

Bethelwoods 2020 Summer Staff Job Descriptions



Day Camp Coordinator- 1 Position

Description: This staff member has responsibility for leading and facilitating the on-site day camp programs, including communicating daily with parents, supporting Day Camp staff and campers, and planning new activities to ensure that campers that come multiple weeks have a successful week. The Day Camp Coordinator will also assist with leading Staff Training. This staff member is responsible to the Bethelwoods Program Coordinator. \$250 per week plus room and board; May 27-August 14

Resident Camp Coordinator- 1 Position

Description: The Resident Camp Coordinator is responsible for leading and facilitating the overnight programming at Bethelwoods, such as block scheduling, providing support to summer staff, covering off-blocks, and planning and facilitating all-camp activities. The Resident Camp Coordinator will also assist with leading Staff Training. This staff member is responsible to the Bethelwoods Program Coordinator. This role may rotate with the Camp-in-a-Van Coordinator throughout the summer depending on needs of the programs. \$250 per week plus room and board; May 27-August 14

Camp-in-a-Van Coordinator- 1 Position

Description: The Camp-in-a-Van Coordinator is responsible for leading and facilitating the off-site camping programs at Bethelwoods. The Camp-in-a-Van Coordinator will also assist with leading Staff Training. This staff member is responsible to the Bethelwoods Program Coordinator. This role may rotate with the Resident Camp Coordinator throughout the summer depending on needs of the programs. \$250 per week plus room and board; May 27-August 14

Leader/Counselor in Training Coordinator- 1 Position

Description: The LIT/CIT Coordinator is responsible for leading our High School Christian Leadership Development programs, from teaching them how to build Christian community to teaching them to lead activities and Bible studies for kids to empowering them to take on different leadership skills. The LIT/CIT Coordinator will be expected to work portions of weekends during LIT and CIT sessions and will assist with leading staff training. This staff member is responsible to the Bethelwoods Program Coordinator. \$250 per week plus room and board; May 27-August 14

Counselor- 20+ Positions

Description: Counselors' primary responsibilities include supervising children and youth (K5-12th grade) in a cabin setting. Counselors lead Bible studies, recreation, activities, and worship. They will rotate between resident camp, day camp, and camp-in-a-van programming. They are responsible to their leadership staff and ultimately to the Program Coordinator. \$235 per week plus room and board; May 31-August 8

Media Intern 1 Position

Description: The Media Intern will help in the office with social media, registration needs, mailings, taking pictures of camper activities, creating presentations for closing programs, and other office related tasks. This staff member must be able to work with parents and general public well. This person will rotate to support staff after the office closes at night and could potentially serve as a Counselor some weeks depending on program needs. This staff member is responsible to leadership staff, Office Manager, and ultimately to the Program Coordinator. \$235 per week plus room and board; May 31-August 8

Lifeguard- 1-2 Positions

Descriptions: Lifeguards will be responsible for regular pool maintenance, including daily safety and cleanliness checks of the pool. Lifeguards serve both campers and hosted groups at camp. When not assigned pool and lifeguard related duties, this staff member will serve as support staff, performing additional tasks as needed for summer camp ministry. \$235 per week plus room and board; June 7-August 14

Food Service Staff- 4+ Positions (Application Coming Soon)

Description: These individuals report directly to the Food Service Manager. Food Service Staff are responsible for timely preparation and service of meals, while maintaining a clean and sanitary environment. These individuals are also tasked with clean-up of food prep services and dishes. This is an hourly position. May 31-August 14; Ages 16 & Up.

Maintenance Staff- 2 Positions (Application Coming Soon)

Description: The maintenance staffs' primary responsibility are assisting the maintenance supervisor in groundskeeping, mowing, weed eating etc., as well as other maintenance needs of a busy site. Ability to lift 50 pounds. Age 16 and up. This is an hourly position. May 31-August 14; Ages 16 & Up