

# PROGRAM ASSISTANT

The Program Assistants work closely with the Program Director in executing the summer program by planning, setting up, explaining, and running activities. They also help with leading staff meetings and are instrumental in establishing the spiritual and professional dynamic for staff, as well as the overall tone for camp sessions. 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. Through their close connection with counselors, Program Assistants play a vital role in communicating information and helping to take care of the staff and campers the best they can. For this reason, Program Assistants must be mature, flexible, outgoing, personable, and self-sacrificing. Boating Safety and Lifeguard certification preferred. Please still apply if you are willing to get this before summer starts!

## LEADERSHIP

- Facilitate intentional time with the staff outside of camp sessions
- Lead staff meetings and staff devotions, as assigned
- Communicate daily programming needs to the staff
- Attend daily meeting with the Program Director to review the day's objectives and needs
- Conduct weekly one-on-ones with assigned counseling staff
- Be available to assist with camper discipline/cabin trouble
- Assist with lifeguarding and boat driving as needed, if certified

## SUMMER PROGRAM

- Be available to assist the Program Director in hosting camp
  - Ensure announcements are communicated to staff and campers
  - Function as primary bell-ringer, coordinating with the kitchen around meal times
- Serve on the Chapel Team
  - Emcee
  - Organize and execute Chapel games
  - Prepare music slides and run slides
  - Organize and run offering
  - Plan musical worship/lead as able
- Serve as a Campout Facilitator
- Manage recreational activities
  - Set up and tear down
  - Explanation
- Lead Evening Campfires
- Lifeguard and/or drive boat, as needed
- Maintain inventory and organization of program supplies
- Plan and create summer staff video

## MISCELLANEOUS

- Capture stories at Camp via picture and video
- Have one-on-ones with the Program Director weekly
- Help with all camp clean up at the end of each week



# SERVICE COORDINATOR—DISH CREW

Members of the Service Corps will manage both Shop and Housekeeping areas, which includes training and supervising the Service Team as they perform tasks in those areas. In addition, the Service Coordinator will disciple the Service Team volunteers 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, the Service Coordinator must be able to lead by example and must be hard working, energetic, detail oriented, and joyful in their work. Furthermore, since these staff play a vital role in the care and development of our volunteer base, they must be mature, organized, and able to connect with middle and high school students.

## LEADING

- Assume direct responsibility for Service Team volunteers, serving as a counselor as well as a director to them
- Provide orientation and continued training to volunteers in their work areas
- Lead daily devotional and recreational times with the Service Team
- Conduct one-on-ones with each member of Service Team
- Develop the teamwork and skills of the Service Team
- Submit a written evaluation of each Service Team member (at the end of each session)
- Refer to the Program Director for assistance and counsel with Service Team

## KITCHEN

- Instruct, supervise, and lead Service Team volunteers in proper kitchen & dining hall cleaning procedures and in serving food
- Keep Kitchen storage areas well-stocked with necessary cleaning supplies, submitting a written request for supplies to the Executive Director when needed

## CANTEEN

- Keep stock of candy and ice cream, submitting a written request for purchases to the Executive Director when needed
- Instruct, supervise, and lead Service Team volunteers in how to open, run, and close the Canteen each day
- Keep Canteen menu up to date
- Ensure that the Service Team clean and organize the Canteen after each use

## MISCELLANEOUS

- Have one-on-ones with the Program Director weekly
- Help with all camp clean up at the end of each week



# SERVICE COORDINATOR—CRAFT SHOP

Members of the Service Corps will manage both Shop and Housekeeping areas, which includes training and supervising the Service Team as they perform tasks in those areas. In addition, the Service Coordinator will disciple the Service Team volunteers 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, the Service Coordinator must be able to lead by example and must be hard working, energetic, detail oriented, and joyful in their work. Furthermore, since these staff play a vital role in the care and development of our volunteer base, they must be mature, organized, and able to connect with middle and high school students.

## LEADING

- Assume direct responsibility for Service Team volunteers, serving as a counselor as well as a director to them
- Provide orientation and continued training to volunteers in their work areas
- Lead daily devotional and recreational times with the Service Team
- Conduct one-on-ones with each member of Service Team
- Develop the teamwork and skills of the Service Team
- Submit a written evaluation of each Service Team member (at the end of each session)
- Refer to the Program Director for assistance and counsel with Service Team

## CRAFT SHOP

- Provide a learning experience in the Craft Shop that is both fun and creative
- Procure necessary craft supplies with approval of the Program Director
- Have projects and instructions available during the campers' free time,
- Keep an account of crafts used and process payment when necessary
- Keep the Craft Shop neat and clean, cleaning all used paint brushes and utensils daily
- Serve as a resource for Camp activities involving crafts and decorations

## KITCHEN

- Prioritize being in the kitchen whenever possible to assist the Service Team volunteers in proper kitchen & dining hall cleaning procedures and in serving food

## MISCELLANEOUS

- Have one-on-ones with the Program Director weekly
- Keep the Game Rooms neat and clean
- Help with all camp clean up at the end of each week



# 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, log roll, and do other water activities. They also help maintain waterfront areas as well as the bathrooms at camp, and are there to jump in wherever needed. Therefore, we look for a Waterfront Coordinator who can motivate and excite others to participate alongside them, as well as be responsible, organized, and an initiator.

That said, the first responsibility of a lifeguard is "to prevent accidents both in the water and on the immediate dock or beach area. The lifeguard's secondary responsibility is the rescue and emergency care of an accident victim. No other duty or responsibility can be allowed to interfere with these two functions." (from Lifesaving: Rescue and Water Safety, American National Red Cross).

The waterfront coordinator should be lifeguard and boating safety certified. Prior lifeguarding experience is preferred, and if you are not already boating safety certified, let us know and we will help get you there before summer starts!

## RECREATION

- Oversee the Waterfront as needed to operate within State requirements and Camp objectives
- Instruct staff, Service Team volunteers, and campers in proper Waterfront procedures
- Ensure the Check-In/Check-Out system is explained and enforced
- Teach a course in basic water safety to the Summer Staff
- Lifeguard for swimming and boating periods
- Be the primary boat-driver and lifeguard for tubing sessions
- Teach (or assist in teaching) water-related skills
- Serve as a Campout Facilitator

## MAINTENANCE

- Instruct, supervise, and assist Service Team volunteers in proper bathroom cleaning procedures
- Keep all storage areas well-stocked with necessary bathroom cleaning supplies, submitting a written request for supplies to the Executive Director when needed
- Maintain inventory and organization of Waterfront equipment, Swim Shed, and Boat Shed
- Build and maintain the Snorkel Course
- Clean up the speedboat and pontoon weekly
- After closing the Waterfront each day, clean up waterfront and swim shed

## MISCELLANEOUS

- Lead staff morning devotions as assigned
- Assist Service Team with meal clean-up when needed
- Help lead worship if able



# 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. Cabin Counselors must be mature, energetic, enthusiastic, caring, responsible, and they must take advantage of every counseling opportunity that arises.

## LEADING

- Explain and enforce Camp's guidelines
- Teach and model respectful behavior (including promptness) for all of Camp's activities
- Be ready to teach in activity areas, as assigned
- Plan activities for Cabin Time, as well as rainy-day options in the event that other programming is not provided
- Assist in leading the Evening Campfires
- Lead your campers in Breakout Chapel discussions
- Lead your campers in a "Cabin Debrief" on scheduled days (testimonies, devos...)

## Camper Focused

- Exemplify teamwork and problem-solving skills
- Be present, enthusiastic, and attentive at every activity involving your cabin and/or all of Camp
- Be sensitive to the spiritual and emotional needs of your campers
- Pray daily for your campers
- Conduct one-on-ones with each camper for the purpose of evaluating their spiritual condition and connecting on a personal level
- Monitor the physical well-being of your campers. This includes hygiene, nutrition, and energy levels
- Be responsible for camper safety. If an injury or health problem arises, involve Camp's medical personnel immediately

## MISCELLANEOUS

- Handle discipline problems as they arise, enlisting Assistant Program Directors or the Program Director if help is needed
- Ensure that your cabin is cleaned daily (with the help of your campers)
- Submit a Counselor Report for any situations involving abuse, discipline, or spiritual decisions
- At the end of each camp session, check cabin for cleanliness and items left behind
- Have one-on-ones with Program Assistants weekly
- Help with all camp clean up at the end of each week
- Assist with lifeguarding as needed, if certified



# DISCIPLESHIP COUNSELOR

The Discipleship Counselors work closely with the Discipleship Leader to counsel for BASIC Discipleship and HomeBase Discipleship. Our discipleship 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, emotionally resilient, able to teach, and preferably they would have experience in our discipleship camps.

## LEADING

- Explain and enforce Camp's guidelines
- Be ready to teach or lead sessions, chapels, and activities, as assigned
- Assist in facilitating discussion and learning during all sessions, chapels, and activities where you are not the primary leader
- Plan activities for the group, as well as rainy-day options
- Exemplify teamwork and problem-solving skills
- Plan worship/lead worship as able

## CAMPER FOCUSED

- Be sensitive to the spiritual and emotional needs of your campers
- Pray daily for your campers
- Conduct one-on-ones with each camper for the purpose of evaluating their spiritual condition and connecting on a personal level
- Be present, enthusiastic, and attentive at every activity of Arrowhead's Discipleship camps
- Teach and model respectful behavior (including promptness) for all of Camp's activities
- Monitor the physical well-being of your campers. This includes hygiene, nutrition, and energy levels
- Be responsible for camper safety. If an injury or health problem arises, involve Camp's medical personnel immediately
- Handle discipline problems as they arise, enlisting the Program Director or Executive Director as needed

## MISCELLANEOUS

- Ensure that your cabin is cleaned daily (with the help of your campers)
- Submit a Counselor Report for any situations involving abuse, discipline, or spiritual decisions
- At the end of each camp session, check cabin for cleanliness and items left behind
- Complete a group debrief with the Program Director at the close of each session
- Assist Camp as called upon when not counseling a discipleship camp
- Have one-on-ones with Program Assistants weekly
- Help with all camp clean up at the end of each week
- Assist with lifeguarding as needed, if certified



# MAINTENANCE

The Maintenance Crew works closely with the Core Maintenance staff to maintain the grounds, repair damage, 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 initiate and 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.

## ROUTINE MAINTENANCE

- Keep the grounds well-groomed and clean. This includes main camp, sports fields, trails, and campsites
- Empty all Camp's garbage and recycling receptacles nightly, transporting waste to the dumpsters as necessary
- If moving chairs or picnic tables to mow, put them back in their designated positions
- Keep the speedboat, pontoon, and Camp vehicles filled with gasoline
- Ensure that campsites are stocked and ready for the Campout each week
- Check, prioritize, and fulfill Maintenance Requests
- Start evening campfires as scheduled
- Complete projects as assigned by the Core Maintenance Staff
- Keep an eye out for areas of camp that could use attention

## MISCELLANEOUS

- Support the Program Team in games and events as needed
- Support the Service Team in cleaning as needed
- Lead staff morning devotions as assigned
- Help lead worship if able
- Have one-on-ones with Program Team weekly
- Help with all camp clean up at the end of each week

## MAINTENANCE VOLUNTEERS

- Provide orientation and continued training to volunteers in their work areas
- Lead daily devotional and recreational times with the Maintenance Volunteers
- Conduct one-on-ones with each Maintenance Volunteer
- Develop the teamwork and skills of the Maintenance Volunteers
- Submit a written evaluation of each Maintenance Volunteer (at the end of each session)
- Refer to the Program Director for assistance and counsel when correcting Maintenance Volunteers



# CAMP NURSE

The Camp Nurse is responsible for the general care of campers and staff. This primarily includes distributing medications and providing first-aid care in the event of an 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 be certified in Adult and Pediatric First Aid & CPR/AED for the Professional Rescuer, if you're not already certified, let us know and we will help get you there before summer starts!

## CAMPER AND STAFF HEALTH

- During a camp session check-in:
  - Ensure each camper has completed his or her Medical Form
  - Collect medications from campers
- Be available at all times during a camp session to care for any injuries/illness of campers and staff, following the standing orders written by Camp's consulting physician
- Keep, dispense, and record all medications brought to Camp by a camper or any person lodging with a minor
- Consult the Health Supervisor for permission and guidance in the event a person needs to be quarantined or driven to a hospital
- In emergency situations, activate the EMS
- Lead the shallow water search in the case of a missing camper

## FIRST AID STATION

- Orient campers and staff to the use of the First Aid Station
- Immediately disinfect all tools and surfaces used when assessing or providing care to campers or staff
- Clean, organize, and inventory the First Station on a weekly basis, submitting a written request for supplies to the Executive Director in a timely fashion

## MISCELLANEOUS

- Inspect camper living quarters for cleanliness each day
- Wash, dry, and fold all Camp's linens, towels, and kitchen rags
- Regularly organize laundry storage areas, including Room 9 and the Rag Cupboard
- Refill and maintain cleaning materials around camp
- Water and weed the flower beds around camp regularly
- Help with all camp clean up at the end of each week
- Capture stories at Camp via picture and video
- Create the end of the week slide show and organize camp photos

