

Summer Staff Job Descriptions

Program Coordinators

Program Coordinator Off-Site (1 position)

Responsibilities: Oversee all on-site daily program areas including:

- Supervise the Summer Staff.
- Coordinate off-site summer program transportation and logistics
- Contact congregational leaders for day camp to work out, prepare, and communicate logistics for Day Camp Leaders.
- Lead/assist Sunday and Friday staff meetings.
- Coordinate closing worship.
- Assist with the preparation of weekly staff housing assignments.
- Oversee all daily operations of the summer program including transportation, program, staff, and resource logistics.
- Assist with planning and leading staff training.

Requirements: Must be 21(+) years of age. Must have 2(+) summers of experience in an Outdoor Ministry setting and 1(+) summer of experience in a leadership role within an Outdoor Ministry setting. Must have a valid Driver's License.

Program Coordinator On-Site (1 position)

Responsibilities: Oversee all off-site program areas including:

- Assign and distribute cabin assignments for camper lodging (manage and communicate changes)
- Assist with and prepare for registrations, check-in and check-outs.
- Sort and distribute camper & staff mail and e-mails.
- Manage and record campers who are coming late or leaving early. Document and facilitate these interactions.
- Help with office tasks including filing, answering phones, fishing permits, visitor name tags, and other needs as they arise.
- Manage camper evaluations (print and record) as well as congregational coordinators.
- Assist with planning and leading staff training.

Requirements: Must be 21(+) years of age. Must have 2(+) summers of experience in an Outdoor Ministry setting and 1(+) summer of experience in a leadership role within an Outdoor Ministry setting. Must have a valid Driver's License.

Leadership Staff

Village Leaders (5 positions)

- Elementary age Village Leader (K-4)
 - Programs: Trailblazers/Adventurers/Settlers, Village Kids, Day Camp
- Pathfinders Village Leader
 - Programs: Pathfinders, Go Fish!, Day Camp
- Pioneers Village Leader
 - Programs: Pioneers, Art Camp: Imago Dei, Day Camp
- Explorers Village Leader
 - Programs: Explorers, Confirmation Camp, Day Camp
- High School Village Leader
 - Staff-in-Training, Foresters, Outbacks, Day Camp

Responsibilities: Overall supervision of specific program and the staff and campers in the program including:

- Provide support, encouragement and leadership to counselors.
- Plan and implement daily programming, worships, games, service, etc.
- Serve as a representative of GEV to pastors, youth directors, education directors, volunteers and parents.
- Assist with planning and leading staff training.

Requirements: At least 1 summer of previous experience in an Outdoor Ministry setting.

Day Camp Coordinator (1 position)

Responsibilities: Overall supervision of Day Camp program and the staff and campers in the program including:

- Overseeing and leading Day Camp programs in area congregations each week throughout the summer season.
- Planning and coordinating schedules and activities with Day Camp contacts within congregations.
- Provide leadership for Day Camp staffing teams including staff supervision and be a mentor to staff and campers within the program.
- Plan and implement Intergen Family Camp Weekend programming.
- Assist in all areas of the summer program if needed.
- Assist with planning and leading staff training.

Requirement: Must be 21(+) years of age. At least 1 summer of previous experience in an Outdoor Ministry setting. Must have current First Aid & CPR/AED certifications or participate in training. Must have a valid Driver's License.

Summer and Support Staff

Summer Staff Camp Counselor (20+ positions)

Responsibilities: Overall implementation of programming with campers including:

- Provide leadership and faith formation for 6-10 campers in a cabin group, grades K-12, and for campers in a day camp setting.
- Facilitate Bible study and lead games and activities in small and large group settings.
- Responsible for planning with cabin groups according to the daily program.
- This position spends each day surrounded by youth, faith, and the outdoors, providing a safe atmosphere where youth find unique opportunities to grow in faith and experience God's love through community and creation.

Requirements: Preference given to those 18(+) years of age and completed 1 year of college or equivalent experience beyond High School. Must possess good physical stamina with long hours and the majority of time spent outdoors.

Health Officer (1 position)

Responsibilities: Overseeing all health care needs within the summer program including care for ill or injured staff and/or campers, administration of medications as directed by parents/guardians/camper physicians including:

- Inventory of medical supplies, daily/weekly stocking of first aid kits, and medical logs.
- Health care administrative duties such as filing and organization health forms and medical information.
- Provide basic first aid to campers and counselors
- Assist in all areas of the summer program (worships, games, etc.) if needed.

Requirements: Minimum of advanced First Aid and CPR training preferred. A valid Driver's License is preferred.

Media Specialist (1 position)

Responsibilities: Take pictures and video each week for use in sharing with parents as well as GEV marketing.

- Work with the Program Director to maintain daily blog/newsletter, Twitter, Facebook, and Instagram accounts.
- Each week create and update private website pages for parents to view photos.
- Create promo video for next year.
- Assist in all areas of the summer program (worships, games, etc.) as needed.

Requirements: Must have experience with photography and/or videography.

Kitchen Assistant (2 positions)

- Responsible for assisting with food preparation, serving, and consequent clean-up, while maintaining appropriate food safe procedures.
- May also be responsible for cleaning additional facilities as assigned.
- Assist in all areas of the summer program (worships, games, etc.) if needed. Flexibility in scheduling may be necessary.

Requirements: Previous experience working in a commercial kitchen is preferred. Food Service or Safe Serve certifications are desired.