

PLCBC SUMMER STAFF JOB DESCRIPTIONS 2020



Flexibility is necessary for all camp staff. Even though staff have defined jobs, you will be asked to do things that are not in your specific area. Whatever specific job someone has, a staff member at PLCBC's job is to love and support campers wherever needed. This means staff need to be ready to jump in wherever and help whenever asked. This is expected to be done with a positive and loving attitude.

COUNSELING STAFF:

- Counselors are responsible for leading a group of 8-12 campers through a week of summer camp, building individual relationships with each of their campers. Responsibilities include leading bible studies, small group discussions, facilitating games, and most importantly being a positive Christian role model to all campers. A counselor must be an enthusiastic leader, a sensitive listener, and a friend to each and every camper they come in contact with.
- During weeks of Family Camp, counselors are expected to jump into to other areas of camp, such as maintenance and kitchen, with a positive, servant attitude.
- 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 counselor will be lifeguard or high adventure ropes certified. Ropes training will take place during staff training.
- Experience with kids of all age groups is preferred.
- One year of college must be completed before becoming a counselor.

SUPPORT STAFF:

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

The S.W.I.M. Team Directors (one male, one female) are 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 Directors 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 Directors are to provide support, encouragement, direction, and spiritual leadership to all team members. S.W.I.M Directors will stay in the S.W.I.M cabins with the S.W.I.M team members every night. Applicants must have 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.

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.

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 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.

Trips Director

The Trips Director's 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. Each day the director is expected to clean and maintain the trips vans, the trips shed, and the canoes and paddles to a very high standard. 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, 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), and the camp store. 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.

Media Director

The media director is responsible for capturing everything that happens at camp. This includes creating a weekly camp video and slideshow that highlights the activities of the week, as well as put photos on Portage Lake's Smug Mug. 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. He/she will update Smug Mug 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

The worship director will be responsible for coordinating and overseeing 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. Organization skills and time management are necessary.

Activities Director

The Activities Directors will have two main areas of responsibility: the Arts & Crafts and Athletics. In overseeing these two areas, the activities directors 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 the arts and crafts garage 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 directors are also responsible for maintaining all athletic equipment in and out of the gym, keeping inventory and making orders as 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, although they must be ready to serve a majority of their time in the kitchen with a positive attitude.

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, although they must be ready to serve a majority of their time working in maintenance with a positive attitude.



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