



## **JOB DESCRIPTION**

### **CAMP LIFE LEADER**

Reports To: Operations Director  
Date Created: December 5<sup>th</sup>, 2022  
Updated: December 5<sup>th</sup>, 2022

Department: Summer

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#### **SUMMARY STATEMENT**

Camp Life Leaders are responsible for the safety, care, and discipline of campers and Cabin Leads. They are primarily tasked with teaching, mentoring, and caring for the physical, mental, and spiritual wellbeing of the Cabin Leads, supporting them as they invest in their campers.

#### **RELATIONSHIPS**

Reports to: Operations Director

Internal Contacts: Summer Leadership Team (Camp Life Leaders, Summer Ministries Leaders, Summer Program Leaders), Summer Guidance Team (Executive Director, Camp Health Officer, Camp Grandparents), Summer Registrar, Cabin Leads

External Contacts: Parents/Caregivers, Guests, Volunteers, Social Workers and Emergency Services

#### **QUALIFICATIONS/CRITERIA**

1. Has a mature, personal commitment to Jesus Christ, and models Christian character in their daily life.
2. Is able and willing to share the Gospel.
3. Possesses a valid child abuse registry check and criminal record check, as required.
4. Interacts with guests, campers, and staff in a consistently pleasant and respectful manner.
5. Agrees/supports the Camp Arnes Mission Statement, Code of Conduct, and Statement of Faith.
6. Has experience with and passion for working with children and youth.
7. Has experience with leadership and mentoring, conflict management, and customer service
8. Has good organizing skills and is a natural problem solver
9. Possesses a servant leadership mindset.
10. Is flexible with work hours as required to fulfill duties.
11. Openness to mentorship and growth.

#### **PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS**

1. Requires prolonged sitting or standing.
2. Requires ability to work in adverse weather conditions, including rain, heat and cold.
3. Requires ability to lift and move objects weighing up to 25 kilograms.

#### **SPECIFIC MAJOR RESPONSIBILITIES**

##### **PRE-SUMMER**

1. Under direction from the Summer Ministries Leader, prepare chapels and cabin time discussion prior to arrival for Summer Leadership Training Week.
2. Assists with the preparation of Staff Training Week and is prepared to train their staff during unit times.
3. Creates a list of speakers, song leaders, and skit actors from interested Cabin Leads during Staff Training Week.

##### **ONGOING**

4. Participates with enthusiasm in various weather conditions.
5. Is on time for all scheduled meetings, programming, activities, and meals.
6. Helps with the set up and take down of different programming, as assigned.
7. Organizes chapels with other Camp Life Leaders and the Summer Ministries Leaders.
8. Works alongside the Summer Ministries Leaders and Program Leaders to facilitate campers and activities

9. Knows the whereabouts of their Cabin Leads and campers.
10. Meets one-on-one with each of their Cabin Leads weekly.
11. Assists Cabin Leads with issues and camper discipline.
12. Ensures the safety of all campers in the unit and completes Incident Reports and other documentation when necessary.
13. Ensures and oversees the physical and emotional care of campers (especially personal hygiene, changing clothes, sun block/insect repellent, homesickness, etc.)
14. Maintains communication with parents regarding camper health and discipline and documents all phone calls and sensitive conversations.
15. Keeps record of the material needs of Camp and replenishes supplies as necessary.

#### WEEKLY

16. Attends Sunday evening chapel and leads unit meetings on Sunday evenings.
17. Accounts for all campers on Monday mornings and notifies Operations Director and Registrar any time a camper is picked up early, including the reason.
18. Is available to the Summer Program Leader to help with activity instruction.
19. Leads staff devotions on Tuesday and Thursday mornings; assign one Cabin Lead to stay in the unit.
20. Attends leadership meetings; assigns one Cabin Lead to ring the bell and let campers in for breakfast.
21. Participates in camper and staff cabin assignment meetings each week.
22. Conducts unit meetings at least twice a week.
23. Judges cabin clean-up in each cabin daily and organizes a prize for the winning cabin at lunch on Friday.
24. Maintains daily communication with the Senior Lifeguard concerning swimming and boating activities.
25. Ensures professional completion of camper birthday and comment cards on Saturday afternoon.
26. Ensures the cleanliness of Camp's buildings and outdoor areas each Saturday before leaving, and each Monday morning before campers arrive.
27. As directed, completes weekly leadership team tasks (office duty & night watch).

#### END OF SUMMER

28. Assists in the planning and execution of End of Summer Banquet and leadership debrief meeting.
29. Organizes inventory and puts away all program specific supplies, under the supervision of the Program Leaders.
30. Completes end of summer reports and submits them to the Operations Director.

#### GENERAL RESPONSIBILITIES

1. Communicates and models safe practices in all aspects of Camp.
2. Assists in additional duties when needed in other areas of Camp.
3. Shares their Christian life and character with campers as they can.
4. Encourages, honors and respects fellow staff and leaders.
5. Promotes an encouraging and fun environment.
6. Presents a professional appearance and attitude, especially in the presence of parents and guests.
7. Respects and maintains their designated accommodations.
8. Upholds all Camp Arnes policies and procedures.
9. Participates in the Saturday Celebration Meetings once campers have left.
10. Is connected to a church community and, whenever possible, attends church on Sundays.
11. Prays for and with those in need, both guests and staff.
12. Does every task with the highest quality and standards in mind.
13. Ensures their own safety as well as that of other workers and guests.
14. Buys into and displays Camp's model of challenge and growth.
15. Seeks out work when daily tasks are done.
16. Completes other duties as assigned by a supervisor.

**Please note:** the area of Camp in which you will supervise will be determined during the interview process. Please state whether you would like to work with Explorers (Ages 8-10), Challengers (Ages 11-13), or Stokers (Ages 14-15). ***You must be at least 4 years older than the oldest camper in any given area of Camp.***