

Position Description
Camp and Retreat Ministries (CRM)
Holston Conference of the United Methodist Church
CAMP WESLEY WOODS, Townsend, TN

POSITION TITLE SUMMER CAMP SERVICE TEAM

IMMEDIATE SUPERVISOR: Summer Leadership (Under the direction of the Program Director and Operations Director)

POSITION TYPE: Seasonal

QUALIFICATIONS:

1. Be at least 18 years of age and have completed high school. (Junior Service Team may be under 18 years old and will work directly with another staff member until they are ready to do projects alone.)
2. Be a Christian and an active, participating church member.
3. Have an aptitude for and enjoy working around children and youth.
4. Enjoy and want to contribute to camp.

GENERAL RESPONSIBILITIES:

The job of the service team is varied, each Service Team Staff will have a ministry area of primary focus and areas where they additionally support camp. Service Team Staff serve campers in an indirect setting. Jobs will include, but are not limited to:

1. Store Staff
2. Photos and Social Media
3. Laundry Staff
4. Nursing Staff
5. Kitchen Staff
6. Worship Team
7. Facilities/ Maintenance Staff (including cleaning & landscaping)
8. Runners / Program Prep
9. Program Support / Resource (lifeguards, instructors, Set-Up, some basic non-supervision programming)
10. Bus Drivers & Shuttle Drivers
11. Administrative Staff (running rosters, paperwork, set-ups and such)
12. Camper Support (helping with homesick campers, adjustment issues, patrol, etc)
13. Help to insure that all campers are safe, supervised, treated respectfully, encouraged, nurtured spiritually and given opportunities for fun. This is everyone's job at camp.

The Service Team Staff support the camping ministry "outside of the cabin". It's a team for individuals that are in critical roles in the camp ministry, but not sleeping in cabins with campers. There will be various duties and persons who will be part of this eclectic team. Some Service Team Members, may also work as a part of the Counseling Team if they have been trained as Cabin Counselors, and all Service Team Members are expected to put camper's needs first at all times. In most circumstances, Service Team members will not supervise campers.

Service Team Members will have an area of primary responsibility. They may also have additional areas that they serve in. All Service Team Members will be supervised by the Service Team Leader and will attend Bible Study as a team as well as in-service training. Service Team members will also be managed by various members of the full-time staff team in the work like programs or crafts. The camp can not function without a healthy, committed Service Team.

Specific patterns of behavior required to fulfill this responsibility at camp are included in the specific duties section of the Job Description.

SPECIFIC DUTIES: This position is the most versatile position on the camp.

BEFORE CAMP BEGINS:

1. Familiarize yourself with camp curriculum materials, policies, job descriptions, schedules, and resource materials. Make certain any certifications you need are up to date.
2. Attend training sessions offered. Make sure you are confident in your designated camp area and are ready to pass on this knowledge to others.
3. Prepare spiritually by prayer, meditation, Bible reading, and church attendance.
4. Prepare physically by walking, running, eating well, and resting properly.

DURING CAMP:

1. Greet guests at the opening of each session with warm welcome and attention that eases fears and fosters confidence in your care. Use the SMILE method of greeting as taught during Staff Training.
2. Arise on time, make sure you are dressed properly for the day's activities, wash face and hands, and go to the dining hall for breakfast. If assigned Early Bird, make sure to show up on-time and ready to lead.
3. Eat all meals with campers when assigned. Be sure meals are conducted according to camp policies.
4. Assist in planning, implementation, and evaluation of the camp activities as assigned and life together. Participate in all activities when not specifically scheduled elsewhere or on break.
5. In the evening, participate in Patrol and duties around camp as assigned. Including assisting Counselors with campers as appropriate and within your training.
6. Provide training for counselors and campers in areas indicated in camp standards, including emergency procedures and safe and proper use of the group's equipment when this falls within your focus area.
7. Make other staff and campers aware of camp rules and policies and implement policies.
8. Facilitate spiritual growth at camp:
 - a. Participate in group worship times such as vespers and morning watch.
 - b. Participate in a daily Bible study.
 - c. Use natural events during the day to promote discussion of Christian concepts.
 - d. Encourage staff & campers to use their Bibles while they are at camp for personal devotions, and use the Bible as a relevant resource in group discussions.
 - e. Use camp as a teaching example of what a Christian community might be like.
 - f. Make other staff & campers aware of Christian stewardship in their use of the campsite and resources.
 - g. A CWW Staff should not belittle a camper or each other for any reason. Great care needs to be exercised when diverse belief systems are encountered. Every person at camp is to be treated with respect. Spiritual and theological beliefs are to be defended through acts of loving kindness, not debate, belittlement, or harassment.
9. Be a positive role model of joyful Christian living. Be a positive example of Christian love, valuing all the staff & campers in the group as much as possible.
10. Attend all staff meetings and in-service training as directed.

AFTER CAMP:

1. Participate in the evaluation process.
2. Participate in the clean-up and put away process.

Essential Functions:

1. Stand for prolonged periods of time and walk long distances over uneven terrain
2. Physically capable of tolerating hot/cold temperatures and wet conditions
3. Able to communicate clearly with campers, co-counselors and leaders
4. Able to visually supervise campers both near and far
5. Able to wear a PPE including a mask

These are the basic duties of the position of Summer Camp Service Team Member and may be supplemented from time to time as circumstances require.