



## Job description: Seasonal staff

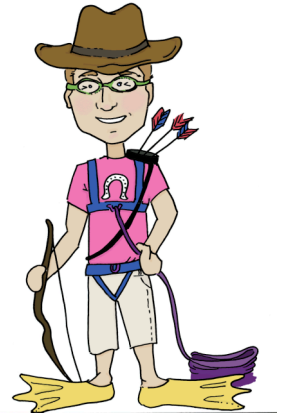
**Position:** Specialist

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

**Description:** The Specialist is in essence the activity manager. You will work directly with the leadership team in order to provide an excellent environment that exhibits Christ's love and principles through intentional activities. You will be the one primarily responsible for making sure the campers are fully experiencing the camp setting and enjoying every minute of it.

**Reporting employees:** Uncertified staff assisting in your area.

**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 all or nothing: 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: 16 years old by the start of summer camp (some individual positions have other age requirements) \$35.00 per day  
Additional Experience Level: See below \$5.00 increase per day  
-Outside professional training in the specialty area  
-One year of service as Camp Carl specialist  
-One year of service at another camp as a "traditional" recreation staff  
Additional Experience Level: See below \$5.00 increase per day  
-Two years of Camp Carl experience as a specialist  
-Two year of service at another camp as a "traditional" recreation staff  
Additional Experience Level: Auxiliary training. \$5.00 increase per day  
-If you go through additional training for another specialist position that is not categorized in the same flavor. Example If a wrangler would like to receive the auxiliary training they will need to receive training in one position under challenge, aquatics, support activity or support facility.

### General Qualifications:

- a. Successful training in your position
- b. Ability to coordinate multiple tasks
- c. Ability to communicate and problem solve
- d. Supervisory and training skills
- e. 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 activity you are involved with.**

#### 1) Spiritual

- Prepare and execute life applications to activities, as appropriate.
- Be available to participate in big group activities, as needed.
- Be involved with daily personal, team, cabin, and spontaneous prayer.

#### 2) Physical

- Facilitate activities that create energy, promote Biblical principles, encourage positive character development, and allow the camper to experience God's creation in a new way.
- Ensure that the activities planned are safe and responsible.
- Be responsible to the equipment in your "trust", maintaining quality, cleaning as needed, and ensuring items are returned to their place of storage.
- Monitor and ensure that your campers receive their medication, as needed.
- Assist the shepherd with encouraging and enforcing personal hygiene.

#### 3) Emotional

- Provide a nurturing environment during an event, creating an atmosphere of emotional safety.
- Ensure that no campers cause a negative camp experience for others.
- Assist with campers that are homesick, encouraging them to assimilate into the camp family.

#### 4) Intellectual

- Be aware of the current cognitive development of your campers as you encourage them to participate in an activity.
- Provide systematic, age-appropriate information to the campers about any activity you are responsible for facilitating.
- Allow for the campers to leave with tools to grow in Christ.

## 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 12<sup>th</sup>, 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](mailto: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 4<sup>th</sup>, at Noon – 5:00pm
- 3) New and returning staff, Thursday, June 5<sup>th</sup>, 9:00am – June 6<sup>th</sup>, 5:00pm.
- 4) OPEN House, Sunday, June 8<sup>th</sup>, Noon – 7:00pm.
- 5) All staff: Monday, June 9<sup>th</sup>, 9:00am – Friday, June 13<sup>th</sup>, 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.

# Specialty areas available

Western flavor specialist				
Position	Description	Training needed	Age limit	Positions available
<b>Wrangler Professional</b>	<ul style="list-style-type: none"> <li>-Prepare horses for trail rides or activities</li> <li>-Lead the trail rides</li> <li>-Facilitate horse lessons</li> <li>-Facilitate breakfast trail rides</li> <li>-Perform barn chores and low impact maintenance</li> </ul>	<ul style="list-style-type: none"> <li>✓ Served one year at Camp Carl and/or receive a recommendation from the barn manager.</li> <li>✓ Attend the entire wrangler training scheduled outside of standard training week.</li> <li>✓ Attend entire training week</li> <li>✓ Volunteer with spring trail rides, minimum 2 Saturdays</li> <li>✓ Posses a high level of equestrian experience</li> <li>✓ Posses CPR and first aid certification</li> </ul>	18 or older	<b>3</b>
<b>Western Activity Facilitator</b>	<ul style="list-style-type: none"> <li>-Prepare horses for trail rides or activities</li> <li>-Facilitate activities related to the horse barn and assist with other activities as assigned</li> <li>-Wrangle for trail rides</li> <li>-Assist with breakfast trail rides</li> <li>-Perform barn chores and low impact maintenance</li> </ul>	<ul style="list-style-type: none"> <li>✓ Complete trail ride training scheduled outside of standard training week.</li> <li>✓ Attend training week</li> <li>✓ Posses basic equestrian knowledge</li> <li>✓ Complete activity training</li> <li>✓ Posses CPR and first aid certification</li> </ul>	18 or older	<b>2</b>
<b>Wrangler Assistant</b>	<ul style="list-style-type: none"> <li>-Prepare horses for trail rides or activities</li> <li>-Perform barn chores and low impact maintenance</li> <li>-Wrangle for trail rides.</li> <li>-Assist with breakfast trail rides</li> <li>-Assist in facilitating activities</li> </ul>	<ul style="list-style-type: none"> <li>✓ Complete trail ride training scheduled outside of standard training week.</li> <li>✓ Attend training week</li> <li>✓ Volunteer with spring trail rides, minimum 2 Saturdays</li> <li>✓ Posses basic equestrian knowledge</li> <li>✓ Posses CPR and first aid certification</li> </ul>	16 or older	<b>2</b>

Revised February 12, 2008

## Specialty areas available

Aquatic flavor specialist				
Position	Description	Training needed	Age limit	Positions available
<b>Aquatics Professional</b>	<ul style="list-style-type: none"> <li>-Oversee all waterfront areas</li> <li>-Oversee the preparation of the waterfront</li> <li>-Guard waterfront assignment, as needed</li> <li>-Oversee facilitated activities</li> <li>-Participate in aquatic chores and low impact maintenance, as needed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Posses extensive aquatics experience</li> <li>✓ Provide camp with a copy of a Red Cross lifeguard certification.</li> <li>✓ Pass Camp Carl's lifeguard test</li> <li>✓ Attend training week</li> </ul>	21 or older	<b>1</b>
<b>Lifeguard</b>	<ul style="list-style-type: none"> <li>-Prepare the assigned waterfront for activity</li> <li>-Guard waterfront assignment.</li> <li>-Assist in facilitating activities</li> <li>-Participate in aquatic chores and low impact maintenance, as needed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide camp with a copy of a Red Cross lifeguard certification.</li> <li>✓ Pass Camp Carl's lifeguard test</li> <li>✓ Attend training week</li> </ul>	16 or older	<b>4</b>
<b>Lifeguard Activity Facilitator</b>	<ul style="list-style-type: none"> <li>-Prepare the assigned waterfront for activity</li> <li>-Facilitate activities related to the waterfront and assist with other activities as assigned</li> <li>-Guard waterfront assignment, as needed</li> <li>-Participate in aquatic chores and low impact maintenance, as needed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide camp with a copy of a Red Cross lifeguard certification.</li> <li>✓ Pass Camp Carl's lifeguard test</li> <li>✓ Attend training week</li> </ul>	18 or older	<b>4</b>
<b>Boat driver</b>	<ul style="list-style-type: none"> <li>-Prepare and maintain the boats for activity</li> <li>-Drive the boats, providing fun and safety for all campers</li> <li>-Participate in aquatic chores and low impact maintenance, as needed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide camp with a copy of your Ohio Division of Watercraft certificate for the boater education course</li> <li>✓ Attend training week</li> <li>✓ Posses CPR and first aid certification</li> <li>✓ Ability to pass a Camp Carl swim test</li> <li>✓ Assist lifeguards with rescues</li> </ul>	21 or older	<b>2-3</b>

Revised February 12, 2008

# Specialty areas available

Challenge flavor specialist				
Position	Description	Training needed	Age limit	Positions available
<b>High Ropes Professional</b>	<ul style="list-style-type: none"> <li>-Oversee the facilitation and maintenance of the ropes equipment</li> <li>-Facilitate the tower and zip line</li> <li>-Facilitate the pamper pole</li> <li>-Facilitate the cat walk</li> <li>-Facilitate indoor ropes</li> <li>-Facilitate initiatives</li> <li>-Oversee chores and low impact maintenance, as needed and related to this area</li> </ul>	<ul style="list-style-type: none"> <li>✓ Served one year at Camp Carl and receive a recommendation from the challenge supervisor.</li> <li>✓ Attend the entire ropes training scheduled outside of standard training week.</li> <li>✓ Attend entire training week</li> <li>✓ Posses a high level of challenge experience.</li> <li>✓ Posses CPR and first aid certification</li> </ul>	21 or over	<b>1</b>
<b>High Ropes Facilitator</b>	<ul style="list-style-type: none"> <li>-Prepare the assigned area for activity</li> <li>-Facilitate the tower and zip line</li> <li>-Facilitate the pamper pole</li> <li>-Facilitate the cat walk</li> <li>-Facilitate paintball</li> <li>-Participate in chores and low impact maintenance, as needed and related to this area</li> </ul>	<ul style="list-style-type: none"> <li>✓ Attend the entire ropes training scheduled outside of standard training week.</li> <li>✓ Attend entire training week</li> <li>✓ Posses CPR and first aid certification</li> </ul>	18 or over	<b>3</b>
<b>Low Ropes Facilitator</b>	<ul style="list-style-type: none"> <li>-Prepare the assigned area for activity</li> <li>-Facilitate indoor ropes</li> <li>-Facilitate initiatives</li> <li>-Assist with high ropes facilitation</li> <li>-Facilitate paintball</li> <li>-Participate in chores and low impact maintenance, as needed and related to this area</li> </ul>	<ul style="list-style-type: none"> <li>✓ Attend the entire ropes training scheduled outside of standard training week.</li> <li>✓ Attend entire training week</li> <li>✓ Posses CPR and first aid certification</li> </ul>	18 or over	<b>2</b>
<b>Challenge Activity Facilitator</b>	<ul style="list-style-type: none"> <li>-Prepare the assigned area for activity</li> <li>-Facilitate frisbee golf</li> <li>-Facilitate archery</li> <li>-Facilitate initiatives</li> <li>-Facilitate paintball</li> <li>-Participate in chores and low impact maintenance, as needed and related to this area</li> </ul>	<ul style="list-style-type: none"> <li>✓ Attend the archery training scheduled outside of standard training week.</li> <li>✓ Attend entire training week</li> <li>✓ Posses CPR and first aid certification</li> </ul>	18 or older	<b>3</b>

# Specialty areas available

## Support Activity Specialist- Flavor

Position	Description	Training needed	Age limit	Positions available
<b>Fine Impact Activity facilitator</b>	<ul style="list-style-type: none"> <li>-Prepared the assigned area for activity</li> <li>-Facilitate camp crafts and projects</li> <li>-Facilitate custom activities</li> <li>-Facilitate frisbee golf</li> <li>-Assist day/junior camp trail rides</li> <li>-Participate in chores and low impact maintenance, as needed and related to this area</li> </ul>	<ul style="list-style-type: none"> <li>✓ Attend entire training week</li> <li>✓ Posses CPR and first aid certification</li> </ul>	16 or older	<b>2</b>
<b>Impact Activity facilitator</b>	<ul style="list-style-type: none"> <li>-Prepared the assigned area for activity</li> <li>-Facilitate pavilion activity</li> <li>-Facilitate custom activities</li> <li>-Facilitate big group activities</li> <li>-Facilitate nature and creek walk</li> <li>-Assist with facilitating paintball</li> <li>-Assist day/junior camp trail rides</li> <li>-Participate in chores and low impact maintenance, as needed and related to this area</li> </ul>	<ul style="list-style-type: none"> <li>✓ Attend entire training week</li> <li>✓ Posses CPR and first aid certification</li> </ul>	18 or older	<b>2</b>
<b>Music Professional</b>	<ul style="list-style-type: none"> <li>-Lead teen camp into worship</li> <li>-Oversee the worship for day/junior and overnight camp</li> <li>-Oversee practices for chapel times</li> <li>-Work with leadership to complement the chapel services.</li> <li>-Prepare power points for assigned worship times</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide references from prior experience leading worship</li> <li>✓ Attend entire training week</li> <li>✓ Connect with leadership prior to camp.</li> <li>✓ Demonstrate proficiency with three or four instruments</li> <li>✓ Familiarity with sound systems</li> <li>✓ Posses CPR and first aid certification</li> </ul>	20 or over	<b>1</b>
<b>Music Assistant</b>	<ul style="list-style-type: none"> <li>-Lead an assigned team, day/junior, (overnight or teen camp) into worship</li> <li>-Assist in other chapel times, when available</li> <li>-Coordinate practices for chapel times</li> <li>-Work with leadership to complement the chapel services.</li> <li>-Prepare power points for assigned worship times</li> </ul>	<ul style="list-style-type: none"> <li>✓ Attend entire training week</li> <li>✓ Connect with leadership prior to camp.</li> <li>✓ Proficiency with two – three instruments</li> <li>✓ Familiarity with sound systems</li> <li>✓ Posses CPR and first aid certification</li> </ul>	17 or over	<b>2</b>
<b>Photo/Video/ Office Facilitator</b>	<ul style="list-style-type: none"> <li>-Take pictures of individual cabins for assigned teams</li> <li>-Distribute t-shirts with picture</li> <li>-Prepare pictures in template, print and make ready for Friday distribution</li> <li>-Prepare team slide show video with I Movie for Friday presentation</li> <li>-Assist with office duties</li> <li>-Assist other photographers as they work on various assignments</li> </ul>	<ul style="list-style-type: none"> <li>✓ Posses previous experience in photography, video production and office work</li> <li>✓ Attend entire training week</li> <li>✓ Posses CPR and first aid certification</li> </ul>	16 or over	<b>3</b>

Revised February 12, 2008

## Specialty areas available

Support Facility Specialist- Flavor				
Position	Description	Training needed	Age limit	Positions available
<b>Maintenance Supervisor</b>	-Project coordinator -Assist in oversight of maintenance -Coordinate activity set up	<ul style="list-style-type: none"> <li>✓ Attend entire training week</li> <li>✓ Posses CPR and first aid certification</li> </ul>	18 or over	<b>1</b>
<b>Maintenance Assistant</b>	-Mowing -General maintenance -Assist with projects -Food service	<ul style="list-style-type: none"> <li>✓ Attend entire training week</li> <li>✓ Posses CPR and first aid certification</li> </ul>	16 or over	<b>3</b>
<b>Facility Assistant</b>	-Housekeeping -Assist with projects -Food service -Lost and found -Assist day/junior camp trail rides	<ul style="list-style-type: none"> <li>✓ Attend entire training week</li> <li>✓ Posses CPR and first aid certification</li> </ul>	16 or over	<b>2</b>

Revised February 12, 2008