

Camp Pine Lake
Job Description

TITLE: Summer Staff

RESPONSIBLE TO: Summer Staff report to Camp Director. In any given area of operation, summer staff are accountable to supervisor in the operational area (i.e. Program Director, Cooks, Property Manager, Camp Dean, etc.)

FUNCTION: To provide support in all areas of camp operations during the summer camp season.

QUALIFICATIONS: The person filling this position:

1. needs to respect the ministry of Camp Pine Lake and be willing to work toward the fulfillment of our Mission Statement.
2. needs to have an understanding of their own faith journey and be on a track to continue to work at their faith during their time of employment.
3. must be 18 years old and needs to be at least two years older than supervised campers. One full year out of high school is preferred. Work schedule and assignments will be determined by age.
4. needs to have an attitude compatible with servant leadership.
5. must be able to work with persons of all ages, and willing to work in all areas of operation.
6. needs to have appropriate emotional maturity and stability.
7. needs to accept the Responsibilities of Summer Staff.

RESPONSIBILITIES:

1. During **Church of the Brethren Camps**, summer staff will support every aspect of summer camp program and operations. Some staff may be assigned to focus on program and support specialties, while others will be assigned to focus on cabin/camper leadership. These assignments may be week to week or summer long assignments, based on skills, interest, and the discretion of the Camp Director and Program Director.
 - a. Live with a small group of 6-8 campers in a cabin.
 - b. Share leadership responsibilities for a small group (usually coed) of 12-16 campers with a co-counselor.
 - c. Provide primary supervision for campers assigned to your group.
 - d. Greet campers and parents on opening day. Help campers settle in and adjust.
 - e. Implement group schedule and plan additional activities with your co-counselor and campers.
 - f. Guide campers' participation in individual, group, and all-camp activities.
 - g. Practice good group building methods.
 - h. Prepare daily devotions for your group with your co-counselor.
 - i. Help to plan and implement all-camp activities.
 - j. Participate in a weekly evaluation.
 - k. Enforce camp policies, procedures, and health and safety regulations.
 - l. Assist in the cleaning of all camp facilities.
 - m. Assist in other areas of camp operation as needed.
 - n. Other duties as assigned.
2. During **rental weeks**, summer staff will support operations of camp facility. Summer staff will also spend time developing leadership skills, preparing for Church of the Brethren camps,

and exploring Pine Lake State Park and the surrounding natural area. Each staff will assist in the kitchen and on the grounds as scheduled. Daily schedules will vary from week to week and will be determined by leadership staff.

1. Kitchen
 - a. Assist the kitchen staff in preparation and serving of scheduled meals.
 - b. Safely and correctly operate all kitchen equipment.
 - c. Assist in keeping the kitchen and dining room clean and sanitary.
 - d. Set-up dish collection area before each meal and wash, dry, and put away dishes after each meal.
 - e. Remove trash and refuse from the kitchen and dining hall as needed.
 - f. Report group numbers to the Kitchen Manager as needed.
 - g. Abide by all regulations of the Iowa State Department of Health.
2. Maintenance
 - a. Maintain grounds, facilities, and equipment in a manner that will keep all improvements in a condition reflecting good management and care.
 - b. Clean and sanitize bathrooms and bathhouses daily.
 - c. Help to keep staff housing and Friendship Lodge clean daily.
 - d. Remove trash and refuse from buildings daily.
 - e. Maintain order in the recycling storage areas.
 - f. Assist with weekly grass mowing and weed control.
 - g. Perform other assignments as assigned by the Property Manager.
3. Recreation
 - a. Facilitate canoeing or fishing excursions for small groups.
 - b. Assist with maintenance and care of canoes, trailers, fishing poles and life vests.
4. Other duties as assigned.

PHYSICAL ASPECTS OF THE JOB:

1. Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of a Summer Staff position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.