



# Available Positions Spring & Summer 2012

## Spring & Summer (Four Month) Positions – April 29 – August 25, 2012

During the months of May and June, Camp Evergreen hosts over a thousand kids and adults – school groups, scouts, youth groups, 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 and Summer:** Members of the Program Team will: assist in hosting and skill instruction for guest 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 implementing 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; the other two will share responsibility for developing material for and organizing staff small groups and 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 Coordinator; Program Team – Staff Care & Summer Director.)

### ARISE and/or WTP Leaders

*ARISE is Camp Evergreen's three-week Cabin Leader Training program; WTP is our two-week Wrangler-in-Training Program. Please note that we may hire separate coordinators for each program.*

*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 ARISE and/or WTP programming.

**Summer Camp:** Implement and provide leadership to the ARISE and/or WTP programs. When neither camp is running, the ARISE and/or WTP 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.

### PUSH Leaders

*PUSH is Camp Evergreen's work experience and discipleship camp for students entering grades 9-11. We require two male and two female leaders, who will rotate responsibility for the program throughout the summer. One leader will be designated the PUSH Coordinator.*

*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. Collaboratively develop PUSH programming.

**Summer Camp:** PUSH Leaders are responsible to implement and provide leadership the PUSH programs. When not on PUSH, leaders will be expected to help out in assigned areas (e.g., cabin leading). PUSH leaders should be prepared to be involved in all aspects of camp ministry.

### **Adventure Classic Coordinator**

*Accountable to the Program Director.*

**Spring:** Assist in hosting guest groups and skill instruction for rental groups. Plan the Adventure Classic Camps, including planning chapels. The Adventure Classic Coordinator must have up-to-date Wilderness First Aid certification.

**Summer Camp:** The Adventure Classic Coordinator is responsible for planning and implementing the Adventure Classic camps, in the Ya Ha Tinda. When no out trips are running, the Adventure Classic 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 Coordinator**

*Accountable to the Program Director and Head Wrangler; 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. Prepare for Trails Away camps, including planning chapels.

**Summer Camp:** The TA Leader 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.

### **Roughin' It Coordinators (Male/Female)**

*Accountable to the Program Director and 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. Prepare for Roughin' It Programs, including planning chapels.

**Summer Camp:** The Roughin' It Coordinators take direct leadership of these particular programs. When no Roughin' It camps are running, Roughin' It Coordinators will be expected to do preparation work and also to help out in assigned areas (e.g., cabin leading).

### **Challenge Course Facilitator**

*Accountable to the Program Director.*

This person is expected to supervise and head up the Challenge Course for rental groups and summer camp. He or she will lead the summer time Adventure Programming chosen skill. 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 the Program Director and 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. 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 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.

## **Program Staff**

*Accountable to the Program Director and the Program Team.*

Program staff will be willing to be involved in all areas of camp. The position includes hosting guest groups and helping run program for guest group, providing support in the areas of custodial services, dish pit, serving food, maintenance, kitchen and more. Applicants should apply for a specific position for summer camp. Person should be willing to be involved in all areas of camp.

## **Summer (Two Month) Positions – June 28 – August 25, 2012**

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 the Program Team.*

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. 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.

### **ARISE, PUSH or WTP (Adventures in Ministry) Support Leaders (Male/Female)**

*Accountable to the Program Director, the Program Team, and the coordinator(s) of the relevant program.*

AIM Support Leaders are responsible for implementing the AIM program as outlined in the AIM manual, under the leadership of the relevant 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 (Adventure, Trails Away and Roughin' It) Support Leaders (Male/Female)**

*Accountable to the Program Director, the Program Team, and the coordinator(s) of the relevant program.*

Responsible to the Adventure, Trails Away or Roughin' It coordinator. Out trip support leaders are expected to assist the camp coordinators 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 the Program Team.*

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.

## **Designated Medical Personnel**

*Accountable to the Program Director and the Program Team.*

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 Designated Medical Personnel 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.

## **Lifeguards**

*Accountable to the Program Director and the Program Team.*

This individual is responsible for the safe functioning of our waterfront (creek and canoe pond) and must have Lifeguard Certification. This person would also have responsibilities as a Cabin Leader and may be asked to be a Roughin' It 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.

## **Kitchen Help**

*Accountable to the Head Cook and 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.

## **Custodial Staff**

*Accountable to the Program Director and the Program Team.*

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.