



Job description: Seasonal staff

Position: Shepherd

Responsible to: Directly= Team leadership
Indirectly= Assistant Director and Camp Director

Description: The Shepherd is in essence the cabin manager and teacher. You will work directly with the leadership team in order to provide an excellent community environment that exhibits Christ's love in a daily, practical way. You will be the one primarily responsible for teaching God's Word, making sure it is lived out in the camp setting. The spiritual, physical, emotional, and intellectual well-being of campers are all concerns of yours.

Reporting employees: Specialist, while in the "cabin" environment.

Pay level requirements:

During staff training, your remuneration will include room, board, and cash at the rate of \$30.00 per day. The day rate is based on an all or nothing principle; if you need to miss any part of a day, you will not receive monetary compensation.

Your level of pay for the nine weeks of summer will be determined at the end of training week when you will officially be asked to join the team. Your daily rate will be based on your experience. The below criteria will be used.

Minimum experience, entry level: 18 years old or a high school diploma	\$35.00 per day
Additional experience level: Practical teaching experience, minimum of 20 – 40 hours, verified by a reference letter	\$5.00 increase per day
Additional experience level: One of the following	\$5.00 increase per day
-Undergraduate or graduate credit hours, in the field of teaching or similar field, minimum 9hrs or	
-One year service as Camp Carl Shepherd or	
-One year service at another camp as a "traditional" counselor, verified by a reference letter	
Additional experience level: One of the following	\$5.00 increase per day
-Two years of Camp Carl experience as a Shepherd	
-Two years of service at another camp as a "traditional" counselor verified by a reference letter	
-Nanny experience or similar training, documented with references	

General Qualifications:

- Minimum of turning 18 years old during camp.
- Ability to coordinate multiple tasks
- Ability to communicate and problem solve
- Supervisory and training skills
- CPR and First aid certification

Specific Responsibilities:

Provide for the spiritual, physical, emotional, and intellectual well being of the campers, as it relates to the cabin environment.

1) Spiritual

- Prepare and execute daily cabin devotions that compliment Chapel times.
- Be available to participate in the Chapel service, as needed.
- Look for teachable moments/conversation opportunities throughout the days.
- Complete and ensure completion of counselor reports and "letters to God" by the end of the week.
- Continually invite God to work in the hearts of campers, praying for their spiritual condition.
- Be involved with daily personal prayer and various forms of accountability with other staff.

2) Physical

- Participate and monitor daily cabin clean up.
- Assist in the monitoring of camper's belongings.
- Make decisions that will not compromise the safety of the campers in your care.
- Ensure good personal and camper hygiene habits.

3) Emotional

- Provide a nurturing environment within the cabin, creating an atmosphere of security.
- Ensure that no campers cause a negative camp experience for others.
- Be willing to work through "issues" with campers.
- Assist with campers that are homesick, encouraging them to assimilate into the camp family.

4) Intellectual

- Know your audience, their prior knowledge, and their level of maturity as you teach; be willing to adjust to the needs of the group.
- Provide the means for the campers to leave with tools that will assist them in their walk with Christ.
- Be willing to support the statement of faith for Camp Carl in your teachings.



General Responsibilities:

Commitment to Camp Carl:

- 1) After an application is received, an interview performed, and references checked, you might be asked to attend training week.
- 2) You will be mailed an employment packet that must be completed and returned to the camp office.
- 3) If you make a commitment to camp and we receive the **entire** employment packet by May 12th, 2008, you will receive a \$50.00 early signing bonus with your first paycheck.
- 4) CPR and First Aid certification must be completed prior to your employment. Training will be offered at Camp Carl, at a cost of \$40.00, Saturday, May 31, 2008 from 8:30am – 3:00pm. Contact April Norton at april.norton@campcarl.org to reserve your slot. Space is limited.

Attend Training Week and open house:

- 1) Specialist will need to attend various training times that will be outside of the regular training. You will be notified of this training when you are offered the position.
- 2) New staff Wednesday, June 4th, at Noon – 5:00pm
- 3) New and returning staff, Thursday, June 5th, 9:00am – June 6th, 5:00pm.
- 4) OPEN House, Sunday, June 8th, Noon – 7:00pm.
- 5) All staff: Monday, June 9th, 9:00am – Friday, June 13th, 5:00pm.

Team and cabin assignment:

- 1) You will be assigned to one of three teams, based on your request, camp needs, and your qualifications: Day/Junior Camp Team, Children's Overnight Team or Teen Team.
- 2) You will be placed in a cabin, based on leadership recommendations during training week.
- 3) You will be asked to serve in your assignment for the duration of the summer, with an occasional request for flexibility, based on camp's needs.
- 4) Female staff will be housed in cabins. Day/junior and Overnight camp males will be housed in cabins, and Teen camp males will be housed in the Yurts.

Involvement in camp preparation and registration:

- 1) Attend camp church or your local church on Sundays. Camp service will start at 11:00am.
- 2) Participate in Sunday's fellowship lunch at 12:30pm on camp property.
- 3) Attend team meetings each Sunday from 1:30pm – 2:30pm.
- 4) Attend camp meetings each Sunday from 3:00pm – 3:30pm.
- 5) Prep for camp registrations 3:30pm – 4:30pm.
- 6) Participate in various registration responsibilities. 4:30pm – 6:00pm.
- 7) Staff will be dismissed on Friday, as soon as the camp is cleaned and prepped for the upcoming week.
- 8) Attend the Friday closing camp meeting once responsibilities are completed.
- 9) Enjoy your time off (Friday evening, Saturday and Sunday morning), getting rest for the next week.

Support the overall function of camp:

- 1) Support the purpose of camp: *to provide an excellent camp experience that draws people to Jesus Christ.*
- 2) Receive constructive feedback and direction from the leadership team and fellow team members.
- 3) Participate in activities and chapels, providing a positive example to individuals involved with camp.
- 4) Be involved with meal duty, based on your cabin assignment and schedule.
- 5) Submit facility concerns and maintenance needs on the **repair request forms**. WHITE copy= Facilities manager, YELLOW copy = Camp director, and PINK copy= self.
- 6) Be familiar with the **Camp Carl Manual**.
- 7) Attend Camp Carl various staff meetings.
- 8) Be pro-active in providing information and suggestions to the director that will ensure the development of practical, efficient, safe, and relevant policies and procedures for your area of responsibility.
- 9) Be willing to assist in other areas of responsibility, as requested by the camp director.

Time off and breaks:

- 1) All staff will have the option of requesting a week off during the summer. Training week and the first week of camp are not an option for vacation.
- 2) Staff will be given a daily break.
- 3) Staff will participate in a weekly Bible study or accountability time with leadership.
- 4) Generally staff are considered "on duty" with your assigned campers while you are on site.