

JOB DESCRIPTIONS



ALL STAFF POSITIONS

Main Goals: Responsible for working with other staff (paid and volunteer) by participating fully in the shared camp community; giving leadership and guidance to campers; and developing, resourcing, and implementing a model of Christian education consistent with the mission of "Serving all people for Christian birth, growth, and renewal."

Help campers to have a wonderful week in which they are safe, they are having fun, they are learning about God, and they are given the opportunity to hear and respond to God's call on their lives.

Complete any and all other duties as assigned by the Camp Director or Program Leader.

Responsible to:

- Camp Director or Program Leader and Director of Camps and Retreats

Desired Qualifications:

- Minimum age of eighteen and graduated from high school
- Ability to communicate Christian faith in words and deeds
- Ability to work with children and youth, ages 7-18.
- Appreciation and respect for nature and ecology
- Models the moral and spiritual standards of Christian leadership

Essential Functions:

- You attend staff and related training
- You learn and apply camp policies
- You agree to a background check and voluntary disclosure statement
- You pray for your campers, other staff and yourself

Performance Standards: **You will know you have done your job well when...**

- You are a role model for Christian lifestyle and willing to share your faith story
- No camper is a stranger
- You assist with camp activities according to schedule and activity
- You bring your personality and creativity into dynamic ministry
- You attend staff and related training
- You learn and apply camp policies
- You attend and participate in staff meetings before and after each week
- You pray for your campers, other staff, and your summer experience
- You work cooperatively with other staff members
- You consult with Director/Pastor regarding camper special needs
- You communicate to Director or Program Leader when you need a break
- You participate in evaluation of summer camp events
- You encourage campers to learn more about nature
- You use the natural surroundings to teach about God
- You practice and teach good stewardship of God's creation

COUNSELOR

Main Goals: This position is the vital key role of being the relationship builder and spiritual guide to the campers. Responsibilities include safety and accountability of group while leading camp activities throughout the week excluding breaks. The counselor will be the facilitator of curriculum discussion and the spiritual leader in individual relationships with campers. This position will display high integrity and guidance to the campers from discussions to behavior.

Desired Qualifications:

- Minimum age of eighteen and graduated from high school
- Ability to communicate Christian faith in words and deeds
- Ability to work with children and youth, ages 7-18.
- Appreciation and respect for nature and ecology
- Models the moral and spiritual standards of Christian leadership

Essential Functions:

- Strength and endurance to maintain supervision of a small group of campers
- Ability to understand and respond to camper individually in their physical, emotional and spiritual needs
- Ability to coach and correct campers to maintain safe and respectful behaviors within their group
- Ability to walk a distance of ½ mile on uneven ground
- Ability to spend the majority of the summer day in an outdoor environment
- Ability to demonstrate a positive role model for campers
- Ability to assist campers calmly and rationally in the event of an emergency
- You become familiar with curriculum materials
- You bring any devotions, materials, costumes, etc. to help camp team be successful
- Be a companion for campers and responsible for their physical, spiritual and emotional welfare
- Campers are supervised in daily routines (serving tables, cabin clean up, and hygiene)

Performance Standards: **You will know you have done your job well when...**

- You know where your campers are at all times
- Campers are meeting/sharing in devotion time daily
- You have balanced the growth of the family group with learning to know each camper
- You are caring for the needs of your campers as well as yourself
- You are open and seeking of spiritual growth opportunities for your campers, staff groups and yourself

WORSHIP LEADER / RESOURCE STAFF

Main Goals: This position has a dual role which may include responsibilities for programming resources and facilitation or other assignments as needed. The worship leader will provide leadership for designated worship events during the course of camp. The worship leader will choose music for worship that pertains to the message and theme. They may recruit and practice with other staff and/or campers to assist in worship as needed.

This position as a resource staff also provides support and leadership to camper groups and counselors in setting up supplies or facilitating activities as scheduled.

Desired Qualifications:

- Minimum age of eighteen and graduated from high school
- Musically and vocally gifted and skilled to provide leadership in worship events and as a team with others involved
- Ability to teach and engage campers in worship
- Ability to creatively seek out and plan effective worship experiences and spaces

Essential Functions:

- Ability to run media presentations including video and posting lyrics
- Understanding and knowledge of proper sound production to fit the event
- Able to tie worship into curriculum wherever possible
- Set up stage, sound and/or media and make sure it all functions before campers arrive
- Store and secure all worship equipment after events as needed
- Ability to lead outdoor worship and media set-up as needed
- Provide assistance or lead games, crafts and activities as scheduled
- Give counselors breaks by taking over supervision of camper groups and/or facilitating activities

Performance Standards: You will know you have done your job well when...

- Worship is ready on time with proper media backgrounds and sound
- You have coordinated with the Pastor/Director/Program Leader about desired outcomes concerning flow of worship, including location and styles of worship
- Other staff or campers are prepared to play or sing as part of a team worship experience
- Campers are attentive and responsive to worship
- You stock and organize program supply storage areas and make sure everything is put away labeled and organized
- You organize off-site trip supplies and assist with organizing gear upon leaving and return
- You are open and seeking of spiritual growth opportunities for your campers, staff groups and yourself

CHALLENGE COURSE LEADER

Main Goals: This position is the assigned leader for challenge course and/or climbing wall activities. Responsibilities include scheduling belayers according to set standards for all activities. It also covers the use, cleaning and storage of all challenge course equipment. Included also are safety inspections of equipment daily and completing quarterly inspections.

Desired Qualifications:

- Minimum age of twenty-one and graduated from high school
- Ability to direct others to oversee all challenge course activities
- Must be able to be trained in challenge course facilitation
- Knowing that the safety of all participants and staff at the challenge course is of the utmost importance

Essential functions:

- Ability to communicate and coordinate with Camp Director / Program Leader to develop safe programs and policies including operating/emergency procedures for the entire challenge course.

Performance Standards: **You will know you have done your job well when...**

- You learn and apply camp policies, specifically challenge course safety and emergency action plan
- You become familiar with the camp's specific challenge course design and any safety challenges
- You engage campers with care, enthusiasm, and clear safety instructions
- You assist in orientation of staff and campers to challenge course rules, policies, and procedures
- You enforce all challenge course safety and emergency rules, policies and procedures
- You assist in the maintenance of challenge course equipment and facilities
- You participate in and provide feedback and updates to camp director and program leader of schedule, activities, campers and staff
- You have ensured that campers have had a safe and fun experience at the challenge course
- You are open and seeking of spiritual growth opportunities for your campers, staff groups and yourself

AQUATICS LEADER

Main Goals: This position is the assigned leader for swimming pool and/or lake activities. Responsibilities include scheduling lifeguards and watchers according to set standards for all activities. It also covers the use, cleaning and storage of all pool/lake equipment. Included also are safety inspections of equipment daily as well as the basic lifeguard description below.

Desired Qualifications:

- Minimum age of twenty-one and graduated from high school
- Ability to direct others to oversee all waterfront activities, including correct ratios, watchers and lifeguard breaks
- Must have current certification as a lifeguard by a nationally recognized certifying body
- Knowing that the safety of all participants and staff in waterfront activities is of the utmost importance

Essential functions:

- Ability to communicate and coordinate with Camp Director / Program Leader to develop safe programs and policies including operating/emergency procedures for the entire waterfront and pool area.
- All functions described below for the lifeguard position, including performance standards

Performance Standards: **You will know you have done your job well when...**

- You learn and apply camp policies, specifically waterfront or pool safety and emergency action plan
- You become familiar with the camp's specific waterfront or pool design and any safety challenges
- You engage campers with care, enthusiasm, and clear safety instructions
- You assist in orientation of staff and campers to waterfront rules, policies, procedures, and administration of swim tests
- You enforce all waterfront safety and emergency rules, policies and procedures
- You practice regular scanning in your zone and camper counts
- You assist in the maintenance of waterfront equipment and facilities
- You participate in and provide feedback and updates to camp director and program leader of schedule, activities, campers and staff
- You have ensured that campers have had a safe and fun experience at the waterfront or pool.
- You are open and seeking of spiritual growth opportunities for your campers, staff groups and yourself

LIFEGUARD

Main Goals: This position reports to the Aquatics Leader and assists in all areas associated with swimming pool/lake activities as mentioned above. Responsibilities include assisting with camp maintenance, cleaning equipment, bath houses and to assist in kitchen duty as part of the daily scheduled routine. Lifeguards will also assist in other responsibilities as assigned by the Camp Director including assisting counselors with campers and being in cabins.

Responsible for working with Aquatics Leader in the operation of the waterfront program, to support campers and staff through providing a safe and fun waterfront activity area.

Desired Qualifications:

- Minimum age of sixteen
- Must have current certification as a lifeguard by a nationally recognized certifying body
- Experience working at a pool or lake as a lifeguard

Essential Functions:

- Ability to deal with any emergency at the waterfront or pool with necessary strength, endurance, communication, and physical coordination
- Visual and auditory ability to give constant supervision to the activities at the waterfront or pool
- Willingness to work as a part of a team to keep the waterfront or pool safe
- Ability to remain attentive for long periods of time in heat or cold
- Willingness to communicate with supervisors and peers following an emergency to process both emotional and physical responses

Performance Standards: **You will know you have done your job well when...**

- You learn and apply camp policies, specifically waterfront or pool safety and emergency action plan
- You become familiar with the camp's specific waterfront or pool design and any safety challenges
- You engage campers with care, enthusiasm, and clear safety instructions
- You assist in orientation of staff and campers to waterfront rules, policies, procedures, and administration of swim tests
- You enforce all waterfront safety and emergency rules, policies and procedures
- You practice regular scanning in your zone and camper counts
- You assist in the maintenance of waterfront equipment and facilities
- You have ensured that campers have had a safe and fun experience at the waterfront or pool.
- You are open and seeking of spiritual growth opportunities for your campers, staff groups and yourself

HEALTH OFFICER

Main Goals: This position will oversee storage, safety and disbursement of all medications in a timely manner. Responsibilities include availability for treatment of all injuries, accidents and sickness in accordance with set standards on a 24-hour basis, under the guidance of standing orders as set by a licensed physician or registered nurse. This position will house in the assigned cabin for medic needs. Includes maintaining inventory of first aid supplies and all camp first aids kits including those going off-site. Coordination with the assigned camp nurse or doctor is to happen daily and as situations call for. Assist in other camp responsibilities as assigned by the Camp Director or Program Leader.

Desired Qualifications:

- Minimum age of eighteen and graduated from high school
- Current certification in first-aid and CPR by nationally recognized certifying body
- Experience with children and youth
- Degree in or in process of pursuing healthcare career position, including nurse, physician, medical assistant or similar

Essential Functions:

- Ability to observe and evaluate those with complaints of being sick or injured
- Ability to communicate with care and confidence
- Ability to distribute medicines and care in safe and organized manner
- Ability to be attentive to detail and record keeping

Performance Standards: **You will know you have done your job well...**

- All campers and staff have a complete health form
- All campers have had a basic health screening upon entering camp
- All off-site trips include copies of health forms
- Counselors and necessary staff are informed of camper need such as allergies, behavioral and special needs history
- Records are kept of medicine distribution and signed daily by RN or Licensed Physician
- Medicines and Records are kept in a safe and secure space at camp
- Medicines are returned to parent/guardian at end of camp session
- Accident/Incident Reports are completed and returned to the Camp Director within 24 hours
- Supplies and first aid kits are adequately stocked, labeled and stored
- First-Aid Kits for Kitchen, Resource and other adjunct areas of camp are adequately stocked
- The Health Center is kept neat and sanitary
- ACA and Health Department guidelines are known and followed
- You collect and log medicines, dispense as directed by parent/guardian/physician
- You are a part of meeting campers' special needs
- You inform Director and RN/Physician of any pertinent issues/actions and receive their direction
- You notify parents as appropriate in consultation with Camp Director, RN or Physician
- You attend all staff meetings and educate staff as to medical procedures
- You are open and seeking of spiritual growth opportunities for your campers, staff groups and yourself

JOB DESCRIPTIONS



MEDIA / PHOTOGRAPHER

Main Goals: This position is responsible for all media needs for taking pictures and video footage of campers and camp activities during the course of camp. This person also has the flexibility and desire to jump in and help wherever and whenever assistance is needed. This could involve program, kitchen and cleaning help as needed and as directed.

Desired Qualifications:

- Minimum age of eighteen and graduated from high school
- Experience, skill and/or training with equipment for taking quality photos of people and activities
- Knowledge of and experience with the editing process, internet uploading and working with the finished product
- Flexibility and willingness to assist in other job functions around camp

Essential Functions:

- Ability to observe, evaluate, set up and capture great picture opportunities
- Ability to communicate and engage with campers
- Capture pictures of groups and individuals with well-balanced attention to setting, backdrop, activity, age, diversity, and gender
- Create a general 'feel and flow' of camp that parents and outsiders understand as the priorities of Christian camping through captured media
- Print and distribute camper emails and mail daily
- Set up camper and staff video of great personal camp stories
- Complete end of summer staff picture/video slideshow for staff closing

Performance Standards: **You will know you have done your job well...**

- You have great photos each day of close-ups that include faces and action activities
- You take and upload a picture of each camper every day of the week, in either individual or group setting
- The best photos are uploaded to the website each day of camp
- All photos/video is saved in organized fashion to the camp external hard drive for end of summer submission to the conference production department
- Pictures are intentionally set-up or captured to be used for future promotion, print and brochure needs of the camp and conference
- You are open and seeking of spiritual growth opportunities for your campers, staff groups and yourself

TRIP LEADER

Main Goals: This position leads the wilderness adventure camps and trips at Otterbein. The leader will assist counselors in the operation and supervision of wilderness campers and adventure trips off-site. Responsibilities include weather flexibility, food storage, food preparation, transportation, safety evaluations, money handling, camper accountability and equipment handling.

At Wesley and Widewater, this position will lead all off-site trips and share comparable responsibilities as above. Both positions must be 21 and able to drive designated vehicles and maintain contact with the base camp.

Desired Qualifications:

- Minimum age of twenty-one and graduated from high school
- Possess a state issued driver's license and maintain a good driving record
- Ability to lead others in all wilderness and trip related activities, previous experience preferred
- Must have current certification as a lifeguard by a nationally recognized certifying body
- Possess or train to the level of competence and certification to facilitate off-site trips of rock climbing, canoeing and kayaking, and on-site high ropes, challenge course, mountain biking
- Knowing that the safety of all participants and staff is of the utmost importance
- Demonstrate high leadership and integrity in decision making and actions

Essential functions:

- Ability to communicate and coordinate with Camp Director / Program Leader to develop safe programs and policies including operating/emergency procedures for scheduled on and off-site trips
- You plan and prepare programs including documentation, schedule, transportation, safety, ratios, equipment, route and counselor breaks
- You provide safety and activity orientations for campers/staff
- Become familiar with and put into practice the American Camp Association and Safe Sanctuaries standards

Performance Standards: **You will know you have done your job well when...**

- You learn and apply camp policies, specifically trip safety and emergency action plans
- You engage campers with care, enthusiasm, and clear safety instructions
- You provide an orientation to staff and campers on trip/adventure activity rules, policies and procedures
- You participate in and provide feedback and updates to camp director and program leader of schedule, activities, campers and staff
- You assist in the maintenance, upkeep, and documentation of equipment and facilities
- You have ensured that campers have had a safe, fun and faith-filled experience
- You are open and seeking of spiritual growth opportunities for your campers, staff groups and yourself

RETREAT LEADER

Main Goals: This position assists the Camp Director and Program Leader in providing radical hospitality to retreat guests and groups. Responsibilities include planning with group leaders ahead of scheduled events, provide welcoming space and engaging programming, and coordinating needed transitions between summer camp and retreat events. Exemplify and implement a model of Christian camping consistent with the mission of “Serving all people for Christian birth, growth, and renewal.”

Responsible for working with other staff (paid and volunteer) by participating fully in the shared camp community; giving leadership and guidance to participants and staff program help; developing and continuing strong relationships with retreat leaders and participants; helping in and out of the kitchen during food service. Position also to help during summer camp programming as needed.

Desired Qualifications:

- Minimum age of twenty-one and graduated from high school
- Ability to “think ahead” in preparation for upcoming program or hospitality needs
- Work most weekends throughout summer months and a balanced schedule of programming summer camp weekdays as needed
- Previous retreat host experience
- Current certification in first-aid and CPR by nationally recognized certifying body, lifeguarding preferred

Essential functions:

- Ability to communicate and coordinate with Camp Director to implement safe programs and policies including operating/emergency procedures for scheduled groups
- You plan and prepare programs, lodging, and meals with group leader, Camp Director, Program Leader and Kitchen Manager including documentation, schedule, transportation, safety, ratios, equipment, policies and procedures
- You provide site safety and activity orientations for participants, leaders and staff
- Become familiar with and put into practice the American Camp Association and Safe Sanctuaries standards
- Document usage per the attendance record reporting and booking sheets
- Provide group leader with evaluation sheet to be returned

Performance Standards: You will know you have done your job well when...

- You assist with check-in/check-out of group, and provide an orientation
- Assist the group leader in any planning and activities as needed
- You share leadership in planning and organizing group retreat space and usage
- You exemplify attributes of Christian camping even to groups who may not be affiliated with a United Methodist or Christian group
- You coordinate camp announcements
- You prepare programs and offerings to match needs and schedule of both retreat group and summer camp events
- You are open and seeking of spiritual growth opportunities for your campers, staff groups and yourself