planning and implementing the daily schedule for campers. Reports to the Executive Director.

Expectations:

- Maintain a daily devotional time with God
- Assist the director with whatever they might need
- Communicate schedule needs with Summer Missionaries and weekly volunteers
- Outline schedule for Program Team at Sunday Program Meeting
- Attend every counselor morning meeting
- Attend all program meetings
- Supervise/Train Junior Staff and volunteers

Program Director - Recreation and Activities Coordinator

Description: The Summer Program Director assists the Executive Director and the AD with planning and leading activities that are enjoyable, safe, and age-appropriate for campers. Requires high energy, positive attitude, and the ability to lead large groups. Reports to the Executive Director.

Expectations:

- Maintain a daily devotional time with God
- Assist with planning, managing, and implementing camp schedule of activities, games, art projects, skills, etc.
- Keep camp on schedule by being primary Host and Bell Ringer, delegating those responsibilities to a qualified staff member as needed.
- Help plan all game/recreation events
 - 3-4 Large group games for each age group
 - 3-4 Cabin group activities for each age group
 - 5-6 Rainy day game ideas for each age group
- Write Daily Schedule on white board
- Care for and oversee all recreation equipment and art supplies (Advise ED if something needs to be ordered)

Chapel Director

Description: Responsible for leading praise sessions twice a day for every age group of campers. The Chapel Coordinator is also responsible for creating and leading a summer band consisting of members of the summer staff team. Songs chosen are to reflect camp's beliefs, be age appropriate, and varied in selection. Reports to the Executive Director

Expectations:

- Maintain a daily devotional time with God
- Arrange and lead worship for chapels
- Coordinate Worship Band
- Coordinate Closing Rally with Executive Director
- Oversee (organize, clean, maintain) all Sound and Recreation equipment
- Chapel cleaning, organizing, and set-up (Utilize Volunteers for Help)
- Oversee Staff Variety show, having different line-ups for Elementary and Junior/Senior High

Photographer/Blogger

Description: Responsible for attending every event and record as many moments as possible. Must seek to show camp through the camper's eyes. Takes mostly photos of campers with only a few of staff. Reports to Assistant Director and Executive Director.

Expectations:

- Maintain a daily devotional time with God
- Coordinate photography of events and take pictures
- Be aware of those that have not signed release form or do not have permission to be in photos
- Download and edit pictures daily, suggestion: pick top 50 of the day to edit and use
- Delete unusable and duplicate photos
- A good picture is one that:
 - Shows mostly close-ups of faces
 - Highlights fun
 - Contains lots of color
 - Illustrates the beauty of Camp

- Illuminates a variety of different faces
- Captures emotions of summer camp
- Create a weekly slideshow
 - 7-9 minutes in length (Around 250 pictures per show)
 - Every camper present in show**
 - Music must be upbeat and youth-friendly, reflecting Camp's mission and values
- Take cabin pictures every week
- Assist with Program Events where scheduled
- Participate in program rotation where needed

Head Counselor (HC)

Description: Responsible for helping to provide leadership, training and supervision for all counselors, Bible studies, encouraging staff and dealing with any conflicts/issues that may arise. HCs are the first line of defense when dealing with camper discipline. Head Counselors will serve as the primary support for the counseling staff. Reports to the Executive Director.

Expectations:

- Maintain a daily devotional time with God
- Assist Counselors in ministering to campers (Including spiritual decisions, discipline issues, etc.)
- Provide spiritual leadership for counseling team
- Structure and lead devotions during morning meeting if asked.
- Meet individually with each counselor every week (gender specific)
- Attend all program meetings
- Ability to Lead 1 Seminar/Clinic a day (Junior and Senior High)
- Assist with Program help
- Participate in the afternoon program rotation

Counselor

Description: Responsible for the overall supervision of campers with the aim of providing a healthy, safe, and enjoyable camp environment and experience. Reports to Head Counselor and Executive Director.

Expectations:

- Maintain a daily devotional time with God
- Ability to clearly present the Gospel in age-appropriate ways
- Will meet one on one with each camper assigned to your cabin throughout the week
- Live and model the phrase: Camp is for the Campers
- Meet weekly with Head Counselor as an individual
- Attend all counselor meetings
- Supervision of cabin group
- Ability to work with a junior counselor
- Show campers what it looks like to be a follower of Jesus
- Provide care, love, and encouragement for every camper in your cabin
- Be the spiritual leader for your cabin
- Assist with Program help
- Participate in the afternoon program rotation

Junior Counselor - Counselor in Training

Description: A Junior Counselor is a non-counseling staff. They help other staff get to know campers and they give the counselors extra support. Every non-counseling staff member is expected to be a junior counselor, it is part of your job description. Reports to Counselor, Head Counselor, Assistant Director, Executive Director, in that order.

Expectations:

- Maintain a daily devotional time with God
- Introduce yourself to the cabin on the first night (supper is a good time to find them!)
- Keep your copy of the cabin list and pray through it every day. Learn the names too!
- Sit with your cabin during chapels.
- If Chapel time is unexpectedly extended (there is an altar call or prayer time), offer to go back to your cabin with the campers that are not participating in the extended chapel time. You will be responsible for supervising, keeping them safe, starting a discussion or other small group activity with them in the cabin.
- Interact with your cabin. You go where they go.
- Support your counselor by asking how you can help and assisting counselor when asked.
- Attend nighttime devotion and sit with your cabin during meals. Offer to lead devotions some night or ask the counselor if

- there's anything specific, they'd like you to do or share.
- Help your counselor with campers that have special needs.
- Be observant and present around camp. What is going on in the sand volleyball court? What is going on at carpetball? Help wherever you are needed.
- Your counselor is in charge. You are here to learn from them, assist them, and listen to them. If they are not doing the right thing, please talk to the Head Counselor or Assistant Director.

Head Cook

Description: Responsible for providing meals for campers and staff during the summer camp program, preparing meals for special diets, ordering food, supervising, and directing the kitchen staff, and cleaning/organizing kitchen, appliances, and dining hall. In addition, Head Cook is responsible for creating healthy, diverse, cost-effective meal plans. Reports to the Executive Director.

Expectations:

- Maintain a daily devotional time with God
- Supervises the kitchen staff and able to assign tasks efficiently and politely
- Should be food safe certified
- Able to communicate with Kitchen Staff, campers, and others politely
- Responsible for planning the menu for each week
- Responsible for ordering the appropriate amount of food for each week from the vendor
- Responsible for cleaning and organization of the Kitchen, including appliances, and the Dining Hall
- Will prepare the meals for the camp with the help of the Kitchen Staff

Kitchen Assistant

Description: Responsible for assisting the Head Cook with meal planning, ordering food, preparing meals, cleaning/organizing the kitchen and dining hall. Reports to the Head Cook and Executive Director.

Expectations:

- Maintain a daily devotional time with God
- Supports Head Cook
- Needs to be timely, hardworking, and does their job in a cheerful manner without complaining
- Responsible for the preparation, serving, and cleaning up, of every meal at the direction of the head cook

Head of Maintenance

Description: Responsible for the oversight of the Camp Joy property and buildings. Performs general cleaning, repair and minor maintenance duties to maintain buildings, grounds, and equipment. Reports to the Executive Director.

Expectations:

- Maintain a daily devotional time with God
- In charge of maintaining the grounds of Camp Joy by mowing, trimming, landscaping etc.
- They should have a variety of maintenance skills, but do not need to be experts
- They will fix minor plumbing, electric, building issues as they arise, or contact the appropriate vendor and/or the ED
- In charge of camp set up – examples: big games, slip and slide, campfire, etc.
- Responds to requests for help in a timely manner.
- Able to communicate effectively and politely to Maintenance Crew and others.

Maintenance Crew

Description: Responsible for the repair, cleaning, and maintenance of Camp Joy property, under the guidance supervision of the Head of Maintenance. Reports to the Head of Maintenance and the Executive Director.

Expectations:

- Maintain a daily devotional time with God
- Willing to work hard, listen to directions, and fill in wherever they are needed at camp
- Follows safety rules to minimize risk to self and others.