

# <u>Summer Staff – Job Descriptions</u>

The mission of Adventurous Christians is to provide an environment where people encounter and Experience the Wonder of Christ in creation and in a Christian community.

## **General Qualifications:**

- Must be a committed and joyful follower of Christ.
- Must have a passion for working with youth.
- Must be motivated, hard-working, and servant-hearted.
- Must work well with others and be able to function as a member of a team.
- Must exhibit patience and grace while working with campers & guests.
- All Staff need to be CPR & Basic First Aid Certified.

# TRAIL GUIDE

## Responsibilities:

- Responsible for preparing and leading a small group of people on a canoe trip through the Boundary Waters Canoe Area Wilderness.
  - o Groups vary in size from 4-8 and ages vary from youth, families, adult & senior citizens at times.
- Leading devotionals, teaching wilderness skills, teaching creation stewardship and environmental awareness.
- Strive to cultivate an atmosphere of Christian community that will challenge the group to help each other grow spiritually, physically, mentally and emotionally.
- Keep in mind that his/her first priority is the group and their safety.
- Challenge their group spiritually, mentally, and physically.
- Prepare for trips:
  - o Pack food, equipment pack, canoes & camping gear
  - o Prepare & clean cabins for campers

#### **Qualifications:**

- Desire to work with people and share their Christian faith with them.
- Recommended camping experience, though not required.
- Must be minimum 20 years of age, 2 years out of high school.
- Certified in American Red Cross CPR & First Aid and Life Guarding.

# KITCHEN SUPERVISOR

# Responsibilities:

- Over-all responsibility of a commercial kitchen.
- Keep kitchen area clean at all times and is operated under the health standards of the Minnesota State Board of Health. Includes daily checklists and standards to follow.
- Preparing meals for staff and guests routinely.
- Assists in menu planning.
- Keep inventory, grocery lists, stocking supplies, preparing food and baking.
- In charge of kitchen help/volunteers and is expected to ensure that the guidelines are followed.
- Organizing and responsible for summer trail food preparation.
  - o Includes inventory, packing, baking trail food.
- Involved in leading daily devotions and willing to share Christian faith with retreat groups.
- Includes work in other areas of camp when the need arises.

#### **Qualifications:**

- Welcoming, inviting, and hospitable
- Desire to serve through the ministry of food
- Good communicator to staff and Directors
- Demonstrate leadership capacity
- Time management, organized
- Able to work long days on foot



## **ROVER**

## Responsibilities:

- Unique position as it requires responsibility in all areas of camp. Includes being:
  - o Kitchen Assistant
  - o In-Base Assistant
- Involved in leading daily devotions and willing to share Christian faith with camper groups.
- Assists in hosting in-base groups including leading day trips.

### Qualifications:

- Willingness to help various tasks at hand.
- Desire to serve.

## In-Base

## Responsibilities:

- Summer Program Leader:
  - o Assist Directors in welcoming, announcements, and hosting canoe groups.
  - o Assist Directors in coordinating & participating in rhythms of camp summer program.
  - o Assisting & supporting Trail Guide's group and trail preparation.
    - Including orientation rotations, route planning, equipment prep, cleaning/prepping lodging, chores/tasks to be completed for hosting/guiding.
  - Oversee the trail room, equipment, & canoe yard.
  - On point for immediate Trail Guide questions (ex. fix equipment, etc.)
  - o Involved in leading daily devotions and willing to share Christian faith with camper groups.
- *In-Base Staff:* 
  - o Assists in hosting/programing in-base groups including leading day trips.
  - Responsible for upkeep and maintenance including: Garbage, recycling, mowing, and grounds keeping (hauling & chopping wood, etc.).
  - o Dropping and picking up groups before and after the trips.
  - o Preparing the drying fields and sauna before groups return from their canoe trips.
  - Assisting in the kitchen or any other areas of camp as needed.
  - o Identify camp needs and take initiate to fix/pick up with Director's approval
- Trail Guide:
  - o Be able to lead trips under the Trail Guide responsibilities as needed (pending/not requirement, must be 20 years or older).
- Under the direction of Camp & Guest Services Directors

#### **Qualifications:**

- Welcoming, inviting, and hospitable
- Good communicator to staff and Directors
- Demonstrate leadership capacity
- Have ability to learn AC programming, wilderness & camping, BWCA area.
- Able to run power tools safely & properly. Able to lift heavy objects/loads
- Certified in American Red Cross CPR & First Aid and Life Guarding.



# **PROGRAM DIRECTOR**

## Responsibilities:

- Summer Program Leader:
  - o Assist Directors with the implementation of staff training.
  - o Assist Directors in welcoming, announcements, and hosting canoe groups.
  - o Assist Directors in coordinating & participating in rhythms of camp summer program.
  - Assist Directors with Staff weekly meetings
  - o Assisting & supporting Trail Guide's group and trail preparation.
    - Including orientation rotations, route planning, equipment prep, cleaning/prepping lodging, chores/tasks to be completed for hosting/guiding.
  - Oversee the trail room, equipment, & canoe yard.
  - o On point for immediate Trail Guide questions (ex. fix equipment, etc.)
  - o Involved in leading daily devotions and willing to share Christian faith with camper groups.
- In-Base Staff:
  - Assists in hosting/programing in-base groups including leading day trips.
  - Responsible for upkeep and maintenance including: Garbage, recycling, mowing, and grounds keeping (hauling & chopping wood, etc.).
  - o Dropping and picking up groups before and after the trips.
  - o Preparing the drying fields and sauna before groups return from their canoe trips.
  - Assisting in the kitchen or any other areas of camp as needed.
  - o Identify camp needs and take initiate to fix/pick up with Director's approval
- Trail Guide:
  - o Be able to lead trips under the Trail Guide responsibilities as needed.
- Administrative:
  - o Opportunity to help expand & create trail and ministry resources for programming.
  - o Opportunity to have exposure to business side of running camp.
- Under the direction of Camp & Guest Services Directors

#### **Qualifications:**

- Welcoming, inviting, and hospitable
- Good communicator to staff and Directors
- Demonstrate leadership capacity
- Have knowledge of AC programming, wilderness & camping, BWCA area or the ability to learn.
- Able to run power tools safely & properly. Able to lift heavy objects/loads
- Must be minimum 20 years of age, 2 years out of high school.
- Certified in American Red Cross CPR & First Aid and Life Guarding.