

# **JOB DESCRIPTIONS**

**\*Please note that each staff member will be first aid and CPR trained.**

## **MAINTENANCE DEPARTMENT**

Responsibilities of this department are:

1. Maintain camp in a safe and pleasing manner.
2. Minor repairs on buildings and other departments as needed.
3. Help keep camp vehicles and equipment in good running order.
4. Keep shop and tools neat and orderly.
5. Be available for guest emergencies.
6. Maintain the grass, fields, and grounds areas.
7. Empty garbage cans on campgrounds.

## **ACCOMODATIONS DEPARTMENT**

Responsibilities for this position are:

1. Regularly cleaning the cabins, bathhouses and meeting areas.
2. Opening and running the Snack Bar and Country Store.
3. Inventory of Snack Bar and Country Store goods.
4. Doing any laundry needed for accommodations.
5. Help keep grounds clean (i.e.: picking up litter, emptying trash cans, doing trash runs for the Kitchen).

## **KITCHEN DEPARTMENT**

Responsibilities for this position are:

1. Assisting the cooks in preparing food.
2. Clean up
3. Receive and put away supplies.
4. Assist the dinning room host, window service or in the dinning room.
5. Wash dishes.
6. Clean floors, windows, etc.
7. Dumping of trash.
8. Keep clean: the kitchen, dinning room, and patio area

## **HOST/HOSTESS**

This position requires an individual who has the skills to work with administration, co-workers, youth pastors, and campers. Flexibility, organizational abilities, and readiness to meet the needs of our campers. Basic knowledge on the computer, pleasant telephone manners and proficient work ethics are necessary. Most of all, this person needs to have a "BIG" heart for the ministry.

## ACTIVITIES DEPARTMENT

All activities personnel must realize that you are going to be scrutinized more than any other department here at camp. By nature people think you are being paid to play.

Lifeguard: Responsible for the safety of campers in pool, cleaning and maintaining pool area, cleaning the front bath house. Assist with other activities when needed.

Paintball: Responsible for briefing campers on rules, safety, and procedures of paintball, facilitating, and debriefing; along with inventory and turnover of the paintball equipment each week, updating the daily paperwork, and cash sales for paintballs.

Mountain Bikes: Responsible for briefing campers on rules, safety and procedures of mountain biking, facilitating, and debriefing; along with turnover of biking equipment each week, updating the daily paperwork, and maintenance of the bikes and bike trails.

High Adventure Activities: This team of staff will be trained on each of the following areas and will work the areas on a rotation basis.

- Ropes Course: Responsible for briefing campers on rules, safety and procedures for the Ropes Course, facilitating, and debriefing; along with turnover each week, updating the daily paperwork, and inspection of ropes equipment.
- Climbing Wall: Responsible for briefing campers on rules, safety and procedures for the Climbing Wall, facilitating, and debriefing; along with turnover each week, updating the daily paperwork, and inspection of Wall equipment.
- Giant Swing: Responsible for briefing campers on rules, safety and procedures for the Giant Swing, facilitating, and debriefing; along with turnover each week, updating the daily paperwork, and inspection of Swing equipment.
- Skate Park: Responsible for briefing campers on rules, safety and procedures for the Skate Park, facilitating, and debriefing; along with turnover each week, updating the daily paperwork, and inspection of Skate equipment.
- Archery: Responsible for briefing campers on rules, safety and procedures for Archery, facilitating, and debriefing; along with turnover each week, updating the daily paperwork, inspection and inventory of archery equipment.