

COVENANT CEDARS BIBLE CAMP

SUMMER STAFF JOB DESCRIPTIONS

ACTIVITIES CREW

Members will be trained to be a lifeguard, tower facilitator, zipline facilitator, challenge course facilitator, and crate stacking facilitator. The activity crew will be accountable to the activity crew leader. They will promote excellence in both safety and professionalism at the tower, waterfront, pool, and challenge course during all activities at those particular locations. Each member must meet certification requirements before their summer duties.

1) Activities Crew Leader:

- Daily meeting with administration
- Communicate with the activities crew about daily tasks given by administration
- Discuss any pool, waterfront, or tower maintenance with administration/maintenance director
- Fulfill all required duties of an activity crew member
- Oversee and evaluate the work done by activity crew members and report to administration
- Communicate between year-round staff and activities crew
- Encourage activity crew members through leadership and experience

2) Activities Crew Member:

- Complete all assigned tasks with enthusiasm. These tasks will be delegated by activity crew leader
- Tasks other than previous listed duties include:
 - Light maintenance
 - Power washing and staining buildings
 - Spreading woodchips and other landscaping
 - Cleaning cabins, bath houses, and general meeting areas at camp
 - Distributing water jugs to designated areas at camp
 - Other general maintenance and upkeep at camp
- Be alert and ready to facilitate the daily activities at the pool, waterfront, tower, and challenge course (NOTE: these positions will require strict self-discipline, and members are expected to REST when the time is appropriate and to be ALERT when on duty)

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FACILITIES CREW

The facilities crew is a rewarding experience; however, this is a demanding job that requires individuals to be self-disciplined and professional at all times. Facilities crew will be responsible for feeding our guests and keeping all camp facilities clean. This is an opportunity to practice the ministry of hospitality.

1) Food Service Assistant:

- Work only in the kitchen this summer under the supervision of the food service director
- Daily meeting with the food service director
- Attend leadership meetings on days when the food service director is not present
- Communicate tasks to the food service crew that are delegated by the food service director
- Objectives:
 - Be able to help plan, prep, serve, and clean an entire meal within the first two weeks with the assistance of the food service director
 - Be able to plan, prep, serve, and clean an entire meal within the first four weeks without the assistance of the food service director
 - Grow in personal discipline and leadership of the food service crew

2) Facilities Crew Member:

- Food prep each meal in the dining hall
- Clean dining halls after each meal
- Wash dishes in efficient and safe manner
- Participate in serving food
- Daily and deep-cleaning of dining halls and kitchen
- Unload trucks and stocking freezers (be able to lift 25 lbs)
- Other projects or tasks assigned outside of the kitchen
- Help clean cabins and other buildings on heavy guest turnover days
- Acquire and use skills necessary for the general and deep cleaning of buildings on campgrounds
- Keep a high standard of hygiene and professional conduct while on duty
- Be prepared to serve at a deeper and more meaningful level than the previous day

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MAINTENANCE CREW

Covenant Cedars Bible Camp is a beautiful property that requires diligence in upkeeping and maintenance. Members of this crew can expect to experience a wide variety of light and heavy duty maintenance in the following areas: landscaping, turf and ornamental care, plumbing, tree trimming, splitting wood, weed whacking, and mowing as well as other general repair jobs. This crew is a major part of our guest services at camp, and members will be held to a high standard of conduct while performing their duties.

1) Maintenance Crew Members:

- Report to maintenance director every morning on time for instruction on maintenance tasks that are needed each day
- Wear appropriate work clothes to carry out the tasks assigned (ex. jeans for weed-eating protection)
- Wear other appropriate safety equipment while carrying out maintenance tasks
- Be disciplined to stay on task given by the maintenance director
- Keep a positive attitude about the tasks that are assigned to you

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PROGRAM CREW

The program crew at Covenant Cedars is heavily involved in the planning, facilitating, and executing of all events leading up to and during summer youth camps. This crew will work as a unit and will be headed by the director of ministries. The follow positions in this crew include:

1) Summer Program Director

- Help coordinate the immediate planning of summer youth camps
- Have the opportunity to train, plan, and lead counselors
- Lead meetings and devotional times with campers and counselors
- Execute daily operations of the program crew during youth camps
- Apply administrative skills for organizing cabin assignments and schedules for camp

2) Media Coordinator

- Assist director of ministries with the organization and production of summer theme video
- Video recording and editing of daily videos and photos during camp
- Run PowerPoint and sound during sessions
- Coordinate with guest groups and their audio and visual needs for their sessions
- Help organize videos and photos from all summer activity for future reference
- Under supervision of director of ministries, create a media strategy on Facebook, Twitter, Instagram, Youtube
- Help program team in various areas of planning and execution
- Be creative and help in areas of worship, breakout sessions, WAVE games, and other camp activities

3) Game Coordinator

- Plan and schedule all activities for WAVE games for summer youth camps
- Keep the game shed neat and orderly
- Keep an inventory sheet of all the supplies in the game shed
- Maintain all equipment used for games during camp
- Generally oversee games, activities, and equipment for games at camp
- Help in other various areas with the program crew and around camp

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SUMMER YOUTH CAMP CREW

This crew will be greatly involved with summer youth camps. Members will be working with campers ages 5-17, Responsibilities of core counselors extend beyond a volunteer counselor. Members will be held to a high standard of conduct while leading campers and volunteer counselors in love, relationship, prayer, and encouragement.

1) Core Counselors

- Be willing to undergo training and receive direction from director of ministries and summer program director
- Responsible for keeping a neat and exemplary cabin during the week
- Make sure that campers in cabin group and other cabin groups are healthy and having a positive experience
- Keep tabs on campers and volunteers by monitoring the activities going on in the immediate vicinity
- Report any unsafe activity or event that distracts from the main purposes of camp
- attend counselor meetings
- Be involved in the all camp activities with the intent to build relationships with campers

The guest services assistant will be a member of our guest service team. The guest service assistant will serve our guests by being available to answer questions, communicate the guest needs to year-round staff, and to meet those needs. The guest service assistant will be under direct supervision of the guest service director and registrar.

2) Guest Services Assistant

- Host weekend groups
- Assist guest services director and registrar with clerical needs
- Help guests with daily program needs
- Manage the camp store and canteen
- Be professional and courteous at all times