

***Promise Camp of Family Guidance, Inc.***  
**POSITION OPENING -- JOB DESCRIPTION**

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**POSITION TITLE:** Support Staff

**REPORTS TO:** Operations Director (under direction of the Camp Director)

**JOB TYPE:** Seasonal (June 16 - July 23, 2011)

<b>POSITION SUMMARY</b>
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Promise Camp is an exciting, Christ-centered, residential summer camp for at-risk children. Campers range between 8 and 14 years of age and are frequently from culturally diverse, unchurched, single-parent families. This position works within the “operations” team of the camp to assist with camp games and activities, prepare meals, and keep the kitchen, bunkhouses, and the camp property clean and safe. According to their unique gifting, support staff may be called upon to help with worship, fun skits, etc. We want you to have an amazing and fun time while at camp, but this job is also an extremely important ministry that needs to be taken seriously.

The support staff is extremely vital to the camp program. We would have no food, no clean facilities, no friendly faces washing dishes, no help with arts & crafts, and no people to join in with the counselors in showing God’s love to those campers. For the support staff to be effective, everyone needs to work together and encourage one another. There needs to be positive communication between the Operations Director, Support Staff, the Counselors and the Camp Director. The Support Staff needs to be seeking the Lord daily together, as well as individually. They will need to rest in the Lord, because they have an exhausting job!

The camp is divided up into six sessions; each of which is approximately one-week in length. Different kids will attend each week. There are eight total cabins, serving 48 total children each week (24 male, 24 female). It is important to build a positive and healthy relationship with the campers. Our goal is to personally demonstrate to them the love of Christ Jesus. Family Guidance will provide all staff one full week of on-site training before the camp begins, as well as supervision and assistance throughout.

<b>REQUIREMENTS</b>
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**The Position Requires:**

- A devoted follower of Jesus Christ.
- Pennsylvania Act 33 and 34 background clearances (or the equivalent).
- Support staff must be at least 16 years of age (or a mature 15 year old).
- Ability to work well as a member of a team.
- Having a positive, up-beat attitude toward the youth whom we serve.

## SPECIFIC RESPONSIBILITIES AND DUTIES

### **Cooking and Cleaning** (this is the majority of support staff description):

- Help with meal preparation, and ensure that meals are prepared and provided to the campers and staff on time.
- After each meal and snack time, assist in the cleaning of the kitchen area and all utensils and cooking equipment as well as the dining room.
- Keep the kitchen and dining area clean at all times.
- Keep refrigerator and freezer doors closed when not in use.
- Keep to the schedule that the Operations Director sets for you - - be *where* you need to be, *when* you need to be there.
- If you need to rest rather than be at your assigned post, please talk with the Operations Director.
- At the conclusion of camp, oversee the kitchen/dining room cleaning during the camp clean up day.

### **Camp Activities:**

- Help with setting up, running, and tearing down for: worship, games, crafts, skits, events, and other cool camp events as needed. When you are not busy doing something else, feel free to have fun and participate in camp activities.
- Keep sports equipment stored away where it goes.
- Keep arts & crafts area cleaned up, and unused items packed away.
- Complete other tasks and duties as they are assigned, and follow camp policies.

### **People:**

- Respect everyone, and work with staff and campers to establish God honoring relationships.
- Participate in daily devotions with operations crew and in staff meetings (and be on time).
- Follow the Matthew 18 and Matthew 5 principles for resolving conflict: If you ever have a problem with someone on staff, talk with them directly (never behind their backs). If the problem continues, talk with the Operations Director.
- When you are assigned to help a cabin, work with the Senior and Junior Counselor of that cabin and respect their position with the campers.
- Remember, you are a responsible staff person providing an important ministry to the campers. You are representing who Jesus is to the campers and they desperately need to see Him in you.
- Do what the Operations Director asks you to do, and look for ways to help out the rest of the staff.