

## **SUMMER MISSIONS TEAM LEADER POSITION DESCRIPTION:**

In this position the male and female team leaders will work very closely with the Camp Director and Director of Discipleship to coordinate a weekly schedule for the Summer Missions Team that coincides with the weekly camp schedule. Team Leaders will see to it that the S.M.T. Coordinators are fulfilling their responsibilities and that S.M.T. members are diligent in their daily tasks. They will also be responsible to help facilitate a weekly Bible Study (leading and teaching) and also coordinate daily devotions. Team Leaders are also expected to mentor and pray for the S.M.T Coordinators and S.M.T members. This position is designed to fulfill the requirements of a college internship. Positions begin **Tuesday, May 28th, 2024.**

## **SUMMER MISSIONS SENIOR STAFF POSITION DESCRIPTIONS:**

**You must be 18 to fill these positions**

### **Housekeeping/Hospitality Coordinator:**

The Housekeeping/Hospitality Coordinator will check and restock all janitorial supplies throughout camp and monitor supplies in the Janitor Supply closet. The Housekeeping/Hospitality Coordinator will be responsible for submitting orders to the Food Service Director to restock necessary supplies. They will also be responsible for other team members, overseeing the cleaning rotation on a daily basis and making sure all facilities have been properly cleaned. The Housekeeping/Hospitality Coordinator will also be responsible to oversee and maintain the cleaning and distribution of all camp linens. You will also work with the Office Administrator to ensure all set ups for guest groups are accomplished and the facilities are ready for their use. In addition to housekeeping responsibilities, the Hospitality Coordinator will also be responsible to pray for and with the hospitality staff, and will be expected to lead and teach their fellow staff by facilitating at least three morning devotions throughout the summer. **This Position begins Tuesday, May 28th, 2024.**

### **Maintenance Apprentice**

The Maintenance Apprentice must have a knowledge of yard and maintenance equipment. This position will assist with the maintenance of the facilities as well as a strong focus on lawn care. You must be able to lift 50 pounds, be in good health and have a good work ethic and clean driving record. You will be responsible to the Maintenance Director and Director of Discipleship. You will also be responsible for other team members that assist with maintenance. You will work with the Director of Discipleship to schedule staff adequately ensuring maintenance responsibilities are efficiently completed around the campgrounds. In addition to maintenance responsibilities, the Maintenance Apprentice will also be responsible to pray for and with the maintenance staff, and will be expected to lead and teach their fellow staff by facilitating at least three morning devotions throughout the summer. **This Position begins Tuesday, May 28th, 2024.**

### **Program Assistant:**

The Program Assistant will be responsible for meeting with the Program Director to design an activities plan to meet the activity/game needs. Activities include, but are not limited to, team building activities, afternoon games, evening games, crafts and nature activities. The Program Assistant will be in charge of co-directing Day Camps, and working with the Director of Discipleship to ensure that there is adequate staff scheduled for each activity. You will be responsible for other team members that assist with activities, communicating to them where they need to be, and ensuring they staff their appropriate area at the appointed time. In addition to programming responsibilities, the Program Assistant will also be responsible to pray for and with the program staff, and will be expected to lead and teach their fellow staff by facilitating at least three morning devotions throughout the summer. **This Position begins Tuesday, May 28th, 2024.**

### **Waterfront Coordinator:**

The Waterfront Coordinator must be WSI or Red Cross Lifeguard Certified with at least 2 years of guarding experience. He/she will be in charge of coordinating the rotation of lifeguards at the waterfront. He/she will coordinate the swimming and boating areas, run all water games/sports, and administer swim tests. The Waterfront Coordinator will prep and clean the beach area and equipment each day. Throughout the summer the Waterfront Coordinator will run drills with the lifeguards to ensure that guarding skills are fine-tuned and up to date. In addition to waterfront responsibilities, the Waterfront Coordinator will also be responsible to pray for and with the waterfront staff, and will be expected to lead and teach their fellow staff by facilitating at least three morning devotions throughout the summer. **This Position begins Tuesday, May 28th, 2024.**

### **Morning Kitchen Coordinator/Cook**

The AM Kitchen Coordinator must have a knowledge of industrial kitchens and equipment. You must be able to wake yourself up to be in the kitchen each morning by 6 AM. The Kitchen Coordinator will be responsible to the Food Service Director for cooking and prepping two meals each day (one with the assistance of PM Kitchen Cook) under the Food Service Director's instruction. You must be able to lift 25 pounds, have a good work ethic, and be able to function independently and confidently in the kitchen. You will also be responsible for other team members that assist with kitchen responsibilities. You will work with the Food Service Director and Director of Discipleship to schedule staff adequately ensuring all responsibilities are effectively and efficiently accomplished in the kitchen. Other responsibilities may include menu preparation, meal clean up, dish room oversight and any other kitchen duties that are given by the Food Service Director. In addition to food service responsibilities, the Kitchen Coordinator/Cook will also be responsible to pray for and with the food service staff, and will be expected to lead and teach their fellow staff by facilitating at least three morning devotions throughout the summer. **This Position begins Tuesday, May 28th, 2024.**

### **Evening Kitchen Coordinator/Cook**

The PM Kitchen Coordinator must have a knowledge of industrial kitchens and equipment. The Kitchen Coordinator will be responsible to the Food Service Director for cooking and prepping two meals each day (one with the assistance of AM Kitchen Cook) under the Food Service Director's instruction. You must be able to lift 25 pounds, have a good work ethic, and be able to function independently and confidently in the kitchen. You will also be responsible for other team members that assist with kitchen responsibilities. You will work with the Food Service Director and Director of Discipleship to schedule staff adequately ensuring all responsibilities are effectively and efficiently accomplished in the kitchen. Other responsibilities may include menu preparation, meal clean up, dish room oversight and any other kitchen duties that are given by the Food Service Director. In addition to food service responsibilities, the Kitchen Coordinator/Cook will also be responsible to pray for and with the food service staff, and will be expected to lead and teach their fellow staff by facilitating at least three morning devotions throughout the summer. **This Position begins Tuesday, May 28th, 2024.**

**Office Intern:**

The Office Intern will report to the Administrative Assistant to determine their specific roles and responsibilities. Their roles and responsibilities will be determined according to experience and interest in office and business work. Responsibilities include, but are not limited to, maintaining the camper mail accounts, assisting with mailings, and copying and filing various paperwork. Because this is a leadership position, the Office Intern will also be responsible to pray for and with younger staff, and will be expected to lead and teach their fellow staff by facilitating at least three morning devotions throughout the summer. This position is designed to meet the necessary requirements of a college internship. **This Position begins Tuesday, May 28th, 2024.**

## **SUMMER MISSIONS SUPPORT STAFF POSITION DESCRIPTIONS:**

### **Tech/Media Coordinator:**

In addition to fulfilling a role in housekeeping, kitchen, activities, and/or maintenance the Tech/Media person will oversee all media aspects of camp. Responsibilities include the setup of sound/media equipment, an archive collection of pictures for Whitehall Camp & Conference Center to use for promotional materials, weekly videos, and a summer ministry team highlight video. In addition to media responsibilities, the Media Coordinator will be responsible to pray for and with their fellow staff daily, and must teach at least one morning devotion throughout the summer. **This Position begins Sunday, June 2, 2024.**

### **Programming Staff:**

Under the direction of the Program Director and Summer Program Interns, Programming staff will provide campers with direction for recreation activities each day. Programming staff will ensure camper safety during this time as well. Each morning, Programming staff will be partly responsible for the cleaning of outdoor restrooms and meeting spaces. Programming staff will help facilitate team building, sports, nature activities, and other games. In addition to programming responsibilities, the Program Staff will be responsible to pray for and with their fellow staff daily, and must teach at least one morning devotion throughout the summer. **This Position begins Sunday, June 2, 2024.**

### **Kitchen/Hospitality Staff:**

The Kitchen staff will be an integral part of the Food Services Team and will work closely with the AM and PM Kitchen Coordinators as well as the housekeeping coordinator. Responsibilities will include providing a pleasant atmosphere for guests, general maintenance of the kitchen, serving meals, cleaning of kitchen and dining areas, stocking and organizing food, and other kitchen related tasks as assigned. As Hospitality Staff, you will be required to help maintain the cleanliness of camp facilities on a daily basis throughout the summer. It is preferred that the kitchen staff has experience in food services. In addition to hospitality responsibilities, the Kitchen/Hospitality Staff will be responsible to pray for and with their fellow staff daily, and must teach at least one morning devotion throughout the summer. **This Position begins Sunday, June 2, 2024.**

### **Camp Store Manager:**

In addition to fulfilling a role in housekeeping, kitchen, and/or activities, the Camp Store Manager will check and stock inventory on a weekly basis. Also, the Camp Manager will be responsible to have the drawer counted and balanced daily. The Camp Store Manager will submit reorder forms to the Director of Discipleship as necessary. In addition to store responsibilities, the Camp Store Manager will be responsible to pray for and with their fellow staff daily, and must teach at least one morning devotion throughout the summer. **This Position begins Sunday, June 2, 2024.**

**Lifeguard:**

Lifeguards will assist in the health and safety of the lakeside waterfront area under the direction of the Waterfront Coordinator. Lifeguards will guard the swimming and boating areas, run water games, and administer swim tests. Lifeguards MUST be WSI or Red Cross Lifeguard Certified. Lifeguards will be partly responsible for the cleaning of outdoor restrooms and meeting spaces each morning and will also serve in other areas each day including maintenance, kitchen, and activities. In addition to lifeguarding responsibilities, lifeguards will be responsible to pray for and with their fellow staff daily, and must teach at least one morning devotion throughout the summer. **This Position begins Sunday, June 2, 2024 (\*Please note: position may begin earlier depending upon date of lifeguard training if needed).**

**Maintenance Staff:**

Maintenance Staff will be responsible to the Maintenance Apprentice. To fulfill this position you must have a minimum knowledge of yard maintenance equipment. Maintenance staff will clean the grounds, do lawn work, maintain the facilities, and other tasks assigned by the Maintenance Director. Maintenance staff must be able to lift at least 50 pounds, be in good health, have a good work ethic, and a clean driving record. At times, maintenance staff may need to assist with housekeeping, kitchen, activities, and other areas. In addition to maintenance responsibilities, the maintenance staff will be responsible to pray for and with their fellow staff daily, and must teach at least one morning devotion throughout the summer. **This Position begins Sunday, June 2, 2024.**