

Camp Lebanon Summer Staff

<https://camplebanon.org/summer-staff/>

NOTE: These job descriptions accurately lay out the duties required in each of the positions mentioned. However, working in camping ministry is a very fluid occupation. If you are hired, you are first and foremost a member of Camp Lebanon staff. That means that you may need to pitch in and work in an area that is not the one for which you are specifically hired. (Example: if you are a program team member and we have a large camp week, you may be put in counseling).

Leadership Team

The Leadership Team assists the Youth Ministries Director in planning and preparing for the summer. Each member of the Leadership Team has a group of people that they will provide challenge and support for. This team needs to be filled with people who are ready and able to lead, help train, and provide supervision for their peers.

Assistant Director (AD) – 1 position

Description: The Assistant Director assists the Youth Ministries Director in planning and preparing for the summer. The AD will also function as the “second in command,” assisting the YMD with any conflicts/issues that may arise. They are also responsible for coordinating with the D3 team leads and providing leadership, training, and supervision for the Junior Staff.

Reports to: Youth Ministries Director

Dates: February 1 – May 20: Weekly meeting (2 hours/week) with the Youth Ministries Director
May 22 - August 14: Leadership Retreat, Staff Training, and Summer Camp

Compensation: February 1 – May 20: \$100/Month
May 22 – August 14: \$275/week

Expectations:

- Maintain a daily time with God
- Aid YMD in planning and execution of staff training and leadership retreat
- Aid YMD in planning and execution of summer programming, which may be delegated as necessary to other leadership team members or senior staff members
 - o 3-4 large group games for each age group
 - o 3-4 morning chapels for each age group
- Meet with the Youth Ministries Director once weekly and as needed throughout the summer
- Connect with D3 team leads weekly and aid in any conflicts/issues that may arise with D3's
- Ensure Junior Staff members are receiving one-on-one attention (gender specific), leadership, and supervision
 - o Aid in facilitating relationships between Senior and Junior Staff, addressing any inconsistencies with Big Brother-Little Brother relationships
 - o Lead weekly D3 meeting: general expectations, drill practices, and introduction to camp
 - o Plan daily Junior Staff meetings: devotional thoughts, addressing challenges/successes, facilitating group discussions, scheduling guest speakers, etc.
- Super Kids: Lead 1 Skills class per day

- Junior and Senior High: Lead 1 seminar/clinic per day
- Eat at least 2 meals per week with a Cabin Friend
- Attend night time devotions with a Cabin Friend each week

Senior Staff Supervisors – 2 positions (1 male, 1 female)

Description: Staff Supervisors are tasked with connecting with each non-counseling member of the summer senior staff team. They are responsible to help facilitate the support, conflicts, discipline, and advocacy for the program staff, as well as communicating with the Youth Ministries Director. These positions provide program support for all games.

Reports to: Youth Ministries Director

Dates: May 22-28-- Leadership Retreat and Memorial Day Family Camp
May 28- August 14-- Staff Training and Summer Camp

Compensation: \$275/week

Expectations:

- Lead Summer team spiritually by:
 - Maintaining a daily time with God
 - End every one-on-one conversation with prayer
- Create and maintain verse memory board
- Schedule one-on-ones with *every* non-counseling Senior Staff member
- Attend all program meetings
- Assist with Program implementation
- Organize Skills classes and seminars:
 - Super Kids: Lead 1 skill per day
 - Junior and Senior High: Lead 1 Seminar/clinic per day
 - Super Kids/Adventurers weeks: Lead 1 carnival game
 - Assign Seminar staffing needs as well as Seminar rotations for Senior Staff
 - Lead seminar prep sessions during Staff Training Week
- Eat at least 2 meals per week with a Cabin Friend
- Attend nighttime devotions with Cabin Friend

Lead Counselors (LC) – 2 positions (1 male, 1 female)

Description: Responsible for providing leadership, training and supervision for the counselors, morning devotions, encouraging counseling staff, and dealing with any conflicts/issues that may arise. LCs are the first line of defense when dealing with camper discipline and will be responsible for communicating with the Youth Ministries Director, as well as advocating for the counselors/campers. Lead Counselors will serve as the primary support for the counseling staff.

Reports to: Youth Ministries Director

Dates: May 22-28-- Leadership Retreat and Memorial Day Family Camp
May 28- August 14-- Staff Training and Summer Camp

Compensation: \$275/week

Expectations:

- Maintain a daily time with God
- Assist Counselors in ministering to campers, including spiritual decision, discipline issues, etc.
- Inform office of any notation needed on camper permanent records
- Advise office on weekly cabin/counselor assignments
- Sub in-cabins if a counselor is sick/injured or if there's a gap in staffing
- Work as a team to develop, train, teach, and encourage the counseling team
 - o Provide spiritual leadership for counseling team
 - o Structure and lead daily counselor meetings: devotional thoughts, daily schedule overview, split into gender groups for one meeting a week.
 - o Meet individually with each counselor every week (gender specific)
 - o Meet with and communicate with camper care providers as needed
- Oversee Decision Slip process
 - o Collect all decision slips throughout the week
 - o Address follow up letters to each church represented in decision on Closing Rally day
 - o Mail letters with decision slips
- Attend all program meetings
- Help with clinics and seminars:
 - o Superkids: Lead 1 skill per day
 - o Junior and Senior High: Lead 1 seminar/clinic per day
- Participate in the afternoon program rotation

Program Team

Master of Ceremonies – 1 position

Description: The Master of Ceremonies (MC) will function as Host of camp and will be the face of Camp to the campers. This position requires high energy, clear communication, and the ability to handle last minute pivots under pressure in front of large groups. This person also will be the primary host for meals throughout the week. The MC is responsible for implementing the daily schedule for campers and will be planning and leading amphitheater games.

Reports to: Staff Supervisors

Dates: May 22-May 25– Memorial Day Family Camp
May 28-August 14- Staff Training and Summer Camp

Compensation: \$250/week

Expectations:

- Maintain a daily time with God
- Write the Daily Schedule on the white board
 - o Sundays: before 3:30 PM camper arrival
 - o Monday-Friday: after the last evening activity of the prior day
- Give daily announcements to campers
- Primary Meal Host and Bell Ringer to keep camp on schedule
- Host the Carnival (SK/ADV) and the Volleyball Tourney (JH/SH)
- Have a prepared Amphitheater game for 2 of the 3 mealtimes each day
- Track and maintain point system for weekly cabin competitions
- Attend all Program Meetings

- Attend counselor meetings as necessary to provide updates on large group games, schedules, etc.
- Assist in the afternoon program rotation
- Coordinate with Program Team Lead and Worship Leader as needed
- Plan and Lead daily 4 o'clock options
- Lead a skill and a clinic/seminar:
 - Super Kids: Lead 1 skill per day
 - Junior and Senior High: Lead 1 seminar/clinic per day
- Eat at least 2 meals per week with a Cabin Friend (If applicable)
- Connect with the speaker for the week as soon as possible on Sunday

Worship Leader – 1 position

Description: The Worship Leader is responsible for pointing large group gatherings at camp towards Christ. This includes leading worship twice a day for every age group of campers: Adventurers, Super Kids, Junior High, Senior High, and Family Camps. The Worship Leader is responsible for creating and leading a summer band consisting of the summer staff team. Songs chosen are to reflect Camp's beliefs, be age appropriate, and be varied in selection. The Worship Leader is to be in an encouragement role for *all* staff.

Reports to: Staff Supervisors

Dates: May 22-May 25– Memorial Day Family Camp
May 28-August 14- Staff Training and Summer Camp

Requirements: Must have minimum of 6 to 9 months of experience leading a band for worship or 2 years as a member of a worship band.

Compensation: \$250/week

Expectations:

- Maintain a daily time with God
- Arrange and lead worship for chapels
 - Coordinate worship band
 - Comply with Camp's music standards:
 - Ensure copyright compliance
 - Ensure age-appropriate selection of songs
 - Wear age-group appropriate attire for leading worship
- Clean, organize, and set up for chapel (utilize D3 and Junior Staff for help)
- Meet *daily* with speakers and missionaries to assess their needs (equipment, songs, etc.)
- Oversee the organization, cleanliness, and maintenance of all AV equipment
 - Work with the AV Techs to do this
- Oversee Staff Variety Show, having different line ups for Super Kids and Junior/Senior High
- Coordinate weekly Campfire
- Coordinate with MC as needed
- Attend all program meetings
- Help with morning activities and seminars:
 - Super Kids: Lead 1 Skill per day
 - Junior and Senior High: Lead 1 seminar/clinic per day
 - Super Kids/Adventurers weeks: Lead 1 carnival game
- Participate in afternoon program rotations
- Eat at least 2 meals per week with a Cabin Friend

- Attend nighttime devotions with Cabin Friend
- Coordinate Closing Rally with Director of Ministries

Summer Photographer/Blogger- 1 Position

Description: As part of the **Summer Media Team**, the Photographer/Blogger serves as the eyes of Camp and the campers! The Photo Blogger is responsible for capturing each week's events through taking pictures, writing and publishing Camp's summer blog, posting the blog to social media, and creating the weekly slideshow! The photo blogger attends scheduled events and records as many moments as possible, seeking to show Camp through the camper's eyes and telling the story of Camp for campers and their parents.

Reports to: Media & Marketing Coordinator, Staff Supervisor

Dates: May 22-May 25— Memorial Day Family Camp
May 28-August 14- Staff Training and Summer Camp

Compensation: \$250/week

Expectations:

- Set aside and maintain a daily time with God
- Photography:
 - Take pictures every day of a Camp week
 - A good picture shows smiling faces, highlights fun, contains a lot of color, illustrates the beauty of Camp, illuminates a variety of different faces, captures emotions of summer camp, and explores uses of non-traditional angles
 - Take Cabin Pictures & All Camp Pictures each week
 - Edit pictures daily, uploading them to SmugMug & photo drives
 - Keep photos organized throughout the summer as instructed, using the established hard drive organization system & SmugMug
 - Help the Photo Team create and fill a "Best" folder on the hard drive for each week; throughout the summer, build collections of "Best Photos" on SmugMug for other categories as assigned
- Summer Blog:
 - Create blog post recaps during Staff Training Week (2-3 total)
 - Post a blog recap with photos and text every day during youth camps, informing parents of daily activities and highlights
 - Take notes during Chapels and Campfires to include "Take Camp Home" moments in the blog for parents to know what the speaker and other teachers are talking about during the week, memory verses, and other fun memories to talk to their campers about
- Photo Slideshows:
 - Create a Staff Training Slideshow (2-4 min)
 - Create a weekly slideshow of favorite photos recapping the week, beginning with Cabin Photos (2-4 min depending on the week).
 - Create a Summer Staff slideshow using photos from the entire summer (4-6 min).
- Other responsibilities
 - Communicate clearly and frequently with Media Team and Media & Marketing Coordinator about any needs or concerns about projects
 - Maintain and organize Camp's photo storage and equipment

- Use Canva to create Cabin Photo and All Camp Photo labeled images
- Eat at least 2 meals per week with a Cabin Friend
- Attend nighttime devotions with Cabin Friend

NOTE ON EQUIPMENT: Camp Lebanon's cameras, computers, memory cards, and photo drives will be available for Media Team use; if a team member prefers to bring their own equipment, Camp is not liable for any damage or loss of personal items.

Please contact Melinda Hollenbeck, Media & Marketing Coordinator, at mhollenbeck@camplebanon.org for more information about the Photographer/Blogger position.

Summer Videographer – 1 position

Description: As part of the Summer Media Team, the Videographer is responsible for capturing the high energy and awesome stories of the Summer Camp week and creating a video recap (4-6 minutes) to show to campers and parents on the last day of each week. The Videographer works together with the Media & Marketing Coordinator and Media Team to creatively capture memories for campers, tell the story of Camp for parents, and encourage people who love Camp by showing them what is happening during the summer.

Reports to: Media & Marketing Coordinator, Staff Supervisor

Dates: May 22-May 25– Memorial Day Family Camp
May 28-August 14- Staff Training and Summer Camp

Compensation: \$250/week

Expectations:

- Videography:
 - Attend events throughout the week, working within the schedule to capture moments needed for a 4-6 minute recap video
 - Download and organize video clips daily; store clips using an organized system (including a system for saving "best" or favorite clips; categories are helpful!)
 - Conduct interview with Camp speaker each week to include halfway through video (a message, less than a minute, from the speaker to the campers)
- Recap Videos/Editing:
 - Plan a 2-3 minute weekly recap video - choose a song, make a storyboard, etc
 - Schedule editing times every day
 - Have 50% of video edited by midweek; show to Media & Marketing Coordinator
 - Create a Staff Training Highlight Video to show at the end of Staff Training (4-6 min)
 - Create a Summer Staff highlight video (6-8 min), to show on the last day of Camp for the staff!
 - Create a Summer Youth Camp recap video for the whole summer using "best" clips saved throughout summer
 - Check in with Media & Marketing Coordinator halfway through summer on video progress
 - Store completed videos on Video Drive at the end of each week in appropriate folder
 - Upload final recap video and slideshow to the approved projecting computer for Closing Rally day and confirm that they are working properly
 - Post video to social media (YouTube, Instagram, Facebook, & SmugMug)
- Other responsibilities as assigned:

- Communicate clearly and frequently with Media Team and Media & Marketing Coordinator about any needs or concerns about projects
- Maintain and organize Camp's video storage and equipment
- Use Canva to create Title Cards for videos, Reels, etc
- Set aside a daily time with God
- Lead a seminar/clinic for Junior High
- Eat at least 2 meals per week with Cabin Friend cabin
- Connect with Cabin friend counselor and do night-time devos with Cabin Friends

NOTE ON EQUIPMENT: Camp Lebanon's cameras, computers, memory cards, and photo drives will be available for Media Team use; if a team member prefers to bring their own equipment, Camp is not liable for any damage or loss of personal items.

Please contact Melinda Hollenbeck, Media & Marketing Coordinator, at mhollenbeck@camplebanon.org for more information about the Videographer position.

Waterfront Team Lead – 1 position

Description: The Waterfront Program Lead creates and promotes a safe waterfront atmosphere by creatively explaining all waterfront rules to campers on Sundays, leading a team of lifeguards in protecting campers, and they are also responsible for the upkeep and repairs of all waterfront equipment. The Waterfront Team Lead also models being an active part of the program team for his/her team of lifeguards by assisting with set up and implementation of all programmed activities and games.

Reports to: Staff Supervisors

Dates: May 22-May 25– Memorial Day Family Camp
May 28-August 14- Staff Training and Summer Camp

Compensation: \$250/week

Expectations:

- Maintain a daily time with God
- Waterfront (WF) team responsibilities:
 - Ensure WF Manual is up to date and that staff is working under its guidelines
 - Ensure all guards are at the WF at least 15 minutes before opening
 - Enforce standards both when swimmers are present and when they are not ("Active Guarding")
 - Oversee WF emergency session during staff training
 - Lead the WF team in emergency drills weekly to tighten up procedures
 - Maintain and enforce a professional posture and appearance while guarding
- Oversee WF operations:
 - Open and close the WF at the times stated on the daily schedule
 - Buddy Board
 - Buddy Checks
- Maintain WF equipment:
 - All water toys, canoes, kayaks, sailboats, pedal boats, pontoons, lifejackets, and sheds
 - All fishing equipment and boats (repair, untangle, report unusable items)
 - Report any tears, rips, or sinkings to the Youth Ministries Director.
- Assist with Program events as scheduled
- Attend all program meetings

- Help with activities and seminars:
 - Super Kids: Plan and organize swim test/swim times for each day
 - Junior and Senior High: Lead 1 seminar/clinic per day
 - Super Kids/Adventurers weeks: Lead 1 carnival game as assigned by Game Coordinator
- Eat at least 2 meals per week with a Cabin Friend
- Attend nighttime devotions with Cabin Friend

Lifeguard/Program – 4 positions

Description: Lifeguards make up the program team under the leadership of the Waterfront Team Lead. Their jobs include creating and maintaining a safe waterfront, preparing facilities and sites for all programmed events, participating in events as assigned, and assisting in the maintenance of all waterfront equipment and recreational watercraft.

Reports to: Staff Supervisors

Dates: May 22-May 25– Memorial Day Family Camp
May 28-August 14- Staff Training and Summer Camp

Compensation: \$250/week

Expectations:

- Maintain a daily time with God
- Attend all program meetings
- Help with clinics and seminars:
 - Junior and Senior High: Lead 1 seminar/clinic per day
 - Super Kids/Adventurers weeks: Lead 1 carnival game as assigned during Staff Training
- Guard and assist on waterfront, reporting 15 minutes before scheduled opening
- Set up and participate in all morning and evening recreation times
- Assist with program events as scheduled
- Eat at least 2 meals per week with a Cabin Friend
- Attend nighttime devotions with Cabin Friend

Craft Coordinator – 1 position

Description: The craft coordinator is responsible for providing age and skill level appropriate crafts for every camper. The craft room is to be another place of ministry where campers and staff can learn how to worship their Creator through art. The craft coordinator will be responsible for ordering supplies before summer has started and throughout the summer as needs arise. The craft room is to be kept clean and organized.

Reports to: Staff Supervisors

Dates: May 22-May 25– Memorial Day Family Camp
May 28-August 14- Staff Training and Summer Camp

Compensation: \$250/week

Expectations:

- Maintain a daily time with God
- Help with activities and seminars:

- o Junior and Senior High: Lead 1 seminar/clinic per day
 - o Super Kids/Adventurers weeks: Lead 1 carnival game as assigned during Staff Training
- Oversee craft room operations, opening the craft room during morning skills, afternoon, and evening free times as the schedule allows
 - o Actively help and engage with campers that visit craft room
- Provide age-appropriate crafts for each age group, along with a craft of the day (every day)
- Assist with Sunday check-in
- Attend cash party on last morning of every camp session
- Eat at least 2 meals per week with a Cabin Friend
- Attend nighttime devotions with Cabin Friend
- Assist with program and game help as assigned

Night Watch– 1 position

Description: The workday begins around 10 AM and ends when every camper and staff is in bed and quiet. The Night Watch will make rounds every night of all housing units housing campers. Once campers are in bed and quieted down, the Night Watch will inspect and secure all staff housing making sure all staff are in bed by curfew. The Night Watch does not go to bed until the rest of camp goes to bed. Late nights are frequent as this person also functions as security, making sure strangers entering camp property are greeted and directed to the appropriate place. The Night Watch also functions as the night weatherman, keeping an eye on severe weather and reporting potential threats to program leadership.

Reports to: Staff Supervisors

Dates: May 22-May 25– Memorial Day Family Camp
May 28-August 14- Staff Training and Summer Camp

Compensation: \$250/week

Expectations:

- Maintain a daily time with God
- Work with Facilities Manager to work out daily responsibilities.
- Regular nightly cleaning of the Kitchen and sweeping of fishing docks
- Make sure camp is quiet at night and campers and staff are getting their required amount of sleep
 - o Walk at least 3 rounds of camp's grounds and facilities each night
 - o Notify supervisors/YMD of any safety, discipline, or weather concerns
- Assist with Afternoon and Evening Program activities
- Eat at least 2 meals per week with a Cabin Friend
- Attend nighttime devotions with Cabin Friend
- Ring Bathroom Rotation and Lights out Bells

Administrative Assistant – 1 position

Description: The Administrative Assistant helps to create a fun and energetic office environment by being efficient in accomplishing assigned tasks. This position serves as the connection between the Summer Team and the Core Staff Team. The person in this position will be in charge of most of the paper resources that the program team uses throughout the summer. Must be able to answer phones well, take direction with grace, have adequate computer skills (typing), be organized, and have a personable attitude.

Reports to: Staff Supervisors, Youth Ministries Director

Dates: May 22-May 25– Memorial Day Family Camp
May 28-August 14- Staff Training and Summer Camp

Compensation: \$250/week

Expectations:

- Maintain a daily time with God
- Attend Program meeting after breakfast every day
- Arrive early on Sundays to help prepare for check in
- Office tasks:
 - o Assist Youth Ministries Director in maintaining communications with Week By Week Staff, D3 Participants, and Junior Staff
 - o Assist Youth Ministries Director in managing D3 and junior staff paperwork
 - o Help office staff in whatever projects/assignments they have
 - o Serve as liaison between Summer Staff and Office Staff
 - o Collect payroll and tax forms from summer staff team
- Work in Camp Store during youth and family camps
- Assist with program activities as needed
- Eat at least 2 meals per week with a Cabin Friend
- Attend nighttime devotions with Cabin Friend

Summer Health Care – 1 position

Description: The Summer Health Care Provider gives first aid and basic medical care for all campers and staff on site each week. The Health Care Provider must have finished their fourth year of nursing school and be in the process of attaining their license or pursuing further education. The Summer Health Care provider must maintain discipline in times of emergency and demonstrate an ability to think clearly in emergency situations.

Reports to: Youth Ministries Director, Volunteer Coordinator

Dates: May 22-May 25– Memorial Day Family Camp
May 28-August 14- Staff Training and Summer Camp

Compensation: \$250/week

Expectations: (See Health Care Manual for more specifics)

- Maintain a daily time with God
- Read through entire Health Care manual and be accountable for information present
- Know and follow all of camp's medical guidelines (Contact Volunteer Coordinator to view)
- Attend Program and Support meeting after breakfast every day
- Give TLC as needed (smiles, kind words, and hugs are miracle drugs) and befriend homesick campers
- Apply first aid as necessary
- Store and dispense camper medication as directed on their parental consent form
- Complete and file incident reports
- Reach out to parents in times of camper illness and injury
- Screen incoming campers at registration
- Keep detailed and accurate records
- Serve as the "Cabin Inspector General"
 - o Get form from manual

- o Give form to Master of Ceremonies by lunch line up every day
- Assist the Youth Ministries Director in arranging trips/transporting campers to doctors or hospitals
- Advise Camp Lebanon leadership of equipment needs, problem areas, and program concerns
- Keep first aid equipment stocked
- Work with volunteer partners for the week to agree upon duties, schedules, etc.
- Connect with following week's volunteer nurses
- Connect with high medical needs campers by phone at least one week prior to arrival
- Attend nighttime devotions with Cabin Friend

Camper Care – 1 position

Description: The Camper Care provider's main goal is to help facilitate the support of counselors when ministering to the well-being of campers with difficulties. Camper Care providers must demonstrate emotional maturity and have a heart for/knowledge of mental health. Camper Care is a line to provide care to campers so counselors can connect with all their campers to the fullest extent and ensure that campers are participating in camp activities/guidelines as fully as possible. The Camper Care provider must maintain discipline in times of emergency and demonstrate an ability to think clearly in all situations.

Reports to: Staff Supervisors

Dates: May 22-May 25– Memorial Day Family Camp
May 28-August 14- Staff Training and Summer Camp

Compensation: \$250/week

Expectations:

- Maintain a daily time with God
- Attend as many counselor training sessions as necessary
- Attend daily senior counselor meetings AND daily program meetings, as available
- Begin each week by praying over campers and counselors that may struggle and thoughtfully consider biblical ways to approach implementing care
- Understand the privacy and protection of campers, communicating and sharing necessary information only with the people who need to know
- Support campers emotionally, as needed by counselors, who struggle with homesickness, mental health, physical health, or other needs that may be beyond the counselor's bandwidth
- Connect with weekly nurses and healthcare volunteers
 - o Be aware of potential camper needs
 - o Help with administering medicine, as needed and when available
- Connect with Lead Counselors and Counselors about camper needs
- Know limits and when a situation is above their qualifications
- Be available for camper support no matter what camp activity is happening
- Be able to clearly communicate and maintain composure when discussing difficult topics
- Serve as camper support in potential injury and transportation to health care professionals
- Advise counselors, LC's, and Youth Ministries Director in special camper care situations
- Implement different care options, with the intent of pivoting struggling campers back to programmed activities with the cabin as much as possible
- Maintain and oversee care/distribution of mental health resources provided to campers
 - o Provide calming activities or conversation to redirect camper behavior in a healthy way (i.e. sensory aids, puzzles, question cards, sound mufflers, etc.)
 - o Understand resources camp already possesses to support camper mental health

- Set boundaries with campers as needed to create a safe, yet accountable, environment

D3 and Junior Staff Leadership Team

Team Leads – 6 positions

Team Leads are the people responsible for growing and nurturing the discipleship program (known as D3) here at Camp, as well as working with those who have graduated from the D3 program (known as Jr. Staff). They must be able to fit into their working roles (maintenance, housekeeping, dining hall, and program) as well as be an outstanding model of servant leadership. They must be able to teach and be spiritual leaders to those under their supervision.

Description of Roles:

Program Team Lead: provides leadership for program activities. They will oversee and direct each D3/Jr Staff under their authority to help accomplish the program goals for the day. The Program Lead coordinates with the MC/game coordinators to set up all large games and events (carnival, volleyball tournaments). They are also the lead for the zipline, laser tag, archery, and BB Gun programs. The Program lead is responsible for keeping rec equipment organized and reporting needs or wear/tear to the Youth Ministries Director.

Reports to: Staff Supervisors, Assistant Director

Maintenance Team Lead (MT): provides leadership in the areas of maintenance and groundskeeping.

Responsibilities include leading a D3 and Jr. Staff team, lawn and grounds care, general fix-up projects, trash and recycling runs, as well as meeting room set-up.

Reports to: Facilities Manager, Staff Supervisors, Assistant Director

Housekeeping Team Lead (HK): provides leadership in keeping buildings clean. Responsibilities include leading a D3 and Jr. Staff crew in cleaning buildings, doing laundry, miscellaneous cleaning responsibilities, and operating the Canteen. Canteen operations include: orienting workers in operation, weekly inventory of stock, and maintaining high standards of cleanliness, efficiency, and customer service. Works in canteen on check-in days and closing rally days. Attendance at cash party mandatory on last morning of each camp session. Reports needs to maintenance lead.

Reports to: Housekeeping Coordinator, Store Manager, Staff Supervisors, Assistant Director

Dining Hall Team Lead (DH): provides leadership in the setting up and cleaning up of Dining Hall for every meal.

Responsible for leading the kitchen crew in tasks and providing spiritual leadership. Function as a liaison between summer staff and Dining Hall Staff. Coordinate with other Team Leads on serving help. Plan and coordinate snack for D3 Fun Night.

Reports to: Food Service Director, Staff Supervisors, Assistant Director

Dates: TBD, D3 leadership training day
May 22-May 25– Memorial Day Family Camp
May 28-August 14- Staff Training and Summer Camp

Compensation: \$250/week

Expectations:

- Maintain a daily time with God
- Attend Program and Support meeting every day after breakfast, when available
- Provide leadership for D3 and Junior Staff
 - o Lead daily devotions
 - Area Crew (daily)
 - Small Group study of a passage
 - Encourage personal growth
 - This is more of an exploration as opposed to preaching time
 - Coordinate and take turns with other leads leading daily nighttime D3 devotionals (daily) and D3 chapels (weekly)
 - Larger group study
 - Time for the D3'ers to spend together, recap the day, and encourage one another
 - o Schedule work week
 - o Work with other leads to plan a weekly activity for a 'Fun Night' with D3'ers
 - o Evaluate D3 and Junior Staff on a weekly basis
 - Pick up weekly evaluations for every D3 member on the team
 - Turn in one copy to the Youth Ministries Director
 - o Meet one on one with each D3 or Junior Staff for mentoring and to provide feedback on service
 - o Discipline D3 and Jr Staff when needed
- Establish and coordinate D3 and Jr Staff Training with Assistant Director every Sunday
- Assist with D3 and Junior Staff Check-in on Sundays as needed
- Coordinate with Area Directors to oversee and meet operational needs of Camp
- Super Kids/Adventurers weeks: Lead 1 carnival game as assigned during Staff Training (as available)
- Junior High/Senior High: Lead 1 clinic/seminar per day (as available)

LIT Supervisor – 1 position

Description: The Leaders in Training (LIT) Supervisor's primary responsibility includes training and supporting the next generation of Junior Counselors (camp) and ministry leaders (life). This person will construct a rigorous program schedule to reach all the goals laid out for the LIT graduates. This position is responsible for maintaining healthy working relationships with all year-round staff of Camp Lebanon as it pertains to training up future summer staff members. This person must lead with a servant's heart.

Reports to: Staff Supervisors

Dates: TBD, D3 leadership training day
May 22-May 25– Memorial Day Family Camp
May 28-August 14- Staff Training and Summer Camp

Compensation: \$250/week

Expectations:

- Maintain a daily time with God
- Attend Program meeting every day after breakfast
- Assist with Program Events where scheduled
- Participate in program rotation where needed
- Train the next generation of camp staff (see staff training manual)
 - o Plan a two-week training schedule, including a mix of classroom and practical experience
 - o Cover all content in Staff Manual
 - o Construct a two-week devotional outline
- Evaluate each LIT to see if they are ready for in-cabin experiences
- Assist with check-in as assigned
- Lead 1 Carnival Game during Super Kids week
- Coordinate with Facilities Manager about special maintenance projects
- Coordinate with Program Lead to see where they will need help with games

Counseling Team

Counselor – 22 positions

Description: Staff is needed to counsel campers, ranging in age from 5-18. All camps are coed camps with up to 220 campers each week. Responsibilities include supervision of the cabin group, individual spiritual counseling, participating in games and activities, leading Bible studies, leading a seminar/clinic, participating with his/her cabin in evening chapels, and working with a Junior Counselor. Primary task is to invest equally in every camper under your care.

Reports to: Lead Counselors

Dates: May 28-August 14- Staff Training and Summer Camp

Compensation: \$250/week

Expectations:

- Maintain a daily time with God
- Clearly present the Gospel in age-appropriate ways
- **We are here to serve and love the campers.** Learn to live and model that phrase
- Be the spiritual leader for your cabin; show campers what it looks like to be a follower of Jesus
- Provide care, love, and encouragement for every camper in your cabin
- Love your campers, hoping and praying for a new and deepening relationship with Jesus
- Attend all counselor meetings
- Plan daily cabin adventures for Superkids and daily cabin time activities for Junior High. These should be engaging activities, hikes, or games they can't do during usual free time and bond the cabin!
- Meet one on one with each camper assigned to your cabin throughout the week
- Write a postcard (provided by Camp) to each camper every week, **before leaving that week**
- Fill out Decisions slips, when necessary, on the day that the decision takes place
- Meet individually with the with Lead Counselor weekly
- Junior and Senior High: Lead 1 seminar/clinic per day
- Participate wholeheartedly in **all** program events; no matter how messy or repetitive they may be (example: Capture the Flag every week – play with energy and joy!)

