

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 25, 2021.**

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 25, 2021.**

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 25, 2021.**

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 25, 2021.**

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 25, 2021.**

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 25, 2021.**

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 the 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 25, 2021.**