

## **Summer Staff Position Descriptions/Responsibilities**

**Accommodations Assistant:** 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.

**Activities Director:** (Sherwood Forest or Crestview) The A.D. 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.

**Cabin Leader:** A staff cabin leader experiences camp with campers they are paired with and acts as a mentor for the week. Staff cabin leaders most often serve campers who are attending as individuals, without a church group. You will be in direct supervision of the campers at all times. Cabin leaders will stay in the cabins with their campers in the evenings. You are expected to be present and involved with the campers at all camp activities and be available to support them in their spiritual needs and questions as well. Campers come from a wide variety of backgrounds and the cabin leader should act in a sensitive and loving manner.

**Crafts Director:** (Sherwood Forest or Crestview) 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.

**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, zip lines, aerial adventure course, Sherwood Loch (swimming pond), mountain bike excursions, and tournament games. Events assistants are responsible for the cleaning and maintenance of events' equipment and surrounding areas on a daily basis. Advanced First Aid and CPR certificates are required prior to working as an Events Assistant at Calvin Crest.

**Family Ministry Assistant:** Family Ministry Assistants serve alongside volunteer Child Care Assistants during Family Camp. You will be assigned to a specific family during that week of Family Camp and will help care for the children of that family. Family Ministry Assistants are often reserved to serve families with children who have needs beyond what we would expect a CCA to provide (e.g. children who are on the autism spectrum). FMAs provide care each morning during the children's program while the adults are at morning worship, and again in the evenings after family campfire. FMAs will help provide overall support to our Family Camp program by preparing tables before meals, helping run afternoon free-time activities, and offering assistance to families when needed.

**First Aider:** (Sherwood Forest or Crestview) 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 dispensing 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 are required prior to working at Calvin Crest.

**Food Services Assistant:** Food Services assistants assist the camp Food Services staff in all aspects of feeding campers at Calvin Crest. This includes daily meal preparation, service, dishwashing, and cleanup for all camp program areas. Other duties may include serving as a café worker (stocking and operating the Crestview Café, general barista duties).

**Maintenance Assistant:** The responsibilities of a maintenance assistant includes carpentry, vehicle maintenance, woodcutting, plumbing, electrical work, painting, digging, and special equipment/vehicle operation. Other duties may be assigned as required. Previous experience in maintenance work is desirable.

**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.

**Photographer/Videographer:** The photographer/videographer is responsible for capturing and editing photos and videos of weekly camp events. This person will work together with the Communications Coordinator to put together a final camp video each week, and upload all photos following camps in a timely fashion. The photographer/videographer must be able to transport and operate photography equipment and accomplish all technical tasks related to taking and editing photos and videos. Previous work in this area is desirable; please submit a portfolio of previous work if possible.

**Program Lead Counselor:** (AIM, Sherwood Forest, or Crestview) Lead Counselors serve in program areas as leaders and facilitators of a small group of campers. In Crestview and Sherwood Forest, this is usually a cluster of three or four cabin groups, each consisting of one volunteer cabin leader and five to eight campers. The AIM team will work together to lead a small group of campers during the second and third weeks of summer. The main focus of the Lead Counselor is to walk alongside campers while they learn to walk in the way, truth and life of Jesus Christ as his disciples. He/She will come alongside youth directors and youth pastors to assist them in their intentional purposes of discipleship. The Lead Counselor's 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.

**Registration/Office Assistant:** The registration/office assistant will help with responsibilities including answering phones, entering registration data into camp registration program, greeting guests, assisting Registrar in check-in and check-out of all camp guests, and other duties as assigned. Requires general office skills including copying, typing, answering phones, etc. Strong written and verbal communication skills a must.

**Sherwood Driver:** 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 must have a valid driver's license.

**Store Clerk:** (Sherwood Store or Crestview Store) The store clerks are responsible for overseeing the stocking, supplying, and operation of the Crestview Store and Sherwood Store. Other duties may be required in both administrative as well as program areas.