



## **PORTAGE LAKE BIBLE CAMP**

# **JOB DESCRIPTIONS SUMMER 2018**

### **COUNSELING STAFF:**

- Counselors are responsible to lead and nurture a group of 8-12 campers through a week of summer camp. Responsibilities include the following: leading Bible studies and small group discussions, facilitating games and activities and most importantly being a positive Christian role model for all campers. A counselor must be an enthusiastic leader, sensitive listener and a friend to each camper they come in contact with. Experience working with and knowledge of kids in all age brackets is preferred.
- During weeks of Family Camp, counselors must be willing and ready to plug into other areas of camp, including maintenance and kitchen. One year of college must be completed before becoming a counselor.
- Each counselor will be lifeguard or high adventure ropes certified. Ropes training will take place during staff training.
- Every day each counselor will help facilitate a different area of camp during afternoon free-time: a high ropes activity, lifeguarding, athletics, arts & crafts or Canteen/Cool Beans (candy shack/ coffee shop).
- Each week of kids camp a male and female counselor will be S.W.I.M. Team counselors (Students Working In Ministry, see *"S.W.I.M. Team Director position for more details"*). These counselors will stay in the S.W.I.M. Team cabins and join in all activities as extra support and care for the S.W.I.M. participants.

### **SUPPORT STAFF**

Flexibility is necessary for all camp staff. Even though support staff have defined jobs, you will be asked to do things that are not in your specific area. Support staff need to be ready to jump in and help whenever asked. This includes leading games/activities, being a cabin buddy and helping in areas that are not your own, even counseling during larger weeks of kids camp.

#### **S.W.I.M. Team Director (Students Working In Ministry)**

The S.W.I.M. Team Director is responsible for the direction and supervision of 8-10 high school students who will be participating in PLCBC's discipleship/service team, called "S.W.I.M. Team." The S.W.I.M Director will work along with the students in service around camp in both kitchen and maintenance, as well as organize activities for the "swimmies" off camp grounds. They will execute a curriculum which must include Bible study, leadership training, team building, faith development and service. In and outside of the regular curriculum, the S.W.I.M Director is to provide support, encouragement, direction and spiritual leadership to all team members. Working alongside the S.W.I.M. Director will be a male and female counselor each session who will stay in the S.W.I.M. Team cabins and join in all team activities as extra support and care for the participants. Applicants must have basic leadership qualities, a heart to serve, a strong faith, experience in high school ministry, and be two years out of high school. Willingness to be certified in ropes and lifeguarding is a plus.

### **Ropes Director**

The ropes director is responsible for maintaining, operating and ensuring the safe use of all equipment, including the low and high ropes courses, climbing walls, flying squirrel, giant swing, and Leap of Faith. The ropes director leads other instructors in the inspection of gear and trains and supervises staff to provide a meaningful and safe experience for campers. The director should be able to use all course elements to build teamwork, confidence and interpersonal skills among campers. The director should be skilled in debriefing a group by using a camper's experience on the elements and relating it to their spiritual lives with Christ. Ropes course experience is necessary. Experiential Systems will train all ropes course staff during summer staff training.

### **Waterfront Director**

The waterfront director is responsible for coordinating, supervising and caring for the waterfront staff and providing a safe, clean and efficient waterfront program. He/she must also maintain the facilities and equipment including: raft, water trampoline, docks, speedboat, sunfish sailboats, canoes, kayaks, paddleboats, and paddleboards). Lifeguard Training Certificate, Standard First Aid, Adult CPR, and boat license are required, current WSI is a plus. The waterfront director must be a strong swimmer with experience in leadership as well as aquatic instruction. He/she will also oversee all programmatic activities that revolve around the lake.

### **Trips Director**

The trips directors' main responsibility is leading day trips which allow campers to fully experience the outdoor experience of northern Michigan. These trips should expand a camper's knowledge of the outdoors (through canoeing, hiking, biking and kayaking trips at nearby state parks), overnight camping trips on our undeveloped property and other opportunities that allow for campers to experience God through the glory of creation. First Aid, CPR and Lifeguard certification is required. Must be able to maneuver and drive a 15-passenger van with canoe trailer and teach basic canoeing skills. Must have basic leadership qualities, be 21 years old, have experience with outdoor education and a love of the outdoors. Experience with bike maintenance is a plus.

### **Canteen & Cool Beans Director**

The Canteen/Cool Beans director's main responsibility is to run the Canteen (snack shop) and Cool Beans (coffee shop). The director must be able to manage, schedule, order, organize, work, decorate, etc. The Canteen/Cool Beans director is responsible for ordering and stocking all candy, pop, and coffee. We are looking for someone who is organized, energetic, innovative and feels strongly about the importance of fellowship and sugar! Barista experience is a plus.

### **Activities Director**

— The Activities Director will have two main areas of responsibility: the Arts & Crafts and Athletics. In overseeing these two areas, the activities director will set-up for and help start the activities for the rotating counselors who will be facilitating said activities during that afternoon free-time.

— Arts & Crafts responsibilities will include planning projects for free-time, placing orders and keeping an inventory of materials, as well as keeping craft area clean and organized. An interest in art, a variety of artistic/craft skills and some experience teaching crafts are highly beneficial.

— Athletics responsibilities during kids camps include scheduling and facilitating different tournaments and games for afternoon free-time. During family camps, they will be responsible for scheduling afternoon free-time tournaments and activities, camper vs. staff games, the Portager Team Challenge (camp-wide relay race), and the golf scramble. The activities director is also responsible for maintaining all athletic equipment in and out of the gym, keeping inventory and making orders as necessary.

### **Media Director**

The media director is responsible for capturing everything that happens at camp. This includes creating a weekly camp video that highlights the activities of the week. Along with the video, the director will take pictures throughout the week to put together an end-of-the-week slide show. The media director is responsible for running the soundboard during worship times and putting together a camp promotional video to use during next year's promotional events. The media director will also oversee the camp Facebook, Twitter and Instagram for the summer. He/she will update sites so that parents and campers can see what is currently happening at PLCBC. Experience and knowledge in video editing and web design is necessary.

### **Worship Director/Media Assistant**

The worship leader will have two main areas of responsibility. The first will be to coordinate and oversee the musical aspect of Chapel. This includes organizing a band, choosing music and being prepared for every chapel service ahead of time. The worship leader will also oversee the Family Camp Sunday Service and do daily maintenance and cleaning of the Chapel. Experience leading corporate worship is required, as well as a passion for music and the Lord. The second area of responsibility will be in assistance of the media director. This includes helping with a weekly camp video that highlights the activities of the week and taking pictures for an end-of-the-week slide show. He/She will help the media director with the logistics of DVD and picture orders. Organization skills and time management are necessary.

### **Office & Nurse's Assistant**

The office and nurse's assistant should have a positive, friendly attitude and work well with the public. In the office, daily responsibilities include answering the phone, greeting guests as they come to the office, filing, taking payments, working on mailings and helping the year-round staff with administrative tasks. This person will also assist with medicine distribution, opening day check-in and be a general help to the weekly camp nurse. Most importantly, this person must be detail oriented and comfortable working on a computer. Must be at least 18 years old.

### **Kitchen Staff**

Kitchen Staff is responsible for preparing, serving and cleaning up after meals. This includes washing dishes and maintaining kitchen cleanliness. The ability to work in a team environment and use the kitchen as a ministry to Portage Lake campers and staff is necessary. All kitchen staff have the opportunity to get involved in different aspects of the camp program while they serve, such as being a cabin buddy during kids camps.

### **Maintenance Staff**

Maintenance Staff is responsible for maintaining camp grounds and buildings. This includes cleaning bathrooms, mowing, painting, weeding, repairing items and any special projects. The ability to function as a member of a team and a servant's heart are necessary. All maintenance staff have the opportunity to get involved in different aspects of the camp program while they serve, including being a cabin buddy during kids camps.