

Calvin Crest Summer Staff 2018

JOB DESCRIPTIONS:

Accommodations Assistant

Accommodations assistants are concerned with general custodial needs of camp facilities such as cleaning of all building areas, bathrooms, laundry area, disposal of garbage, moving tables and chairs, room set-up, etc. **This position can be reserved for all 6 weeks if requested.** Position is responsible to the Accommodations Supervisor and Program Director.
Weeks 1-6.

Activities Director

The activities director in each program area is responsible for developing and leading all program activities, organizing and leading special events, and assisting the Coordinator in giving direction to each day's schedule. The A.D. must be well-organized, able to work well with campers as well as adults, able to lead large group activities and events. The main focus of the A.D. is to assist in building weekly program community and to supplement the efforts of volunteers and lead counselors through games, activities and fun. Those applying for these positions should have a lot of energy and be very creative. The position is responsible to the specific Program Team Coordinator and Program Director.

Weeks 1,2: Family Camp

Weeks 3, 4: Sherwood Forest

Weeks 3, 4, 5, 6: Middle School & High School

Week 6: Week in the Forest

Cabin Leader

The main focus of the Cabin Leader is to establish healthy relationships with campers and encourage their growth in being a disciple of Jesus Christ. A Cabin Leader will come alongside youth directors (if present) to assist them in their intentional purposes of discipleship. Their responsibilities include staying in the cabin with a group of youth, participating in the daily camp program as the cabin group overseer, and supporting program staff as required. A Cabin Leader needs to have an understanding of the Christian faith with the ability to engage in meaningful discussions, as well as the capacity to pray with campers, engage in worship services with campers, and model a healthy spiritual life. The position is responsible to the specific Program Team Coordinator and Program Director.

Weeks 3, 4: Sherwood Forest

Week 5: Cross Culture Camp

Weeks 3, 4, 5, 6: Middle School & High School

Week 6: Week in the Forest

Crafts Director

The crafts directors are responsible for directing a creative crafts program and for stocking and maintaining inventory of crafts in their own area. All crafts directors will work with the program team in their area. The position is responsible to the specific Program Team Coordinator and Program Director.

Weeks 1,2: Family Camp

Weeks 3, 4: Sherwood Forest

Weeks 3, 4, 5, 6: Middle School & High School

Week 6: Week in the Forest

Events Assistant

Each member of the events team will be trained to operate within a rotation of duties between pool, boats, flume (water slide), climbing wall, adventure course, Sherwood Loch (swimming pond), archery tag, escape room, and Mountain Bike excursions. Responsible for the cleaning and maintenance of the ropes course, climbing wall, pool, boats, flume and surrounding areas on a daily basis. Advanced First Aid and CPR certificates required. Red Cross or Ellis Lifeguard Training certificate required. The position is responsible to the Events Coordinator and Program Director.

Weeks 1,2: Family Camp

Weeks 3, 4: Sherwood Forest

Weeks 3, 4, 5, 6: Middle School & High School

Week 6: Week in the Forest

Family Ministry Assistant

The main focus of a Family Ministry Assistant is to minister to the adults and children attending our Family Camps. Responsibilities include babysitting infants and small children, providing care each morning during the children's program while the adults are at morning worship, helping run afternoon free-time activities, engaging with the children and adults at evening family campfire, and providing overall support and assistance to families when needed. The wide range of children's ages present at Family Camp provides opportunity for a Family Ministry Assistant to be assigned to an age group that they are particularly well matched with. The position is responsible to the specific Program Team Coordinator and Program Director.

Weeks 1,2: Family Camp

First Aider

The first aiders' main duties are to give immediate medical aid to individuals with common camp injuries, and to assist Registered Nurses in the daily dispensation of medical care. Applicants must be reliable and have good communications skills, as well as have the ability to cope with stressful emergency events. Advanced First Aid and CPR certificates required. The position is responsible to the Registered Nurse, specific Program Team Coordinator and Program Director.

Weeks 3, 4: Sherwood Forest

Weeks 3, 4, 5, 6: Middle School & High School

Week 5: Cross Culture Camp

Week 6: Week in the Forest

Food Services Assistant

Food services assistants assist the Food Services staff in daily meal preparation, service, dishwashing, and cleanup for all camp program areas. Fulfill other duties as assigned. **This position can be reserved for all 6 weeks if requested.** The position is responsible to the Food Services Director and Program Director.

Weeks 1 - 6.

Maintenance Assistant

The responsibilities of a maintenance assistant include carpentry, vehicle maintenance, wood cutting, plumbing, electrical work, painting, digging, and special equipment & vehicle operation. Fulfill other duties as assigned. Previous experience in maintenance work is desirable. The position is responsible to the Operations Director and Program Director.

Weeks 1-6.

Meal Host

The meal host is responsible for leading meal setup and communicating information about food including potential allergens and portion sizes. The meal host will ensure that food remains stocked throughout the service period. The host will also assist with meal preparation, cleanup, and other duties as assigned. He/she will also ensure that the coffee bars in the Dining Hall and Cedar Lodge remain stocked. Those applying for this position should be comfortable speaking in front of people and able to communicate effectively with people of all ages. The position works directly with Program Coordinator and is responsible to Food Services Director and Program Director.

Weeks 1,2: Family Camp

Photographer/Videographer

The photographer is responsible for capturing and editing photographs and videos of weekly camp events. This person will put together a final camp video each week and work alongside the Communications Coordinator to upload photos in a timely fashion. The photo/videographer must be able to transport and operate photography and video equipment, and accomplish all technical tasks related to taking and editing photographs and videos.. Previous work in photography is desirable. The position is responsible to the Communications Coordinator and Program Director.

Weeks 1-6.

Program Lead Counselor

Lead counselors serve in program areas as leaders and facilitators of a small group of campers. In Sherwood and Crestview, this is usually a cluster of three or four cabin groups, each consisting of one volunteer counselor and five to eight campers. The Aimpost team will work together to lead a small group of campers each week. The main focus of the Lead Counselor is to walk alongside campers while they learn to walk in the way, the truth, and the life of Jesus Christ as his disciples. He/she will come alongside youth directors to assist them in their intentional purposes of discipleship. Their responsibilities include presenting daily Bible studies and lessons, leading discussions, hikes, games and other programmed activities. A Lead Counselor needs to have an understanding of the Christian faith with the ability to teach and communicate it in

dynamic and spontaneous situations. A Lead Counselor needs to be a supportive person with skills in personal relationships, as well as administration and organization. He/she must have an ability to relate to and teach children and youth as well as adults, and should have experience in Bible study leadership and recreational activities. The position is responsible to the specific Program Team Coordinator and Program Director.

Weeks 1,2: Family Camp

Weeks 1, 2: Aim Discipleship

Weeks 3, 4: Sherwood Forest

Week 5: Cross Culture Camp

Week 5: Outdoor Adventure Camp

Weeks 3, 4, 5, 6: Middle School & High School

Week 6: Week in the Forest

Sherwood Driver (Food Services)

The Sherwood driver operates food service delivery vehicles to deliver meals, snacks, and beverages to Sherwood Forest. Driver assists with meal preparation, setup and cleanup for the kitchen team. Fulfills other duties as assigned. Those applying for this position should have a valid driver's license. The position is responsible to the Food Services Director and Program Director.

Weeks 3,4: Sherwood Forest

Week 5: Outdoor Adventure camp.

Store Clerk

Responsible for overseeing the stocking, supplying, and operation of the Crestview Store and Sherwood Store. Fulfill other duties as assigned. The position is responsible to the Store Manager and Program Director.

Weeks 3, 4: Sherwood Forest

Weeks 3, 4, 5, 6: Middle School & High School

Week 6: Week in the Forest