

Summer Staff Job Descriptions for Don Lee Camp and Retreat Center

The upcoming year will be dynamic and sometimes overwhelming. Every day around here is a flurry of productive and exciting activity that is leading to great progress for next summer. We are dreaming, planning, growing, and joyfully embracing each day as an opportunity to move God's ministry at Don Lee Center forward. It continues to be our firm belief that God's hand is on us as we do this work.

There is a renewed energy in the air here at Don Lee Camp and Retreat Center. The campers, the students, the instructors, the volunteers, and the staff are excited. Don Lee Camp and Retreat Center is going places we've never been before. We're expanding programs, creating new spaces that encourage reflection and creativity, updating and upgrading, as well as developing better experiences for all our guests.

Our path into the future is alive with possibilities. It is ripe with promise, and is motivated by and challenged with the dreams of young people yet to visit and experience Camp Don Lee. We have a mission to help turn those dreams into reality, and we are committed to unparalleled success.

Personnel Philosophy

Church camping sets out to provide an experience of the Christian community where campers are valued as creations of God and helped to understand and appreciate their worth, their relationship to God, to other persons, and to the whole created order. In order to facilitate this vision, it is important for camping ministries to attract the most qualified, motivated, and committed staff persons available. Our staff needs to be persons whose faith, lifestyle, and dreams reflect a commitment to responsible Christian living and who have established a pattern of willful sharing and growth within the community of faith. Therefore, the camps of NC United Methodist Camp and Retreat Ministries, Inc. desire the following characteristics for all staff members:

1. An individual who desires to be actively involved in Christian ministry to God's people; a person who has a passion for working with children and youth in a life affirming community.
2. A person whose Christian faith is a guiding force in his/her everyday life and who is willing to share that faith with campers and staff; persons who can actively and effectively share their faith experience and expression.

3. A person who has an appreciation for the beauty and complexity of God's creation; and who practices a lifestyle of care and compassion for the common good of persons and creation.

4. A person who can work effectively in a team situation and has basic skills which enable him/her to do this in a loving and caring way; a person who can lead and follow as a member of an exciting team of community facilitators.

5. A person who is emotionally and spiritually willing and able to support a camp program that is a full residential program which requires focus and attention 24 hours per day.

NC United Methodist Camp and Retreat Ministries, Inc. acknowledge the substantial contribution of staff to the health of its ministries, and, in turn seek to make employment both professionally and personally rewarding. The Board of Directors is committed to promoting a work environment characterized by dignity, courtesy, and respect. There should be opportunity for participation, challenge, broadening of experience, advancement, and supporting relationships.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

NC United Methodist Camp and Retreat Ministries, Inc. believe that; belief in God and Jesus Christ is an occupational qualification for the employees and applicants of its camps. Further, it is preferable, but not required, for employees and applicants to agree with the tenets of the United Methodist Church.

The camps seek to provide equal opportunities to employees and applicants without regard to race, color, sex, national origin, age, disability. Equal opportunities include, but are not limited to, recruitment, selection, promotion, salary, benefits, transfers, layoffs and termination.

We are looking for just the right people to fill some very important positions on the Camp Don Lee Summer Staff.

GENERAL JOB DESCRIPTION FOR ALL SUMMER STAFF

Qualifications for Summer Staff:

1. At least 18 years of age and graduated from High School
2. Certification in First Aid/CPR

Qualifications for Summer Trainees:

1. At least 16 years of age
2. Certification in First Aid/ CPR

Responsible to: Program Leadership

Team 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 be with your assigned group at all times, excluding program staff during their program time.
3. To ensure the safety of every camper that you are supervising at any time while on site, or on an off-site trip.
4. To work with the other assigned staff in your group to lead nightly vespers for your group of campers.
5. To work with the other assigned staff in your group to help the campers in your group get to bed each night.
6. And all assigned tasks outlined in the staff manual or directed by supervisors.

General Expectations:

1. To attend weekly staff worship and weekly staff meetings, unless on an overnight trip.
2. To pick up any and all trash that you may come across while you are at Camp Don Lee.
3. To be available while you are on site for any emergencies that may require your assistance.
4. To be on time to every activity that you are leading or attending.
5. To attend every camp-wide activity; including, but not limited to Worship, Morning Watch, Field Games, Pool Games, Nightly Activities, Sunday Night Live, and Black-Top Time.
6. In the case of inclement weather (where activities may be closed) or power outage, to be with their assigned group to help fulfill necessary ratios and help facilitate and supervise campers.
7. Remain on site unless it is approved time off by the Center Director or on your night off.
8. To adhere to all expectations outlined in the staff manual.