

# CAMP-of-the-WOODS

## 2018 Summer Staff Job Descriptions

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**Please note that Job Descriptions are  
Subject to change as needs arise!**

## KIDS KLUB

### Kids' Klub Teaching Supervisor

**Supervisor:** Kids' Klub Director

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** One day off per week

Monday-Friday: Teaching Supervisor; Chapter Two Program

Saturday: Evening Childcare

Sunday: Teaching Supervisor; Evening Childcare

**Type of Pay:** weekly salary

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival. Staff shirt, nice polos, khaki pants.

**Job Description:**

- Must be thoroughly experienced in teaching, preferably special training in this field
- Organizational ability
- Provide leadership for staff and foster creative programming for infant through elementary children.
- Committed to children as people and program as education.
- Work with Toddler Teacher Supervisor, Nursery Supervisor, and staff of 35.
- Also responsible for ministry in Kids' Klub staff lives.
- Assist Kids' Klub Director in training and managing Teachers and Teacher Assistants.
- Assist in a variety of functions.

### Kids' Klub Teacher

**Supervisor:** Kids' Klub Teaching Supervisor

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

*Time spent in:* Kids Klub (80%); TeePee (20%)

Sunday-Friday: Teacher, Teacher Prep

Other: Water Carnival, childcare, teacher prep (schedules will vary)

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival.

Kids' Klub: Professional attire.

TeePee: Jeans or khaki's and staff shirt. Close-toed shoes.

**Job Description:**

- Must love and enjoy working with children (specify any age preference with reason and experience)
- Have programming and teaching skills/experience
- Be adventurous and creative.
- Be mature and able to handle the responsibility of young lives.
- Also able and willing to actively share God's plan of salvation – the good news of Christ.
- Responsible for lesson planning (include storytelling, music, games, simple crafts, puppets, etc.),
- Responsible for classroom management, decorations, daily and weekly preparation and clean-up
- Rotational leadership in Nursery evenings and the actual teaching of six sessions weekly.
- Assist with housekeeping changeovers on alternate Saturday mornings
- Also works in TeePee
- Must enjoy meeting and serving people
- Willing to work varying shifts, willing to learn, ability to work quickly, conscientious of quality service and cleanliness.
- Responsible for making short order menu items, extensive ice cream bar (scooping ice cream), sundaes

### **Kids' Klub Teachers Assistant/TeePee/Dish**

**Supervisor:** Kids' Klub Director

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

*Approximate time spent in:* Kids' Klub (40%); Tee Pee (30%), Purdy Dish (30%)

**Monday-Friday:** Teacher's Assistant

**Other:** childcare, changeovers; (schedules will vary)

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival.

*Kids' Klub:* Staff shirt with shorts, pants or jeans Monday-Friday. Sunday- dress clothes.

*PC Dish:* Shorts or pants, tee-shirt and sneakers (closed toed, extra grip tread shoes without mesh on tops of shoes).

**Job Description:** *This position will combine with both Hill Wait and/or Purdy Center Dishroom*

- Must love and enjoy working with children,
- Eager to learn and gain experience in teaching field, willing to assist in any way possible
- Creative and adventurous spirit, responsible nature.
- Related previous experience helpful.
- Assist teacher with class instruction, discipline, craft activities, lesson planning, and nursery duties.
- Assist with housekeeping changeovers on Saturday mornings.

- Must enjoy meeting and serving people
- Willing to work varying shifts
- Willing to learn, ability to work quickly, conscientious of quality service and cleanliness.
- Responsible for making short order menu items, extensive ice cream bar, specialties
- Must be able to maintain food safety and general sanitation of serving and eating areas.
- Must enjoy hard work with others in a team
- Ability to work quickly, thoroughly, and cooperatively.
- Perform under pressure and carry out instructions.
- Responsible for washing and stocking plates, cups, utensils, etc.

### Special Needs Teacher

**Supervisor:** Kids' Klub Director

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** equivalent of one day off per week

**Time spent in:** Kids Klub (90%); TeePee (10%)

Monday-Friday: Teaching aide with special needs individuals; may involve supporting role during various events where such individuals are involved

Other: Water Carnival, afternoon & evening TeePee scoop & childcare (schedules will vary)

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival.

Staff shirt with shorts, pants or jeans Monday-Friday. Sunday dress clothes.

### **Job Description:**

- Must love working with children, particularly those with special needs who require individual attention.
- Must have the patience, love and maturity necessary for gently but firmly guiding children with special needs both within a classroom and, when they become disruptive, outside of the class.
- Previous experience with special needs children very helpful but not essential if eager to learn and to serve.
- On weeks when there are no special needs children, substitute for other teachers and teacher's assistants – must be extremely flexible, willing to help out in different capacities throughout the summer.
- Rotate serving in evening Nursery and Childcare.
- Assist with housekeeping changeovers on Saturday mornings.

### Nursery Supervisor

**Supervisor:** Kids' Klub Director

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival. Staff shirt with shorts, pants or jeans Monday-Friday. Sunday- Casual 'Church' clothes.

**Job Description:**

- Must have nursery experience; special training in this field preferable
- Ability to organize,
- Knowledge of infant and toddler care, safety procedure
- Responsible for total operation of Nursery facility in daily use, staff training and supervision,
- Responsible for general scheduling, stocking supplies, overseeing volunteer staff from other departments
- Responsible to Kids' Klub Director.

**Nursery/ Arts & Crafts**

**Supervisor:** Nursery Supervisor/Arts & Crafts Manager

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

*Time spent in: Nursery (40%); Arts & Crafts (60%)*

*Monday-Friday: Nursery Attendant/ Arts & Crafts*

*Saturday: Changeovers*

*Sunday: Nursery Attendant*

*Other: Childcare*

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival. Staff shirt with shorts, pants or jeans Monday-Friday. Sunday-dress clothes.

**Job Description:**

- Must love working with children, particularly infants
- Must have the patience, love and maturity necessary for gentle caring of the children
- Previous experience with nursery/infant work is helpful
- On weeks when there are not enough children, substitution for other teachers and teacher's assistants – must be extremely flexible, willing to help out in different capacities throughout the summer.
- Rotate serving in evening Nursery and Childcare.
- Assist with housekeeping changeovers on Saturday mornings
- Responsible for running a cash register; any specific assignments; making the guests feel welcome and at ease.
- Experience and knowledge of many crafts desired; expertise not required
- Must be able to work well with a variety of people
- Ability to quickly learn and apply several crafts and techniques
- Willing to initiate; capable of relaying craft instructions

- Ability to stay calm under pressure

### **Nursery/ Bookstore**

**Supervisor:** Nursery Supervisor/Bookstore Manager

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

*Time spent in: Nursery (40%); Bookstore (60%)*

*Monday-Friday: Nursery Attendant/ Bookstore*

*Saturday: Changeovers*

*Sunday: Nursery*

*Other: Childcare*

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival.

Staff shirt with shorts, pants or jeans Monday-Friday. Sunday-dress clothes.

### **Job Description:**

- Must love working with children, particularly infants
- Must have the patience, love and maturity necessary for gentle caring of the children
- Previous experience with nursery/infant work is helpful
- On weeks when there are not enough children, substitution for other teachers and teacher's assistants – must be extremely flexible, willing to help out in different capacities throughout the summer.
- Rotate serving in evening Nursery and Childcare.
- Assist with housekeeping changeovers on Saturday mornings
- Must enjoy books and people, eager to assist and please in attitude
- Sales experience helpful
- Must be neat in appearance and gracious in personality
- Responsible to help run all aspects of a nice Christian bookstore
- Responsible to operate cash register, handle inventory, answers questions, clean and organize, etc.

### **Nursery/ Laundry**

**Supervisor:** Nursery Supervisor/Washingtons Supervisor

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

*Time spent in: Nursery (40%); Washingtons (60%)*

*Monday-Friday: Nursery Attendant/ Washingtons*

*Saturday: Changeovers*

*Sunday: Nursery/Washingtons*

*Other: Childcare*

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival. Staff shirt with shorts, pants or jeans Monday-Friday. Sunday-dress clothes.

**Job Description:**

- Must love working with children, particularly infants
- Must have the patience, love and maturity necessary for gentle caring of the children
- Previous experience with nursery/infant work is helpful
- On weeks when there are not enough children, substitution for other teachers and teacher's assistants – must be extremely flexible, willing to help out in different capacities throughout the summer.
- Rotate serving in evening Nursery and Childcare.
- Assist with housekeeping changeovers on Saturday mornings
- Must be detail conscious and have a serving heart.
- Responsible for assisting other attendants with washing, drying, folding and organizing Camp linens and towels
- Comfortable working in a commercial laundry facility on the property.
- Must be physically able to lift heavy loads, bend down numerous times a day and stand on your feet for hours at a time.

**Nursery/ Trading Post**

**Supervisor:** Nursery Supervisor/Trading Post Manager

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

*Time spent in: Nursery (40%); Trading Post (60%)*

*Monday-Friday: Nursery Attendant/ Trading Post*

*Saturday: Changeovers*

*Sunday: Nursery*

*Other: Childcare*

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival. Staff shirt with shorts, pants or jeans Monday-Friday. Sunday-dress clothes.

**Job Description:**

- Must love working with children, particularly infants
- Must have the patience, love and maturity necessary for gentle caring of the children
- Previous experience with nursery/infant work is helpful
- On weeks when there are not enough children, substitution for other teachers and teacher's assistants – must be extremely flexible, willing to help out in different capacities throughout the summer.
- Rotate serving in evening Nursery and Childcare.

- Assist with housekeeping changeovers on Saturday mornings
- Assist with housekeeping changeovers on Saturday mornings
- Basic knowledge of retailing, display, and sales technique desired
- Projecting friendly store atmosphere
- Mature and responsible; handle guest concerns and/or comments.
- Works with Assistant Manager in all aspects

### **Nursery/TeePee**

**Supervisor:** Nursery Supervisor/TeePee Manager(s)

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:**

*Time spent in: Nursery (40%); TeePee (60%)*

*Monday-Friday: Nursery Attendant/TeePee*

*Saturday: Changeovers*

*Sunday: Nursery/TeePee*

*Other: Childcare*

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival.

Staff shirt with shorts, pants or jeans Monday-Friday. Sunday-dress clothes.

**Job Description:**

- Must love working with children, particularly infants
- Must have the patience, love and maturity necessary for gentle caring of the children
- Previous experience with nursery/infant work is helpful
- On weeks when there are not enough children, substitution for other teachers and teacher's assistants – must be extremely flexible, willing to help out in different capacities throughout the summer.
- Rotate serving in evening Nursery and Childcare.
- Must enjoy meeting and serving people
- Willing to work varying shifts
- Willing to learn, ability to work quickly, conscientious of quality service and cleanliness.
- Responsible for making short order menu items, extensive ice cream bar, specialties;
- Must be able to maintain food safety and general sanitation of serving and eating areas.

## **FOOD SERVICE**

### **Purdy Center Kitchen**

#### **Chef's Assistant**

**Supervisor:** Purdy Chef

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival.

Long pants, t-shirt, comfortable **closed toed shoes** are a **MUST**, extra grip tread shoes.

**Job Description:**

- Must be at least 18
- Able to work with others under pressure
- Must enjoy being part of a team.
- Cooking experience helpful, including exposure to quantity preparation.
- Responsible to assist Chefs in high quality and quantity food preparation for buffet style service
- Help ensure food safety and sanitation.
- Will learn a ton in a fun environment.
- Great experience in a professional kitchen.

## Purdy Center Dining Room

### Host/Hostess

**Supervisor:** Director of Operations

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

Sunday-Saturday: during breakfast, lunch and dinner mealtimes; 15-18 shifts/week

**Type of Pay:** Weekly Salary plus Gratuities

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival.

Khaki's or black pants or skirt. Button down shirts (long or short). **No jeans**. Comfortable closed toed shoes. Sunday: dress attire.

**Job Description:**

- Must enjoy meeting and interacting with people
- Well-groomed, out-going and professional personality
- Able to be gracious and firm, work under pressure, lead others effectively.
- Responsible for greeting/seating guests
- Responsible to train, oversee, and assign all wait staff/bussers
- Coordinate reservations with office; handle basic scheduling;
- Liaise with chefs on food, menu, and special dietary needs

- Comfortable with speaking, able to make announcements.

### Wait Staff

**Supervisor:** Purdy Host/Hostess

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

*Sunday-Saturday:* during breakfast, lunch and dinner mealtimes; 12 - 16 shifts/week. Staff will receive 2 – 6 meals off a week.

**Type of Pay:** Gratuities

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival.

All meals are professional attire - no jeans may be worn. Khaki or Black pants or skirt with staff polo shirt. Closed toed shoes are required.

**Job Description:**

- Must enjoy meeting and serving people of all ages
- have outgoing, respectable, mature and friendly personality
- willing to work hard and long hours on your feet
- Helpful to have previous waiter/waitress experience
- Able to work and learn quickly
- Responsible for setup/cleanup of Dining room and serving drinks/coffee to guests as well as pre-bussing.
- Must enjoy fast paced work environment and serving

### Buffet Attendant

**Supervisor:** Purdy Host/Hostess

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

*Sunday-Saturday:* during breakfast, lunch and dinner mealtimes; 15-18 shifts/week

**Type of Pay:** Gratuities

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival.

Khaki's or black pants or skirt. No jeans. Sunday: dress attire. Comfortable closed toed shoes.

**Job Description:**

- Must be a hard worker, well-groomed,
- Able to take initiative and anticipate (see "rushes" of guests coming); always prepared to act

- Able to work quickly and on feet for several hours at a time.
- Communicate with chefs on food quantity left
- Work with host to manage buffet lines
- Responsible for setting up steam table (buffet) serving line, resupplying, bussing dishes, re-stocking for next meals
- Help and assist wait staff, helping receive and stock inventory, helping clean up.

## Hill Kitchen

### Hill Sous Chef

**Supervisor:** Hill Executive Chef

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival. Long pants, t shirt, **comfortable closed toed shoes a MUST**, extra grip tread shoes.

### Job Description:

- Must be 18
- Cook experience required
- Must be hard worker with leadership skills.
- Responsible for determining food quantities, train/manage/motivate cooks, oversee food safety and sanitation.
- Must be able to think quickly and improvise when needed.
- Will work closely with Head Cook to manage kitchen
- Oversee the commissary, instruct need for food in kitchen
- Weekly deep cleaning of workspace.

### Cook Captain

**Supervisor:** Hill Executive Chef

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival. Long pants, t shirt, **comfortable closed toed shoes a MUST**, extra grip tread shoes.

**Job Description:**

- Must be at least 18,
- Eager to gain food preparation experience
- Cooking experience helpful.
- Willing to work hard, able to work and learn quickly as part of a team.
- Responsible to follow recipes and cooking procedures as directed by Head Cook
- Maintain food safety and sanitation.
- Weekly deep cleaning of workspace.
- May be asked to regularly assist with commissary duties such as receiving, organizing, and storing the food supply

**Hill Dish Room Supervisor****Supervisor:** Hill Hostess, Hill Executive Chef**Projected Work Hours:** 48-53 hrs./week (will change according to need)**Typical Work Schedule:** one day off per week*Sunday-Saturday: during breakfast, lunch and dinner mealtimes; 15-18 shifts per week***Type of Pay:** Weekly Salary**Appropriate Work Attire:** You will receive Camp shirts upon your arrival. Long pants, t shirt, comfortable closed toed shoes a **MUST**, extra grip tread shoes.**Job Description:**

- A servant's heart and a sense of humor are required for this role.
- Supervising dish room staff, both full time and part time
- Responsible for efficient workflow of the dishroom
- Communicating with front of house staff to provide them with clean dishes in a timely fashion
- Must possess a sense of urgency
- May be responsible for scheduling dishroom staff
- Weekly deep cleaning of workspace.

**Pots****Supervisor:** Hill Dishroom Supervisor**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)**Typical Work Schedule:** one day off per week*Sunday-Saturday: during breakfast, lunch and dinner mealtimes; 15-18 shifts/week*

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival. Long pants, t shirt, **comfortable closed toed shoes a MUST**, extra grip tread shoes.

**Job Description:**

- Must enjoy hard work with others in a team
- ability to work quickly, thoroughly, and cooperatively
- Perform under pressure and carry out instructions.
- Responsible for washing and stocking dishes, pans and utensils.
- Weekly deep cleaning of workspace.

## Hill Dining Hall

### Host/Hostess

**Supervisor:** Director of Operations

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

*Sunday-Saturday:* during breakfast, lunch and dinner mealtimes; 15-18 shifts/week

**Type of Pay:** Weekly Salary plus Gratuities

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival.

Khakis or black pants or skirt. No jeans. Sunday: dress attire. Comfortable closed toed shoes.

**Job Description:**

- Must enjoy meeting people, have a gracious and outgoing personality, be a neat dresser
- Previous experience helpful
- Able to lead others effectively and work calmly under stress.
- Responsible to see that guests are greeted and seated, coordinate with office to organize meal counts and reservations,
- Team with Assistant Host/Hostess to train, assign and oversee waiters/waitresses and bussers.
- Responsible for organizing and tracking the breakfast, lunch and dinner shifts of staff
- Demanding job with high visibility supervision of waiters, bussers & buffet.
- Must love serving guests of all ages

### Assistant Host/Hostess

**Supervisor:** Hill Host/Hostess

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

*Sunday-Saturday:* during breakfast, lunch and dinner mealtimes; 15-18 shifts/week

**Type of Pay:** Weekly Salary plus Gratuities

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival. Khaki's or black pants or skirt. No jeans. Sunday: dress attire. Comfortable closed toed shoes.

**Job Description:**

- Must enjoy meeting people; have a gracious and outgoing personality, be a neat dresser
- Previous wait staff experience helpful
- Responsible to see that guests are greeted and seated, coordinate with office to organize meal counts and reservations—when host is not available
- Responsible for working with Host/Hostess to organize and track the breakfast, lunch and dinner shifts of staff
- Demanding job with high visibility
- Must love serving guests of all ages!
- Responsible to coordinate with Host/Hostess in overseeing general operation of Dining Hall
- Help maintain Dining Hall sanitation.

### Wait Staff

**Supervisor:** Hill Host/Hostess

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

*Sunday-Saturday:* during breakfast, lunch and dinner mealtimes; 15-18 shifts/week

**Type of Pay:** Gratuities

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival.

Khakis or black pants or skirt. No jeans. Sunday: dress attire. Comfortable closed toed shoes.

**Job Description:**

- Must enjoy meeting and serving people of all ages
- have outgoing and friendly personality
- Willing to work hard and long hours on your feet.
- Helpful to have previous waiter/waitress experience
- Able to work and learn quickly.
- Responsible for setup/cleanup of Dining room and serving drinks/coffee to guests as well as pre-bussing.
- Must enjoy “bustling” work environment and serving.

## Buffet Attendant

**Supervisor:** Hill Host/Hostess

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

*Sunday-Saturday:* during breakfast, lunch and dinner mealtimes; 15-18 shifts/week

**Type of Pay:** Gratuities

**Appropriate Work Attire:** You will receive Camp shirts upon your arrival.

Appropriate shirt and khaki pants. **Comfortable close-toed shoes required.**

## Job Description:

- Must enjoy working with food and being a part of a team
- Able to get up early, work hard, and work under pressure
- Must be an efficient and thorough worker
- Knowledge of general serving and sanitation procedures.
- Responsible for serving line set-up, serving and clean-up, general sanitation.

## Busser

**Supervisor:** Hill Host/Hostess

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

*Sunday-Saturday:* during breakfast, lunch and dinner mealtimes; 15-18 shifts/week

**Type of Pay:** Gratuities

**Appropriate Work Attire:** You will receive Camp staff shirt(s) upon arrival.

Appropriate Shirt and Jeans. **Close-toed shoes required.**

## Job Description:

- Must be alert, able to learn and work quickly around crowds
- Physically strong and an energetic person, with a servant's heart.
- Responsible for bussing dishes from table to dish room, maintain drink dispensers, assist wait staff in setup
- Maintain cleanliness and sanitation of dining area.

# HOUSEKEEPING

## Housekeeping Public Facilities Attendant

**Supervisor:** Director of Housekeeping

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

Monday-Friday: 8:00 am-5:30pm or 1:30pm-10pm

Saturday: 8:00am-5:30pm

Sunday: 8am-5pm or 1:30am-10pm

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp staff shirt(s) upon arrival.

Staff shirt and shorts, pants, or jeans. Close-toed shoes.

**Job Description:**

- Must be hard working and able to work independently
- Responsible for many miscellaneous housekeeping items, such as laundry, public restrooms, public building cleanliness, and assisting Housekeepers.
- Have experience driving larger vehicles.
- Deliver linens to Camp accommodations daily
- Pick up bagged dirty linens daily
- Applicants need to be in good physical condition and able to lift heavy objects (at least 40 pounds) in and out of delivery truck

## Housekeeping Team Leader

**Supervisor:** Director of Housekeeping

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

Monday-Friday: Housekeeping; Rotational Evening on Call

Saturday: Changeovers, Rotational Evening on Call

**Type of Pay:** Weekly Salary plus Gratuities

**Appropriate Work Attire:** You will receive Camp staff shirt(s) upon arrival.

Staff shirt and shorts, pants, or jeans. Close-toed shoes.

**Job Description:**

- Able to supervise 3 full-time housekeepers.
- Must be able to perform physically vigorous work, be detail oriented, be willing to take instruction;

- Need a servant's heart, pleasant personality to interact with guests and the ability to work independently.
- Monitor your storage closets to make sure they are stocked, clean, and organized.
- Follow up on the cleaning procedures of your team on a regular basis. You will be working alongside each of your team members each day, assessing cleaning procedures as you are working.
- Manage your team to collectively accomplish the daily maid service and weekly changeover of your accommodations in a timely manner.
- Strip/make beds, wash windows, dusting, private restroom sanitation, daily care of guest's facilities, linen room and laundry room duty, etc.

### **Housekeeper/Dish**

**Supervisor:** Housekeeping Team Leader

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off or equivalent per week

Time spent in: Housekeeping (60%); Dish (40%)

*Monday-Friday:* Housekeeping – *Time will vary*

*Saturday:* Changeovers, afternoon and evening shifts in Housekeeping, and Hill Dish (schedules will vary)

**Type of Pay:** Gratuities

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*

Housekeeping: Staff shirt and shorts, pants, or jeans. Close-toed shoes.

Hill Dish: Tee shirt and pants or shorts. Closed-toed, extra grip tread shoes.

**Job Description:** *afternoons you will work in Hill dish*

- Must be able to perform physically vigorous work
- Be detail oriented, be willing to take instruction; need a servant's heart
- Pleasant personality to interact with guests and the ability to work independently.
- Strip/make beds, wash windows, dusting, private restroom sanitation, daily care of guest's facilities, linen room and laundry room duty etc.
- Involves much behind the scenes work
- Must enjoy hard work with others in a team
- Ability to work quickly, thoroughly, and cooperatively
- Perform under pressure and carry out instructions.
- Responsible for washing and stocking dishes, pans and utensils.

### **Housekeeper/Laundry**

**Supervisor:** Housekeeping Team Leader

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off or equivalent per week

Time spent in: Housekeeping (60%); Laundry (40%)

*Monday-Friday: Housekeeping typically 8am – 1pm, time will vary*

*Saturday: Changeovers*

*Afternoon and evening shifts in Housekeeping and Washingtons (schedules will vary)*

**Type of Pay:** Gratuities

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*

Housekeeping: Staff shirt and shorts, pants, or jeans. Closed toed shoes.

Hill Dish: Tee shirt and pants or shorts. Closed-toed, extra grip tread shoes.

**Job Description:** *afternoons you will work in Washingtons*

- Must be able to perform physically vigorous work
- Be detail oriented, be willing to take instruction; need a servant's heart
- Pleasant personality to interact with guests and the ability to work independently.
- Strip/make beds, wash windows, dusting, private restroom sanitation, daily care of guest's facilities, linen room and laundry room duty etc.
- Involves much behind the scenes work
- Must enjoy hard work with others in a team
- Responsible for assisting other attendants with washing, drying, folding and organizing linens and towels
- Comfortable working in a commercial laundry facility on the property.
- Must be physically able to lift heavy loads, bend down numerous times a day and stand on your feet for hours at a time.

### **Washingtons Supervisor**

**Supervisor:** Director of Housekeeping

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*

Staff shirt and shorts, pants, or jeans. Close-toed shoes.

**Job Description:**

- Supervise and work with 3 point people in doing all Camp linens and towels and department laundry.
- Responsible for ordering supplies and maintaining cleanliness of building.
- Must be physically able to lift heavy loads, bend down numerous times a day and stand on your feet for hours at a time.

- Taller individuals would be able to work with much more ease.

### **Laundry Facility Attendant**

**Supervisor:** Washingtons Supervisor

**Projected Work Hours:** 48-53 hrs./week (*will change according to need*)

**Typical work schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*  
Staff shirt and shorts, pants, or jeans. Close-toed shoes.

- **Job Description:** Must be detail conscious and have a serving heart.
- Responsible for assisting other attendants with washing, drying, folding and organizing linens and towels
- Comfortable working in a commercial laundry facility on the property.
- Must be physically able to lift heavy loads, bend down numerous times a day and stand on your feet for hours at a time.

## **MAINTENANCE**

### **Grounds Crew**

**Supervisor:** Grounds Manager

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) and sweatshirt upon arrival.*

Maintenance Camp shirt and work shorts/pants. Athletic shorts are not allowed.  
Comfortable work boots are required. Camp provides safety glasses and ear protection but you are welcome to bring your own.

#### **Job Description:**

- Should be at least 18.
- Over 30 hours of driving experience is preferred.
- Must enjoy physically hard work outdoors/indoors
- No restrictive outdoor allergies or physical restrictions
- Basic knowledge of small machinery operation (lawn mowers, weed eaters, blowers, etc.)  
Experience with landscaping is preferred.

- Responsibilities include general landscaping, waste management, minor maintenance projects/repairs, managing camp firewood, and other duties as necessary.

### **Handyman**

**Supervisor:** Maintenance Director

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.* Maintenance Camp shirt and shorts or pants. Comfortable shoes, boots are highly recommended!

**Job Description:**

- Must be at least 18
- Must have a valid driver's license
- A strong ability to problem solve
- Demanding position requiring on-call status (2 nights a week)
- Physical strength and stamina is preferred
- Ability to learn and work quickly and drive a pickup/van
- Gracious nature to interact with guests in stressful situations
- Responsible for emergency maintenance of bathrooms, lighting; general fix-it and can be called on for almost anything at any time.
- High degree of responsibility.
- Must carry a servant's heart and willingness to do whatever is asked of you.

### **Tap Handyman**

**Supervisor:** Maintenance Director

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.* Maintenance Camp shirt and shorts or pants. Comfortable shoes, boots are highly recommended!

**Job Description:**

- Must be at least 21 years old.
- Must have a valid driver's license

- Demanding position requiring physical strength and stamina.
- Works on the island of Tapawingo doing general maintenance and some renovations.
- Must be willing to be flexible with boat rides to island. Ability to pilot work barge is preferred.
- Must be patient with a good attitude
- Must have a strong biblical character to be an example of Christ to the girls at Tapawingo.

## MUSIC PROGRAM

### Music Staff

**Supervisor:** Music Director

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp staff shirt(s) upon arrival.

**Job Description:**

- An integral part of the CAMP-of-the-WOODS ministry
- There are a variety of opportunities:
  - Trumpet, horn, trombone, tuba, sax, flute, oboe, clarinet, bassoon, violin, viola, cello, guitar, percussion, vocal, etc.
- Most music staff will help every-other-week in Saturday Housekeeping Changeovers.
- See Music Staff Application for more information.

## OFFICE

### Cash Office Manager

**Supervisor:** Senior Accountant

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp staff shirt(s) upon arrival.

Staff shirt and khakis one day a week, professional dress attire the rest of the week.

**Job Description:**

- Must be an exceptionally trustworthy and dependable person
- Experience in general office skills, including handling and processing cash and receipts received from guests and departments throughout Camp
- Accounting background preferred
- Comfortable handling money
- General recording and reconciling techniques
- Ability to work and learn quickly.
- Work directly with the Senior Accountant and/or Accountant
- Accuracy is a must.
- Must demonstrate competency in detail management
- Ability to give instruction to assistant
- Great learning on the job experience.

### Cash Office Assistant

**Supervisor:** Senior Accountant

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp staff shirt(s) upon arrival. Staff shirt and khakis one day a week, professional dress attire the rest of the week.

**Job Description:**

- Must be an exceptionally trustworthy and dependable person
- Experience in general office skills, including handling and processing cash and receipts received from guests and departments throughout Camp
- General recording and reconciling techniques
- Accounting background preferred
- Comfortable handling money
- Ability to work and learn quickly.
- Accuracy is a must.
- Will support Cash Office Manager Assistant in their duties
- Must demonstrate superb attention to detail

### Front Desk Receptionist

**Supervisor:** Registrar

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

Schedules will rotate to include mornings, afternoons, and evenings.

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*

Staff shirt and khaki or black bottoms (no jeans) once a week, professional dress attire the rest of the week (no low cut shirts, no tight or revealing clothing).

**Job Description:**

- Excellent phone skills are a must
- Must enjoy people of all types and be able to deal with them graciously in person and over the phone
- Should be self-starter
- Typing, filing, and general office skills required, including handling the cash drawer
- Serve as Camp's up-front person, answer various Camp questions
- Learn to take reservations requests by phone, register guests upon arrival
- Caring yet stern to be able to handle complaints and service needs
- Social to interact with other departments
- Prepare billing and receive payments.
- Definite PR position.
- Ability to handle many tasks at one time.
- Must be a people person.

### **Guest Services**

**Supervisor:** Guest Services Manager

**Projected Work Hours:** 50-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

Schedules will rotate to include mornings, afternoons, and evenings.

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*

Collared Camp shirts with khakis or jeans. Comfortable yet professional outerwear is suggested. Dress clothes on Sunday.

**Job Description:**

- Must be at 18 years old and mature
- Must be a friendly person who wants to serve and help
- Must be able to perform physically vigorous work, be detail oriented, be willing to take instruction;
- Need a servant's heart, pleasant personality to interact with guests and the ability to work independently.

- Must enjoy interacting with guests of all ages and temperaments.
- Responsible for greeting incoming guests
- Responsible to help set up Burkle and Tibbitts for guest events
- Will help with Saturday check-in
- Must present oneself as a helpful, available, warm and visible resource for all guests,
- Assist as a Chauffeur and Messenger as needed.
- Must be able to work well with a small team.
- This is wonderful “PR” experience

### **Personnel Office Assistant**

**Supervisor:** Personnel Director

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp staff shirt(s) upon arrival. Modest and comfortable attire, dress attire, khaki pants. Close-toed shoes.

**Job Description:**

- Over 21 is preferred.
- Needs to demonstrate a committed and mature faith in Jesus Christ.
- Must be a servant-leader who knows how to love, lead, disciple, discipline, motivate, encourage and organize.
- Responsible for oversight of 275 high school and college age staff, including living/work adjustments, building accountability, disciplinary action, and overall staff life.
- Take responsibility for a specific staff living area and those assigned there
- Follow up on curfew and room checks.
- Help plan and carry out various staff activities and events.
- Works closely with Personnel Director and Assistants.
- Help gather and file tax, employment, and other important documents.
- Assist Personnel Director and Assistant with in-house processes (scheduling, payroll) and filing
- Demanding position that requires great maturity and problem solving capabilities.
- Must be flexible and willing to pitch in whenever needed (often “fill in” for sick staff, etc.)
- May be asked to do airport/train/bus runs. Must have a current US driver’s license.
- Much behind the scenes, administrative work.

## **RECREATION PROGRAM**

### **Assistant Director**

**Supervisor:** Recreation Director

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*

Staff Shirts and shorts or pants and sneakers

**Job Description:**

- Must be available for Preseason training (June 5<sup>th</sup>-16<sup>th</sup>)
- Must have recreation experience
- Show a willingness and ability to assist the Recreation Director in all aspects of the Recreation program.
- Must have training and leadership experience in a wide variety of sports (field and non-field), group games and activities.
- Enjoy working with all ages of people and not afraid to get people involved in fun;
- Must be creative, outgoing, adventurous, organized, and able to plan ahead and lead guest/staff activities.
- Responsible to coordinate tennis and waterfront programs with overall recreation program.
- Responsible to assist Director in organizing, training, assigning and supervising various recreation staff
- Comfortable with some public speaking to present daily calendar of events in chapel announcements.
- High visibility and responsibility.
- Help to organize staff recreational program and special staff activities.

### **Recreation Staff - Leadership**

**Supervisor:** Recreation Director

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

Administration work as well as leading various rec activities. Schedules will vary to include mornings, afternoons, and evenings.

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*

Staff Shirts and shorts or pants and sneakers

**Job Description:**

- Must be available for Preseason training (June 5<sup>th</sup>-16<sup>th</sup>)
- At least 21 years of age is preferred
- Must be athletic/outdoors person who thoroughly enjoys being with people
- Must demonstrate being physically healthy
- Have an outgoing personality and not timid.

- Able to initiate and instruct various activities, organize group games and generally help others to get involved and have a good time.
- Must be conscious of others and of safety at all times, not conscious of self.
- Responsible to organize, monitor/participate, follow through and promote all assigned activities;
- On occasion lead hikes, canoe trips and whitewater rafting
- Challenge/Ropes Course, Zip line and Climbing Wall experience preferred; (training can be provided on these elements)
- Must be enthusiastic, versatile and a servant-leader.

### **Recreation Staff/Teepee/Dish**

**Supervisor:** Recreation Director

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

*Time spent in: Recreation (70%); TeePee (15%); Hill Dish (15%)*

*Schedules will vary to include mornings, afternoons, and evenings.*

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*

Staff Shirts and shorts or pants and sneakers

Dish: worn out t-shirts, jeans, close-toed shoes are a must

Sunday Morning Flags: Men, please bring white long-sleeve dress shirt and tie and light khaki dress pants. Women, please bring white dress blouse and khaki pants or *mid-calf* or longer khaki skirt.

### **Job Description:**

- Must be athletic/outdoors person who thoroughly enjoys being with people
- Must demonstrate being physically healthy
- Have an outgoing personality and not timid.
- Able to organize group games and help others to get involved and have a good time.
- Must be conscious of others and of safety at all times, not conscious of self.
- On occasion lead hikes, canoe trips and whitewater rafting
- Challenge/Ropes Course, Zip line and Climbing Wall experience preferred; (training can be provided on these elements)
- Must be enthusiastic, versatile and a servant-leader.
- Must enjoy hard work with others in a team
- Ability to work quickly, thoroughly, and cooperatively.
- Perform under pressure and carry out instructions.
- Responsible for washing and stocking plates, cups, utensils, etc.

## Head Lifeguard

**Supervisor:** Director of Operations

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

*Time spent in:* Lifeguarding (70%); Purdy dish (30%)

Sunday-Saturday: Purdy Dish (AM); Lifeguarding (PM)

Saturday: beach clean-up; lifeguarding

Other duties as required

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*

Modest one-piece "athletic" bathing suit ONLY (appropriate for duties). A sweatshirt will be provided.

## Job Description:

- Current (within one year of current summer) Lifeguard training or Advanced Lifesaving certificate, plus First Aid, plus a Waterfront Module, and CPR (American Red Cross Basic Life Support for the Professional Rescuer or American Heart Association Course C) required
- Experience in swim instruction; lifeguard leadership experience
- Knowledge of general beach safety and maintenance
- Ability to communicate and enforce safety policies/regulations
- Mature individual who realizes the responsibility this position carries.
- Responsible for a large, beach-front swimming area
- Responsible for general safety procedures, and for the enjoyment and welfare of people in that area
- Monitor beach and schedule/supervise a staff of 6 certified lifeguards to maximize safety and enjoyment.

## Lifeguard

**Supervisor:** Head Lifeguard

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

*Time spent in:* Lifeguarding (70%); Purdy dish (30%)

Sunday-Saturday: Purdy Dish (AM); Lifeguarding (PM)

Saturday: beach clean-up; lifeguarding

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*

Modest one-piece “athletic” bathing suit ONLY (appropriate for duties). A sweatshirt will be provided.

**Job Description:**

- Must have current (within one year of current summer)Lifeguard training or Advanced Lifesaving certificate, plus First Aid, plus a Waterfront Module, and CPR (American Red Cross Basic Life Support for the Professional Rescuer or American Heart Association Course C)
- Some lifeguarding experience desired, preferably on a waterfront rather than poolside;
- Responsible to guard swimming area, monitor beach activity,
- Be able to assist Rec. Activity Leaders in any water-oriented activities and any other tasks as assigned by Head Lifeguard.
- Assist in swimming instruction.
- If necessary, appropriate training and certification will be available at Camp.
- Lifeguards help wash breakfast dishes in the Purdy Center every morning.

**Boat Captain**

**Supervisor:** Director of Operations

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

Schedule will vary to include mornings, afternoons & evenings.

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*  
Casual Dress. Staff shirt and nice shorts. (Swim trunks when appropriate to work).

**Job Description:**

- Must be at least 21 years of age
- Responsible for opening and shutdown procedures of the marina at the beginning and end of each season. (Complete Preseason & Postseason Checklist)
- Responsible for training all other crew members on boat handling, mechanics, chain of command, where to get help, when to escalate situations, who to escalate them to, correct docking techniques and patterns, a map of rocks on the lake, etc.\*
- Must possess PV license from NY State (we can help you obtain)
- Must be experienced with all aspects of inboard/outboard power boats and non-power boats (such as sailboats, canoes, rowboats)
- Must be thoroughly responsible in operation of each watercraft
- Thoroughly knowledgeable in safety procedures
- Enjoy working with and serving people, giving basic boating instruction, have leadership ability.

- Responsible for operation/maintenance of marine department and equipment, boat rentals, gasoline sales, speedboat rides, pulling water-skiers, training and supervising crew in correct procedure.
- The boat crew is the lifeline for Tapawingo; they operate Tapawingo shuttle service, deliver meals each day, pull skiers, etc.

\* See *Director of Operations* for complete list.

### Boat Crew Member

**Supervisor:** Boat Captain

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

Schedule will vary to include mornings, afternoons & evenings.

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*

Casual Dress. Staff shirt and nice shorts. (Swim trunks when appropriate to work).

**Job Description:**

- Must be at least 18 and have qualifications similar to above
- Enjoy serving people and be willing to maturely accept the responsibility that goes with the position
- Assist Captain in operation of Marine department as assigned.
- New York State PV license required (we can help you obtain).
- Each crewmember will rotate through 5 duties each week (boat shack, ferry driver, camp ski driver, Tapawingo ski driver, and Tapawingo deliveries) and are expected to assist fellow crew members throughout the day between performing assigned tasks.

### RETAIL

## Arts & Crafts

### Arts & Crafts Manager

**Supervisor:** Director of Operations

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** Business casual

**Job Description:**

- Should have knowledge and skill in a wide variety of crafts
- Ability to learn and apply new crafts or techniques quickly
- Well-developed organizational skills
- Capable of working with a budget
- Ability to work well under pressure
- Comfortable in dealing with a variety of people as well as training and managing a staff.
- Responsible for all ordering; inventory, upkeep and organization
- Training and managing of staff
- Operating and managing kiln firings; overseeing both the store and workshop
- Daily sales and final inventory count

**Bookstore****Bookstore Assistant Manager****Supervisor:** Bookstore Manager**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)**Typical Work Schedule:** one day off per week**Type of Pay:** Weekly Salary**Appropriate Work Attire:** Business causal**Job Description:**

- Basic knowledge of retailing, display, and sales technique desired
- Also needs leadership ability and confidence in handling stock and people
- Responsible to assist Manager in training, scheduling, and overseeing sales clerk
- Projecting friendly store atmosphere
- Controlling inventory, setting up and rotating creative displays of merchandise, handling cash flow, etc.
- Works with Manager in all aspects.

**Trading Post****Trading Post Manager****Supervisor:** Retail Manager**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)**Typical Work Schedule:** one day off per week**Type of Pay:** Weekly Salary**Appropriate Work Attire:** Business causal

**Job Description:**

- Basic knowledge of retailing, display, and sales technique desired
- Creating a friendly environment for guests
- Some retail experience preferred
- Also needs leadership ability and confidence in handling stock and people
- Responsible to assist Manager in training, scheduling, and overseeing sales clerk
- Projecting friendly store atmosphere
- Controlling inventory, setting up and rotating creative displays of merchandise, handling cash flow, etc.

**Trading Post Assistant Manager****Supervisor:** Trading Post Manager**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)**Typical Work Schedule:** one day off per week**Type of Pay:** Weekly Salary**Appropriate Work Attire:** Business casual**Job Description:**

- Responsible to assist Manager in training, scheduling, and overseeing sales clerk
- Projecting friendly store atmosphere
- Controlling inventory, setting up and rotating creative displays of merchandise, handling cash flow, etc.
- Retail experience preferred (but not necessary)
- Works with Manager in all aspects.

**TEE PEE****General Manager****Supervisor:** Director of Operations**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)**Typical Work Schedule:** one day off per week

Schedules will vary to include mornings, afternoons & evenings

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*  
Staff Polo Shirt and khakis. Must look sharp.

**Job Description:**

- Experience in fast food or ice cream parlor would be preferred
- Experience with managing a business or snack shop
- Ability to understand cash flow; operate registers
- Must have leadership skills and enjoy serving guests
- Able to encourage staff and motivate positive work ethic
- Responsible for all facets of the Tee Pee operation including but not limited to: ordering, stocking, guest interaction, protocols, safety, and sanitation
- Must possess a business mindset to be thinking how things can improve
- Able to pay attention to detail; for the small things, when needed
- Able to see the bigger picture of what needs to be done
- Must demonstrate the ability to respond to problems instead of react
- General knowledge of grill and vending machinery is helpful
- Work alongside the Food Service Director

**Grill Manager****Supervisor:** TeePee General Manager**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)**Typical Work Schedule:** one day off per week

Schedules will vary to include mornings, afternoons &amp; evenings

**Type of Pay:** Weekly Salary**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*  
Staff Polo Shirt and khakis. Must look sharp.**Job Description:**

- Experience in fast food would be helpful
- Must demonstrate leadership skills and enjoy serving guests
- Able to respond to guests with sincerity, concern and care
- Able to manage a team
- Must be a good communicator
- Must have knowledge of grill operation; experience preferred
- Oversight of grill menu items, stocking, organizing, of the short order grill
- Attention to detail; for the small things
- Able to see the bigger picture of what needs to be done
- Must demonstrate the ability to respond to problems instead of react
- Responsible for proper start and shut down of the grill daily

**Opening Manager****Supervisor:** reports to TeePee General Manager**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

Schedules will vary to include mornings, afternoons & evenings

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*  
Staff Polo Shirt and khakis. Must look sharp.

**Job Description:**

- Must demonstrate leadership skills and enjoy serving guests
- Able to respond to guests with sincerity, concern and care
- Must be disciplined and organized
- Take inventory for the TeePee food
- Able to manage a team
- Excellent communicator
- Able to delegate tasks
- Attention to detail; for the small things
- Able to see the bigger picture of what needs to be done
- Must demonstrate the ability to respond to problems instead of react
- Responsible for proper opening of the TeePee each morning

### **Shift Manager**

**Supervisor:** TeePee General Manager

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

Schedules will vary to include mornings, afternoons & evenings

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*  
Staff Polo Shirt and khakis. Must look sharp.

**Job Description:**

- Must demonstrate leadership skills and enjoy serving guests
- Able to respond to guests with sincerity, concern and care
- Able to manage a team
- Ability in cash management
- Excellent communicator
- Able to delegate tasks
- Able to organize schedules; make schedules
- Attention to detail; for the small things
- Able to see the bigger picture of what needs to be done
- Must demonstrate the ability to respond to problems (i.e. 'change in a schedule') instead of react

- Responsible for proper opening of the TeePee each morning

### **TeePee Attendant**

**Supervisor:** TeePee General Manager

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

Schedules will vary to include mornings, afternoons & evenings

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*

Staff shirt, khaki bottoms or jeans

Sunday Morning Flags: Men, please bring white long-sleeve dress shirt and tie and light khaki dress pants. Women, please bring white dress blouse and khaki pants or *mid-calf* or longer khaki skirt.

### **Job Description:**

- Full-time work in the Tee Pee
- Able to lead and motivate part-time Tee Pee staff and follow instructions given by Managers.
- Must enjoy meeting and serving people
- Willing to work varying shifts, willing to learn, ability to work quickly, conscientious of quality service and cleanliness.
- Responsible for making short order menu items, extensive ice cream bar (scooping ice cream), specialties
- Maintain food safety and general sanitation of serving and eating areas.
- Fun and fast paced place to work.
- Flexibility for scheduling

## **TEEN MINISTRY PROGRAM**

### **Teen Ministry Staff**

**Supervisor:** Teen Director

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

Schedule will vary to include morning chapels as well as afternoon and evening activities

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp staff shirt(s) upon arrival.

Comfortable, modest and appropriate work clothes

Sunday Morning Flags: Men, please bring white long-sleeve dress shirt and tie and light khaki dress pants. Women, please bring white dress blouse and khaki pants or *mid-calf* or longer khaki skirt.

**Job Description:**

- Must be at least 19 years old. 21 or older is preferred.
- Needs to demonstrate a committed and mature faith in Jesus Christ
- Stressful position (at times) that requires maturity and problem solving capabilities.
- Must be a servant-leader who knows how to love, lead, disciple, discipline, motivate, encourage and organize.
- Bold about sharing the gospel.
- Responsible for leading any of the daily teen activities (hikes, boating, games, etc.)
- Take responsibility for safety of teens
- Good communicator
- Must possess a desire to teach/speak
- Carry themselves with strong biblical values and commitments.
- Works closely with Teen Director
- Must be flexible and willing to pitch in whenever needed
- Relational individual who can socialize well with the teens
- Will assist housekeeping with Saturday morning Changeovers

**Teen Ministry Band**

**Supervisor:** Teen Director

**Projected Work Hours:** 48-53 hrs. /week (will change according to need)

**Typical Work Schedule:** one day off per week

Schedule will vary to include morning chapels as well as afternoon and evening activities

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** You will receive Camp staff shirt(s) upon arrival.

Comfortable clothes

**Job Description:**

- Responsible for being a part of the worship team for the teen ministry
- Responsible for leading worship for staff fellowship services on Sunday nights
- Must be at least 19 years old.
- A great length of experience with instrument is preferred.
- Must demonstrate a thorough knowledge of 'said' instrument
- Must demonstrate an understanding of working/performing/playing well with others
- Needs to demonstrate a committed and mature faith in Jesus Christ
- Stressful position (at times) that requires maturity and problem solving capabilities.

- Must be a servant-leader who knows how to love, lead, disciple, discipline, motivate, encourage and organize.
- Bold about sharing the gospel.
- Good communicator
- Must possess a desire to teach/speak
- Carry themselves with strong biblical values and commitments.
- Works closely with Teen Director
- Must be flexible and willing to pitch in whenever needed
- Relational individual who can socialize well with the teens

## MISCELLANEOUS

### Floater

**Supervisor:** Full-Time Personnel Staff

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*  
Staff shirt with shorts, pants or jeans. Varied based upon job.

**Job Description:**

- Serves in various positions that are in need of help during any particular week.
- Must be flexible and able to adapt to new environments easily.

### Night Watchman

**Supervisor:** Guest Services Manager

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*  
Khakis or jeans with staff polo.

**Job Description:**

- Must be 21 years of age
- Mature and responsible individual
- Knowledge of general security procedures, previous experience preferred.
- Must be exceptional in character and integrity

- Willing to work alone when needed stable person.
- Responsible for nightly patrol of Camp grounds, securing buildings,
- Able to appropriately handle any problems that arise, making reports of all activity and people seen,
- Enforce Camp curfew for guests and staff, man front desk phone
- Able to be alert and awake at late hours of the night

### Camp Nurse

**Supervisor:** Nursing Manager

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*

**Job Description:**

- Must be licensed medical professional **in the state of New York** (RN, LPN, DO etc.)
- Must have some emergency/first-aid experience
- Must have current driver's license
- Enjoy working with families/adults and high school/college
- Must be incredibly flexible; able to be called upon at any hour of the day/night
- Firm in nature
- Oversee health needs of Camp guests and summer staff
- Operation of infirmary (in/out patient), doctor referrals, etc.
- Will have on-call hours during the night

### Nurse's Assistant

**Supervisor:** Nursing Manager

**Projected Work Hours:** 48-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*

**Job Description:**

- Must be 18 years old
- Must have a drivers license
- At least one year nursing school or athletic training school preferred
- Possess the eagerness to gain hands-on nursing experience with the ability to work independently.

- Must be CPR/AED certified. First Aid Certification preferred
- Responsible to assist Camp nurse(s) in general health procedures and operation of Camp infirmary.
- Flexibility for on-call nights

### **Camp Chauffer**

**Supervisor:** Personnel Director

**Projected Work Hours:** 48-53 hrs. /week (will change according to need)

**Typical Work Schedule:** one day off per week

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*

**Job Description:**

- Must be 21 years old—no exceptions
- A clean driving record is a must (proof required)
- Comfortable with use of a variety of vehicles (15 passenger vans, SUV's, Mini-vans, etc.)
- Willing to “drive” at odd and often late hours
- Receives instruction well
- Must demonstrate maturity; respectable to passengers
- Ability to adjust to last minute changes/delays
- Works closely with the
- Computer knowledge preferred; work/manage the Camp’s “ride board”
- Good with directions and travel

### **Visual Production Assistant**

**Supervisor:** Marketing Team

**Projected Work Hours:** 48-53 hrs. /week (will change according to need)

**Typical Work Schedule:** one day off per week

Schedule will vary to include morning chapels as well as taking and editing photo and/or video clips of afternoon and evening activities

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*

**Job Description:**

- Highly motivated and able to own projects

- Help with capturing weekly events of guests; video and still
- Help with aspects of Camp's media production (videos, slideshows presentations, visual components of worship services; priority on videography
- Desire to learn and expand existing video production knowledge
- Must be flexible
- Must be able to work under pressure and fast deadlines
- Ability to prioritize and multi-task; work on several projects at once
- Must demonstrate creativity
- Knowledge of media use
- Understanding/experience with the following software preferred: (Adobe Photoshop; Illustrator, InDesign, Premier Pro, Acrobat;; Microsoft Office)

### Sound Technician

**Supervisor:** Technical Manager

**Projected Work Hours:** 50-53 hrs. /week (*will change according to need*)

**Typical Work Schedule:** one day off per week  
will include evenings. Schedules will vary

**Type of Pay:** Weekly Salary

**Appropriate Work Attire:** *You will receive Camp staff shirt(s) upon arrival.*  
Khakis or jeans with staff polo.

#### **Job Description:**

- Audio/sound experience preferred
- Understanding of lighting setup and operation.
- Must enjoy working indoors and with sound equipment
- Operation of sound equipment including mixing boards, tape decks, amplifiers, eq, effects, compression, etc.
- Willing to work long hours in low-profile position
- Mature and responsible in character
- Able to learn quickly and follow instructions precisely.
- Able to demonstrate how to perform sound setup and master tapes
- Duplicate CDs from the chapel services and seminars to fill orders placed in the bookstore.
- Coordinate with Bookstore for CD orders
- Set up sound, lighting, and AV equipment (when needed) for activities in the main auditorium, the Buirkle Center and elsewhere as needed. This includes daily chapel services, daily seminars, weekend concerts, rehearsals, and other activities on weekday evenings.