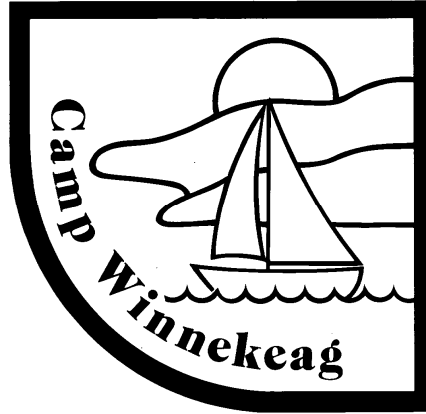


Camp Winnekeag



"The Camp that Cares"

Staff Mission:

To spiritually transform campers and staff through inspiring worships and caring relationships. Participant involvement in every aspect of camp life is key to overall success.

**Summer Camp
Return Staff Application**
Due January 21

Application and Hiring Process

1. Read the description(s) of staff positions.
 2. Complete **all forms** and mail to: Camp Winnekeag; PO Box 1169; South Lancaster, MA 01561 or FAX to (978) 365-3838.
 - Recommendation forms are good for 2 years.
 - Send photo copy of government issued photo ID with application.
 - Be aware documents are required for the I-9.
 - Provide proof of any certifications you may have.
- It is **your responsibility** to see that all required forms are received by our office on time. We need all required forms in our office by Friday, January 21, 2013.
3. Once you have sent in your paperwork, you should call (978) 365-4551 x 675 to set up an interview appointment.
 4. Background check results obtained.
 5. Staff agreement (contract) completed.
 6. Have a physical exam done. Be sure the doctor completes section 4 of the Health History and Examination form. You must complete section 1, 2, and 3. Be sure you (and your parents if you are under 18) sign Section 3 on the medical form. Bring completed forms on your first day of camp or mail forms into office before the start of camp.
 - Physical exams are good for two years. Sections 1, 2, and 3 of the Health form need to be filled out **each** year.
 7. All staff, volunteers, & IT's must report to camp for staff training. ADCO staff reports one week earlier than other staff.
 8. Upon arrive at camp, all staff, volunteers, and IT's will receive a Staff Manual and uniform shirt.

These job descriptions are listed here to assist you in determining the position for which you wish you qualify based on requirements, experience and training. Each description includes the specific **qualifications (Q)** and **responsibilities (R)** of the position.

ALL STAFF POSITIONS

- Q.
1. A Seventh-day Adventist Christian.
 2. Minimum age requirement, 18 years. (Very limited positions available for 16 & 17 year-olds.)
 3. Good health and vitality.
 4. Ability to relate to children.
 5. Ability to fulfill responsibility.
 6. Ability to share the gospel.
 7. Ability to work with a group, and to take direction/ advice.
- R.
1. Understand, accept, and follow the philosophy, operational goals, and specific objectives of the camp.
 2. Participate in all staff appointments, including morning worships, campfires, and camp councils.
 3. Develop skills and attitudes to do the best possible job.
 4. Assist other staff in ways to develop a spirit of cooperation.
 5. Communicate with peers and supervisors on any point or question of concern.
 6. Participate in all Sabbath programming.
 7. Inventory all equipment in your department at the beginning and end of camping season.
 8. Actively follow all safety procedures and meet ACA standards in your area of responsibility.
 9. Use activity areas during published times only. Some activities may not be used in the evening.

ARCHERY/SPORTS INSTRUCTORS

- Q.
1. Must possess skills and experience in the sport.
 2. Must possess ability to teach.
- R.
1. Must have certification where required.
 2. Must be patient with others.
 3. Must know and practice safety rules for the sport.
 4. Must maintain area and equipment.
 5. Be sure archery area is marked clearly for safety.
 6. Follow safety procedures.

ASSISTANT CAMP DIRECTOR

- Q.
1. Be at least 25 years of age.
 2. Previous camp experience.
 3. Knowledge of overall camp program.
 4. Ability to teach classes.
 5. Show loyalty to camp director.
 6. Must be able to work well and effectively with people.
 7. Must possess good problem-solving skills.
 8. Must work closely with camp director to manage staff.
 9. Possess good communication skills.
- R.
1. Direct the camp during the absence of the camp director.
 2. Assist in the training of camp staff.
 3. Serve as counselor and advisor to staff in their areas and future development.
 4. Direct such camp activities as mutually agreed upon with the camp director.
 5. Conduct daily cabin inspections.
 6. Schedule staff days off & staff worships.
 7. Encourage staff to maintain a good quality program.
 8. Communicate with staff regularly any schedule or expectation changes.
 9. Serve as a staff representative when necessary.
 10. Communicate staff needs to camp director.

BOAT DRIVER

- Q.
1. Be at least 21 years of age.
 2. Demonstrate safe boat driving skills.
 3. Previous experience operating power boats.
 4. Must possess boating safety certification.
 5. Must have acute awareness of safety while on the water.
 6. Hold a current American Red Cross Lifeguard/CPR/FPFR certificate or equivalent.
- R.
1. Initiate and practice strict safety programs.
 2. Insure that all safety equipment is in ski boat.
 3. Insure that all ski equipment is stored and kept in good condition.
 4. In stormy weather insure that ski boat is safely ashore.
 5. Have an emergency plan in place and ready to implement at a moment's notice when necessary.

BOYS & GIRLS DIRECTORS

- Q.
1. Be at least 21 years of age.
 2. Responsible leader who works well with organizing large groups.
 3. Previous summer camp counseling experience.
- R.
1. Give direction and support to counselors.
 2. Work with counselors to meet needs of children under their

care.

3. Assign campers to cabins at registration.
4. Assist with any disciplinary issue which may arise
5. Develop system of cabin clean-up, involving all assigned campers.
6. Promote a good time for all campers.
7. Search for opportunities to help campers grow spiritually.
8. Co-direct all line calls, flag ceremonies and mail call.
9. Collect decision cards from counselors and give to campfire program director.
10. Serve on the administrative council.
11. Check all cabins before curfew.
12. Work closely with the camp director in providing for campers needs in keeping with the philosophy of camp.

STORE MANAGER

- Q.
1. Ability to keep financial records of all transactions.
 2. Ability to appraise camp director of budget confines.
- R.
1. Keep track of all receipts of expenditures.
 2. Inform camp director of all budgetary transactions, being sure to stay within the budget.
 3. Operate and manage the camp store.
 4. Open the camp store during designated hours.
 5. Balance the register at the end of each day.
 6. Keep the store stocked and clean at all times.

PROGRAM DIRECTOR

- Q.
1. Previous camp experience.
 2. Organizational ability
 3. Creative.
- R.
1. Coordinate nightly campfire programs.
 2. Organize and direct Friday evening program.
 3. Work with camp director in organizing Sabbath activities.
 4. Plan the banquet for teen camp.
 5. Coordinate camp council skits.
 6. Direct media production for Saturday night in conjunction with the photographer.
 7. Select dramas/skits for campfire & camp council.
 8. Responsible for campfire setups including props for programs.
 9. Work with campers' activities assignment and ensure campers are in class.

CANOEING/SMALLCRAFT INSTRUCTOR

- Q.
1. Knowledge of canoeing and small boating skills.
 2. Ability to patiently communicate and demonstrate skills.
 3. Hold a current American Red Cross Lifeguard Certificate or equivalent.
- R.
1. Teach basic canoeing/boating skills following the AY Honor curriculum.
 2. Insure that all boaters wear PFD's, including the instructor.
 3. Inspect condition of PFD's and insure that all are in good repair.
 4. Inform camp director if more help is needed.

CAMP PASTOR

- Q.
1. Set spiritual tone and direction for campers.
 2. Plan devotions for staff and campers, provide relevant Bible studies for campers, and function to encourage their walk spiritually.
- R.
1. Work closely with the program director to ensure that programming is spiritually on target. Will be responsible to give advice to program director on what can be improved.
 2. Provide devotions and wrap ups for campfires, Sabbath spiritual program, camp councils, and worship services as needed.
 3. Assist in campfire setups, including preparing and moving props needed at each program.
 4. During second period in the morning, visit classes to connect and encourage campers. Pray and encourage campers continually.
 5. Must stay spiritually connected.
 6. During Friday afternoon, help prepare for Friday evening programming, Sabbath sermon.

CHRISTIAN DRAMA INSTRUCTOR

- Q.
1. Basic knowledge of drama/music skills and techniques.
 2. Ability to communicate the gospel through Christian drama/music.
- R.
1. Teach Christian drama class/lead in singing.

2. Select dramas/skits/songs/music for class.
3. Lead class in Christian drama/music presentation during Sabbath programming.

5. Must be able to care for the herd and maintain equipment and care for the stable.
6. Teach the AY honor on horsemanship.

COUNSELOR

- Q.
1. Be at least 18 years of age.
 2. Must love kids and be able to maintain good discipline.
- R.
1. Welcome campers upon arrival. Assign campers a bunk and introduce to other campers.
 2. Assist campers in the morning: getting up, preparing for the day, etc.
 3. Be in cabin **at all times** when campers are there and enforce cabin discipline.
 4. Be prompt with group at all camp activities.
 5. Help campers write to parents and friends.
 6. Help campers select free time activities.
 7. Make opportunities to personally counsel with each camper.
 8. Become familiar with and obey all camp rules and regulations: questions or disagreements should be discussed only with camp director **in private**.
 9. Report symptoms of ill health or injuries to nurse immediately.
 10. Consult with camp director regarding camper needs.
 11. Lead daily cabin devotions, morning and evening.
 12. Supervise Sunday morning cabin clean-up: check lost and found with campers and empty clothesline.
 13. Make a report of spiritual progress of campers for home church follow-up.

CRAFTS/CERAMICS INSTRUCTOR

- Q.
1. Experience or training in crafts and/or art.
 2. Ability to communicate skills to campers.
 3. Patience for individualized attention.
- R.
1. Formulate a craft program in harmony with the camp's objectives.
 2. Secure craft building when not in use. Keep all crafts secure and safe.
 3. Maintain and clean building and equipment.
 4. Submit craft order to camp director.
 5. Inventory craft equipment and supplies at beginning and end of camping season.

FOOD SERVICE DIRECTOR'S ASSISTANT

- Q.
1. Be at least 21 years of age.
 2. Previous experience in food preparation.
 3. Knowledge and ability to prepare well-balanced meals for youth.
 4. Willingness to make adjustments and follow decisions of camp director and food service director.
 5. Ability to work well with campers and kitchen staff.
 6. Supervisory ability.
 7. Ability to assist in making menus and ordering/receiving orders.
- R.
1. Work with the food service director in planning weekly menus.
 2. Assist food service director in managing kitchen.
 3. Supervise preparation and serving of meals.
 4. Prepare kitchen staff work schedules in absence of director.
 5. Maintain a clean and safe kitchen, stockroom, and equipment.
 6. Promote a cheerful and pleasant atmosphere in kitchen and dining hall at all times.
 7. Maintain a Christian atmosphere in kitchen and dining hall at all times.
 8. Maintain proper records as required by the health department and ACA.
 9. Meet the necessary standards to maintain ACA accreditation.
 10. Sabbath meal preparation done on Friday.

HORSEMANSHIP DIRECTOR

- Q.
1. Be at least 21 years of age.
 2. Hold current CHA or EMW certification & MA license.
 3. Previous experience working at summer camp.
 4. Previous experience in riding and horse care.
 5. Knowledge of horses, including potential ailments.
 6. Ability to communicate and demonstrate proper horsemanship.
- R.
1. Be able to give instruction to students and to staff assigned to assist.
 2. Assume that no one can ride a horse until they have demonstrated otherwise.
 3. Maintain vigilant supervision while campers are mounted.
 4. Implement all safety precautions.

HORSEMANSHIP ASSISTANT

- Q.
1. Must have knowledge of horses, proper care and riding.
 2. Previous experience with horses.
- R.
1. Assist horsemanship director in caring for horses, cleaning stables, cleaning riding arena, etc.
 2. Assist horsemanship director in class instruction, being sure to follow all safety precautions.

KITCHEN ASSISTANT

- Q.
1. Dependable.
 2. Previous kitchen experience.
- R.
1. Assist food service director in meal preparation and in serving the meal.
 2. Keep assigned work area clean and orderly.
 3. Maintain a cheerful and positive attitude.

MAINTENANCE AND GROUNDS ASSISTANT

- Q.
1. Previous experience in repairing things.
 2. Ability to work independent of others.
 3. Good driving record.
 4. Mechanical ability.
- R.
1. Assist in camp vehicle maintenance and cleaning.
 2. Perform general maintenance duties.
 3. Help in keeping the grounds mowed, flower beds weeded, bushes trimmed and attractive, etc.

MOUNTAIN BIKING/BMX INSTRUCTOR

- Q.
1. Knowledge of mountain bikes and the sport of mountain biking.
 2. Mechanical knowledge of bike repair.
 3. Good physical endurance.
- R.
1. Ability to lead a bicycle day trip.
 2. Plan bicycle trips.
 3. Keep trails clear for biking.
 4. Maintain and repair all the bikes on a regular basis.
 5. Coordinate use of bikes during free time.
 6. Ability to teach AY honor.

MUSIC LEADER

- Q.
1. Previous experience in song leading.
 2. Ability to select music in keeping with the camps standards, goals and objectives for worship.
 3. Ability to work with a team.
- R.
1. Lead songs for all programming such as campfires.
 2. Care for all music equipment, such as keyboard, guitars and sheet music.
 3. Maintain a Christian influence and attitude at all times.

NATURE/OUTDOOR EDUCATION INSTRUCTOR

- Q.
1. Be at least 18 years of age.
 2. Knowledge of nature and outdoor education.
 3. Ability to communicate subject and skills.
- R.
1. Develop and teach meaningful nature/outdoor classes.
 2. Lead out in nature experiences at campfires and Sabbath activities.
 3. Plan a hiking trip complete with overnight camp out.
 4. Teach and demonstrate outdoor living skills keeping safety first and foremost.
 5. Teach an AY honor related to nature.

OFFICE SECRETARY

- Q.
1. Ability to communicate clearly, answer phones, and greet people.
 2. Ability to do multi-tasking in a busy office.
 3. Ability to follow instructions.
 4. Possess a cheerful attitude.
 5. Have prior office experience.
- R.
1. Know proper office etiquette for telephone answering, writing letters, greeting customers.
 2. Initiate emergency codes when necessary.
 3. Sort and distribute the mail, e-mails and any telephone messages each day.
 4. Launder and neatly store lost and found items.
 5. Keep office clean by vacuuming & emptying trash daily.
 6. Type up camper's schedules and staff schedules and make copies as necessary.
 7. Register all guests; provide them with meal arrangements, guest tag, etc. Notify the food service director of any guests.
 8. Assist the conference youth secretary as needed.

DIGITAL PHOTOGRAPHY INSTRUCTOR

- Q. 1. Know the basics of digital photography/videography.
 2. Know camera & computer usage and care.
 3. Know how to use the computer to store and access digital photos/videos.
- R. 1. Teach the AY honor on photography/videography.
 2. Take weekly group photos of campers.
 3. Make sure campers who ordered photos receive one.
 4. Prepare Saturday night video/DVD presentation.
 5. Take photos/video footage to be used for next year's brochure and promotional video.

ROCK CLIMBING/ROPES COURSE INSTRUCTOR

- Q. 1. Be at least 18 years of age.
 2. Have knowledge, experience, and training in the sport of rock climbing and ropes/challenge courses.
 3. Be familiar with belaying and teaching techniques including all safety procedures.
 4. Hold a current First Aid and CPR certification.
 5. Know how to care for the equipment.
- R. 1. Have climbing/ropes course or Top Rope Site Managers certification.
 2. Direct a safe program in this high risk activity.
 3. Insure that all equipment is in good condition and safe for use.
 4. Coordinate and plan rock climbing trip.
 5. Always set proper example of safety by following the protocol involved in rock climbing/ropes courses and by wearing the required safety equipment including harness & helmet.

SAILING INSTRUCTOR

- Q. 1. Have general knowledge of sailing and sailboats.
 2. Ability to communicate and demonstrate skills.
 3. Hold a current American Red Cross Lifeguard and CPR/FPR certificate or equivalent.
 4. Must possess a current sailing certification.
- R. 1. Initiate a strict water safety program.
 2. Instruct students to sail in a safe manner.
 3. Operate equipment in manner that demonstrates, even to those unfamiliar with sailboats, that safety is emphasized.
 4. Keep a written record of each camper's progress.
 5. Take proper care of all sailing equipment.

SWIMMING INSTRUCTOR/LIFEGUARD

- Q. 1. Hold a current American Red Cross Lifeguard and CPR/FPR certificate or equivalent.
 2. Ability to communicate and demonstrate skill and subject.
- R. 1. Teach swimming classes for various levels.
 2. Lifeguard as assigned by waterfront director.
 3. Provide lifeguard for water-related outposts.

TRANSPORTATION DRIVER

- Q. 1. Be at least 25 years of age.
 2. Be a mature, responsible adult.
 3. Hold a valid driver's license.
 4. Must have impeccable driving record.
- R. 1. Coordinate all the transportation needs of the camp.
 2. Follow the ACA maintenance requirements and daily logs for all vehicles.
 3. Make sure that all vehicles are cleaned on a weekly basis.
 4. Keep all transportation records of campers that are transported.
 5. Insure that medical release forms are kept in each vehicle for all staff and campers.

WATERFRONT DIRECTOR

- Q. 1. Be at least 21 years of age.
 2. Be a responsible, mature person with capabilities of leadership.
 3. Previous camp experience.
 4. Previous experience in aquatic activities.
 5. Hold a current Water Safety Instructor certificate or equivalent and CPR/FPR certification.
- R. 1. Meet basic ACA standards for specific programs.
 2. Direct special activities at waterfront.
 3. Assign equipment to each waterfront activity.
 4. Keep camp director informed of any needs for new equipment or repairs.
 5. Keep all waterfront equipment in good, safe working condition.
 6. Be responsible for the neat and clean appearance of the waterfront area after each use.
 7. Prepare progress reports of all campers in swimming or skiing classes.
 8. Assign lifesaving duties as needed.
 9. Assign all waterfront staff duties.
 10. Inventory waterfront equipment at beginning and end of camping season.
 11. Make sure that you have the emergency plan ready to implement in case of emergency.

WATERSKIING/WAKEBOARD/WAKESKATE INSTRUCTOR

- Q. 1. Hold a current American Red Cross Lifeguard and CPR/FPR certificate or equivalent.
 2. Have waterskiing/wakeboarding/wakeskating skills and experience.
 3. Ability to patiently communicate and demonstrate skills.
- R. 1. Supervise all skiing and wakeboarding instruction activities.
 2. Have the emergency plan ready to implement in case of emergency.