

COVENANT PINES BIBLE CAMP

Job Description—CPBC Ministry Staff

Job Title: CPBC Ministry Staff

Reports to: CPBC Camp Director

PURPOSE:

To provide retreat season experience for individuals who may be considering camp ministry as a vocation or simply want to serve an active ministry while discerning God's future call. Ministry staff host and serve groups during weekend and midweek retreats and assist year-round staff in a variety of programs and supporting ministry areas.

QUALIFICATIONS:

This position requires an active and growing faith in Jesus Christ, post-secondary education or equivalent employment experience, demonstrated personal integrity, consistent work ethic, exceptional interpersonal, communication and organizational skills, attention to detail and a team-oriented, servant attitude.

Applicants agree to support the mission, vision and values of Covenant Pines and principles of The Evangelical Covenant Church, as published in "Covenant Affirmations" (see <http://www.covchurch.org/affirmations>).

Qualified applicants will understand that camp ministry is very different during non-summer months from the summer camp season, which is filled with people and activity. Weekend retreats provide contact with people, but primarily in a serving capacity rather than in an up-front or leadership role.

RESPONSIBILITIES:

All Ministry Staff members will participate in serving guest groups and camp-sponsored retreats. Duties include, but are not limited to, the following:

- Completion of pre-arrival details, including ensuring readiness of accommodations, meeting facilities, common areas, activities, etc.
- Host groups when assigned, serving as primary staff contact to coordinate on-site retreat details and respond to group needs.
- Greet, welcome and give directions to guests upon arrival and provide first-night snacks.
- Assist in providing camp welcome, orientation and rules to groups.
- Assist in preparation, serving and clean-up of meals, including washing dishes and pots and pans when needed.
- Lead adventure course activities, including climbing tower and zipline.
- Prepare for and facilitate retreat activities, such as hayrides, pontoon rides, broomball, etc.
- Staff camp store, canteen and Covenant Grinds coffee shop.
- Respond to guest requests and emergency needs that occur during retreats.
- Develop creative ways to enhance service and hospitality to guests.

Each Ministry Staff member will be assigned to one or more of the following ministry areas:

- Program Ministry:
 - Participate in developing and planning camp-sponsored retreats.
 - Prepare materials, supplies, facilities and activity areas as assigned.
 - Provide assistance to Program Director as needed.

- Maintenance Ministry:
 - Perform cleaning and set-up of meeting space, recreation and common areas.
 - Set up and maintain recreation facilities and related equipment, including gymnasium, adventure course, boat beach, ball field, broomball rinks, tube run, ski and snowshoe trails, etc.
 - Mow and trim lawns and remove brush and leaves from grounds.
 - Clear and remove snow from roadways, walking paths and steps during winter months.
 - Provide assistance to the Facilities Director as needed.

- Food Service Ministry:
 - Assist in production and preparation of meals, including baking.
 - Assist in receipt and storage of food and supply orders.
 - Perform cleaning and organization of kitchen and storage areas.
 - Ensure readiness of the dining hall for retreat groups.
 - Provide assistance to the Kitchen Director as needed.

- Office and Administration Ministry:
 - Manage camp store and coffee shop, helping to monitor inventories and order merchandise.
 - Prepare and place room and table signs for retreat guests.
 - Answer phones, open mail, perform data entry, file documents and complete mailings.
 - Monitor supply and display of promotional materials such as brochures, posters, etc.
 - Provide administrative assistance to year-round staff as needed.

Other duties:

- Perform other duties as assigned. Such duties may include work projects focused on upgrading camp facilities and other initiatives to enhance guest services.
- Offer willing assistance to guests and other staff members as needs arise.

WORK ENVIRONMENT AND HOURS:

Ministry staff must enjoy living and working in a rural camp setting with varying weather conditions and physical requirements. Individuals must possess the physical ability to lift, carry and operate necessary equipment, as well as to make their way around camp on foot.

Ministry Staff work irregular and sometimes long hours, including nearly all weekends. They generally conclude their work week on Sunday after groups have departed and camp clean-up has been completed. This schedule will vary depending on the timing of groups at camp.

TIME COMMITMENT:

September 1 through May 31, with potential for a summer staff role depending on the performance and skills of the Ministry Staff member and needs of the camp.

COMPENSATION AND BENEFITS:

Salary paid semi-monthly, plus housing and utilities, including meals while guests are on site. Ministry Staff also receive paid time off as defined in the Employee Manual.