

## POSITION DECLARATION

**TITLE:** Summer Staff at Camp Alexander Mack, Inc.

**FUNCTION:** To provide support in all areas of camp operations during the summer camp season.

**LINE OF AUTHORITY:** Directly responsible to the supervisor in the operational area to whom the position reports.

**REPORTABILITY:** Meet daily with the direct supervisor regarding job responsibilities for that day. Meet with the assigned supervisor in the middle of the summer to review performance issues and to set performance goals for the remainder of the summer.

**ACCOUNTABILITY:** The person shall be accountable to supervisors and other staff to uphold camp policies, work as a team player, and extend courtesies and services to the campers and guests on the grounds.

**QUALIFICATIONS:** The person filling this position should:

1. respect Camp Mack and its ministries and be willing to work toward the fulfillment of our Mission.
2. have an understanding of their own faith journey and be on a track to continue to work on their faith during their time of employment.
3. be at least 16 years of age. Their lodging and work schedule will be determined by their age. No person younger than 18 years of age shall live on the site.
4. have an attitude compatible with servant leadership.
5. be able to work with persons of all ages, and willing to work in all areas of operation.
6. have appropriate emotional maturity and stability.

**RESPONSIBILITIES:** This person has the responsibility to:

I. **participate in weekly staff meetings.**

**STANDARD OF PERFORMANCE:**

- Attend all weekly staff meetings on Wednesdays from 12:45 – 1:30 pm.

II. **follow through on tasks assigned by supervisors in the areas of operation including facilities (housekeeping and maintenance) and food service (food preparation, servicing, clean-up, and dishwashing).**

**STANDARD OF PERFORMANCE:**

- Be familiar with and prepared to complete the tasks assigned as directed in the Maintenance Task Lists.
- Be familiar with and prepared to follow food worker guidelines and health and safety procedures for the food service operations as defined in the Kitchen Task Lists.
- Be prepared to move between areas of operation daily as scheduled tasks are completed.

**III. follow through on tasks assigned by supervisors when selecting to work in the areas of programming ( counseling, crafts, recreation, nature, and adventure elements) and waterfront (life guarding and water craft safety).**

STANDARD OF PERFORMANCE:

- Receive training or have prior training or experience to counsel or lead children in activities.
- Follow guidelines for counseling as provided in the Counselor Job Description.
- Have training or receive training as a certified life guard through the ARC or an equivalent certification.
- Follow guidelines for waterfront operations as provided in the Waterfront Manual.

**IV. develop skills and attitudes for improving one's own job performance.**

STANDARD OF PERFORMANCE:

- Maintain personal physical and mental health through adequate diet, sleep and self care.
- Maintain spiritual health through private study/meditation, group bible or book study and/or corporate worship.
- Maintain personal integrity, Christian values and morals in all areas of corporate life with employees, campers and guests.
- Take personal responsibility for modeling a positive work ethic and attitude for campers and staff who are observing you at all times.
- Maintain professionalism in regards to issues of confidentiality.

**V. follow safe working practices and maintain all equipment in safe operating condition.**

STANDARD OF PERFORMANCE:

- Follow appropriate safety practices to keep yourself and persons nearby safe while completing assigned tasks.
- Be sure that all equipment is in good operating condition and maintained well during your use.
- Follow dress codes for all areas of operation especially as you move from one area to another..

**VI. follow and enforce Camp Policy concerning your job position.**

STANDARD OF PERFORMANCE:

- Be familiar with camp policies in all areas of operation through reading and understanding of materials provided at training.
- Do not hesitate to ask for clarification of any policies or guidelines that are unclear to you.
- Be aware that as an employee of Camp Mack you are a spokesperson for the camp. Be prepared to follow policies and guidelines even though they may not be where you are personally.
- Maintain accurate record of work hours on time cards and present them weekly to supervisor.

**VII. report all problems to supervisor and/or Executive Director.**

STANDARD OF PERFORMANCE:

- Be aware of conditions of facilities and grounds and report unsafe conditions and problems to appropriate staff.
- Report problem situations or relationships that you are unable to resolve effectively.

**VIII. grow professionally through participation in learning opportunities provided throughout the summer.**

STANDARD OF PERFORMANCE:

- Attend In-Service opportunities provided throughout the summer.