



**Pilgrim
Heights**
Camp Retreat Center
**Position Descriptions
2010 Summer Staff**

Summer staff are employed for the summer from June 7 to August 14, 2010 with primary focus of responsibility on one of three primary areas:

- Nature, Arts and Crafts
- Waterfront & Games
- Food Service
- Music

General responsibilities are below. Specific job description responsibilities for each program area are on the following page. While most work will be within the specialty, day to day life can change quickly and we may ask you to fill in for another roll. Tasks will be assigned on a week to week basis, and we will follow that schedule barring any emergency changes.

General Job Description Responsibilities

- Contribute to the overall camp operations for summer camping season.
- Take part in an open and affirming Christian community working together to provide a safe, fun, and rewarding experience for children, youth, and families.
- Interact with guest in an accommodating, understanding, flexible, open, friendly and helpful way.
- Attend staff meetings as scheduled.
- On-occasion, assist with other activities as needed including the primary areas above and/or:
 - Cabin Counseling
 - Building & Grounds maintenance
 - House-keeping
- Perform other tasks as assigned.

General Requirements

- 18 years of age or older and ideally will have completed a year of college.
- Willing and able to work in cooperation with others in our community to accomplish the common goal of providing a safe, friendly, positive atmosphere for persons from a wide range of ages, interests and backgrounds in which all may develop a more keen appreciation for nature and each other.
- Open and welcoming to people of all lifestyles and faiths.
- Willing to accept the responsibility of being a role model for hundreds of young people during the summer.
- Show genuine concern and a sensitive rapport with people.
- Accept suggestions and praise.

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Schedule:

- Starting June 7th, 2010
- Ending August 14th, 2010
- One day off per week.

Under the direction of:

- Summer Staff Lead and
- Executive Director, Ann Graham

Compensation:

Summer staff has the option of living on-site or off-site.

On-site staff compensation includes:

- \$200 / week
 - Checks with the appropriate taxes withheld, are distributed every 2 weeks.
- Room and Board and Meals
 - A cabin will be shared with others of the same gender.
 - All cabins include electricity, running hot and cold water, as well as air conditioning.
 - 3 meals per day

Off-site staff compensation includes:

- \$8-10 / hour based on experience
 - Checks with the appropriate taxes withheld, are distributed every 2 weeks.
 - Assuming a 40 hour work week; however, hours may vary depending on scheduled activities.
- Meals
 - 1 meals per day, during work shift

All staff compensation includes:

- The love and admiration of hundreds of campers!
- No other standard employment benefits apply.

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Arts / Crafts Position

Responsibilities: Staff is responsible for instruction of daily Arts & Crafts projects or activities based on the theme for the day, the camper age and the preference of the camp Dean. This includes set-up and clean-up before and after the activity block as well as general organization of the craft room. Morning activities rotate in 45-60 min time blocks and include arts / crafts and nature activities. Age appropriate theme activities are provided in the curriculum. Staff may recommend additions or expansion of those activities and implement them with approval from the Program Director.

Requirements: Successful completion of First Aid and CPR certification.

General shift: 8:00 am – 5:00 pm with some afternoon/evening tasks as needed.

Nature Position

Responsibilities: Staff is responsible for instruction of daily Nature projects or activities based on the theme for the day, the camper age and the preference of the camp Dean. This includes set-up and clean-up before and after the activity block as well as general organization of the Nature room. Morning activities rotate in 45-60 min time blocks and include arts, crafts and nature activities. Nature Activities can be as simple as a nature hike around the grounds to a more specific activity of looking for certain things. Age appropriate theme activities are provided in the curriculum. Staff may recommend additions or expansion of those activities and implement them with approval from the Program Director.

Requirements: Successful completion of First Aid and CPR certification.

General shift: 8:00 am – 5:00 pm with some afternoon/evening tasks as needed.

Part-time Music Position

Responsibilities: Staff is responsible for leading music activities based on the theme for the day, the camper age and the preference of the camp Dean. This includes leading and teaching meal graces, music time after lunch, campfire songs, etc. Age appropriate theme songs are provided in the curriculum. Staff may recommend additions or expansion of those activities and implement them with approval from the Program Director.

Requirements: Successful completion of First Aid and CPR certification.

General shift: Variable.

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Waterfront / Games Positions (3)

Responsibilities: Waterfront time is generally 2:00-5:00 pm. Duties include life guarding, fitting life jackets, helping with boats (helping get in/out, and short lessons). Games consist of team building activities and large / small group games around the water front or in the playing field. Activities are based on the theme for the day, the camper age and the preference of the camp Deans. This includes set-up and clean-up before and after the activity block as well as general organization of the waterfront and games equipment buildings, ensuring equipment is properly stored for next day. In addition, evening staff are required to start the camp fire and to return snacks supplies to the kitchen at the end of the evening.

Requirements: Successful completion of Lifeguard, First-Aid, and CPR-PR certifications.

General Shift: 1:00 pm – 10:00 pm with a break for dinner

Food Service Positions (6)

Responsibilities: Two people work each shift and are responsible for general food services as well as any special dietary needs. Staff is required to follow posted health safety standards and is responsible for the cleaning of kitchen equipment, facility and supplies including washing of wash cloths and hand towels.

AM Shift: This shift opens the kitchen; prepares, serves and cleans-up the breakfast meal; and; then prepares, serves and starts the clean-up for the noon meal.

PM Shift: This shift assists with clean-up for the noon meal; prepares, serves and cleans-up for evening meal; prepares the evening snack for each camp; closes the kitchen; brings snacks to the campers, and disposes of garbage from the kitchen

Requirements: Successful completion of First Aid and CPR certification.

General Shifts: 6:30 am – 2:30 pm or 1:00 pm – 9:00 pm