



# RECREATION STAFF OVERNIGHT CAMP

Job Description | Seasonal Employment

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## **General Responsibilities:**

To support Montlure's mission by creating and living in a Christian community with campers and staff, and by maintaining a safe and welcoming environment during all programming. To prep, lead, and participate in all assigned recreational activities for the week.

**Reports To:** Montlure Camp Director and Program Lead(s); Ultimately accountable to the council of the Montlure Camp.

## **Responsibilities:**

1. Welcome all campers each day of the week and create a Christian community to live in that is welcoming, open, and creates lasting relationships
2. Work alongside all other staff living in Christian Community that creates lasting relationships
3. Using creativity, plan, lead, and participate in activities/crafts for all age groups each day
4. Instruct groups on rules, and supervise and correct behavior in a firm, but positive manner
5. Facilitate an orientation to the program areas upon volunteers' and campers' arrival
6. Communicate to all staff/volunteers what games and activities will be played/offered
7. Constantly adapt activities to keep them fresh and engaging for campers and staff
8. Notify supervisor of any supply purchases needed as well as keep inventory organized
9. Cleaning daily; sweep, clear benches, put away supplies neatly, etc.
10. Serving as Relief Staff for counselors during breaks, activities, and some nights
11. Be "on-call" and fill in as needed for any other camp related duties
12. Use first aid when needed, and handle emergency situations quickly and calmly
13. Follow all Montlure policies and procedures and ACA standards (with training)
14. Attend Staff-Training prior to camp (mandatory)
15. Arrive early to camp weeks stated in term dates [of contract] as determined by Camp Director

## **Qualifications:**

1. Have a relationship with Jesus Christ and a passion to share God's love in all that you do
2. Possess the strength, endurance, and patience to maintain oversight of campers in a 24 hour residence camp by working and being on alert for long hours
3. Ability to stay focused and work non-traditional hours to make certain tasks are complete
4. Ability to lead activities, keeping them safe for campers and staff
5. Ability to enforce rules and keep high expectations
6. Creativity and adaptability in games, crafts, and archery programs
7. Be physically able to maintain energy through rigorous games and activities, and the ability to work and live in a rustic camp environment at high altitude and in varying weather conditions
8. Possess the visual and auditory skills to identify and respond to environmental and other hazards related to camp activities
9. Have experience working with children/youth
10. Have high energy, loving kindness, positivity, and patience with campers at all times
11. Have a positive attitude and be a team player with other staff and volunteers, always
12. Ability to multitask and plan ahead for multiple activities at once
13. Ability to lead activities and games in front of large groups
14. Flexibility and adaptability to a fluid program that can change for various community needs
15. Completion of minimum training requirements, submission of health history and criminal background check, and hold First Aid/CPR certification prior to first day of camp
16. Must be at least 19 years old to apply, preference for those who have prior camp staff experience.

### **Pay Rate and Benefits:**

We strive to offer equitable and competitive salaries for employees while also recognizing working at camp is a non-traditional employment opportunity.

1. Recreation Staff are paid \$200 upon completion of Staff Training
2. Each completed week of camp will be paid at a rate of \$350-\$375, depending on experience
3. If a staff member is certified for archery instruction there will be opportunity for increase of pay; this will be discussed during hiring process
4. All meals are provided for the duration of employment (time off not included)
5. All housing provided for duration of employment (time off included, if desired)

### **Living Arrangements:**

1. During Staff Training, all staff will stay at the camp property in Greer
2. Recreation Staff will stay in the staff living quarters during camp weeks
3. If Rec Staff are also a TDC counselor, they will reside at the TDC site
4. Some weekends housing will be provided in Greer or a local church

### **Transportation:**

1. Staff are required to make their own travel arrangements to staff training at the beginning of the camp season. Staff are responsible for their return trip home. We will work with staff on carpool arrangements if available.
2. Day Camp Staff will travel to the host site on Sundays in the camp van; Staff will return to overnight camp on Friday evenings in the camp van.
  - a. If additional vehicles are required for Day Camp, carpooling may be an option and Montlure may designate one additional vehicle to provide gas for.

### **Time off expectations:**

1. All staff have at least one full day off between camp weeks. Staff are permitted to leave site on time off, or they can choose to stay on site.
2. The day prior to camp is considered a work/prep day starting at 1:30pm, or time given by Director.
3. Recreation Staff will have most nights off, but are always "on-call". (*Not permitted to leave site.*) They will also relieve counseling staff midweek week and stay/sleep in a camper cabin.
4. Recreation will have at least a one and half hour break each day, otherwise they are expected to be prepping for activities, or cleaning up after activities.

While Recreation staff do not have regular night time duties (unless they are filling in as relief staff) **we do expect all staff to adhere to quiet hours and lights out.** *It is part of the job to be well-rested* for the next day of camp in order to properly care for campers and ensure the overall safety and success of our program. Keeping late hours will *not* be tolerated.

Notes on what is *not* considered time off:

1. Meal Time. All meals will be eaten together with campers at designated times.
2. Chapel services, FOB, Small group time, etc. Recreation staff either attend scheduled events, or are preparing and setting up for activities. (The Camp Director will ensure you have a scheduled 90 minute break each day.)
3. Morning Staff Devotion time. We expect all staff to be ready for the day prior to morning staff meeting and subsequent devotion time. Devotion time is *not* time to get ready for the day.