

PLCBC SUMMER STAFF JOB DESCRIPTIONS 2021



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 store/coffee shop).
- Each counselor will be lifeguard or high adventure ropes certified. Ropes training will take place during staff training. One counselor will be lifeguard certified and lead trips during free time rotations.
- Experience with kids of all age groups is preferred.
- Must be one full year graduated from high school and/or completed one year of college before becoming a counselor.

SUPPORT STAFF:

Each support staff member will also be paired with a counselor each week to provide counselor support and serve as a Christ-seeking role model to campers of all ages. While each staff has their own role, support staff will be asked to step in to a variety of roles throughout the course of a summer. A servant attitude, flexibility, and willingness to be a team player is necessary.

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

The S.W.I.M. Team Directors are responsible for the direction and supervision of 8-10 high school students who participate in PLCBC's discipleship/service team, called "S.W.I.M. Team." S.W.I.M Directors will serve alongside students in areas of camp including (but not limited to!) kitchen and maintenance, while also providing leadership and support to S.W.I.M. team members and staff alike.

During S.W.I.M. Focus sessions directors are responsible for the direction and supervision of high school students who are assisting counselors in their responsibilities during both S.W.I.M Focus sessions. This includes guiding and equipping students in their roles while developing them spiritually, personally, and providing support as they assist counselors in camper care.

Each session, the S.W.I.M. directors will execute a curriculum which will include a 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 cabins with the S.W.I.M. team members each night. The S.W.I.M. Directors will work alongside the students in service around camp, as well as lead group organized activities off camp grounds.

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. She/he will also oversee all programmatic activities that revolve around the lake.

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 rustic, forested 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.

Ropes and Activities Director

The Ropes/Activities Director will split their time among both outdoor recreation duties as well as sport and game related activities. The 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 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. Ropes course experience is preferred. Experiential Systems will train all ropes course staff during summer staff training.

The activities portion of this role will require overseeing the usage of equipment, free-time tournament facilitation, and setting up activities. 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 assisting in the annual golf outing. This director is also responsible for maintaining all athletic equipment in and out of the gym, keeping inventory and making orders as necessary.

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 as well as training and guiding staff working in the Canteen. 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 Assistant

The Media Assistant 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. This staff member 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 daily so that parents and campers can see what is currently happening at PLCBC. The Media Assistant will report directly to the Marketing Director. Experience and knowledge in video editing and photography 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.

Arts and Crafts Director

The Arts and Crafts Director oversees the arts and crafts building, and is responsible for facilitating and creating avenues for camper creativity. Responsibilities will include planning projects for free-time, placing orders, and keeping an inventory of materials. During youth camps, the Arts and Crafts Director will oversee daily crafts during free time, as well as assistant in any programatic activities involving crafting. An essential part of this role will be keeping the arts and crafts space tidy and organized. An interest in art, a variety of artistic/craft skills, and some experience teaching crafts are highly beneficial.

Office/Nurse's Assistant and Hospitality Assistant

The Office and Nurse's assistant/Hospitality Director 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. Additionally, this role will be responsible for the upkeep of the distribution of cleaning supplies, and the turnover of the Speaker's cabin. Most importantly, this person must be detail oriented and comfortable working on a computer. Must be at least 18 years old.

Maintenance Director

The Maintenance Director will lead the maintenance staff in their responsibilities and serve alongside them in their daily tasks. The director will also serve as the point person in regard to time management, task completion, and overall effectiveness. The Maintenance Director will take the lead on projects throughout the summer, so a prior knowledge or background in one or more of the following fields is required: mechanical work, construction work, groundskeeping, or general operations. Strong leadership qualities and a servant attitude are necessary.

Maintenance Staff

Maintenance team 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.

Kitchen Staff

Kitchen Team 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.



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