



Available Positions Spring & Summer 2010

Spring & Summer (Four Month) Positions – May 1 – August 28, 2010

During the months of May and June, Camp Evergreen hosts over a thousand kids and adults – school groups, Boy Scouts, youth groups, Girl Guides, family groups, and more. All spring staff play a critical role in leading programming and providing hosting, custodial and kitchen services to our Guest Groups. Specific schedules and responsibilities will vary depending on position.

Program Team

The Program Team will be composed of up to three people and will be accountable to the Program Director

Spring: All members of the program team will assist in hosting guest groups and skill instruction for rental groups; carry out and initiate tasks in consultation with the Program Director; assume a leadership role; assume authority in absence of Program Director; provide spiritual leadership to the staff team and be spiritual resource leaders for the cabin leading staff; and planning and implement on-site programs, including summer camp themes, games, and summer camp operations.

- One member of the Program Team will have lead responsibility for coordinating chapels, and leading morning chapels; another will have lead responsibility for developing material for and organizing staff small groups; and the third will have lead responsibility for planning and implementing the summer program.
- Applicants to the Program Team should indicate which role they are most interested in. (E.g., Program Team – Chapel; Program Team – Small Groups; or Program Team – Summer.)

AIM (Adventures in Ministry) Coordinator

The AIM program is a series of leadership development camps that run for 2-3 weeks each.

Accountable to the Program Director, will work in collaboration with the Program Team.

Spring: Assist in hosting guest groups and skill instruction for rental groups. Carry out and initiate tasks in consultation with the Program Director. Develop AIM programming.

Summer Camp: AIM Coordinator is responsible to implement the AIM program as outlined in AIM manual and to provide leadership to staff assigned to the AIM programs. When no AIM camps are running, the AIM Coordinator will be expected to do preparation work and also help out in assigned areas (e.g., cabin leading). S/he should be prepared to be involved in all aspects of camp ministry.

Out Trip Coordinator

Accountable to the Program Director and Assistant Program Director

Spring: Assist in hosting guest groups and skill instruction for rental groups. Carry out and initiate tasks in consultation with the Program Director.

Summer Camp: Out Trip Coordinator is responsible to implement the out-trip programs. When no out-trips are running, the Out Trip Coordinator will be expected to do preparation work and also to help out in assigned areas. S/he should be prepared to be involved in all aspects of camp ministry during this time.

Trails Away Leader – Filled for 2010

Accountable to the Program Director and Head Wrangler; will work in collaboration with the Program Team and the Out Trip Coordinator.

Spring: Assist in hosting guest groups and skill instruction for rental groups. Carry out and initiate tasks in consultation with the Program Director. Prepare for Trails Away camps.

Summer Camp: While the Out Trip Coordinator is responsible to implement out-trip programs, the TA Leaders has direct leadership of this particular program. When no TA camps are running, the TA Leader will be expected to do preparation work and also to help out in assigned areas.

Spring Positions, cont.

Roughin' It Coordinators (Male/Female)

Accountable to the Program Director, Assistant Program Director and Out Trips Coordinator

Spring: Assist in hosting guest groups and skill instruction for rental groups. Carry out and initiate tasks in consultation with the Program Director. Prepare for Roughin' It Programs.

Summer Camp: The Out Trip Coordinator is responsible to implement out-trip programs. However, the Roughin' It Leaders take direct leadership of these particular programs. When no Roughin' It Camps are running, Roughin' It Leaders will be expected to do preparation work and also to help out in assigned areas.

Challenge Course Facilitator

Accountable to the Program Director and Assistant Program Director

This person is expected to supervise and head up the Challenge Course for rental groups and summer camp. They will maintain the logs and inspections for the four month spring & summer season. They will aid in the facilitation of groups through the course and will assist with training where they are qualified and feel comfortable. This person will be given the training necessary to do their job.

Audio / Visual Team

Accountable to Program Director and Assistant Program Director

Spring: Assist in hosting guest groups and skill instruction for rental groups. Carry out and initiate tasks in consultation with the Program Director. Prepare for video production for the summer.

Summer: The video editing team will be responsible for acquiring, editing and producing a video each week of camp. This team will be responsible for taking an assortment still pictures for each week of camp for the video and promotion. At the conclusion of the summer, the A/V Team will be responsible for producing a summary video (all weeks on one DVD) for promotional purposes.

Assistant Maintenance – Filled for 2010

Accountable to the Site Manager

Person is expected to assist the Site Manager in maintaining the camp in a safe, neat condition. Responsibilities include general maintenance and custodial tasks. Must also assume authority in the absence of the Site Manager.

Assistant Cook

Accountable to the Food Services Manager/Head Cook

Person is expected to assist Head Cook in all kitchen duties. Responsibilities include food prep, serving, cleanup and general leadership to kitchen help. Assume authority in the absence of the Head Cook. Food Safe is an asset.

Assistant Wrangler

Accountable to the Head Wrangler

Person should be comfortable with horses and have some skill in handling broke horses. Will assist Wrangler in feeding, herding, and some medical care of horses. Will assist in teaching horsemanship classes, leading trail rides, work projects (cleaning barn and stalls, repair of corrals and tack). This person may also assist with out trips.

Wrangler Help

Accountable to the Head Wrangler and Assistant Wrangler

Person should be comfortable with horses and have some skill in handling broke horses. Will assist Wrangler in care of horses. Will assist in teaching horsemanship classes, leading trail rides, work projects (cleaning barn and stalls, repair of corrals and tack). Wrangler Help should be prepared to be involved in all aspects of camp ministry.

Spring Positions, cont.

Custodial Staff

Accountable to the Site Manager, Program Director, and Assistant Program Director

Person should be willing to be involved in all areas of camp. This position includes the opportunity to help run the spring program for the rental groups. Person is expected to assist in the custodial duties involved in maintaining the camp in a safe, neat condition. Responsibilities include general maintenance and custodial tasks.

Program Staff

Accountable to the Program Director and Assistant Program Director

Person should be willing to be involved in all areas of camp. This position includes hosting guest groups and helping run program for guest groups. Some additional areas of minimal responsibility could be maintenance, kitchen and other camp related areas. Applicants should apply for a specific position for summer camp.

Summer (Two Month) Positions – July 1 – August 28, 2010

All staff are expected to work where assigned, and to do so with good attitudes and hearts of service! Most staff will experience a variety of roles over the course of the summer: assignments may change from week to week.

Cabin Leaders (Head/Support)

Accountable to Program Director and Assistant Program Director

Cabin Leaders are needed to participate primarily in the operation of the summer camping schedule. Duties include caring for physical and spiritual needs of cabin group to a maximum of seven campers. The Cabin Leader will facilitate morning chapel (Blue Cows) and devotions every day and assist in teaching skills. Goals should include developing friendships with each camper and to show them the way of salvation.

AIM (Adventures in Ministry) Support Leaders (Male/Female)

Accountable to the Program Director, Assistant Program Director, and AIM Coordinator

AIM Support Leaders are responsible for implementing the AIM program as outlined in the AIM manual, under the leadership of the AIM Coordinator. When AIM camps are not running, staff will be expected to do preparation work and also to help out in assigned areas. AIM support leaders should be prepared to be involved in all aspects of camp ministry.

Out Trip Support Leaders (Male/Female)

Accountable to the Program Director, Assistant Program Director and Out Trip Coordinator

Responsible to Out Trip Coordinator. Out Trips Support Leaders are expected to assist the Out Trip Coordinator in their responsibilities and take on a spiritual leadership role in the lives of the campers.

Program Staff (Instructor Position/Support Cabin Leader)

Accountable to Program Director and Assistant Program Director

Skill areas include: Animation, Canoeing, Climbing/Ropes, Engineering, Hand Crafts, Marksmanship, Model Rocketry, & Mountain Biking. To implement the program in a safe and responsible manner in collaboration with the Program Director and Camp Evergreen Skill Manual. These people would also have responsibilities as a Cabin Leaders.

Summer Positions, cont.

Camp Nurse

Accountable to the Program Director and Assistant Program Director

Responsible for the general health of all campers and staff. Person must be available for infirmary hours of operation, must collect all staff and camper medications and ensure their regular administration. The nurse will also maintain a permanent record of all incidences, dispensing, and treatments administered. May have any of the following qualifications: MD, RN, LPN, EMR, EMT, or Standard First Aid.

Lifeguard

Accountable to the Program Director and Assistant Program Director

This individual is responsible for the safe functioning of our waterfront and must have Lifeguard Certification. This person would also have responsibilities as a Cabin Leader.

Wrangler Help

Accountable to the Head Wrangler and Assistant Wrangler

Person should be comfortable with horses and have some skill in handling broke horses. Will assist Wrangler in care of horses. Will assist in teaching horsemanship classes, leading trail rides, work projects (cleaning barn and stalls, repair of corrals and tack). Wrangler help should be prepared to be involved in all aspects of camp ministry.

Maintenance Help

Accountable to Site Manager

To assist the Site Manager and Assistant Maintenance in jobs assigned. Duties include general maintenance and custodial work.

Kitchen Help

Accountable to the Head/Assistant Cook

To assist the Head Cook and Assistant Cook in jobs assigned. Duties include food prep, and kitchen related tasks such as dishes, setting tables, and other various dining room tasks.

Dish Pit

Accountable to the Head/Assistant Cook

To assist the Head Cook and Assistant Cook in washing the dishes before and after meals.

Custodial Staff

Accountable to the Site Manager, Program Director, and Assistant Program Director

Person should be willing to be involved in all areas of camp. This position includes the opportunity to help run the spring program for the rental groups. Person is expected to assist in the custodial duties involved in maintaining the camp in a safe, neat condition. Responsibilities include general maintenance and custodial tasks.