

SUTTLE LAKE CAMP JOB DESCRIPTION

PROGRAM STAFF

GENERAL RESPONSIBILITY: To support the Camping Ministry of Suttle Lake by providing Christian leadership for specific program activities in such a way that supports faith development of participants. Assist with kitchen operations, basic maintenance, housekeeping, and office tasks on a rotating basis as needed.

RELATIONSHIPS AND KEY CONTACTS: Main interactions are with other camp staff, volunteers, campers, and guests. The camp population and schedule is quite diverse over the season, given responsibilities will reflect this.

RESPONSIBLE TO: The Camp Director will offer overall supervision, assistance, and guidance when needed. Each staff member is responsible to the designated supervisor of the specialized work area assigned (program supervisor responsible for specialized program area assigned, the food service manager or his designated lead cook while engaged in food service, facilities manager while assisting with maintenance, etc.).

SPECIFIC DUTIES:

A. Participate in training week(s) prior to camp and continuing education during camp, to develop skills in:

1. developing a positive Christian staff community and atmosphere of team work
2. emergency procedures
3. safe sanctuary practices
4. problem-solving skills
5. activity leadership and safety
5. challenge course facilitation
6. food safety and food service operations
7. maintenance, office & housekeeping tasks
8. positive camper discipline
9. age-level faith development

B. Organize, lead, and/or assist with the following camp activities as assigned. Staff leadership of any activity should be supportive of volunteer leadership, reflective of larger Christian mission, responsive to campers age-level & ability, mindful of safety, and build on the camp theme / curriculum:

1. Waterfront Activities including swimming, canoeing, kayaking, and inner-tubing (for those staff with current life-guarding or small craft safety certification)
2. Environmental Stewardship & Nature Discovery
3. Challenge Course Facilitation
4. Cooperative Games
5. Music and Song Leading (campfires, worship, morning watch, meals, etc.)
6. Archery
7. Overnight Camp Outs and Outdoor Skills
8. Bible study & Devotions
9. Outdoor Cooking
10. Arts & Crafts
11. Others as skills & abilities allow

C. Support camp logistics and provide consistent quality for routine activities like: mealtimes with campers, snacks, cabin/shower house cleanup, off-site field trips, store, coordinating special events, and other tasks as needed.

D. Support camp food service by:

1. Assisting with meal set up
2. Facilitating meal starts, announcements, grace (when needed), and buffet line direction
3. Hosting the Dining Hall for program and hospitality groups

4. Leading clean-up, coordination of duties, disposal of trash, compost and recycling
5. Washing dishes
6. Assisting with cook-outs
7. Assisting with snack preparation
8. Assisting with meal preparation on an emergency basis

E. Help with camp clean-up/housekeeping as part of daily routines and after campers depart from camp.

F. Participate enthusiastically in as many camp activities as possible, even when not responsible for leading.

G. Participate in staff meetings and devotions. All staff are encouraged to add agenda items to list, lead group or faith building activities, provide feedback and suggestions for improvement of camp organization.

REQUIRED CERTIFICATIONS:

1. Oregon State Food Handler's Permit
2. Certification in CPR and First Aid (American Red Cross or equivalent)
3. Minimally 18 years of age or high school graduate
4. Life-guarding certification is preferred, but not required.

DESIRED QUALIFICATIONS:

- A. Ability to be flexible, learn quickly, take initiative, and follow directions.
- B. Awareness of safety and ability to actively intervene when needed.
- C. Ability to engage participants in activities with enthusiasm and clear directions.
- D. Ability to understand, identify, implement and articulate clear directions including safety measures.
- E. Ability to model appropriate behavior and use positive discipline techniques when needed.
- F. Teaching or leadership skills in several areas listed under "B" above and/or skills in food service, maintenance, or office.
- G. Preference given to applicants with a growing Christian faith and ability to share support others in their personal faith development.

ESSENTIAL FUNCTIONS:

1. Willingness to participate in a team environment.
2. Ability to communicate effectively with campers, guests, and other staff.
3. Strength and ability to lift a kayak or similar item weighing a minimum of fifty pounds, from the ground to shoulder level.
4. Ability to operate food service equipment safely, including knives and dishwasher.
5. Ability to maintain proper sanitation in kitchen, bathrooms, and other areas of camp.
6. Safely handle and use cleaning supplies and other chemicals.
7. Read and sign the Camp & Retreat Ministry Mission Statement and Staff Disclosure Form.
8. Pass background check require by all staff.