

Camp Magruder Summer Resource Staff

Job Description 2023

General Description: Summer Resource Staff provides Christian hospitality and learning for visitors, by leading activities, assisting in programming, and helping maintain the camp.

Summer Resource Staff works under a Program Leadership Team who will assist and guide as needed. Summer Resource employees comply with camp rules, safety procedures, job goals, and periodic performance reviews.

Resource Staff split time between two types of groups: (1) Camp Magruder, spiritually focused camps and retreats for children, youth, or families and (2) non-profit Retreat Groups who plan their own schedules. Resource Staff leads activities for both groups, but is more heavily involved in the day-to-day life of Magruder sponsored camps. Involvement with retreat guests is heavily dependent on how they orient their schedules and request staff involvement. Staff is expected to model Christian hospitality and encouraged to seek connection with all guests. Resource Staff engages with a wide range of spiritually-focused personal development, and all backgrounds are welcome with no emphasis on changing one's personal beliefs.

Pay: \$570 with room & board provided

Period of Employment: June 13 - September 5 (Individual terms of employment may vary) with one week off (July 23-30)

Hours and Time Off: Resource staff works 10-15 hours per day with 2 hours break each day and a block of 12-24 hours per week for personal time. Additional days off may be negotiated. Personal time will be scheduled by Camp Leadership and will depend on schedules and staff on site.

Required Qualifications:

- At least 18 years old by June 20, 2022
- Current First Aid/CPR certifications
- Oregon State Food Handler's card

Desired Qualifications:

- Lifeguard Certification
- Leadership skills with children and youth
- Leadership skills in at least 6 of the "Program Responsibilities," below
- Willingness to share faith
- Experience as a CIT, RIT, counselor or leader at an organized camp or youth program

Training: Participate in pre-camp orientation, in-service trainings as scheduled, and continuing education during camp.

Program Responsibilities: Summer Resource Staff work with Camp Deans, Summer Program Director, Retreat Group Leaders, and Permanent Staff to coordinate staffing and manage materials for programs and activities below. Summer Resource Staff lead or assist camper activities as skills and abilities allow, including, but not limited to:

- Bible Study / Devotions
- Nature Discovery
- Tidepool Trips
- Waterfront / Lifeguarding
- Challenge Course
- Music / Song Leading
- Group Discussions
- Morning Watch / Campfire
- Cooperative Games
- Archery

- Camp Crafts (Pottery, Candles, etc)
- Cookouts
- Home-in-the-Woods Shelters
- Dining Hall Crew Supervision (KP)

Support Roles:

Support counselors by:

- Leading program activities as instructed by the Permanent Staff or Camp Deans
- Assisting with camper discipline and problem-solving as needed
- Providing advice and encouragement

Support Food Services by:

- Hosting the Dining Hall for program and hospitality groups
- Assisting with set up
- Facilitating meal starts, announcements, grace (when needed), and buffet line direction
- Leading clean-up, coordination of duties, disposal of trash, compost and recycling

Support Housekeeping by:

- Directing campers and volunteer staff in housekeeping tasks such as daily shower house cleaning.
- Assisting housekeeping crew with camp clean-up between guest groups.

Support Maintenance by:

- Reporting damaged property or camp equipment that isn't working properly
- Handle maintenance equipment with care, according to the direction of Permanent Staff
- Promptly returning borrowed tools

Meetings/Availability: Meet daily to review schedules and responsibilities, weekly for program evaluation and to plan the upcoming week. When not scheduled to lead activities, resource staff remains available to team managers and stays involved with program activities in a helpful, enthusiastic way.

Additional Assignments: Cabin counseling assignments on a short term or emergency basis as well as the possibility one-on-one work with special needs campers are possible.

Grounds for Dismissal: Camp Magruder seeks to be a reconciling ministry and believes in acceptance and second chances, but must first consider the physical and emotional safety of campers and guests as well as the camp's reputation as a safe, loving community.

We genuinely want to work with staff to help them grow through mistakes and shortcomings, but we may find it necessary to dismiss staffers for reasons below but not limited to:

- Abusive behavior towards campers, guests, or coworkers
- Consistent refusal or inability to carry out tasks outlined by Job Description
- Actions that create a hostile work environment and cause irreparable damage to the camp staff community
- Consistent disregard of safety protocol in activities that are reckless or too relaxed in nature, creating dangerous situations
- Substance abuse, especially when occurring during or near work hours, particularly with substances impairing judgment and ability
- Unapproved absences from responsibilities, or consistent tardiness that affects other staffers' abilities to perform their responsibilities