

## CAMPHAND JOB DESCRIPTION

Revised January 2013

Responsible to Program Director

**POSITION OBJECTIVE:** To provide program and operational support to the summer camp program.

### **SKILLS NECESSARY:**

- Must have completed at least their junior year of high school.
- Must be 1<sup>st</sup> Aid and CPR certified through a nationally recognized organization.
- Must complete a 5-day training specific to Camp Shalom covering emergency procedures, personnel policies and program supervision.
- Possess a desire and love to work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith in an enthusiastic and appropriate way with campers, parents, volunteers and staff.
- Ability to use positive behavior management techniques with campers and an ability to adapt to difficult situations with a sense of maturity, safety, tact and poise.
- Possess the ability to subordinate personal desires to campers' needs and interests.

### **PRIMARY DUTIES:**

- To provide program leadership to camper groups by leading or assisting in program activities such as arts & crafts, archery, canoeing, etc...
- To provide operational support through completing maintenance projects under the supervision of the Maintenance Director and Program Director.
- To provide operational support through assisting in the preparation of meals, the packing out of food for off-site events and planning/ serving/ cleaning up snacks.
- To assist counselors in the implementation of the overall program by helping to run evening program options.

### **DESIRED CHARACTERISTICS:**

One of the most important characteristics for this job is an ability to communicate and work well with others – campers, volunteers, staff, parents and supervisors. At Camp Shalom, we desire our Camphands to possess a desire to love and serve people of all ages. People who demonstrate this desire show enthusiasm, initiative, creativity, imagination, sincerity and a willingness to learn. Camp is more than just having fun, so Camphands need to possess a sense of maturity in judgment, patience, self-control and strength to lead people. As a Christian camp, we desire a sense of spiritual direction and the ability to demonstrate the presence of God in our lives.

### **GENERAL INFORMATION:**

- Staff Training is currently a 10-day event beginning on or around Memorial Day Weekend. However, for many Camphands, school responsibilities prohibit their participating in all 10 days. Camphands need to complete at least a 5-day training program.
- The summer staff is given approximately 45 hours off at the conclusion of each week session. During each camper session staff members are given a one-hour break daily. At these times the staff member is not directly responsible for campers or activities.
- Each staff member will be assigned to work one 'Special Event' weekend during the summer (i.e. Family Camp, Group Retreat, etc)
- Camphands are asked to remember that they are visual representatives of Camp Shalom whether they are on site or not. We ask Camphands to behave appropriately and follow all personal policies when both on and off duty.
- Any "weekend off" event done as a staff is regarded as a camp activity.
- A Camphand's commitment to the summer program at Camp Shalom ends when both the Maintenance and Program Director's feel the camp is properly closed for the summer season.
- Finally, Camp Shalom is in a time of growth and transition. This may lead to the changing of job descriptions. Any change in job description will be made in cooperation and conversation with employees, the Board of Directors the Program Director, and the Executive Director.

By signing this, I understand and agree to uphold my duties, as stated in this job description, for Camp Shalom Inc.

Summer Staff Signature & Date: \_\_\_\_\_

Program Director Signature & Date: \_\_\_\_\_