**GENERAL JOB DESCRIPTION FOR ALL LEADERSHIP STAFF**

**Qualifications for Leadership Staff:**

1. At least 21 years of age
2. An experienced leader who has ability to relate to peers close to his/her age in an administrative, motivational and supervisory role
3. Ability and experience in planning and the administrative of programs
4. Desire and ability to uphold the mission and vision of Camp Don Lee and NC UMC Camp and Retreat Ministries Inc.
5. Desire to work in faith-based camp setting
6. Certification in First Aid/CPR

**Responsible to:** Full-time Leadership

**General Responsibilities:**

1. To deliver a safe and fun camp experience where every camper is valued, included in the group, and treated with respect by all adults and all campers.
2. To ensure the safety of every camper while on site, or on an off-site trip.
3. To serve as a resource, leader and liaison for all summer staff members.

**Specific Responsibilities:**

1. To attend weekly staff worship and weekly staff meetings, unless on an overnight trip.
2. To be available while you are on site for any emergencies that may require your assistance.
3. To be on time to every activity that you are leading or attending.
4. To participate in every camp-wide activity and help plan many; including, but not limited to, Worship, Morning Watch, Field Games, Pool Games, Nightly Activities, Sunday Night Live, and Black-Top Time.
5. To adhere to and be a role model to all expectations outlined in the staff manual.
6. In the case of inclement weather (where activities may be closed) or power outage, to facilitate and ensure all campers are accounted for and being cared for, to assist staff in where they should be supervising campers and when occasion calls for it (an extended period of inclement weather or power outage) planning, communicating, and hosting alternate activities for camper groups (either all camp activities or multiple age appropriate activities.)
7. Remain on site unless it is approved time off by the Center Director or on your night off. No more than two leadership staff should have the same night off.
8. When not on night off, to check on campers and staff in evening.
9. Act as night off sign in person as assigned certain nights per week.
10. Act as on duty staff member as assigned certain weekends. While on duty, you are expected to stay on site unless attending to an emergency or on official camp business.
11. With full time leadership plan and lead training opportunities for staff.
12. Serve as resource for staff with challenging campers, difficult situations and circumstances they do not know how to handle appropriately.
13. Build great relationships with the staff you directly supervise AND other staff
14. Lead the charge for Theme Weeks
15. Ensure meal times are both fun and appropriate and run as smoothly as possible both in and out of the dining hall.
16. Attend black-top time and encourage staff to be involved with their campers, preventing emotionally and physically unsafe situations.
17. Ensure cabins, building and grounds are clean and taken care of by campers and staff. (Ensure cabin inspections are done regularly, capers and done appropriately and care for camp and creation are part of camp culture.)
18. Create weekly and daily schedules with input from staff and full time leadership including nights off, hayride, activities, meals-out, store times etc.
19. Assign weekly roles and group assignments with other leadership staff, to be approved by full-time staff.
20. Help with administrative tasks such as camp evaluations and staff evaluations.
21. Communicate regularly with staff in regular meetings (weekly Sunday meetings, daily meetings)
22. Communicate regularly with other leadership staff and full-time staff.
23. Ensure parent concerns are addressed as soon as possible and as appropriately as possible and full-time staff are informed of difficult situations
24. Check in with Full time staff about any situations with campers, parents as well as summer staff.
25. To assist in Saturday End of the Week tasks including but not limited to; cabin clean-up, distribution of sign-out sheets, leading end of the week staff meeting.
26. Take off at least 1 hour every day for personal time