

## SUMMER POSITIONS

### Leadership:

#### **Program Coordinator** (21 years and older, with previous camp experience preferred):

The Program Coordinator is responsible for the operation of day-to-day, on-site programmed activities. The Program Coordinator will assist with staff training, create schedules for activities, schedule staff time-off, maintain proper staff-to-camper supervision ratios, assist with Support Staff responsibilities, and deliver a fun, faith-filled experience to all who come to camp. The Program Coordinator will work closely with the Program Director to assist in the management of camp operations. It is important that the ideal Program Coordinator is responsible, has strong organization and communication skills, is charismatic, and can effectively lead others.

#### **Day Camp Director** (21 years and older):

Day Camp Directors are responsible for supervising and directing Day Camp Counselors, and designing and organizing the Day Camp Program. This includes supporting and providing direction for Day Camp Counselors through planning, advising, and assistance, while managing time, program supplies, and resources. Day Camp Directors will be off-site every week, Sunday morning through Friday afternoon, and back on-site every weekend, Friday night through Sunday morning. During Day Camp Directors' time away, they will be staying off-site with host families and working with elementary-age children in small and large-group settings. It is important that the ideal Day Camp Director has strong organization, communication, and interpersonal skills, and can effectively lead others. A valid driver's license and a clean driving record are required for this position.

#### **Unit Leader** (18 years and older, one-year gap between High School and present preferred):

Unit Leaders are responsible for supervising and supporting Camp Counselors and assisting with running daily activities on camp. Unit Leaders will take part in staff training, and will maintain communication with their assigned staff, offering assistance and guidance when needed. Unit Leaders may also serve at Day Camp Programs, working alongside Day Camp Directors and Day Camp Counselors. It is important that the ideal Unit Leader has strong organization and communication skills, can effectively lead others, and is creative and enthusiastic.

#### **Chaplain** (Seminary student or Clergy preferred):

Chaplains are responsible for coordinating nightly worship assemblies and a weekly closing-worship assembly, as well as for providing prayer and spiritual advice and guidance to campers and staff members. Due to the nature of this position, Chaplains MUST have a strong understanding of the Bible, be able to lead Bible studies, and provide a fulfilling worship experience for campers through music, message, and prayer. It is important that the ideal Chaplain has a strong Christian faith, has strong organization and communication skills, and is welcoming, enthusiastic, and hospitable. The ability to play the guitar is a plus.

**Nurse** (RN certification required):

Nurses are responsible for the health and safety of campers and staff during the summer. Nurses administer medication to campers and staff, treat minor and major injuries, keep accurate medical records, file insurance claims, keep campers and staff accountable for safe health practices, and more. Nurses will be housed in the Health Center and will be on-call throughout their week(s) at Cross Roads. It is important that the ideal Nurse has strong organization and communication skills, is patient and nurturing, and enjoys working with children.

Counselor Positions:

**Camp Counselor** (18 years and older, one-year gap between High School and present preferred):

Camp Counselors are responsible for ensuring that every camper has a deeply satisfying and memorable experience at camp that they will impact them for years to come. This includes: supervising and looking after campers, directing and participating in games, arts and crafts, and Discovery Times, escorting campers to/from programmed activities, building personal relationships with campers, and more. The majority of Camp Counselors' time will be spent on-site, although they may assume the role of Day Camp Counselors, if needed. It is important that the ideal Camp Counselor has energy, enthusiasm, and creativity, has strong communication skills, and is willing to share his or her faith with children.

**Day Camp Counselor** (18 years and older, one-year gap between High School and present preferred):

Day Camp Counselors are responsible for serving off-site at Day Camp Program sites. This includes: supervising and looking after campers, running and participating in games, arts and crafts, and Discovery Times, building personal relationships with campers, and more. Day Camp Counselors will be off-site every week, Sunday morning through Friday afternoon, and back on-site every weekend, Friday night through Sunday morning. During Day Camp Counselors' time away, they will be staying off-site with host families and working with elementary-age children in small and large-group settings. Various on-site duties may be assigned as needed while Day Camp Counselors are back on camp. It is important that the ideal Camp Counselor has energy, enthusiasm, and creativity, has good communication skills, and is willing to share his or her faith with children.

Support Staff Positions:

**Kitchen Staff Member** (16 years and older):

Kitchen Staff are responsible for assisting with preparing and serving meals, setting up and cleaning up of kitchen and dining areas, and various other tasks which may be assigned as needed. Kitchen Staff are supervised by the Food Service Manager and assist in the delivery of great food while having fun. It is important that the ideal Kitchen Staff member has a good work ethic, is self-motivated, and has a positive attitude.

**Grounds and Maintenance Staff Member** (18 years and older):

Grounds and Maintenance Staff are responsible for maintaining Cross Roads' site and facilities throughout the summer. This includes: lawn mowing, weed whacking, mulching, painting, and other grounds-improvement projects. Grounds and Maintenance Staff work closely with the Site and Facilities Director. It is important that the ideal Grounds and Maintenance Staff member has a good work ethic, is self-motivated, and has a positive attitude. Having both a valid driver's license and a clean driving record is a plus.

**Little Adventure Leader** (16 years and older):

Little Adventure Leaders are responsible for taking care of year-round staff members' children, as well as those of resource affiliates whom are present at camp for the week (i.e chaplains, nurses, etc.). Little Adventure Leaders will provide all-day care for the children until the children return to their parents at each day's end. Little Adventure Leaders will be involved with daily camp activities, including: assisting with Discovery Times, games, and more, as well as week-long activity programs and more. Little Adventure Leaders may be reassigned to other camp duties, such as kitchen help or program help, should no children be present. It is important that the ideal Little Adventure Leader be patient, be focused and attentive, and has a passion for working with young children.