

CAMP-of-the-WOODS

2019 Summer Staff Job Descriptions

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Please note that Job Descriptions are Subject to change as needs arise!

KIDS KLUB

Kids' Klub Teaching Supervisor

Supervisor: Kids' Klub Director

Projected Work Hours: 48-53 hrs. /week (*will change according to need*)

Typical Work Schedule: One day off per week

Monday-Friday: Teaching Supervisor; Chapter Two Program; Evening Childcare

Saturday: Evening Childcare

Sunday: Teaching Supervisor; Evening Childcare

Type of Pay: Weekly salary

Appropriate Work Attire: You will receive Camp shirts upon your arrival.
Staff shirt, nice polos, khaki pants.

Job Description:

- Must be thoroughly experienced in teaching, preferably special training in this field
- Organizational ability
- Provide leadership for staff and foster creative programming for infant through elementary children
- Committed to children as people, and program as education
- Work with Toddler Teacher Supervisor, Nursery Supervisor, and staff of 35
- Also responsible for ministry in Kids' Klub staff lives
- Assist Kids' Klub Director in training and managing Teachers and Teacher Assistants
- Assist in a variety of functions

Kids' Klub Teacher

Supervisor: Kids' Klub Teaching Supervisor

Projected Work Hours: 48-53 hrs. /week (*will change according to need*)

Typical Work Schedule: One day off per week

Time spent in: Kids Klub (80%); TeePee (20%)

Sunday-Friday: Teacher, Teacher Prep

Other: Water Carnival, childcare, teacher prep (schedules will vary)

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

Kids' Klub: Professional attire

TeePee: Jeans or khakis and staff shirt; close-toed shoes

Job Description:

- Must love and enjoy working with children (specify any age preference with reason and experience)
- Have programming and teaching skills/experience
- Be adventurous and creative
- Be mature and able to handle the responsibility of young lives
- Be able and willing to actively share God's plan of salvation – the good news of Christ
- Responsible for lesson planning (include storytelling, music, games, simple crafts, puppets, etc.)
- Responsible for classroom management, decorations, daily and weekly preparation and clean-up
- Rotational leadership in Evening Childcare and the actual teaching of six sessions weekly
- Work 1 – 2 Dish shifts weekly
- Must enjoy meeting and serving people
- Be willing to learn, ability to work quickly, conscientious of quality service and cleanliness
- Responsible for making short order menu items in TeePee, extensive ice cream bar (scooping ice cream), sundaes, etc.

Kids' Klub Teachers Assistant/TeePee/Dish

Supervisor: Kids' Klub Teaching Supervisor

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Approximate time spent in: Kids' Klub (40%); Tee Pee (30%), Purdy Dish (30%)

Sunday-Friday: Teacher's Assistant

Other: Childcare, changeovers; (schedules will vary)

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

Kids' Klub: Staff shirt with shorts, pants or jeans Monday-Friday. Sunday- dress clothes.

PC Dish: Shorts or pants, t-shirt and sneakers (closed toed, extra grip tread shoes without mesh on tops of shoes).

Job Description: *This position will combine with Purdy Center Dishroom and TeePee.*

- Must love and enjoy working with children
- Eager to learn and gain experience in teaching field, willing to assist in any way possible
- Creative and adventurous spirit, responsible nature
- Related previous experience helpful
- Assist teacher with class instruction, discipline, craft activities, lesson planning, and nursery duties
- Assist with housekeeping changeovers on Saturday mornings
- Must enjoy meeting and serving people
- Willing to work varying shifts

- Willing to learn, ability to work quickly, conscientious of quality service and cleanliness
- Responsible for making short order menu items, extensive ice cream bar, specialties
- Must be able to maintain food safety and general sanitation of serving and eating areas
- Must enjoy hard work with others in a team
- Ability to work quickly, thoroughly, and cooperatively
- Perform under pressure and carry out instructions
- Responsible for washing and stocking plates, cups, utensils, etc.

Kids' Klub Special Needs Teacher

Supervisor: Kids' Klub Teaching Supervisor

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Time spent in: Kids Klub (80%); TeePee (20%)

Monday-Friday: Teaching aide with special needs individuals; may involve supporting role during various events where such individuals are involved

Other: Water Carnival, afternoon & evening TeePee & childcare (schedules will vary)

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

Monday-Friday: Staff shirt with shorts, pants or jeans

Sunday: Dress clothes

Job Description:

- Must love working with children, particularly those with special needs who require individual attention
- Must have the patience, love and maturity necessary for gently but firmly guiding children with special needs both within a classroom and, when they become disruptive, outside of the classroom
- Previous experience with special needs children is very helpful but not essential if eager to learn and serve
- On weeks when there are no special needs children, substitute for other teachers and teacher's assistants – must be extremely flexible, willing to help out in different capacities throughout the summer
- Rotate serving in evening nursery and childcare
- Work 1–2 dish shifts weekly
- Responsible for maintenance and clean-up of Kids' Klub Building

Nursery Supervisor

Supervisor: Kids Klub Director

Projected Work Hours: 50-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

Monday-Friday: Staff shirt with shorts, pants or jeans

Sunday: Practical 'church' clothes

Job Description:

- Must have nursery experience; special training in this field preferable
- Ability to organize
- Knowledge of infant and toddler care, safety procedure
- Responsible for total operation of Nursery facility in daily use, staff training and supervision,
- Responsible for general scheduling, stocking supplies, overseeing volunteer staff from other departments
- Will coordinate/outcall babysitting services
- Reports to Kids Klub Director.

Toddler Teacher Supervisor/Nursery Assistant Supervisor

Supervisor: Kids' Klub Director

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

Monday-Friday: Staff shirt with shorts, pants or jeans

Sunday: Practical 'Church' clothes

Job Description:

- Must have nursery experience, special training in this field preferable
- Ability to organize
- Knowledge of infant and toddler care, safety procedure
- Responsible for total operation of Toddler and Nursery facility in daily use, staff training and supervision
- Responsible for general scheduling, stocking supplies, overseeing volunteer staff from other departments
- Responsible to Kids' Klub Director

Nursery/ Arts & Crafts

Supervisor: Nursery Supervisor/Arts & Crafts Manager

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Time spent in: Nursery (40%); Arts & Crafts (60%)

Monday-Friday: Nursery Attendant/ Arts & Crafts

Saturday: Changeovers

Sunday: Nursery Attendant

Other: Childcare

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

Monday-Friday: Staff shirt with shorts, pants or jeans

Sunday: Dress clothes

Job Description:

- Must love working with children, particularly infants
- Must have the patience, love and maturity necessary for gentle caring of children
- Previous experience with nursery/infant work is helpful
- On weeks when there are not enough children, substitution for other teachers and teacher's assistants – must be extremely flexible, willing to help out in different capacities throughout the summer
- Rotate serving in evening Nursery and Childcare
- Assist with housekeeping changeovers on Saturday mornings
- Work 1–2 Dish shifts weekly
- Responsible for running a cash register, any specific assignments, making the guests feel welcome and at ease
- Experience and knowledge of many crafts desired; expertise not required
- Must be able to work well with a variety of people
- Ability to quickly learn and apply several crafts and techniques
- Willing to initiate, capable of relaying craft instructions
- Ability to stay calm under pressure

Nursery/ Bookstore

Supervisor: Nursery Supervisor/Bookstore Manager

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Time spent in: Nursery (40%); Bookstore (60%)

Monday-Friday: Nursery Attendant/ Bookstore

Saturday: Changeovers

Sunday: Nursery

Other: Childcare

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

Monday-Friday: Staff shirt with shorts, pants or jeans

Sunday: Dress clothes

Job Description:

- Must love working with children, particularly infants
- Must have the patience, love and maturity necessary for gentle caring of children
- Previous experience with nursery/infant work is helpful
- On weeks when there are not enough children, substitution for other teachers and teacher's assistants – must be extremely flexible, willing to help out in different capacities throughout the summer
- Rotate serving in evening Nursery and Childcare
- Assist with housekeeping changeovers on Saturday mornings
- Work 1 – 2 Dish shifts weekly
- Must enjoy books and people, eager to assist and please in attitude
- Sales experience helpful
- Must be neat in appearance and gracious in personality
- Responsible to help run all aspects of a nice Christian bookstore
- Responsible to operate cash register, handle inventory, answers questions, clean and organize, etc.

Nursery/ Laundry

Supervisor: Nursery Supervisor/Washington's Supervisor

Projected Work Hours: 48-53 hrs. /week (*will change according to need*)

Typical Work Schedule: One day off per week

Time spent in: Nursery (40%); Washington's (60%)

Monday-Friday: Nursery Attendant/ Washington's

Saturday: Changeovers

Sunday: Nursery/Washington's

Other: Childcare

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

Monday-Friday: Staff shirt with shorts, pants or jeans

Sunday: Dress clothes

Job Description:

- Must love working with children, particularly infants
- Must have the patience, love and maturity necessary for gentle caring of children
- Previous experience with nursery/infant work is helpful
- On weeks when there are not enough children, substitution for other teachers and teacher's assistants – must be extremely flexible, willing to help out in different capacities throughout the summer
- Rotate serving in evening nursery and childcare

- Assist with housekeeping changeovers on Saturday mornings
- Work 1–2 dish shifts weekly
- Must be detail conscious and have a serving heart
- Responsible for assisting other attendants with washing, drying, folding and organizing Camp linens and towels
- Comfortable working in a commercial laundry facility on the property
- Must be physically able to occasionally lift 40-50 pounds, bend down numerous times a day and stand on your feet for hours at a time

Nursery/ Trading Post

Supervisor: Nursery Supervisor/Trading Post Manager

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Time spent in: Nursery (40%); Trading Post (60%)

Monday-Friday: Nursery Attendant/ Trading Post

Saturday: Changeovers

Sunday: Nursery

Other: Childcare

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

Monday-Friday: Staff shirt with shorts, pants or jeans

Sunday: Dress clothes

Job Description:

- Must love working with children, particularly infants
- Must have the patience, love and maturity necessary for gentle caring of children
- Previous experience with nursery/infant work is helpful
- On weeks when there are not enough children, substitution for other teachers and teacher’s assistants – must be extremely flexible, willing to help out in different capacities throughout the summer
- Rotate serving in evening nursery and childcare
- Assist with housekeeping changeovers on Saturday mornings
- Work 1–2 dish shifts weekly
- Basic knowledge of retailing, display, and sales technique desired
- Projecting friendly store atmosphere
- Mature and responsible; handle guest concerns and/or comments
- Works with Assistant Manager in all aspects

Nursery/TeePee

Supervisor: Nursery Supervisor/TeePee Manager(s)

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule:

Time spent in: Nursery (40%); TeePee (60%)

Sunday-Friday: Nursery Attendant/TeePee

Saturday: Changeovers

Other: Childcare

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

Monday-Friday: Staff shirt with shorts, pants or jeans

Sunday: Dress clothes

Job Description:

- Must love working with children of all ages
- Must have the patience, love and maturity necessary for gentle caring of the children
- Previous experience with children of all ages is helpful
- On weeks when there are not enough children, substitution for other teachers and teacher's assistants – must be extremely flexible, willing to help out in different capacities throughout the summer
- Rotate serving in evening Nursery and Childcare
- Work 1 – 2 Dish shifts weekly.
- Must enjoy meeting and serving people
- Willing to work varying shifts
- Willing to learn, ability to work quickly, conscientious of quality service and cleanliness
- Responsible for making short order menu items, extensive ice cream bar, specialties
- Must be able to maintain food safety and general sanitation of serving and eating areas
- Physically able to pick up small children

FOOD SERVICE

Purdy Center Kitchen

Chef's Assistant

Supervisor: Purdy Chef

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

*Long pants, t-shirt, comfortable **close-toed shoes are a MUST**, extra grip tread shoes.*

Job Description:

- Age 18 and up preferred
- Able to work with others under pressure
- Must enjoy being part of a team
- Cooking experience helpful, including exposure to quantity preparation
- Responsible to assist Chefs in high quality and quantity food preparation for buffet style service
- Help ensure food safety and sanitation
- Will learn a lot in a fun environment
- Great experience in a professional kitchen

Purdy Center Dining Room

Host/Hostess

Supervisor: Director of Operations

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Sunday-Saturday: During breakfast, lunch and dinner mealtimes; 15-18 shifts/week.

Saturday: Deep clean dining hall between breakfast and lunch

Type of Pay: Weekly Salary plus Gratuities

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

Monday- Saturday: Khakis, black pants, or skirt; button down shirts (long-sleeve or short-sleeve); **No jeans**; comfortable closed toed shoes

Sunday: Dress attire

Job Description:

- Must enjoy meeting and interacting with people
- Well-groomed, out-going and professional personality
- Able to be gracious and firm, work under pressure, lead others effectively
- Responsible for greeting/seating guests
- Responsible to train, oversee, and assign all wait staff/bussers/buffet
- Coordinate reservations with office; handle basic scheduling
- Liaise with chefs on food, menu, and special dietary needs
- Comfortable with speaking, able to make announcements

Wait Staff

Supervisor: Purdy Host/Hostess

Projected Work Hours: 48-53 hrs. /week (*will change according to need*)

Typical Work Schedule: One day off per week

Sunday-Saturday: During breakfast, lunch and dinner mealtimes; 12 - 18 shifts/week. Staff will typically receive 2-6 meals off a week

Saturday: Deep clean dining hall between breakfast and lunch

Type of Pay: Gratuities

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

All meals are professional attire: No jeans may be worn; khaki or black pants or skirt with staff polo shirt; closed toed shoes are required

Job Description:

- Must enjoy meeting and serving people of all ages
- Have outgoing, respectable, mature and friendly personality
- Willing to work hard and long hours on your feet
- Helpful to have previous waiter/waitress experience
- Able to work and learn quickly
- Responsible for setup/cleanup of dining room and serving drinks/coffee to guests as well as pre-bussing
- Must enjoy fast paced work environment and serving

Buffet Attendant

Supervisor: Purdy Host/Hostess

Projected Work Hours: 48-53 hrs. /week (*will change according to need*)

Typical Work Schedule: One day off per week

Sunday-Saturday: During breakfast, lunch and dinner mealtimes; 15-18 shifts/week.

Saturday: Deep clean dining hall between breakfast and lunch

Type of Pay: Gratuities

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

Monday-Saturday: Khakis or black pants or skirt, no jeans, Camp polo; comfortable close-toed shoes

Sunday: Dress attire with practical close-toed shoes

Job Description:

- Must be a hard worker, well-groomed
- Able to take initiative and anticipate (see “rushes” of guests coming); always prepared to act
- Able to work quickly and on feet for several hours at a time
- Communicate with chefs on food quantity left

- Work with host to manage buffet lines
- Responsible for setting up steam table (buffet) serving line, resupplying, bussing dishes, re-stocking for next meals
- Help and assist wait staff, helping receive and stock inventory, help with clean up

Hill Kitchen

Hill Sous Chef

Supervisor: Hill Executive Chef

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp shirts upon your arrival.
Long pants, t shirt, comfortable close-toed shoes is a MUST, extra grip tread shoes

Job Description:

- Must be at least 18 years old
- Cook experience required
- Must be hard worker with leadership skills
- Responsible for determining food quantities, train/manage/motivate cooks, oversee food safety and sanitation
- Must be able to think quickly and improvise when needed
- Will work closely with Hill Chef to manage kitchen
- Oversee the commissary, instruct need for food in kitchen
- Weekly deep cleaning of workspace

Cook Captain

Supervisor: Hill Executive Chef

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp shirts upon your arrival.
Long pants, t shirt, comfortable close-toed shoes is a MUST, extra grip tread shoes.

Job Description:

- Must be at least 18
- Eager to gain food preparation experience
- Cooking experience helpful
- Willing to work hard, able to work and learn quickly as part of a team
- Responsible to follow recipes and cooking procedures as directed by Head Cook
- Maintain food safety and sanitation
- Weekly deep cleaning of workspace
- May be asked to regularly assist with commissary duties such as receiving, organizing, and storing the food supply
- Able to lead opening or closing shift

Hill Dish Room Supervisor

Supervisor: Hill Hostess, Hill Executive Chef

Projected Work Hours: 48-53 hrs./week (will change according to need)

Typical Work Schedule: One day off per week

Sunday-Saturday: During breakfast, lunch and dinner mealtimes; 15-18 shifts per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

Long pants, t shirt, comfortable close-toed shoes a MUST, extra grip tread shoes.

Job Description:

- A servant's heart and a sense of humor are required for this role
- Supervising dishroom staff, both full time and part time
- Responsible for efficient workflow of the dishroom
- Communicating with front of house staff to provide them with clean dishes in a timely fashion
- Must possess a sense of urgency
- May be responsible for scheduling dishroom staff
- Weekly deep cleaning of workspace

Pots

Supervisor: Hill Dishroom Supervisor

Projected Work Hours: 48-53 hrs. /week (*will change according to need*)

Typical Work Schedule: One day off per week

Sunday-Saturday: During breakfast, lunch and dinner mealtimes, 15-18 shifts/week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp shirts upon your arrival.
Long pants, t shirt, comfortable close-toed shoes a MUST, extra grip tread shoes.

Job Description:

- Must enjoy hard work with others in a team
- Ability to work quickly, thoroughly, and cooperatively
- Perform under pressure and carry out instructions
- Responsible for washing and stocking dishes, pans and utensils
- Weekly deep cleaning of workspace

Hill Dining Hall

Host/Hostess

Supervisor: Director of Operations

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Sunday-Saturday: During breakfast, lunch and dinner mealtimes; 15-18 shifts/week.

Saturday- deep clean dining hall between breakfast and lunch

Type of Pay: Weekly Salary plus Gratuities

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

Monday-Saturday: Khakis or black pants or skirt, no jeans, comfortable closed toed shoes

Sunday: Dress attire

Job Description:

- Must enjoy meeting people, have a gracious and outgoing personality, be a neat dresser
- Previous experience helpful
- Able to lead others effectively and work calmly under stress
- Responsible to see that guests are greeted and seated, coordinate with office to organize meal counts and reservations
- Team with Assistant Host/Hostess to train, assign and oversee waiters/waitresses and bussers
- Responsible for organizing and tracking the breakfast, lunch and dinner shifts of staff
- Demanding job with high visibility supervision of waiters, bussers & buffet
- Must love serving guests of all ages

Assistant Host/Hostess

Supervisor: Hill Host/Hostess

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Sunday-Saturday: During breakfast, lunch and dinner mealtimes, 15-18 shifts/week

Saturday: Deep clean dining hall between breakfast and lunch

Type of Pay: Weekly Salary plus Gratuities

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

Monday-Saturday: Khakis or black pants or skirt, no jeans

Sunday: Dress attire

Job Description:

- Must enjoy meeting people, have a gracious and outgoing personality, be a neat dresser
- Previous wait staff experience helpful
- Responsible to see that guests are greeted and seated, coordinate with office to organize meal counts and reservations—when host is not available
- Responsible for working with Host/Hostess to organize and track the breakfast, lunch and dinner shifts of staff
- Demanding job with high visibility
- Must love serving guests of all ages!
- Responsible to coordinate with Host/Hostess in overseeing general operation of Dining Hall
- Help maintain Dining Hall sanitation

Wait Staff

Supervisor: Hill Host/Hostess

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Sunday-Saturday: During breakfast, lunch and dinner mealtimes, 15-18 shifts/week

Saturday: Deep clean dining hall between breakfast and lunch

Type of Pay: Gratuities

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

Monday-Saturday: Khakis or black pants or skirt, no jeans

Sunday: Dress attire

Job Description:

- Must enjoy meeting and serving people of all ages
- Have outgoing and friendly personality
- Willing to work hard and long hours on your feet
- Helpful to have previous waiter/waitress experience
- Able to work and learn quickly

- Responsible for setup/cleanup of dining room and serving drinks/coffee to guests as well as pre-bussing
- Must enjoy “bustling” work environment and serving

Buffet Attendant

Supervisor: Hill Host/Hostess

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Sunday-Saturday: During breakfast, lunch and dinner mealtimes; 15-18 shifts/week

Saturday: Deep clean dining hall between breakfast and lunch

Type of Pay: Gratuities

Appropriate Work Attire: You will receive Camp shirts upon your arrival.

*Business casual shirt or staff shirt and khaki pants, no jeans, **comfortable close-toed shoes required.***

Job Description:

- Must enjoy working with food and being a part of a team
- Able to get up early, work hard, and work under pressure
- Must be an efficient and thorough worker
- Knowledge of general serving and sanitation procedures
- Responsible for serving line set-up, serving and clean-up, general sanitation

Busser

Supervisor: Hill Host/Hostess

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Sunday-Saturday: during breakfast, lunch and dinner mealtimes; 15-18 shifts/week.

Saturday- deep clean dining hall between breakfast and lunch

Type of Pay: Gratuities

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.

*Appropriate shirt and khaki pants, **close-toed shoes required.***

Job Description:

- Must be alert, able to learn and work quickly around crowds
- Physically strong and an energetic person, with a servant’s heart

- Responsible for bussing dishes from table to dish room, maintain drink dispensers, assist wait staff in setup
- Maintain cleanliness and sanitation of dining area
- Able to lift and carry 20 pounds

HOUSEKEEPING

Housekeeping Public Facilities Attendant

Supervisor: Director of Housekeeping

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Monday-Friday: 8:00 am-5:30pm or 1:30pm-10pm

Saturday: 8:00am-5:30pm

Sunday: 8am-5pm or 1:30am-10pm

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.

Staff shirt and shorts, pants, or jeans; close-toed shoes.

Job Description:

- Must be hard working and able to work independently
- Responsible for many miscellaneous housekeeping items, such as laundry, public restrooms, public building cleanliness, and assisting Housekeepers.
- Have experience driving larger vehicles.
- Deliver linens to *Camp* accommodations daily
- Pick up bagged dirty linens daily
- Applicants need to be in good physical condition and able to lift heavy objects (40-50 pounds) in and out of delivery truck
- Valid US driver's license preferred

Housekeeping Team Leader

Supervisor: Director of Housekeeping

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Monday-Friday: Housekeeping; rotational evening on call

Saturday: Changeovers, rotational evening on call

Type of Pay: Weekly Salary plus Gratuities

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Staff shirt and shorts, pants, or jeans, close-toed shoes.

Job Description:

- Able to supervise 3 full-time housekeepers
- Must be able to perform physically vigorous work, able to lift 40-50 pounds, be detail oriented, be willing to take instruction
- Need a servant's heart, pleasant personality to interact with guests and the ability to work independently
- Monitor your storage closets to make sure they are stocked, clean, and organized
- Follow up on the cleaning procedures of your team on a regular basis. You will be working alongside each of your team members each day, assessing cleaning procedures as you are working
- Manage your team to collectively accomplish the daily maid service and weekly changeover of your accommodations in a timely manner
- Strip/make beds, wash windows, dusting, private restroom sanitation, daily care of guest's facilities, linen room and laundry room duty, etc.

Housekeeper/Dish

Supervisor: Housekeeping Team Leader

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off or equivalent per week

Time spent in: Housekeeping (60%); Dish (40%)

Monday-Friday: Housekeeping – *Time will vary*

Saturday: Changeovers, afternoon and evening shifts in housekeeping, and hill dish (schedules will vary)

Type of Pay: Gratuities

Appropriate Work Attire: You will receive Camp staff shirt(s) upon arrival.

Housekeeping: Staff shirt and shorts, pants, or jeans. Close-toed shoes.

Hill Dish: Tee shirt and pants or shorts. Closed-toed, extra grip tread shoes.

Job Description: *Afternoons you will work in Hill dish*

- Must be able to perform physically vigorous work
- Be detail oriented, be willing to take instruction, need a servant's heart
- Pleasant personality to interact with guests and the ability to work independently
- Strip/make beds, wash windows, dusting, private restroom sanitation, daily care of guest's facilities, linen room and laundry room duty etc.
- Involves much behind the scenes work
- Must enjoy hard work with others in a team
- Ability to work quickly, thoroughly, and cooperatively
- Perform under pressure and carry out instructions

- Responsible for washing and stocking dishes, pans and utensils
- Able to lift 40-50 pounds

Housekeeper/Laundry

Supervisor: Housekeeping Team Leader

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off or equivalent per week

Time spent in: Housekeeping (60%); Laundry (40%)

Monday-Friday: Housekeeping typically 8am – 1pm, *time will vary*

Saturday: Changeovers

Other: Afternoon and/or evening shifts in housekeeping and laundry (schedules will vary)

Type of Pay: Gratuities

Appropriate Work Attire: You will receive Camp staff shirt(s) upon arrival.

Housekeeping: Staff shirt and shorts, pants, or jeans, closed toed shoes

Hill Dish: T-shirt and pants or shorts, closed-toed/extra grip tread shoes

Job Description: *Afternoons you will work in Washington's*

- Must be able to perform physically vigorous work
- Be detail oriented, be willing to take instruction; need a servant's heart
- Pleasant personality to interact with guests and the ability to work independently
- Strip/make beds, wash windows, dusting, private restroom sanitation, daily care of guest's facilities, linen room and laundry room duty etc.
- Involves much behind the scenes work
- Must enjoy hard work with others in a team
- Responsible for assisting other attendants with washing, drying, folding and organizing linens and towels
- Comfortable working in a commercial laundry facility on the property
- Must be physically able to lift heavy loads (40-50 pounds), bend down numerous times a day and stand on your feet for hours at a time

Laundry Facility Attendant

Supervisor: Washington's Supervisor

Projected Work Hours: 48-53 hrs./week *(will change according to need)*

Typical work schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Staff shirt and shorts, pants, or jeans, close-toed shoes.

Job Description:

- Must be detail conscious and have a serving heart
- Responsible for assisting other attendants with washing, drying, folding and organizing linens and towels
- Comfortable working in a commercial laundry facility on the property
- Must be physically able to lift heavy loads (40-50 pounds), bend down numerous times a day and stand on your feet for hours at a time

MAINTENANCE

Grounds Crew

Supervisor: Grounds Manager

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts and sweatshirt upon arrival.

General: Maintenance Camp shirt and work shorts/pants, athletic shorts are not allowed; comfortable work boots are required; Camp provides safety glasses and ear protection but you are welcome to bring your own.

Job Description:

- Should be at least 18
- Over 30 hours of driving experience is preferred
- Must enjoy physically hard work outdoors/indoors; able to lift 50 pounds
- No restrictive outdoor allergies or physical restrictions
- Basic knowledge of small machinery operation (lawn mowers, weed eaters, blowers, etc.)
Experience with landscaping is preferred
- Responsibilities include general landscaping, waste management, minor maintenance projects/repairs, managing camp firewood, and other duties as necessary

Handyman

Supervisor: Maintenance Director

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.

General: Maintenance Camp shirt and shorts or pants, comfortable shoes, boots are highly recommended!

Job Description:

- Must be at least 18
- Must have a valid driver's license
- A strong ability to problem solve
- Demanding position requiring on-call status (2 nights a week)
- Physical strength and stamina is preferred, able to lift 50 pounds
- Ability to learn and work quickly and drive a pickup/van
- Gracious nature to interact with guests in stressful situations
- Responsible for emergency maintenance of bathrooms, lighting; general fix-it and can be called on for almost anything at any time
- High degree of responsibility
- Must carry a servant's heart and willingness to do whatever is asked of you
- Some maintenance experience preferred

Tap Handyman

Supervisor: Maintenance Director

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.

General: Maintenance Camp shirt and shorts or pants, comfortable shoes, boots are highly recommended!

Job Description:

- Must be at least 21 years old
- Must have a valid driver's license
- Demanding position requiring physical strength and stamina; able to lift 50 pounds
- Works on the island of Tapawingo doing general maintenance and some renovations
- Must be willing to be flexible with boat rides to island. Ability to pilot work barge is preferred
- Must be patient with a good attitude
- Must have a strong biblical character to be an example of Christ to the girls at Tapawingo
- Maintenance experience preferred

MUSIC PROGRAM

Music Staff

Supervisor: Music Director

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.

Job Description:

- An integral part of the CAMP-of-the-WOODS ministry
- There are a variety of opportunities:
 - Trumpet, horn, trombone, tuba, sax, flute, oboe, clarinet, bassoon, violin, viola, cello, guitar, percussion, vocal, etc.
- Most music staff will help every other week in Saturday Housekeeping Changeovers
- See Music Staff Application for more information

OFFICE

Cash Office Manager

Supervisor: Senior Accountant

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Staff shirt and khakis one day a week, professional dress attire the rest of the week.

Job Description:

- Must be an exceptionally trustworthy and dependable person
- Experience in general office skills
- Accounting background preferred
- Comfortable handling money
- General recording and reconciling techniques
- Ability to work and learn quickly

- Responsible for handling and processing cash and receipts received from guests and departments throughout Camp
- Work directly with the Senior Accountant and/or Accountants
- Accuracy is a must
- Responsible for staff room deposits and cashing of staff checks
- Must demonstrate competency in detail management
- Ability to give instruction to assistant
- Great learning on the job experience
- Occasionally work saturday housekeeping changeovers

Cash Office Assistant

Supervisor: Senior Accountant

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Staff shirt and khakis one day a week, professional dress attire the rest of the week.

Job Description:

- Must be an exceptionally trustworthy and dependable person
- Experience in general office skills is preferred
- General recording and reconciling techniques
- Accounting background preferred
- Comfortable handling money
- Ability to work and learn quickly
- Responsible for handling and processing cash and receipts received from guests and departments throughout Camp
- Accuracy is a must
- Responsible for staff room deposits and cashing of staff checks
- Will support Cash Office Manager Assistant in their duties
- Must demonstrate superb attention to detail
- Occasionally work saturday housekeeping changeovers

Front Desk Receptionist

Supervisor: Registrar

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week
Schedules will rotate to include mornings, afternoons, and evenings.

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Staff shirt and khaki or black bottoms (no jeans) once a week, professional dress attire the rest of the week (no low cut shirts, no tight or revealing clothing).

Job Description:

- Excellent phone skills are a must
- Must enjoy people of all types and be able to deal with them graciously in person and over the phone
- Should be self-starter
- Typing, filing, and general office skills required, including handling the cash drawer
- Serve as Camp's up-front person, answer various Camp questions
- Learn to take reservations requests by phone, register guests upon arrival
- Caring yet firm to be able to handle complaints and service needs
- Social to interact with other departments
- Prepare billing and receive payments
- Definite PR position
- Ability to handle many tasks at one time
- Must be a people person

Guest Services

Supervisor: Guest Services Manager

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week
Schedules will rotate to include mornings, afternoons, and evenings.

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Collared Camp shirts with khakis or jeans. Comfortable yet professional outerwear is suggested. Dress clothes on Sunday.

Job Description:

- Must be at least 18 years old and mature
- Must be a friendly person who wants to serve and help
- Must be able to perform physically vigorous work, be detail oriented, be willing to take instruction

- Need a servant's heart, pleasant personality to interact with guests and the ability to work independently
- Must enjoy interacting with guests of all ages and temperaments
- Responsible for greeting incoming guests
- Responsible to help set up Buirkle and Tibbitts for guest events
- Will help with Saturday check-in
- Must present oneself as a helpful, available, warm and visible resource for all guests
- Assist as a Chauffeur and Messenger as needed
- Must be able to work well with a small team
- This is wonderful "PR" experience

Staff Scheduling Coordinator

Supervisor: Manager of Staffing Operations

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Modest and comfortable attire, dress attire, khaki pants, close-toed shoes.

Job Description:

The Staff Scheduling Coordinator is responsible to coordinate and schedule employees in order to meet the staffing needs for the Kids Klub and Housekeeping departments, and create partial schedules for other departments at CAMP-of-the-WOODS. Details:

- Needs to demonstrate a committed and mature faith in Jesus Christ
- Must be a servant-leader who knows how to love, encourage, and organize, even from behind the scenes
- Complex position that requires great maturity and problem solving capabilities beyond surface level solutions
- Must be able to learn quickly in order to provide the first schedule in a timely manner
- Create and fill scheduling templates for appropriate departments. This includes 100+ staff and 10 overlapping departments
- Meet regularly with department supervisors to hear their input concerning future schedules. Excellent communication with them is essential to the successful implementation of the schedules
- Accommodate employee needs as appropriate (i.e. attention to training vs responsibilities, approved time off, medical needs, etc...)
- Attention to detail and persistence are important to ensure that the schedule is an effective tool for all employees and departments involved
- Must complete the schedule by the weekly deadline in order to provide timely notification for the staff
- Must be flexible and willing to pitch in whenever needed (if the schedule is complete and you are available to fill a staffing need due to illness, etc...)

- May be asked to do airport/train/bus runs (therefore, age 21 or over with US driver's license highly preferred)

Personnel Office Assistant

Supervisor: Personnel Director

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week. Office staff rotate nights on call

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirt(s) upon arrival. *Modest and comfortable attire, dress attire, khaki pants, close-toed shoes.*

Job Description:

- Over 21 is preferred
- Needs to demonstrate a committed and mature faith in Jesus Christ
- Must be a servant-leader who knows how to love, lead, disciple, discipline, motivate, encourage and organize
- Responsible for oversight of 275 high school and college age staff, including living/work adjustments, building accountability, disciplinary action, and overall staff life
- Take responsibility for a specific staff living area and those assigned there
- Follow up on curfew and room checks
- Help plan and carry out various staff activities and events
- Works closely with Personnel Director and Assistants
- Help gather and file tax, employment, and other important documents
- Assist Personnel Director and Assistant with in-house processes (scheduling, payroll) and filing
- Demanding position that requires great maturity and problem solving capabilities
- Must be flexible and willing to pitch in whenever needed (often "fill in" for sick staff, etc.)
- May be asked to do airport/train/bus runs. Must have a current US driver's license
- Much behind the scenes, administrative work

Dorm Head/Operations Support

Supervisor: Personnel Director

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week. Office hours plus evening curfew check-in

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival. *Modest and comfortable attire, dress attire, khaki pants, close-toed shoes.*

Job Description: Needs to demonstrate a committed and mature faith in Jesus Christ.

- Must be a servant-leader who knows how to love, lead, disciple, discipline, motivate, encourage and organize
- Leading dorm meetings at beginning of summer and as needed
- Assure that all minors are in the dorm by 11pm, in room at 11:15pm; occasionally do room checks between 11:15 and 2am at unanticipated times to assure that minors are actually in their rooms
- Discipline for curfew and room check violations
- Enforce other staff guidelines such as the dress code
- Assure that rooms and common areas on your dorm are clean for housekeeping room checks
- Be the first line in supporting staff as they face challenges; assist in minor conflict resolution
- If there is someone you are especially concerned about then please inform Personnel about your concern
- You will be assigned to fill vacant shifts, covering needs for sick staff, saturday changeovers, etc... as needed. **This is a priority for your role.**
- Personnel office support (data entry, welcoming new staff, filing, other projects as assigned by Personnel Manager)
- Age 21 or older, licensed driver preferred
- Will be called upon to drive for staff or guest airport runs, ER visits, etc. (sometimes unpredictable)
- Help plan and carry out various staff activities and events (hoedown, talent show, movie night)
- Help gather and file tax, employment, and other important documents
- Demanding position that requires great maturity and problem solving capabilities
- Must be flexible and willing to pitch in whenever needed
- Much behind the scenes, administrative work

RECREATION PROGRAM

Assistant Director

Supervisor: Recreation Director

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Staff Shirts and shorts or pants and sneakers. Sunday Morning Flags: Men, please bring white long-sleeve dress shirt and tie and light khaki dress pants. Women, please bring white dress blouse and khaki pants or mid-calf or longer khaki shirt.

Job Description:

- Must be available for Preseason training (June 3rd -14th)
- Must have recreation experience
- Show a willingness and ability to assist the Recreation Director in all aspects of the Recreation program
- Must have training and leadership experience in a wide variety of sports (field and non-field), group games and activities
- Enjoy working with all ages of people and not afraid to get people involved in fun
- Must be creative, outgoing, adventurous, organized, and able to plan ahead and lead guest/staff activities
- Responsible to coordinate tennis and waterfront programs with overall recreation program
- Responsible to assist Director in organizing, training, assigning and supervising various recreation staff
- Comfortable with some public speaking to present daily calendar of events in chapel announcements
- High visibility and responsibility
- Help to organize staff recreational program and special staff activities

Recreation Staff - Leadership

Supervisor: Recreation Director

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Administration work as well as leading various rec activities. Schedules will vary to include mornings, afternoons, and evenings.

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.

Staff Shirts and shorts or pants and sneakers. Sunday Morning Flags: Men, please bring white long-sleeve dress shirt and tie and light khaki dress pants. Women, please bring white dress blouse and khaki pants or mid-calf or longer khaki shirt.

Job Description:

- Must be available for Preseason training (June 3rd -14th)
- At least 21 years of age is preferred
- Must be athletic/outdoors person who thoroughly enjoys being with people
- Must demonstrate being physically healthy
- Have an outgoing personality and not timid
- Able to initiate and instruct various activities, organize group games and generally help others to get involved and have a good time
- Must be conscious of others and of safety at all times

- Responsible to organize, monitor/participate, follow through and promote all assigned activities
- Lead hikes, canoe trips and whitewater rafting
- Challenge/Ropes Course, Zip line and Climbing Wall experience preferred; (training can be provided on these elements)
- Must be enthusiastic, versatile and a servant-leader

Recreation Staff/Teepee/Dish

Supervisor: Recreation Director

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Time spent in: Recreation (60%); TeePee (20%); Hill Dish (20%)

Schedules will vary to include mornings, afternoons, and evenings.

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirt(s) upon arrival.

Monday-Saturday: Staff Shirts and shorts or pants and sneakers

Dish: Worn out t-shirts, jeans, close-toed shoes are a must

Sunday Morning Flags: Men, please bring white long-sleeve dress shirt and tie and light khaki dress pants. Women, please bring white dress blouse and khaki pants or mid-calf or longer khaki shirt.

Job Description:

- Must be athletic/outdoors person who thoroughly enjoys being with people
- Must demonstrate being physically healthy
- Have an outgoing personality and not timid
- Able to organize group games and help others to get involved and have a good time
- Must be conscious of others and of safety at all times, not conscious of self
- On occasion lead hikes, canoe trips and whitewater rafting
- Challenge/Ropes Course, Zip line and Climbing Wall experience preferred; (training can be provided on these elements)
- Must be enthusiastic, versatile and a servant-leader
- Must enjoy hard work with others in a team
- Ability to work quickly, thoroughly, and cooperatively
- Perform under pressure and carry out instructions
- Responsible for washing and stocking plates, cups, utensils, etc.

Head Lifeguard

Supervisor: Director of Operations

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week
Time spent in: Lifeguarding (70%); Purdy dish (30%)
Sunday-Saturday: Purdy Dish (AM); Lifeguarding (PM)
Saturday: Beach clean-up; lifeguarding
Other duties as required

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Modest one-piece "athletic" bathing suit (appropriate for duties). Shirts and a sweatshirt will be provided.

Job Description:

- Current (within one year of current summer)Lifeguard training or Advanced Lifesaving certificate, plus First Aid, plus a Waterfront Module, and CPR (American Red Cross Basic Life Support for the Professional Rescuer or American Heart Association Course C) required (COTW can provide or reimburse)
- Experience in swim instruction, lifeguard leadership experience
- Knowledge of general beach safety and maintenance
- Ability to communicate and enforce safety policies/regulations
- Mature individual who realizes the responsibility this position carries
- Responsible for a large, beach-front swimming area
- Responsible for general safety procedures, and for the enjoyment and welfare of people in that area
- Monitor beach and schedule/supervise a staff of 4 certified lifeguards to maximize safety and enjoyment
- Lifeguard Management Course (COTW can provide or reimburse)
- Breakfast dish shift daily

Lifeguard

Supervisor: Head Lifeguard

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week
Time spent in: Lifeguarding (70%); Purdy dish (30%)
Sunday-Saturday: Purdy Dish (AM); Lifeguarding (PM)
Saturday: Beach clean-up; lifeguarding

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Modest one-piece "athletic" bathing suit (appropriate for duties). Shirts and a sweatshirt will be provided.

Job Description:

- Must have current (within one year of current summer) Lifeguard training or Advanced Lifesaving certificate, plus First Aid, plus a Waterfront Module, and CPR (American Red Cross Basic Life Support for the Professional Rescuer or American Heart Association Course C) COTW can provide or reimburse
- Some lifeguarding experience desired, preferably on a waterfront rather than poolside
- Responsible to guard swimming area, monitor beach activity
- Be able to assist Rec. Activity Leaders in any water-oriented activities and any other tasks as assigned by Head Lifeguard
- Assist in swimming instruction
- If necessary, appropriate training and certification will be available at Camp
- Lifeguards help wash breakfast dishes in the Purdy Center every morning

Boat Captain

Supervisor: Director of Operations

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Schedule will vary to include mornings, afternoons & evenings.

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Casual Dress. Staff shirt and nice shorts. (Swim trunks when appropriate to work).

Job Description:

- Must be at least 21 years of age
- Responsible for opening and shutdown procedures of the marina at the beginning and end of each season. (Complete Preseason & Postseason Checklist)
- Responsible for training all other crew members on boat handling, mechanics, chain of command, where to get help, when to escalate situations, who to escalate them to, correct docking techniques and patterns, a map of rocks on the lake, etc.*
- Must possess PV license from NY State (we can help you obtain)
- Must be experienced with all aspects of inboard/outboard power boats and non-power boats (such as sailboats, canoes, rowboats)
- Must be thoroughly responsible in operation of each watercraft
- Thoroughly knowledgeable in safety procedures

- Enjoy working with and serving people, giving basic boating instruction, have leadership ability
 - Responsible for operation/maintenance of marine department and equipment, boat rentals, gasoline sales, speedboat rides, pulling water-skiers, training and supervising crew in correct procedure
 - The boat crew is the lifeline for Tapawingo; they operate Tapawingo shuttle service, deliver meals each day, pull skiers, etc.
- * See *Director of Operations for complete list*

Boat Crew Member

Supervisor: Boat Captain

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week
Schedule will vary to include mornings, afternoons & evenings.

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Casual Dress. Staff shirt and nice shorts. (Swim trunks when appropriate to work).

Job Description:

- Must be at least 18 and have qualifications similar to above
- Enjoy serving people and be willing to maturely accept the responsibility that goes with the position
- Assist Captain in operation of Marine department as assigned
- New York State PV license required (we can help you obtain)
- Each crewmember will rotate through 5 duties each week (boat shack, ferry driver, camp ski driver, Tapawingo ski driver, and Tapawingo deliveries) and are expected to assist fellow crew members throughout the day between performing assigned tasks

RETAIL

Arts & Crafts

Arts & Crafts Manager

Supervisor: Director of Operations

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Business casual.

Job Description:

- Should have knowledge and skill in a wide variety of crafts
- Ability to learn and apply new crafts or techniques quickly
- Well-developed organizational skills
- Capable of working with a budget
- Ability to work well under pressure
- Comfortable in dealing with a variety of people as well as training and managing a staff
- Responsible for all ordering; inventory, upkeep and organization
- Training and managing of staff
- Operating and managing kiln firings; overseeing both the store and workshop
- Daily sales and final inventory count

Arts & Crafts Assistant Manager

Supervisor: Arts and Crafts Manager

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Staff shirt with shorts, capris, or jeans. (Note that you will be working with different art mediums so dress clothes are not recommended).

Job Description:

- Basic knowledge of crafting
- A desire and willingness to learn different crafting techniques
- Assisting the manager in overseeing Arts and Crafts staff members
- Assisting in keeping the Art room organized and providing a friendly relaxing atmosphere for both our guests and staff
- Good communication skills
- Willingness to do additional creative work outside of Arts and Crafts operating hours
- Working with manager in all aspects in the art room

Arts & Crafts Assistant

Supervisor: Arts and Crafts Manager

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Staff shirt with shorts, capris, or jeans. (Note that you will be working with different art mediums so dress clothes are not recommended).

Job Description:

- Assisting in setting up and cleaning the art room daily
- A desire to learn a variety of different arts and crafts
- A love of children and desire to assist children of all ages as needed in the art room setting
- Flexibility to move from one job to another in the art room as needed
- Help/assist the manager in many aspects throughout the day
- Willingness to work in the art room outside of operating hours
- Help to provide a friendly, loving, and relaxing atmosphere to all who visit the art room. May be scheduled to help Camp with weekly changeovers as needed.

Bookstore

Bookstore Assistant Manager

Supervisor: Bookstore Manager

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Business casual.

Job Description:

- Basic knowledge of retailing, display, and sales technique desired
- Also needs leadership ability and confidence in handling stock and people
- Responsible to assist Manager in training, scheduling, and overseeing sales clerk
- Projecting friendly store atmosphere
- Controlling inventory, setting up and rotating creative displays of merchandise, handling cash flow, etc.
- Works with Manager in all aspects

Trading Post

Trading Post Manager

Supervisor: Retail Manager

Projected Work Hours: 48-53 hrs. /week (*will change according to need*)

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Business casual.

Job Description:

- Basic knowledge of retailing, display, and sales technique desired
- Creating a friendly environment for guests
- Some retail experience preferred
- Also needs leadership ability and confidence in handling stock and people
- Responsible to assist Manager in training, scheduling, and overseeing sales clerk
- Projecting friendly store atmosphere
- Controlling inventory, setting up and rotating creative displays of merchandise, handling cash flow, etc.

Trading Post Assistant Manager

Supervisor: Trading Post Manager

Projected Work Hours: 48-53 hrs. /week (*will change according to need*)

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Business casual.

Job Description:

- Responsible to assist Manager in training, scheduling, and overseeing sales clerk
- Projecting friendly store atmosphere
- Controlling inventory, setting up and rotating creative displays of merchandise, handling cash flow, etc.
- Retail experience preferred (but not necessary)
- Works with Manager in all aspects

TEE PEE SNACK SHOP

General Manager

Supervisor: Director of Operations

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week
Schedules will vary to include mornings, afternoons & evenings

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirt(s) upon arrival.
Staff Polo Shirt and khakis, long pants, close-toed shoes is a must; must look sharp.

Job Description:

- Experience in fast food or ice cream parlor would be preferred
- Experience with managing a business or snack shop
- Ability to understand cash flow; operate registers
- Must have leadership skills and enjoy serving guests
- Able to encourage staff and motivate positive work ethic
- Responsible for all facets of the Tee Pee operation including but not limited to: ordering, stocking, guest interaction, protocols, safety, and sanitation
- Must possess a business mindset to be thinking how things can improve
- Able to pay attention to detail; for the small things, when needed
- Able to see the bigger picture of what needs to be done
- Must demonstrate the ability to respond to problems instead of react
- General knowledge of grill and vending machinery is helpful
- Work alongside Food Service Leadership

Grill Manager

Supervisor: TeePee General Manager

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week
Schedules will vary to include mornings, afternoons & evenings

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirt(s) upon arrival.
Staff Polo Shirt and khakis or nice jeans. Long pants and close-toed shoes a must. Must look sharp.

Job Description:

- Experience in fast food would be helpful
- Must demonstrate leadership skills and enjoy serving guests
- Able to respond to guests with sincerity, concern and care
- Able to manage a team
- Must be a good communicator
- Must have knowledge of grill operation; experience preferred
- Oversight of grill menu items, stocking, organizing, of the short order grill
- Attention to detail; for the small things
- Able to see the bigger picture of what needs to be done
- Must demonstrate the ability to respond to problems instead of react
- Responsible for proper start and shut down of the grill daily
- Responsible for safety and cleanliness of the grill area

Opening Manager

Supervisor: reports to TeePee General Manager

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Schedules will vary to include mornings, afternoons & evenings

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Staff Polo Shirt and khakis nice jeans. Close-toed shoes a must. Must look sharp.

Job Description:

- Must demonstrate leadership skills and enjoy serving guests
- Able to respond to guests with sincerity, concern and care
- Must be disciplined and organized
- Take inventory for the TeePee food
- Able to manage a team
- Excellent communicator
- Able to delegate tasks
- Attention to detail; for the small things
- Able to see the bigger picture of what needs to be done
- Must demonstrate the ability to respond to problems instead of react
- Responsible for proper opening of the TeePee each morning

Shift Manager

Supervisor: TeePee General Manager

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week
Schedules will vary to include mornings, afternoons & evenings

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Staff Polo Shirt and khakis or nice jeans. Close-toed shoes a must. Must look sharp.

Job Description:

- Must demonstrate leadership skills and enjoy serving guests
- Able to respond to guests with sincerity, concern and care
- Able to manage a team
- Ability in cash management
- Excellent communicator
- Able to delegate tasks
- Able to organize schedules; make schedules
- Attention to detail; for the small things
- Able to see the bigger picture of what needs to be done
- Must demonstrate the ability to respond to problems (i.e. 'change in a schedule') instead of react
- Responsible for proper opening of the TeePee each morning

TeePee Attendant

Supervisor: TeePee General Manager

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week
Schedules will vary to include mornings, afternoons & evenings

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Staff shirt, long pants (khaki bottoms or jeans). Close-toed shoes a must.

Job Description:

- Full-time work in the Tee Pee
- Able to lead and motivate part-time Tee Pee staff and follow instructions given by Managers
- Must enjoy meeting and serving people
- Willing to work varying shifts, willing to learn, ability to work quickly, conscientious of quality service and cleanliness
- Responsible for making short order menu items, extensive ice cream bar (scooping ice cream), specialties
- Maintain food safety and general sanitation of serving and eating areas

- Fun and fast paced place to work
- Flexibility for scheduling

TeePee/Dish

Supervisor: TeePee General Manager & Hill Dish Supervisor

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Schedules will vary to include mornings, afternoons & evenings

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.

TeePee: Staff shirt, long pants (khaki bottoms or jeans), close toed shoes

Dish: T-shirt, **comfortable close-toed shoes a MUST**, extra grip tread shoes.

Job Description:

TeePee:

- Must enjoy meeting and serving people
- Willing to work varying shifts, willing to learn, ability to work quickly, conscientious of quality service and cleanliness
- Responsible for making short order menu items, extensive ice cream bar (scooping ice cream), specialties
- Maintain food safety and general sanitation of serving and eating areas.
- Fun and fast paced place to work
- Flexibility for scheduling

Dish:

- Must enjoy hard work with others in a team
- ability to work quickly, thoroughly, and cooperatively
- Perform under pressure and carry out instructions
- Responsible for washing and stocking dishes, pans and utensils

TEEN MINISTRY PROGRAM

Teen Ministry Staff

Supervisor: Teen Director

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Schedule will vary to include morning chapels as well as afternoon and evening activities

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Comfortable, modest and appropriate work clothes.

Job Description:

- Must be at least 19 years old. 21 or older is preferred
- Needs to demonstrate a committed and mature faith in Jesus Christ
- Stressful position (at times) that requires maturity and problem solving capabilities
- Must be a servant-leader who knows how to love, lead, disciple, discipline, motivate, encourage and organize
- Bold about sharing the gospel
- Responsible for leading any of the daily teen activities (hikes, boating, games, etc.)
- Take responsibility for safety of teens
- Good communicator
- Must possess a desire to teach/speak
- Carry themselves with strong biblical values and commitments
- Works closely with Teen Director
- Must be flexible and willing to pitch in whenever needed
- Relational individual who can socialize well with the teens
- Will assist housekeeping with Saturday morning Changeovers

Teen Ministry Band

Supervisor: Teen Director

Projected Work Hours: 48-53 hrs. /week (will change according to need)

Typical Work Schedule: One day off per week

Schedule will vary to include morning chapels as well as afternoon and evening activities.

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Comfortable clothes.

Job Description:

- Responsible for being a part of the worship team for the teen ministry
- Responsible for leading worship for staff fellowship services on Sunday nights
- Must be at least 19 years old
- A great length of experience with instrument is preferred
- Must demonstrate a thorough knowledge of 'said' instrument
- Must demonstrate an understanding of working/performing/playing well with others
- Needs to demonstrate a committed and mature faith in Jesus Christ
- Stressful position (at times) that requires maturity and problem solving capabilities
- Must be a servant-leader who knows how to love, lead, disciple, discipline, motivate, encourage and organize

- Bold about sharing the gospel
- Good communicator
- Must possess a desire to teach/speak
- Carry themselves with strong biblical values and commitments
- Works closely with Teen Director
- Must be flexible and willing to pitch in whenever needed
- Relational individual who can socialize well with the teens

MISCELLANEOUS

Floater

Supervisor: Full-Time Personnel Staff

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
*Staff shirt with shorts, pants or jeans, **varied based upon job.** Close-toed shoes.*

Job Description:

- Serves in various positions that are in need of help during any particular week
- **Must be flexible** and able to adapt to new environments easily.

Night Watchman

Supervisor: Guest Services Manager

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Khakis or jeans with staff polo.

Job Description:

- Must be 21 years of age
- Mature and responsible individual
- Knowledge of general security procedures, previous experience preferred
- Must be exceptional in character and integrity
- Willing to work alone when needed stable person

- Responsible for nightly patrol of Camp grounds, securing buildings
- Able to appropriately handle any problems that arise, making reports of all activity and people seen
- Enforce Camp curfew for guests and staff, man front desk phone
- Able to be alert and awake at late hours of the night
- Capable of making good decisions in case of emergency

Medical Staff

Supervisor: Medical Director

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.

Job Description:

- Must be licensed medical professional **in the state of New York** (RN, LPN, DO etc.)
- Must have some emergency/first-aid experience
- Must have current driver's license
- Enjoy working with families/adults and high school/college
- Must be incredibly flexible; able to be called upon at any hour of the day/night
- Firm in nature
- Oversee health needs of Camp guests and summer staff
- Operation of infirmary (in/out patient), doctor referrals, etc.
- Will have on-call hours during the night

Student Nurse

Supervisor: Medical Director

Projected Work Hours: 48-53 hrs. /week *(will change according to need)*

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.

Job Description:

- Must be at least 18 years old
- Age 21 with a valid US driver's license highly preferred
- At least one year nursing school or athletic training school preferred
- Possess the eagerness to gain hands-on nursing experience with the ability to work independently

- Must be CPR.AED certified. First Aid Certification preferred
- Responsible to assist Camp nurse(s) in general health procedures and operation of Camp infirmary
- Flexibility for on-call nights
- May be required to live in infirmary building for proximity to patients

Camp Chauffer

Supervisor: Personnel Director

Projected Work Hours: 48-53 hrs. /week (will change according to need)

Typical Work Schedule: One day off per week

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.

Job Description:

- Must be at least 21 years old—no exceptions
- A clean driving record is a must (proof required)
- Comfortable with use of a variety of vehicles (15 passenger vans, SUV's, Mini-vans, etc.)
- Willing to “drive” at odd and often late hours
- Receives instruction well
- Must demonstrate maturity; respectable to passengers
- Ability to adjust to last minute changes/delays
- Works closely with the Personnel Office
- Computer knowledge preferred; work/manage the Camp’s “ride board”
- Good with directions and travel

Visual Production Assistant

Supervisor: Marketing Team

Projected Work Hours: 48-53 hrs. /week (will change according to need)

Typical Work Schedule: One day off per week

Schedule will vary to include morning chapels as well as taking and editing photo and/or video clips of afternoon and evening activities. May be asked to work Saturday Housekeeping changeovers.

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival. Khaki pants and pants appropriate for outdoor assignments

Job Description:

- Highly motivated and able to own projects
- Help with capturing weekly events of guests; video and still
- Help with aspects of Camp's media production (videos, slideshows presentations, visual components of worship services; priority on videography)
- Desire to learn and expand existing video production knowledge
- Must be flexible
- Must be able to work under pressure and fast deadlines
- Ability to prioritize and multi-task; work on several projects at once
- Must demonstrate creativity
- Knowledge of media use
- Understanding/experience with the following software preferred: (Adobe Photoshop; Illustrator, InDesign, Premier Pro, Acrobat; Microsoft Office)

Sound Technician

Supervisor: Technical Manager

Projected Work Hours: 50-53 hrs. /week *(will change according to need- beginning of summer requires more hours)*

Typical Work Schedule: One day off per week
Will include evenings. Schedules will vary.

Type of Pay: Weekly Salary

Appropriate Work Attire: You will receive Camp staff shirts upon arrival.
Khakis or jeans with staff polo.

Job Description:

- Audio/sound experience preferred
- Understanding of lighting setup and operation
- Operation of sound equipment including mixing boards, tape decks, amplifiers, eq, effects, compression, etc.
- Able to demonstrate how to perform sound setup and master tapes
- Duplicate CDs from the chapel services and seminars to fill orders placed in the bookstore
- Coordinate with Bookstore for CD orders
- Set up sound, lighting, and AV equipment (when needed) for activities in the main auditorium, the Buirkle Center and elsewhere as needed. This includes daily chapel services, daily seminars, weekend concerts, rehearsals, and other activities on weekday evenings
- Must enjoy working indoors and with sound equipment
- Willing to work long hours in low-profile position
- Mature and responsible in character
- Able to learn quickly and follow instructions precisely
- Weekly Saturday housekeeping changeovers