

# SUMMER STAFF AT ARROWHEAD BIBLE CAMP

A qualification for all of our summer staff is that they be professing Christians committed to following, in both spirit and practice, the principles listed in the Statement of Faith and that they have a sincere love for the Lord and desire to see people come to know Him personally and grow in their faith. Given the close proximity in which our staff will work all summer, we also expect mature conduct, healthy conflict resolution, and a general enthusiasm for the ministry at camp.

## LEADERSHIP TEAM SUMMER PROGRAM DIRECTOR

The Summer Program Director (SPD) works closely with the Executive Director in order to plan the summer program and provides general leadership to the summer staff team, overseeing the Program Assistants and Service Corps as they carry out their responsibilities. The SPD will assist in leading staff meetings and will conduct weekly one-on-ones with assigned staff for the purpose of encouragement and evaluation. The SPD functions further as the Camp Host, often delivering announcements, explaining activities, and teaching skills to the staff and campers. As Camp Host, the SPD will be instrumental in establishing the spiritual and professional dynamic for staff, as well as the overall tone for camp sessions. For this reason, the SPD must be mature, creative, organized, outgoing, and personable.



## LEADERSHIP TEAM PROGRAM ASSISTANTS

The Program Assistants assist the SPD in executing the summer program by setting up and running activities, hosting various aspects of the day (such as Chapel and Evening Campfires), and teaching skills to the staff and campers. The Program Assistants further function as leaders and support for the Counseling Team, conducting weekly one-on-ones with assigned counseling staff for the purpose of encouragement and evaluation. These staff are the link between the Leadership Team and the Counseling Team, and as such, they play a vital role in communicating information and taking care of the staff and campers. For this reason, members of the Program Corps must be mature, organized, discerning, helpful, and self-sacrificing.

## LEADERSHIP TEAM SERVICE CORPS

Members of Service Corps will manage either the Shop or Housekeeping areas, which includes training and supervising the Service Team as they perform tasks in those areas. In addition, the Service Corps will disciple the Service Team through one-on-ones, daily devotionals, and recreational activities. This team exists to serve Camp behind-the-scenes, and they may be called upon to assist in areas above and beyond their listed work duties. For this reason, members of the Service Corps must be able to lead by example and must be diligent, thorough, and joyful in their work.



## PROGRAM TEAM WATERFRONT COORDINATOR

The Waterfront Coordinator develops the activities that take place on Camp's beautiful lake, providing instruction and supervision therein. This person helps foster a safe and enjoyable experience as campers and staff swim, boat, and learn new skills such as sailing, snorkeling, and tubing. Therefore, we look for a Waterfront Coordinator who is not only proficient in such skills, but has an ability to motivate and excite others to participate alongside them. Additionally, the Waterfront Coordinator assists the Program Assistants in executing an excellent Camp program.



## SUPPORT TEAM

## SUMMER SECRETARY

The Summer Secretary is a key member in helping make sure all those little tasks that happen behind the scenes in a ministry get accomplished. They are also camps first impression to the outside world. Whether it's answering the phone, making copies, or doing data entry, this person is helping camp run smoothly and efficiently. For this reason, the Summer Secretary must be organized, personable, proficient on a computer and on the phone, and delight in serving behind-the-scenes.



## SUPPORT TEAM

## MAINTENANCE CREW

The Maintenance Crew works closely with the Maintenance Director to trim lawns, maintain the grounds, repair damages, and set up special events/activities for the camp sessions. Their work is essential to keeping Camp clean and operational. Members of the Maintenance Crew must be able to work independently on projects, endure physically-demanding tasks, and delight in serving behind-the-scenes. Additionally, the Maintenance Crew is responsible for any Maintenance Volunteers who may be serving at Camp.

## SUPPORT TEAM

## CAMP NURSE

The Camp Nurse is responsible for the general care of campers and staff. This primarily includes distributing medications and providing first care in the event of accident or emergency. The Camp Nurse must be available and ready to respond to a variety of situations at a moment's notice, and for this reason, we seek to hire a qualified, level-headed, and responsible individual who can take control of difficult situations and put others at ease. In addition, we require our Camp Nurse to have the minimum certification of Emergency Medical Responder.



## COUNSELING TEAM

## CABIN COUNSELOR

The Cabin Counselor is on the front-lines of ministry at Camp. They stay in cabins with a small group of campers, providing spiritual input through devotions, one-on-ones, and teachable moments. The Cabin Counselors also guide their campers through the adventures that Camp has to offer by playing with them, teaching them new skills, and ensuring that they enjoy their week at Arrowhead. Arrowhead looks for Cabin Counselors who are mature, energetic, enthusiastic, caring, responsible, and who will take advantage of every counseling opportunity that arises.

## COUNSELING TEAM

## PROGRAM COUNSELOR

The Program Counselors counsel for Arrowhead's specialty camps. Our specialty camps are much more rigorous than a typical camp session, and these staff are tasked with facilitating the lessons and activities involved. Program Counselors will often be called upon to lead and teach in ways above-and-beyond what one normally thinks of when they hear the term "counselor." For this reason, these staff must be mature, confident, able to teach, and exemplify the lessons we seek to communicate in our specialty camps.

