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## **Camp Director**

*Les Zollbrecht*

### **Qualifications**

- A Bachelor's degree is required
- A desire to minister to youth, grades 5 through college, and beyond
- Must have most of the following skill set:
  - Strong Bible study skills and devotional life practices
  - Effective preaching and teaching skills
  - Ability to lead and motivate adult leaders
  - Experience in facilitating committees and board meetings
  - Strong organizational, management, and event-planning skills
  - Must enjoy teamwork, office work, weekend work in regard to one's youth ministry calling
- A Master's Degree in Ministry (MDiv or MA) is preferred
- Ordained or commissioned minister in the Seventh-day Adventist Church preferred

### **Supervisors**

OC Administrative Council, OC VP for Administration, Big Lake Management Committee

### **Subordinates**

OC Associate Youth Director, All Big Lake staff

### **Tasks**

- Serve as the Youth Director for the Oregon Conference of Seventh-day Adventists
- Serve as the Big Lake Youth Camp director and be responsible for the summer camp ministry as well as its year-round management
- Give full-time presence and attention to the operation of Big Lake Youth Camp during the summer months
- Work with the Associate Youth Director, department/camp staff, and the Big Lake Management Committee to facilitate the operations of Big Lake Youth Camp which include but are not limited to:
  - Supervise year-round camp staff
  - Facilitate strategic planning and facility development
  - Manage year-round budget
  - Meet all government agencies' compliance issues
  - Market and promote BLYC to the general public
- Direct summer camp ministry that takes place each summer. Jobs include:
  - Interview, hire, and supervise 100 staff to carry out the program
  - Plan and implement staff training, certifications, accreditations
  - Live at camp from mid-June through August to keep it operating smoothly
- Keep everything ministry-focused and gospel-centered

## All CADCO

### Qualifications

- At least 18 years of age
- Previously experienced at Big Lake Youth Camp
- Able to lead and motivate in a positive and professional manner
- Organized and have administrative abilities
- Able to hold others accountable to camp's culture, image, and goals
- Viewed as a leader by peers, as seen in end of summer evaluations

### Supervisors

Camp Director

### Tasks

- Arrange departmental days off
- Assist camp director with pre-camp orientation and training
- Assist in the maintenance of ACA accreditation
- Take compassionate and decisive steps to deal with negativity
- Check in with subordinates regularly to encourage and monitor their successes
- Communicate expectations to staff often and well
- Conduct weekly reviews to maintain unified vision and/or seek improvement
- Consult with camp director to suggest improvements of activities and staff experience
- Give all ideas a hearing and opportunity for success
- Monitor accountability to camp policies within designated department
- Serve as advisor to camp director in all camp programs
- Support overall camp program as needs may dictate and in consultation with camp director

### Results

- Inspire the trust of team and extend trust to team
- Achieve personal goals and encourage team to achieve theirs

## **Activities Director, Arts Director**

*Andrew Wilber, Giselle Bestagno*

### **Qualifications**

- Able to lead and work well with a team
- Skilled in working with people
- Committed to following Jesus and building people

### **Supervisors**

Camp Director, Program Division Director

### **Tasks**

- Facilitate land activities and their instructors
  - Activities should include fun and adventure, second level learning, enrichment of relationships, and spiritual values
- Supervise and assess the competency of instructors and specialists
- Monitor each instructor's curriculum and personal goals for growth
- Be available for instructor support
- Check in with instructors weekly for coaching and share notes with camp director
- Work with sports instructor to coordinate Friday afternoon Olympics and assign staff as needed
- Distribute awards as needed to all instructors each week.
  - Work with purchaser and camp business manager to order new awards as needed
- Work with camp director and CADCO in coordinating class closure/award/promotion activities for Sabbath
- Be camp PR specialist on Sundays greeting guests and helping things run smoothly
- Direct requests for equipment or supplies to camp director, camp business manager, and purchaser

### **Results**

- Campers report that they learned and had fun
- Instructors will show improvement throughout the summer

## Associate Camp Director

*Liesl Schnibbe*

### Qualifications

- A desire to minister to youth, grades 5 through college, and beyond
- Must have most of the following skill set:
  - Leadership and administrative talents
  - Ability to take responsibility for administration of camp in absence of the camp director
  - Passion for kids and camp ministry
  - Desire and ability to build people
  - At least 24 years of age

### Supervisor

Camp Director

### Tasks

- Coordinate areas of administration or program as assigned by the camp director
- Be responsible for camp in absence of camp director as assigned
  - Never be away from camp when the camp director is gone
- Assist in the training and orientation of staff members each new season
- Meet periodically with staff members individually to determine their level of job satisfaction and to offer and accept suggestions for improvement
  - Discuss these meetings with the camp director
  - Pay particular attention to counselors
- Co-organize with the camp director a Wednesday evening staff praise meeting
- Be available for counseling camp staff
- Make it a point to become well acquainted with as many campers as time permits in order to ascertain campers' needs and problems
- Supervise the process of camper evaluation and decision forms, mailing timely letters to Pastors
  - Collect weekly stats for Sunday morning staff meetings and summer ending reports
- Work with Gladstone office business manager to send out parent evaluations within a one month window
- Be a camp ambassador at all times, helping to market and recruit camp throughout Oregon
- Be the on-site RAD director
- Work with camp director to carry out the staff performance evaluation process
- Coordinate morning staff worships
- Coordinate transportation for on-site RAD camps with facility manager
- Work with activities director in coordinating the class closure/award/promotion activities on Sabbath

### Results

- Staff will grow, being affirmed for successes and made aware of areas to improve
- Evaluations will be effective, relevant to camper and parent experiences
- Personal goals will be met for the summer
- Enthusiasm for camp will increase among campers and staff

## **Boys Village Director**

*Trevor Haugen*

### **Qualifications**

- A leader and have organizational, and administrative abilities
- Previously experienced in counseling at Big Lake Youth Camp
- Able to guide, direct and supervise campers and counselors
- Capable and understanding of relational ministry

### **Supervisors**

Camp Director, Associate Camp Director

### **Tasks**

- Make cabin assignments for counselors and campers
- Greet staff and help them get located
- Assist with Sunday registration by planning cabin assignment for each camper
- Schedule counselors' day off and assign substitutes – set up schedule for counselor relief
- Require counselors' knowledge of campers' whereabouts at all times
- Take record at all line calls
- Offer suggestions to counselors for special cabin activities or program features
- Serve as advisor to camp director in all camp programs
- Counsel with staff and campers on problem situations; model great counseling skills
- Check out and approve early departures for campers with nurse, office, and camp director
- Coordinate and supervise the Camp Council program for each morning
- Ring the bell and conduct each line call, mail call, and lost and found calls
- Be concerned with protecting the "larger whole" – deal with the "one percent" that disrupts Big Lake's positive attitude
- Be cleanliness & safety inspectors (see "Cleanliness & Safety Inspectors" job description)
- Make needed phone calls to parents, keeping them in the loop about how things are going
- Check in with counselors regularly to encourage and monitor their successes
- Train counselors and monitor potential bullying activity carefully, intervening quickly
- Direct requests for equipment or supplies to camp director, camp business manager, and purchaser

### *Boys Village Director Specifics*

- Coordinate and collect camper evaluation forms each week and tally results, give results to associate director by Sunday morning staff meeting and place a copy in camper evaluation file in office
- Coordinate and collect camper decision forms each week and tally results, give results to associate director by Sunday morning staff meeting and place a copy in camper decision file in office

### **Results**

- Trust will be inspired in parents, campers, and staff and appropriate trust will be extended
- No significant bullying incidents occur
- Counselors will be healthy and love their jobs



## **Camp Business Manager**

*Erinn von Pohle*

### **Qualifications**

- Understanding of business management and supervision
- A leader
- Experienced in book-keeping
- Proud to represent Big Lake

### **Supervisors**

Camp Director, Associate Camp Director

### **Tasks**

- Coordinate between Gladstone and Big Lake offices to keep the books of Big Lake Youth Camp and maintain a balanced budget
- Keep record of all purchase orders and check requests
- Reimburse staff expenditures as approved by camp director
- Work with store manager to see that:
  - Offering records have been recorded and balanced
  - Store account refund notices are sent home with each camper
  - Staff charges are up to date and paid in full prior to staff leaving for the summer
  - Inventories are kept and ready to be submitted at end of summer
  - Inventories are maintained, supplies ordered and paid for
- Collect the following incomes and prepare for deposit:
  - registration income
  - store sales income
  - offering income
  - guest meal and misc. donation income
- Coordinate ACA preparation (as needed) staying alert to what needs to be done and when
- Be available to contribute in additional ways as requested by camp director

### **Results**

- Inspire headquarters staff and coworker trust
- Weekly reconciled books with understanding of where money is going and why
- Stay within budget

## **Campfire Director**

*Giselle Bestagno*

### **Qualifications**

- A leader and have organizational, and administrative abilities
- Previously employed at Big Lake Youth Camp or another camp
- Organized and have people skills
- Experience in writing plays, directing plays, acting, and stage-managing
- Able to see and address areas of improvement – assess and solve
- Able to hold participants accountable to over-all goals of campfire program

### **Supervisors**

Camp Director, Program Division Director

### **Tasks**

- Maintain control over the campfire production to give it adequate purpose and intent
- Coordinate play directors in the selection of cast, rehearsals, and production of campfire plays
- Work with camp director, associate director, and drama instructor to organize “try-outs” during training
- Oversee nightly campfire program, preparation of running sheets, and timeliness
- Work with campfire committees, camp director and associate director to ensure that campfire continues to improve throughout the summer and that each performance is fresh and enthusiastic
- Oversee/delegate all aspects of campfire program
- Weekly reviews with directors, primary participants, camp director, and props and costumes coordinators to seek improvement & insure all details are being covered
- Create/select/manage music and sound f/x and lighting for plays & events with aid of event leaders
- Create music and light queues for light & sound crew to easily follow
- Lead sound and light team and arrange for training if needed
- Incorporate prayer and campfire goals into every rehearsal and performance
- Coordinate and preview all campfire performances – particularly Saturday night
- Direct requests for equipment or supplies to camp director, camp business manager, and purchaser
- Coordinate special needs for campfire (i.e. video for special events, special guest needs, etc.)
- Coordinate end of summer celebrations/awards for plays

### **Results**

- Inspire team trust and extend trust to team members
- Campfire is new and fresh each week
- Plays will successfully teach the intended lesson each night
- News will be presented professionally and be enjoyed by campers
- Challenge will find fun, creative, achievable games to do

### **Campfire Goals**

- Communicate the love of Jesus in a compelling, energetic, and interactive way - always being sensitive to the age and background of audience
- Have every portion of the event supported with prayer and understanding of purpose
- Keep the professional and positive image of Big Lake evident at all times
- Each part of campfire performance will be above reproach

## **Facility Manager**

*Ross von Pohle*

### **Qualifications**

- Able to provide maintenance in areas of plumbing, electricity, janitorial service, construction and mechanics
- Able to supervise a work crew
- Capable of overseeing the purchase and stocking of general supplies
- Able to lead crews in a positive and friendly manner
- At least 24 years of age

### **Supervisors**

Camp Director

### **Tasks**

- Keep the grounds and roads in good condition.
- Make periodic inspections of all camp facilities assessing needs and addressing them
- Clean and maintain shop and equipment
- Maintain and repair all buildings and equipment as needed. Including the development of a service and maintenance schedule.
- Arrange and monitor the activities of outside contractors as needed
- Plan a regular routine of work for maintenance personnel. This should include daily checking and servicing of restrooms.
- Instruct counselors on how to clean restrooms and make sure all necessary tools, supplies and equipment are available
- Post facility cleaning and kitchen processes as required by ACA
- Order all necessary gasoline and propane and keep on record how much is used
- Initiate and supervise regular maintenance of all camp vehicles
- Provide an adequate, healthy water supply. Test water regularly and keep a record.
- Assemble and maintain blueprints or charts showing location of all utilities, sanitation lines and cut-off points
- Keep food storage areas free from rodents and vermin
- Assume the duties of fire chief during fire emergencies
- Make purchases as authorized. Be budget conscious.
- Maintain and update inventories for camp and equipment
- Act as purchasing agent as needed (See purchaser job description)
- Oversee and organize staff work-assignments.

### **Results**

- Trust is inspired of team and appropriate trust extended
- Smooth running operation
- Reports in evaluations that are positive about facility and cleanliness
- Making “progress” during summer – not just maintaining
- Staying within budget

## **Food Service Director**

*Heidi Woodworth*

### **Qualifications**

- At least 21 years of age
- Current with Food Handler's Permit
- Previously experienced in feeding large groups
- A leader and have administrative ability
- Organized, and have supervisory and people skills
- Able to create and maintain a pleasant dining atmosphere

### **Supervisors**

Camp Director, Facility Manager

### **Tasks**

- Provide 3 nutritionally balanced, tasty meals each day for campers and staff
- Order food supplies
- Plan menu for approval by camp director
- Supervise preparation and serving of meals and banquets
- Supervise kitchen assistants, including scheduling days off and special requests
- Maintain a clean and safe kitchen and storage rooms
- Work closely with camp director to contain costs
- Keep record with invoices of items to be billed outside of SYSCO contract
- Hold weekly kitchen staff meetings (affirm workers and discuss areas needing improvement)
- Communicate expectations to staff often and well, i.e. staff must understand their role and their daily tasks
- Keep daily records of refrigeration and dishwasher temperatures
- Responsible for food prep for other staff activities – such as praise meetings, family fun day, Super Sunday, Staff retreat
- Oversee the preparation of sack lunches for groups going away from camp for the day
- Work with RAD Director to prepare food for off-site trips
- Maintain kitchen operations in accordance with ODH and ACA standards
- Develop a shift system for kitchen workers
- Accommodate special dietary needs as possible
- Assist PCT hikers and guests in knowing how to get food
- Smile a lot, affirm people, be gracious

### **Results**

- Trust is inspired from team and appropriate trust is extended
- Campers report that they love the food
- No food borne illnesses occur
- There is a cheerful atmosphere in the kitchen
- Affirmations are given freely

## **Girls Village Director**

*Samantha MacLachlan*

### **Qualifications**

- A leader and have organizational, and administrative abilities
- Previously experienced in counseling at Big Lake Youth Camp
- Able to guide, direct and supervise campers and counselors
- Capable and understanding of relational ministry

### **Supervisors**

Camp Director, Associate Camp Director

### **Tasks**

- Make cabin assignments for counselors and campers
- Greet staff and help them get located
- Assist with Sunday registration by planning cabin assignment for each camper
- Schedule counselors' day off and assign substitutes – set up schedule for counselor relief
- Require counselors' knowledge of campers' whereabouts at all times
- Take record at all line calls
- Offer suggestions to counselors for special cabin activities or program features
- Serve as advisor to camp director in all camp programs
- Counsel with staff and campers on problem situations; model great counseling skills
- Check out and approve early departures for campers with nurse, office, and camp director
- Coordinate and supervise the Camp Council program for each morning
- Ring the bell and conduct each line call, mail call, and lost and found calls
- Be concerned with protecting the "larger whole" – deal with the "one percent" that disrupts Big Lake's positive attitude
- Be cleanliness & safety inspectors (see "Cleanliness & Safety Inspectors" job description)
- Make needed phone calls to parents, keeping them in the loop about how things are going
- Check in with counselors regularly to encourage and monitor their successes
- Train counselors and monitor potential bullying activity carefully, intervening quickly
- Direct requests for equipment or supplies to camp director, camp business manager, and purchaser

### *Girl's Village Director Specifics*

- Coordinate cabin check each day
- Plan and coordinate staff banquet with banquet committee

### **Results**

- Trust will be inspired in parents, campers, and staff and appropriate trust will be extended
- No significant bullying incidents occur
- Counselors will be healthy and love their jobs

## **Gladstone Office Business Manager**

*Debbie Stanton*

### **Qualifications**

- Cheerful and positive
- Competent in keyboarding, filing, and bookkeeping skills
- Knowledgeable of the Big Lake registration check-in processes
- Able to work with people
- Competent in computer, internet, website, and design skills
- Organizational and detail driven

### **Supervisors**

Camp Director

### **Tasks**

- Coordinate application, registration, and check-in processes from Gladstone office and assist in training Big Lake Camp staff
- Do word processing as needed for the camp director
- Maintain a clean office
- Take all incoming phone calls in a professional manner
- Project a cheerful, positive attitude when answering phone and dealing with customers; Returning phone calls and serving customers is always priority
- Handle registration of campers in Gladstone on Sunday
- Maintain office in professional and businesslike manner
- Prepare summer scholarships and salary for all staff - applications, contracts, employment paperwork, and scholarship cash and earnings information for treasury
- Purchase/pick up supplies as needed and have them delivered to camp
- Keep in regular contact with the camp director
- Have office mail delivered to camp weekly
- Assist in the maintaining of ACA accreditation
- Monitor and promote camp on social media
- Keep website accurate and current
- Carry out all communication with parents in advance of camp and evaluations post-camp
- Assist in the keeping of records, filing of photos, and development of promotional materials
- Be available to assist with Youth Ministry needs as needed

### **Results**

- Parents and staff will be inspired to trust
- Registration and Check-in processes run smoothly
- Camp is full of happy campers and parents
- Camper numbers and satisfaction are on a steady increase
- Social Media participation will increase

## **Head Wrangler**

*Marquelle Woods*

### **Qualifications**

- Knowledgeable of all aspects of horses
- Experienced and trained in riding and care of horses
- A leader able to supervise and assign tasks around the barn

### **Supervisors**

Camp Director, Program Division Director, Horsemanship Director

### **Tasks**

- Understand daily lesson plans to be used in teaching classes
- Teach horsemanship classes each morning
- Maintain health and safety of horses
- Feed and water horses
- Maintain clean corral and arena
- Maintain equipment in good condition
- Head wrangler approval must be given for any staff trail rides
- Deliver all items left in activity area to Lost & Found daily
- Maintain a Christian atmosphere at the corral
- Work with a positive attitude at all times

### **Results**

- A connection is made specifically with at least 5 campers each week
- No injuries of significance occur
- Campers will have achieved their personal goals
- Campers will have been taught second level lessons
- Campers will know who you are because you treated them with respect and kindness

## **Headquarters Director**

*Shannon Hill*

### **Qualifications**

- A leader and have organizational, and administrative abilities
- Previously experienced in headquarters at Big Lake Youth Camp
- Able to represent Big Lake professionally and relate to people well
- Able to recognize excellence and areas needing improvement
- Committed to following Jesus and building people

### **Supervisors**

Camp Director, Gladstone Office Business Manager, Associate Camp Director

### **Tasks**

- Supervise Office, Laundry, Guest Relations and Store operations maintaining a clean professional atmosphere and building a positive team spirit
- Maintain close contact with registration operation of camp assuring accuracy in all areas – store money, luggage handling, money collection, registration, and lost and found
- Develop a purchasing list each week with camp director, facility manager, and camp business manager
- Handle all sign-out forms - minor staff, vehicle, guests, etc...
- Supervise Lost & Found process and assist as needed
- Supervise guest relations process and assist as needed
- Work with guest relations specialist and administration to identify greeters for Sabbath and coordinate Sabbath guest relations (parking lot reception, printed program, lunch arrangements and orientation of guests coming for camper baptisms)
- Balance camper store accounts weekly and work with Gladstone office business manager to refund of store money to campers
- Maintain a locked, secure store when not open
- Prepare and distribute offering sheets to counselors during Sabbath program each week
- Water and maintain flower pots around HQ
- Direct requests for equipment or supplies to camp director, camp business manager, and purchaser
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season

### **Results**

- Campers and families are happy and satisfied with their experience at camp
- Bookkeeping is accurate
- Team members will be inspired to trust and extend trust to team members
- Evaluations say the check-in process was smooth and effortless



## **Horsemanship Director**

*Dave Shasky*

### **Qualifications**

- CHA Certified
- Previously experienced and trained in riding and care of horses
- Able to patiently communicate and demonstrate proper horsemanship skills
- Capable of individualized attention to campers
- A leader and have organizational ability
- Committed to building people through interaction with horses
- At least 21 years of age

### **Supervisors**

Camp Director

### **Tasks**

- Develop daily lesson plans to be used in teaching classes
- Coordinate and implement plan for horse rides during rotations
- Maintain health and safety of horses. Including feed, medications and farrier services
- Maintain and repair equipment, tack, corral, and keep arena in good condition
- Direct requests for equipment or supplies to camp director, camp business manager, and purchaser
- Maintain a strict safety program for riders. Make sure all staff and campers wear helmets, appropriate clothing and footwear while riding horses
- Develop a program of teaching which will enable those participating to understand and care about horses
- Be able to care for the basic needs of horses
- Build basic skills in how to ride and handle a horse in a safe and satisfying manner
- Maintain a Christian atmosphere at the corral
- Supervise and coach the head wrangler and the horsemanship team
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
- Find winter homes for the horses until the next camping season
- Arrange transportation of horses to and from camp each season

### **Results**

- Team summer goals are met
- No significant injuries occur
- Horses are healthy, happy, and good spirited at the end of the summer
- The horsemanship department stayed within the budget
- Winter homes for the horses are found

## **Mall Supervisor**

*Marschelle Zollbrecht*

### **Qualifications**

- In possession of an Oregon Food Handler's card
- Able to work with money and records
- Able to creatively market and purchase items
- Creative in management and training of staff

### **Supervisors**

Camp Director

### **Tasks**

- Develop and maintain a manual for the store operating system
- Ensure that inventory is thoroughly completed
- Order store merchandise before camp begins
- Rotate and display merchandise attractively and strategically
- Maintain a clean, well-stocked store
- Maintain accurate records of camper and staff accounts
- Report staff account charges to the Gladstone office by Super Sunday and after bonus weeks
- Balance store account weekly
- Ensure that store accounts are totaled and provided to the office by Friday afternoon
- Ensure that offerings are deducted from camper accounts in a timely manner
- Ensure that store funds are transferred to the camper's Ultra Camp account at the end of the week
- Supervise and train store workers
- Develop creative marketing strategies to boost sales
- Ensure that snack shop supplies are ordered by working with food service director and purchaser
- Assist in supervision of the snack shop attendants
- Direct requests for equipment or supplies to camp director, camp business manager, and purchaser
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
- Work with headquarters director and camp director to plan creative ways of marketing, special promotions, and/or sales.

### **Results**

- Team members will be inspired to trust and extend trust to team members
- Shelves will be well stocked as appropriate to need
- The store experience will be pleasing to everyone
- Profits are over \$50,000

## **Program Division Director**

*Bethany Bradshaw*

### **Qualifications**

- A leader and have organizational, and administrative abilities
- Previously experienced at Big Lake
- Able to work well with people
- Committed to following Jesus and building people

### **Supervisor**

Camp Director

### **Tasks**

- To facilitate a camp program that operates clearly, fairly, fosters team, and maximizes the abilities and talents of all.
- Consult with camp director to suggest improvements of staff experience
- Oversee and supervise efficiency in all areas of camp programming
- Plan rotation schedules for cabins each week
- Set up staff sub schedules, day-off subs, softball subs, campfire subs, Sabbath subs
- Coordinate a rainy day program during inclement weather. Implement when needed. Make the call in consultation with camp director.
- Record attendance at staff worship, capture the flag, and campfire. Work with department directors to address tardiness and absences.
- Assign staff subs duties as needed around camp
- Coordinate Sunday Check-in assignments
- Assist department directors with enforcement of camp accountability policies
- Keep scheduling materials on file
- Use PA system to announce camp programs in a professional manner
- Monitor line-calls and meal-times to facilitate efficiency and timeliness
- Host and plan SIT, CIT, WIT activities in consultation with department heads
- Coordinate volunteer orientation on a weekly basis
- Assist on-site RAD camps with scheduling, physicals, lunches and general logistics

### **Results**

- Team members will be inspired to trust and extend trust to team members
- Staff are held accountable with fairness and appropriate mercy
- Staff are nurtured in using good judgment at all times
- Personal goals will be met weekly and over the summer
- Schedules and flow of program will be excellent

## **RAD Camp Director/Coordinator**

*Blair Roessel*

### **Qualifications**

- At least 21 years of age
- A leader and have organizational, and administrative abilities
- Experience in camping and outdoor skills
- Passionate about Christ and His kids
- Capable and understanding of relational ministry
- Preferably certified in any/all outdoor leadership training areas such as high ropes rescue, swift water rescue, LNT, WFR, etc.

### **Supervisors**

Camp Director, Associate Camp Director

### **Tasks**

- Represent the conference, the camp and the camp director well at all times
- Organize the off-site RAD Camps according to ACA Trip Camping or Travel Camping Guidelines
- Be financially responsible for RAD Camp budgets
- Discuss volunteer staff positions for approval from camp director before any volunteer contacts are made
- Make it a point to become well acquainted with as many campers as possible to ascertain camper's needs, problems and overall satisfaction
- Organize a strong spiritual emphasis
- Communicate every other day with camp director while away regarding RAD activities
- Review each week's camp with RAD team and make appropriate adjustments to improve
- Maintain thorough records for each camp to pass on to future RAD Camp directors
- Utilize a pre-camp checklist to insure that all details are accounted for at time of departure
- Facilitate group process with staff whenever possible and to have fun!
- Direct requests for equipment or supplies to camp director, camp business manager, and purchaser
- Greet RAD campers especially upon arrival
- Work to make the weekend return of RAD campers a positive experience
- Work with kitchen in advance to order food and have supplies prepared in advance
- Get each week's RAD cabin photos and website reports to camp in a timely manner
- Prepare a memory photo disk for campers each week

### **Results**

- Staff, parents, volunteers and campers are inspired to trust and trust is extended as appropriate
- RAD camps are made uniquely fun
- RAD campers are encouraged to return in future summers
- Personal goals are achieved

## **RAD Leadership Director**

*Natalia Perry*

### **Qualifications**

- At least 21 years of age
- A leader and have organizational, and administrative abilities
- Experience in camping and outdoor skills
- Passionate about Christ and His kids
- Capable and understanding of relational ministry
- Preferably certified in any/all outdoor leadership training areas such as high ropes rescue, swift water rescue, LNT, WFR, etc.

### **Supervisors**

Camp Director, Associate Camp Director

### **Tasks**

- Represent the conference, the camp and the camp director well at all times
- Build, organize, and implement curriculum for the RAD Leadership Program.
- Organize the off-site RAD Leadership camps according to ACA Trip Camping or Travel Camping Guidelines
- Be financially responsible for RAD Leadership budgets
- Make it a point to become well acquainted with as many campers as possible to ascertain camper's needs, problems and overall satisfaction
- Organize a strong spiritual emphasis
- Communicate every other day with camp director while away regarding RAD activities
- Review each week's camp with RAD Leadership team and make appropriate adjustments to improve
- Maintain thorough records for each camp to pass on to future RAD Leadership directors
- Utilize a pre-camp checklist to ensure that all details are accounted for at time of departure
- Facilitate group process with staff whenever possible and to have fun!
- Direct requests for equipment or supplies to camp director, camp business manager, and purchaser
- Greet RAD Leadership campers especially upon arrival
- Work with kitchen in advance to order food and have supplies prepared in advance
- Get each week's RAD cabin photos and website reports to camp in a timely manner
- Prepare a memory photo disk for campers each week

### **Results**

- Staff, parents, and campers are inspired to trust and trust is extended as appropriate
- RAD Leadership camps are made uniquely fun
- RAD Leadership campers are empowered to lead well in their schools and communities
- Personal goals are achieved

## **Ranger**

*Paul Wilson*

### **Qualifications**

- Able to provide maintenance in areas of plumbing, electricity, janitorial service, construction and mechanics
- Able to supervise a work crew
- Capable of overseeing the purchase and stocking of general supplies
- Able to lead crews in a positive and friendly manner
- At least 24 years of age

### **Supervisors**

Camp Director, Facility Manager

### **Tasks**

- Keep the grounds and roads in good condition.
- Make periodic inspections of all camp facilities assessing needs and addressing them.
- Clean and maintain shop and equipment.
- Maintain and repair all buildings and equipment as needed. Including the development of a service and maintenance schedule.
- Arrange and monitor the activities of outside contractors as needed.
- Plan a regular routine of work for maintenance personnel. This should include daily checking and servicing of restrooms.
- Instruct counselors on how to clean restrooms and make sure all necessary tools, supplies and equipment are available.
- Post facility cleaning and kitchen processes as required by ACA.
- Order all necessary gasoline and propane and keep on record how much is used.
- Initiate and supervise regular maintenance of all camp vehicles.
- Provide an adequate, healthy water supply. Test water regularly and keep a record.
- Assemble and maintain blueprints or charts showing location of all utilities, sanitation lines and cut-off points.
- Keep food storage areas free from rodents and vermin.
- Assume the duties of fire chief during fire emergencies.
- Make purchases as authorized. Be budget conscious.
- Maintain and update inventories camp and equipment.
- Act as purchasing agent as needed. (See purchaser job description)
- Oversee and organize staff work-assignments.

### **Results**

- Team members will be inspired to trust and extend trust as appropriate
- Operations are running smoothly
- Reports in evaluations are positive about facility and cleanliness
- Progress will be made during the summer, not just maintenance
- Budget is maintained

## **Theater Director**

*Robby Van Arsdale*

### **Qualifications**

- A leader and have organizational, and administrative abilities
- Previously employed at Big Lake Youth Camp or another camp
- Organized and have people skills
- Experience in writing plays, directing plays, acting, and stage-managing
- Able to see and address areas of improvement – assess and solve
- Able to hold participants accountable to over-all goals of campfire program

### **Supervisors**

Camp Director, Program Division Director

### **Tasks**

- Maintain organization and care of props and costumes
- Maintain control over the campfire drama to give it adequate purpose and intent
- Coordinate play directors in the selection of cast, rehearsals, and production of campfire plays
- Work with camp director, associate director and campfire director to organize “try-outs” during training
- Oversee nightly campfire drama, monitoring acting and performance elements
- Work with campfire director, camp director and associate director to ensure that campfire continues to improve throughout the summer and that each performance is fresh and enthusiastic
- Weekly reviews with play directors, primary participants, and camp director to seek improvement & ensure all details are being covered
- Clearly inform staff regarding major themes in each nightly drama
- Ensure that humor remains empowering and that dramas build and maintain dignity for all peoples and cultures.
- Create/select/manage music and sound f/x and lighting for plays.
- Create music and light queues for light & sound crew to easily follow
- Incorporate prayer and campfire goals into every rehearsal and performance
- Coordinate and preview all campfire acting performances – particularly Saturday night
- Direct requests for equipment or supplies to camp director and purchaser
- Coordinate end of summer celebrations/awards for plays

### **Results**

- Team members will be inspired to trust and extend trust as appropriate
- Campfire is new and fresh each week
- Plays will successfully teach the intended lesson each night

### **Campfire Goals**

- Communicate the love of Jesus in a compelling, energetic, and interactive way - always being sensitive to the age and background of audience
- Have every portion of the event supported with prayer and understanding of purpose
- Keep the professional and positive image of Big Lake evident at all times
- Each part of campfire performance will be above reproach

## **Waterfront Director**

*Apollo Lizzi*

### **Qualifications**

- At least 21 years old
- Currently certified in Lifeguarding, WSI and Small Craft Instructors Certificate
- Previously experienced in aquatics at Big Lake Youth Camp
- A leader and have organizational, and administrative abilities
- Committed to following Jesus and building people
- In possession of Oregon State Boaters License

### **Supervisors**

Camp Director, Program Division Director

### **Tasks**

- Guide, direct and supervise waterfront personnel
- Schedule days off for waterfront personnel
- Coordinate boat drivers for morning staff ski (counselors) and noon staff ski (general staff)
- Maintain an excellent waterfront program within the confines of the budget
- Insure safe operation of all equipment and programs on the waterfront
- Conduct a Monday morning safety session each week to acquaint campers with Big Lake waterfront rules
- Keep equipment and docks in excellent, safe, working condition
- Keep all waterfront equipment, docks and shorelines neat at all times
- Supervise all waterfront emergency drills
- Assist waterfront instructors to establish classes geared to the ages, interests and abilities of the campers
- Check with them weekly to seek improvement
- Communicate with Red Cross and gather all necessary data for them
- Arrange for life jacket or wristband safety tests to be given to all campers who come to the waterfront
- Coordinate areas of administration or programing as assigned by camp director
- Direct requests for equipment and supplies to the camp business manager or camp director
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season

### **Results**

- Staff and campers will be inspired to trust and trust is extended as appropriate
- No significant preventable incidences will occur
- Saves are well executed
- Equipment is kept in excellent condition
- Personal goals are met and assistance is given to team in meeting theirs



## **All Staff Positions**

### **Qualifications**

- A supporter of the Seventh-day Adventist faith, including beliefs and lifestyle
- At least 16 years of age
- Able to inspire children in the adventure of living and learning
- Able to fulfill responsibilities of job description
- Desiring to honor Jesus and share Him with others
- Able to use good judgment, receive advice, and be part of a team
- Committed to living a life consistent with following Jesus
- Committed to building and empowering those you come in contact with

### **Supervisors**

Camp Director, Associate Director

### **Tasks**

- Understand, accept, and follow the vision, goals, core values, policies and specific objectives of Big Lake Youth Camp
- Participate in all required staff meetings and appointments
- Develop skills and attitudes so as to excel at job description requirements
- Meet three times with supervisor to report results and receive coaching throughout summer unless otherwise stated in job description
- Be available to assist other staff as needed with a spirit of cooperation
- Communicate with peers and superiors on any point of question or concern
- Communicate about other staff members in a positive manner
- Support overall camp program to the best of your ability

### **Eligibility Requirements**

- Adequate mobility to get from place to place around camp over uneven ground without assistance
- Adequate vision and hearing to be able to observe and supervise campers in a variety of settings
- The ability to lift and carry 20-25 pounds, and twist and turn
- The ability to exercise good judgment and use common sense

### **Results**

- Campers' lives will be blessed through you
- Staff will have faith in your integrity and support
- We will build an empowering culture where people will experience love
- Camp will run in a safe and efficient manner

## **Archery Instructor**

*Luke Halvorsen*

### **Qualifications**

- At least 18 years of age
- Appropriately trained and certified
- Able to maintain and repair activity equipment
- Able to patiently communicate and demonstrate skills while giving individualized attention when appropriate
- Safety conscious
- Able to represent Big Lake professionally while recognizing and achieving excellence
- Familiar with National Archery Association instructors manual, qualifications, and requirements
- Certified in the National Archery Safety Instructor Certification

### **Supervisors**

Camp Director, Program Division Director, Activities Director

### **Tasks**

- Teach class each morning using daily lesson plans that help campers build lasting skills
- Coordinate and supervise activity during afternoon activities
- Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures
  - This includes maintaining signs and flagging on all sides of the archery range
- Teach campers to utilize their creativity
- Teach good sportsmanship at every opportunity
- Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds
- Model curriculum so that campers who would like to pursue a Pathfinder honor will be able to do so
- Direct requests for equipment and supplies to the activities director
- Deliver all items left in activity area to Lost & Found daily
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season

### **Results**

- No significant preventable injuries will occur
- Campers will be taught second level lessons each week
- Campers will have achieved their personal goals for the week
- Personal goals will be met for the summer
- Activity budget will be maintained

### **Safety Regulations**

- The archery range must include arrow stops, a supplementary backstop, and a safety zone behind the targets.
- Safety precautions include blocking off the camper trail to the campfire bowl while shooting.
- Clear safety signals and range commands must be used to control the activity at the firing line and during the retrieval of arrows.
  - One whistle – campers may shoot
  - Two whistles – campers must stop shooting, may proceed to pick up arrows

- Four whistles – campers must stop shooting and listen for emergency instructions
- When not in use, bows and arrows must be locked in the archery shed.<sup>1</sup>
- No equipment may be used unless under the supervision of the instructor.
- At no time will campers who are not participating approach the shooting line.
- Do not use bows and arrows unless safety guards are correctly worn.<sup>2</sup>
- At no time will anyone shoot an arrow in any direction other than that of the target.
- Running, rough-housing, and horse play are not tolerated at any time.
- No dry firing.
- No more than eight (8) shooters at a time.
- A first aid kit must be present during all activities.
- Boundaries, appropriate behavior, and hazards must be identified.
- Process for communication of distress/grievance must be identified.

### **Equipment**

- Bows, arrows, targets, and guards are to be inspected daily by the archery instructor.
- Strings, knocks, fletching, stands, and safety net should be inspected twice weekly.
- A whistle is to be kept at the archery shed at all times.
- All equipment is to be locked in the archery shed when not in use.
- All problems must be addressed immediately and faulty equipment removed from use.
- Checklists of these reviews are to be kept by the instructor and turned in to the activities director weekly.

### **Camper Eligibility Requirements**

In addition to the eligibility requirements for all campers, archery requires the ability to access the archery range without assistance, the use of both hands, and strength to hold a bow in position while firing an arrow.

### **Supervision Ratio**

Equal to or less than 10:1 with a minimum of two staff present.

### **Additional Requirements**

The archery range is in a visible position during Public Relations days. Be sure to store all targets and keep the range presentable on weekends.

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<sup>1</sup> ACA Standard PD.25 (1-4)

<sup>2</sup> ACA Standard PD.31

## **Arts and Crafts Instructor**

*Chantel Personius*

### **Qualifications**

- At least 18 years of age
- Appropriately trained and certified
  - This includes documented experience in doing and teaching arts and crafts
- Able to maintain and repair activity equipment
- Able to patiently communicate and demonstrate skills while giving individualized attention when appropriate
- Safety conscious
- Able to represent Big Lake professionally while recognizing and achieving excellence
- Passionate for artistic expressions of creativity

### **Supervisors**

Camp Director, Program Division Director, Arts Director

### **Tasks**

- Teach class each morning using daily lesson plans that help campers build lasting skills
- Coordinate and supervise activity during afternoon activities
- Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures
- Teach campers to utilize their creativity
- Teach good sportsmanship at every opportunity
- Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds
- Model curriculum so that campers who would like to pursue a Pathfinder honor will be able to do so
- Direct requests for equipment and supplies to the activities director
- Deliver all items left in activity area to Lost & Found daily
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
- Assist with art needs at camp as available—banquet décor, props and costumes, etc.
- Prepare materials for family camp craft options

### **Results**

- No significant preventable injuries will occur
- Campers will be taught second level lessons each week
- Campers will have achieved their personal goals for the week
- Personal goals will be met for the summer
- Activity budget will be maintained

### **Safety Regulations**

- No equipment or supplies may be used without direct supervision and permission.
- A first aid kit must be present at all times.
- Boundaries, appropriate behavior, and hazards must be identified.
- Process for communication of distress/grievance must be identified.

**Equipment**

- Equipment is only to be used for its appropriate function.
- Equipment should be ready to use at the beginning of each class.
- Face masks and gloves are to be used when spray painting.
- All equipment and supplies are to be stored away while not in use.
- All equipment found to be faulty or unsafe should be removed from use until repaired or disposed of properly.

**Camper Eligibility Requirements**

In addition to the eligibility requirements for all campers, arts and crafts requires campers be able to use their hands freely to create things.

**Supervision Ratio**

Equal to or less than 10:1 with a minimum of two staff present.

## **Sous Chef**

*Tyrelle Massey*

### **Qualifications**

- At least 18 years of age
- Current with Food Handler's Permit
- Previously experienced in feeding large groups
- A leader and have administrative ability
- Organized, and have supervisory and people skills
- Able to create and maintain a pleasant dining atmosphere

### **Supervisors**

Camp Director, Facility Manager, Food Service Director

### **Tasks**

Assist the food service director in the following:

- Provide 3 nutritionally balance, tasty meals each day for campers and staff
- Order food supplies
- Plan menu for approval by camp director
- Supervise preparation and serving of meals and banquets
- Supervise kitchen assistants, including scheduling days off and special requests
- Maintain a clean and safe kitchen and storage rooms
- Work closely with camp director to contain costs
- Keep record with invoices of items to be billed outside of SYSCO contract
- Hold weekly kitchen staff meetings (affirm workers and discuss areas needing improvement)
- Communicate expectations to staff often and well, i.e. staff must understand their role and their daily tasks
- Keep daily records of refrigeration and dishwasher temperatures
- Responsible for food prep for other staff activities – such as praise meetings, family fun day, Super Sunday, Staff retreat
- Oversee the preparation of sack lunches for groups going away from camp for the day
- Work with RAD director to prepare food for off-site trips
- Maintain kitchen operations in accordance with ODH and ACA standards
- Develop a shift system for kitchen workers
- Accommodate special dietary needs as possible
- Assist PCT hikers and guests in knowing how to get food
- Smile a lot, affirm people, be gracious

### **Results**

- Trust is inspired from team and appropriate trust is extended
- Campers report that they love the food
- No food borne illnesses occur
- There is a cheerful atmosphere in the kitchen
- Affirmations are freely given

## **BMX and Mountain Biking Instructors**

*River Neil, Nate Cheney & Seth Hampton*

### **Qualifications**

- At least 18 years of age
- Currently certified in Pediatric CPR and First Aid
- Appropriately trained and certified in activity
  - This includes documented experience in competent riding, maintenance, and instruction
- Able to maintain and repair activity equipment
- Able to patiently communicate and demonstrate skills while giving individualized attention when appropriate
- Safety conscious
- Able to represent Big Lake professionally while recognizing and achieving excellence
- Knowledgeable of bike maintenance, assembly and disassembly
- Knowledgeable of biking skills
- Aware of rules for safe biking for the state of Oregon and other relevant areas for activity
- Be able to repair bikes while away from camp (Mountain Biking)

### **Supervisors**

Camp Director, Program Division Director, Activities Director

### **Tasks**

- Teach class each morning using daily lesson plans that help campers build lasting skills
- Coordinate and supervise activity during afternoon activities (Mountain Biking)
- Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures
- Teach campers to utilize their creativity
- Teach good sportsmanship at every opportunity
- Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds
- Model curriculum so that campers who would like to pursue a Pathfinder honor will be able to do so
- Direct requests for equipment and supplies to the activities director or camp business manager
- Deliver all items left in activity area to Lost & Found daily
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
- Teach campers rules for safe biking in the states of Oregon and other relevant areas for activity
- Be safety conscious when taking students out of camp
- Keep all bikes maintained and in operable condition
- Set a good example of bike safety
- Always wear a helmet and proper safety equipment when biking and make sure campers and staff do the same

### **Results**

- No significant preventable injuries will occur
- Campers will be taught second level lessons each week
- Campers will have achieved their personal goals for the week
- Personal goals will be met for the summer
- Activity budget will be maintained

## **Safety Regulations**

- Riders must maintain a 75 foot separation (when in line).
- No bikes are to be ridden when the instructor is not present.
- Qualified staff must always be stationed at the top and bottom of the track while in use.
- Bikes are to be stored and locked in the bike shop when not in use.
- Boundaries, appropriate behavior, and hazards are to be identified.
- Process for communication of distress/grievance is identified.
- Safety Regulations (BMX-specific)
  - Long pants and closed toed shoes are to be worn at all times.
  - Full face helmets are to always be worn while riding bikes.
- Safety Regulations (Mountain Biking-specific)
  - Shorts and closed toed shoes are to be worn at all times.
  - Qualified staff will always be stationed at the head and tail of the group.
  - A cell phone and/or radios are to be taken on all rides that leave camp property.
  - A mobile first aid kit is to be carried at all times on rides.
  - Do not ride bikes in the wilderness area. Consult with facility manager for boundaries of wilderness.

## **Equipment**

- Bikes and helmets are to be inspected and repaired daily.
  - This includes checking brakes, pedals, handlebars, wheels, and cranks.
- Bikes are to be stored in the Bike Shed.
- All problems must be repaired immediately and faulty equipment removed from use.
- Checklists of these reviews are to be kept by the instructor and turned in to the activities director weekly.

## **Camper Eligibility Requirements**

In addition to the eligibility requirements for all campers, BMX and mountain biking require the ability to ride a two wheeled bicycle unassisted.

## **Supervision Ratio**

Equal to or less than 8:1 with a minimum of two staff present.



## **Bus Driver**

### **Qualifications**

- In possession of a good driving record
- Mature and able to exercise good judgement
- Able to adapt and adjust
- Compassionate
- In possession of a current Commercial Driver's License (CDL)
- Knowledgeable of camp transportation policies

### **Supervisors**

Camp Director, Facilities Manager

### **Tasks**

- Transport campers and staff safely as needed by camp
- Keep communication open with camp about how things are going
- Assist in preparing reports of any behavior or safety incident and turn them in to the director as needed
- Conduct pre-trip inspections prior to each trip
- Follow all applicable state laws
- Be ready to drive in camp emergencies

### **Results**

- Campers and staff are safely transported
- Parents are satisfied that we have kept their kids safe
- Campers are well cared for

## **Canoeing Instructor**

*Austin Dietrich*

### **Qualifications**

- At least 18 years of age
- Currently certified in an ACA recognized Swim Lifeguard Certifications
- Red Cross Basic Canoeing Course or Small Craft Safety Certified
- Able to patiently communicate and demonstrate skills
- Ability to give individualized attention

### **Supervisors**

Camp Director, Program Division Director, Waterfront Director

### **Tasks**

- Develop daily lesson plans to be used in teaching classes
- Teach canoeing class each morning
- Coordinate and supervise canoeing for afternoon activities
- Direct requests for equipment and supplies to the waterfront director
- Initiate a strict safety program
- Insure that life jackets are worn by campers when in the canoes
- Maintain equipment in clean, safe, workable condition
- Plan a program that allows campers to complete requirements for the Pathfinder honor in canoeing if they desire
- Keep canoeing equipment, docks and shoreline neat at all times and immaculate on weekends
- Deliver all items left in area to Lost & Found daily
- Maintain a Christian atmosphere in the class
- Submit a detailed inventory list at the end of the summer to camp program director with suggestions for the following camp season

### **Results**

- Campers will have achieved their personal goal for the week
- No significant preventable injuries will occur
- Campers will be taught second level lessons each week

## **Chaplain**

*Mitchell Powers*

### **Qualifications**

- A leader and have administrative abilities
- Organized and have people skills
- Flexible in managing different tasks and assignments
- Able to represent Big Lake professionally
- Able to recognize excellence and areas needing improvement
- Professional, cheerful, positive in disposition

### **Supervisors**

Camp Director, Headquarters Director

### **Tasks**

- Make phone contact with the parents of all campers who have made a decision for Christ
- Connect campers with local pastors and/or mentors that can lead in Bible studies
- Keep record of all decisions indicated on decision card (decisions for baptism, decisions for Christ, renewals, etc.) and relay those numbers to the camp director weekly and to the Gladstone office business manager at the end of the summer
- Support counselors in best practices for decision card process and making asks of campers to follow Christ
- Check in and support counselors in devotional process
- Coordinate a baptismal follow-up curriculum for campers after camp

### **Results**

- The parents of all campers who have made a decision for Christ have been contacted
- Pastors have been contacted and informed regarding decisions made for Christ, specifically those in their geographical area.

## Cleanliness & Safety Inspector

### Qualifications

- Proud of Big Lake and its safety record
- Able to recognize excellence and areas needing improvement
- Involved in programming areas of greatest “risk exposure.”

### Supervisors

Camp Director, Facility Manager, Ranger

### Tasks

- Cleanliness
  - Monitor cleanliness of lodge restrooms, staff lounge, staff dining area and porches daily
  - Inspect the camp daily for trash and misc. equipment lying around camp, including waterfront
  - Monitor cleanliness of HQ public areas (store, porches, and restrooms) and village restrooms daily
  - If a problem is observed take steps to solve it
- Safety
  - Spend no less than 1 hour per week (each) observing the camp facility with “safety glasses” on and observing for ACA standards compliance
  - Investigate the site of each accident and document the incident, looking for things that can be changed to remedy it in the future
  - Attend and participate in weekly safety committee meetings
  - Assist in implementing safety plans
  - Make sure that necessary fire drills and waterfront emergency drills are being carried out and reviewed

### Results

- Cleanliness at camp will be maintained and improved
- Evaluations will note camp cleanliness
- Safety will improve in all areas of camp
- Insurance claims will be reduced
- Clinic visits will be reduced

## **Clinic Supervisor/Student Nurse**

*Kyle Carter*

### **Qualifications**

- At least 20 years of age
- At least a Junior in an Accredited Nursing School
- Preferably RN licensed for Oregon
- Preferably previously experienced in pediatric nursing
- Capable of giving individualized attention
- Attentive to details
- Able to exercise excellent judgment and common sense

### **Supervisors**

Camp Director, Medical Director, Facility Manager

### **Tasks**

- Assist camp physician, nurse practitioner, or paramedic as needed.
- Be on call 24 hours a day, either at the clinic or with a radio.
- Collect, label, and dispense campers' medications.
- Direct requests for equipment and supplies to the camp director or Business Manager
- Help conduct health screenings all of the camp employees during staff training week.
- Keep a daily log of all campers and staff treated at the clinic.
- Maintain clinic in clean, stocked, operable condition, ready to meet ODH and ACA requirements
- Maintain stock of first aid supplies for excursions, campouts, and trips
- Observe staff, especially food service personnel, for symptoms of ill health.
- Orient camp physician upon arrival at camp and assist them as needed throughout the week
- Oversee and carry out needed communication with parents regarding the health of their campers
- Oversee the copying of health forms for needed travel away from camp
- Prepare first aid kits for each cabin and instruction areas before camp begins
- Prepare written letters to send home with campers regarding their clinic visits
- Promote health awareness in camp
- Submit a copy of all workman's compensation reports and insurance claims to camp director
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
- Summarize all incidents at weekly safety committee meetings
- Supervise health of each camper, keeping appropriate records and forms complete
- Take all workman's compensation reports and insurance claims to camp director for review before submitting them
- Manage the efficiency of the Clinic by controlling the visits of both campers and staff
- Work with volunteer nurse to collect, label and dispense camper's medications

### **Results**

- Medications are distributed with zero errors
- Good judgement is used to satisfy parents' need to know what is happening
- Trust is built with campers, staff and volunteers

## **Counselor**

*Anna Beaden, Emily Beaver, Maxwell Browne, Michael Covrig, Wils Haffner, Serena Harvey, Emillie Hathaway, Trevor, Haugen, Rachel Horton, Caleb Kingston, Mitchell Lindbeck, Sam MacLachlan, Elyse McKay, Karah McKay, Jairon Personius, Nicholas Pfeiffer, Zachary Richardson, Matt Rowe, Yessenia Sanchez, Emily Silcox, Kayja Sitowski, Amber Smith, Nicholas Squires, Katherine Westcott, Sydney Wolverton & Skyler Yeager*

### **Qualifications**

- At least 18 years of age and physically able to participate with campers
- Currently Certified in Pediatric First Aid/CPR
- Able to guide, direct, and supervise campers creatively
- Able to love (60% grandmother/grandfather)
- Able to relate to children and help them participate in a new adventure
- Able to front load boundaries and carry out appropriate discipline
- Knowledgeable of the stages of child development
- Able to guide, direct, and supervise campers creatively
- Passionate for building kids through building relationships

### **Supervisors**

Camp Director, Associate Camp Director, Village Directors

### **Tasks**

- Assist campers with duties, learning skills, selection of daily activities and communication with others
- Front load boundaries and carry out appropriate discipline
- Be prompt with group at all camp activities and assist instructors during class time
- Be responsible for health, safety, and personal belongings of assigned campers
- Encourage spiritual and social growth in each camper
- Never leave campers unattended
- Never use physical punishment; in all discipline matters, deal consistently, with respectful firmness, lovingly, as Jesus would
- Participate in all activities with campers
- Encourage spiritual and social growth in each camper
- Welcome campers as they arrive, and introduce them to other campers, leaders, facilities and rules. Help campers with luggage and help the camper feel at home.
- Assist campers with duties, learning skills, selection of cabin activities and communication
- Be responsible for health, safety and personal belongings of assigned campers
- Participate in afternoon and evening activities with campers
- Take time to pray and reflect on how God is working. Listen for His guidance.
- Return to area after campfire with units and assist them in preparation for bed
  - Do not leave cabin during this time except by special permission from village director. Stay with campers and maintain quietness following taps.
- Lead daily cabin devotions both in the evening and review power passage in the morning
- Never leave campers unattended
- Assist campers in orderly departure until all campers have left on correct transportation
- Maintain a positive environment at all times - deal with problems quickly - use discipline process as outlined in policies

**Results**

- Personal connections are made with assigned campers each week
- No incidents of bullying during the summer

## Co-Counselor

### Qualifications

- At least 18 years of age and physically able to participate with campers
- Currently Certified in Pediatric First Aid/CPR
- Able to guide, direct, and supervise campers creatively
- Able to relate to children and help them participate in a new adventure
- Able to front load boundaries and carry out appropriate discipline
- Knowledgeable of the stages of child development
- Able to guide, direct, and supervise campers creatively
- Passionate for building kids through building relationships

### Supervisors

Camp Director, Associate Camp Director, Village Directors

### Tasks

- Attend to campers in the cabin in the morning until counselor returns and takes over duties of the cabin at 8:00 am, Monday – Friday.
- Attend to campers during Capture the Flag, or other officially arranged times while counselor is absent
- Assist campers with duties, learning skills, selection of daily activities primarily in the morning and while covering the duties for counselor
- Be responsible for health, safety, and personal belongings of assigned campers
- Encourage spiritual and social growth in each camper
- Never leave campers unattended
- Never use physical punishment. In all discipline matters, deal consistently, with respectful firmness, lovingly, as Jesus would
- Encourage spiritual and social growth in each camper
- Be responsible for health, safety and personal belongings of assigned campers
- Take time to pray and reflect on how God is working. Listen for His guidance.
- Be prompt with group at all camp activities and assist instructors during class time
- Never leave campers unattended
- Maintain a positive environment at all times - deal with problems quickly - use discipline process as outlined in policies

### Results

- Personal connections are made with assigned campers each week
- No incidents of bullying during the summer



## **Digital Media**

*Casey Shearer*

### **Qualifications**

- A leader and have administrative abilities
- Organized and have people skills
- Previously experienced in videography/photography
- Educated in video and photo production
- Able to see and address areas of improvement – asses and solve
- Able to meet deadlines well

### **Supervisors**

Camp Director, Program Division Director, Arts Director

### **Tasks**

- Coordinate video, photo and PR in their daily to summer long projects
- Give all ideas a hearing and opportunity for success
- Assist as photographer or videographer/editor when available to keep on schedule
- Direct requests for equipment or supplies to arts director and purchaser
- Coordinate with campfire director all video/photo needs for campfire

### **Results**

- All media will be new and fresh as well as unique to current summer
- All projects are complete within the summer timeline, or all extensions are planned out before the end of the season

### **Media Goals**

- Be bold and creative and when originality is slim, RE-IMAGINE, not remake
- Have passion, be prepared, and play
- Communicate the love of Jesus in a compelling, energetic, and interactive way – always being sensitive to the age and background of your audience with media and classes
- Promote prayer into activities and group meetings
- Keep the professional and positive image of Big Lake evident at all times

## **Drama Instructor**

*Robby Van Arsdale*

### **Qualifications**

- At least 18 years of age and physically able to participate in and teach activity while making mature judgments
- Certified in Pediatric First Aid and CPR
- Knowledgeable of the fundamentals of activity
- Able to maintain and repair activity equipment
- Able to patiently communicate and demonstrate skills while giving individualized attention when appropriate
- Safety conscious
- Able to represent Big Lake professionally while recognizing and achieving excellence
- Experienced in writing scripts, directing plays, and acting
- Enthusiastic for Christian witness through drama
- Experience and trained in drama with documented evidence

### **Supervisors**

Camp Director, Program Division Director, Arts Director

### **Tasks**

- Teach class each morning using daily lesson plans that help campers build lasting skills
- Coordinate and supervise activity during afternoon activities
- Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures
- Teach campers to utilize their creativity
- Teach good sportsmanship at every opportunity
- Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds
- Model curriculum so that campers who would like to pursue a Pathfinder honor will be able to do so
- Direct requests for equipment and supplies to the activities director or camp business manager
- Deliver all items left in activity area to Lost & Found daily
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
- Assist as needed in all dramatic performances
- Serve as props and costumes coordinator for the summer
- Assist in holding try-outs during staff orientation
- Have campers practice and perform skits

### **Results**

- No significant preventable injuries will occur
- Campers will be taught second level lessons each week
- Campers will have achieved their personal goals for the week
- Personal goals will be met for the summer
- Activity budget will be maintained

**Camper Eligibility Requirements**

In addition to the eligibility requirements for all campers, drama requires campers be able to speak clearly and confidently.

**Supervision Ratio**

Equal to or less than 10:1 with a minimum of two staff present.

## **Environmental Coordinator**

*Ryan Mitchell*

### **Qualifications**

- Understanding of sustainability
- Passionate about improving environmental impacts at Big Lake
- A strong working knowledge of current environmental ethics
- Able to engage in systems thinking
- Able to collaborate
- Able to initiate
- Able to problem solve
- Great in communications skills
- A self-starter
- Flexible in managing tasks/assignments
- Good time management/organizational skills

### **Supervisors**

Camp Director, Facility Manager, Ranger

### **Tasks**

- Help instructors develop environmental components for their classes
- Build nature awareness component for Sabbath excursions
- Present environmental thoughts/ideas/insights to staff throughout the summer
- Work with maintenance department to manage all recycling
- Work with facilities and maintain signage
- Present environmental presentations as requested
- Manage waste streams - compost, recycling, and landfill
- Collaborate with various directors from departments to reduce environmental impacts
- Educate staff and campers on sustainability initiatives that involve their participation
- Conduct cost-benefit analysis
- Work with purchaser to ensure eco-friendly procurement
- Work with media staff to share sustainability successes

### **Results**

- Waste is reduced in all waste streams, especially landfill
- Carbon and ecological footprint is decreased
- The health of staff and campers is improved
- Staff and campers are knowledgeable about their impacts on the environment
- A culture of environmental stewardship is created

## **Food Service**

*Stacey Clute, Grace Dunn, Shawn Erick, Ben Griffin, Noah Paez, Lydia Segura, Celsie Smith*

### **Qualifications**

- A hard worker
- Preferably previously experienced in kitchen work
- In possession of an Oregon Food Handler's Card

### **Supervisors**

Camp Director, Facility Manager, Food Service Director

### **Tasks**

- Fulfill assignments as given by food service director
- Present a cheerful atmosphere in the kitchen and dining room area
- Be a leader who intentionally sets a positive tone
- Participate in other areas of camp as assigned and able
- Develop personal goals for each week, seeking to steadily improve

### **Results**

- Tasks are fulfilled positively and successfully
- Personal goals are met
- Staff and campers are well fed
- The kitchen runs smoothly and efficiently

## **Geocaching Instructor**

*Lauren Solari*

### **Qualifications**

- At least 18 years of age
- Certified in Pediatric CPR and First Aid
- Physically able to participate in and teach geocaching while making mature judgments
- Knowledgeable of the fundamentals of geocaching
- Able to maintain and repair activity equipment
- Able to patiently communicate and demonstrate skills while giving individualized attention when appropriate
- Safety conscious
- Able to represent Big Lake professionally while recognizing and achieving excellence
- Experienced in and have a thorough working knowledge of geocaching
- Knowledgeable of geocaching websites and how they are used effectively
- Passionate about the outdoors and the challenge of finding new places
- Able to relate to children and help them participate in new adventures

### **Supervisors**

Camp Director, Program Division Director, Arts Director

### **Tasks**

- Teach class each morning using daily lesson plans that help campers build lasting skills
- Coordinate and supervise activity during afternoon activities
- Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures
- Teach campers to utilize their creativity
- Teach good sportsmanship at every opportunity
- Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds
- Model curriculum so that campers who would like to pursue a Pathfinder honor will be able to do so
- Direct requests for equipment and supplies to the activities director or camp business manager
- Deliver all items left in activity area to Lost & Found daily
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
- Make geocaching an adventure, helping to build skills campers can take home

### **Results**

- No significant preventable injuries will occur
- Campers will be taught second level lessons each week
- Campers will have achieved their personal goals for the week
- Personal goals achieved for the summer
- Activity budget will be maintained

### **Supervision Ratio**

Equal to or less than 10:1 with a minimum of two staff present.

## **Gladstone Office Secretary**

*Austin Ulloa*

### **Qualifications**

- Good in time management and organization skills
- Extremely honest and hard working
- Flexible in managing different tasks and assignments
- Competent in keyboarding, filing, and bookkeeping skills
- Able to work competently with money and records
- Professional, cheerful, positive in disposition

### **Supervisors**

Camp Director, Facility Manager, Gladstone Office Business Manager, Camp Business Manager, Headquarters Director

### **Tasks**

- Assist Gladstone office business manager with registering campers and making changes to camper registrations as needed
- Assist with communication to parents in advance of camp
- Assist with check-in and pick-up for campers each Sunday
- At all times treat incoming campers and adults with kindness and courtesy
- Document preparation as needed for camp director, associate director and assistant directors
- Have positive, encouraging interchanges with staff and campers
- Maintain a clean, neat and orderly office at all times
- Project a cheerful, positive attitude when answering the phone and dealing with customers
- Return phone calls, deliver phone messages, and serve customers as a priority
- Reply to emails to the main office account
- Smile a lot and be cheerful even when doing unpleasant tasks

### **Results**

- Campers and families are happy
- Recordkeeping is accurate
- Trust is inspired in parents and staff
- Evaluations reflect positive registration and check-in experiences
- Personal goals are met for the summer

## **Guest Relations**

*Kim Lundquist*

### **Qualifications**

- Good at time management and organization skills
- Extremely honest and hard working
- Flexible in managing different tasks and assignments
- Able to represent Big Lake professionally
- Able to recognize excellence and areas needing improvement
- Able to make people feel appreciated and welcome
- Able to spot needs and fill them

### **Supervisors**

Camp Director, Associate Camp Director, Headquarters Director

### **Tasks**

- Serve as the primary coordinator of guest relations
- Serve as camp hostess to our volunteers (doctors, nurses, RAD Camp volunteers, etc.).
- Make sure rooms are cleaned and ready for each guest.
- Prepare and deliver a gift basket to each volunteer guest room prior to their arrival; coordinate with mall supervisor and food service director for store and food items.
- Place a staff or volunteer garment in each volunteer's guest room, along with a thank you card from camp director, prior to their arrival.
- Work with administration to identify greeters for Sabbath and coordinate Sabbath guest relations - parking lot reception, printed program, lunch arrangements and orientation of guests coming for camper baptisms
- Work with headquarters director to implement Sabbath Guest Relations plan; this includes program, greeters, lunch arrangements, signage, and other needs as they arise
- Organize distribution of volunteer garments
- Work with CADCO to advise ways to make registration a positive experience for parents and guests
- Greet each week's volunteers when they arrive and help them get settled
- Work to facilitate a pleasant week for all volunteers by checking in with them once a day.
- Be available for special assignments by camp director
- Organize and plan the purchase of needed linens and towels to make guest accommodations pleasant and attractive in consultation with camp director
- Treat incoming campers and adults with kindness and courtesy at all times
- Smile a lot and be cheerful even when doing unpleasant tasks
- Have positive, encouraging interchanges with staff and campers

### **Results**

- Guests are amazed by the way they are treated
- There is a high demand for people to be volunteers
- A high level of trust from volunteers because they know they will be cared for
- A system that can be picked up and learned by others is created



## **Guitar Instructor**

### **Qualifications**

- At least 18 years of age
- Certified in Pediatric CPR and First Aid
- Physically able to participate in and teach activity while making mature judgments
- Experienced in and knowledgeable of the fundamentals of guitar
- Able to maintain and repair activity equipment
- Able to patiently communicate and demonstrate skills while giving individualized attention when appropriate
- Safety conscious
- Able to represent Big Lake professionally while recognizing and achieving excellence

### **Supervisors**

Camp Director, Program Division Director, Arts Director

### **Tasks**

- Teach class each morning using daily lesson plans that help campers build lasting skills
- Initiate strict safety program
- Teach campers to utilize their creativity
- Teach good sportsmanship at every opportunity
- Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds
- Model curriculum so that campers who would like to pursue a Pathfinder honor will be able to do so
- Direct requests for equipment and supplies to the activities director or camp business manager
- Deliver all items left in activity area to Lost & Found daily
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
- Teach campers the basics of guitar, relative to their level of capability
- Send them home with new "Big Lake Songs" they can play

### **Results**

- No significant preventable injuries will occur
- Campers will be taught second level lessons each week
- Campers will have achieved their personal goals for the week
- Personal goals will be met for the summer
- Activity budget will be maintained

### **Supervision Ratio**

Equal to or less than 10:1 with a minimum of two staff present.

## **Gymnastics Instructor**

*Lindsay Rodgers*

### **Qualifications**

- Certified in Pediatric CPR and First Aid
- At least 18 years of age
- Physically able to participate in and teach activity while making mature judgments
- Experienced and knowledgeable of the fundamentals of gymnastics
- Able to maintain and repair activity equipment
- Able to patiently communicate and demonstrate skills while giving individualized attention when appropriate
- Safety conscious
- Able to represent Big Lake professionally while recognizing and achieving excellence
- Previously experienced in teaching gymnastics skills at all levels
- Experience in and have a working knowledge of gymnastics safety and prevention of injury

### **Supervisors**

Camp Director, Program Division Director, Activities Director

### **Tasks**

- Teach class each morning using daily lesson plans that help campers build lasting skills
- Coordinate and supervise activity during afternoon activities
- Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures
- Teach campers to utilize their creativity
- Teach good sportsmanship at every opportunity
- Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds
- Model curriculum so that campers who would like to pursue a Pathfinder honor will be able to do so
- Direct requests for equipment and supplies to the activities director
- Deliver all items left in activity area to Lost & Found daily
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
- Prepare a performance for camp on Friday (coordinate with village directors)

### **Results**

- No significant preventable injuries will occur
- Campers will be taught second level lessons each week
- All campers will have achieved their personal goals for the week
- Personal goals will be met for the summer
- Activity budget will be maintained

### **Safety Regulations**

- No gum, jewelry, long loose hair, or anything else that could interfere with safe participation is allowed.
- No tumbling or stunts should be performed unless under direct supervision.
- Mats are for one-way use only.
- Boundaries, appropriate behavior, and hazards must be identified.

- Process for communication of distress/grievance is identified.

### **Equipment**

- Mats and spotting equipment is to be checked, cleaned, and maintained daily.
- All problems must be repaired immediately and faulty equipment removed from use.
- Checklists of these reviews are to be kept by the instructor and turned in to the activities director weekly.

### **Camper Eligibility Requirements**

In addition to the eligibility requirements for all campers, gymnastics campers must be able to balance on one foot unassisted for 20 seconds.

### **Supervision Ratio**

Equal to or less than 8:1 with a minimum of two staff present.

### **Authoritative Sources**

Gym Kids – Walla Walla University

## **Horsemanship Instructor/Wrangler**

*Danielle Fullmer, Carlos Lopez, Kelly Paul, Elliot Pond, Rose Pond, Ashlyn Slechta, Ryan Spies,  
Helen Wayne*

### **Qualifications**

- Knowledgeable of horses
- Previously experienced or trained in riding and care

### **Supervisors**

Camp Director, Program Division Director, Horsemanship Director, Head Wrangler

### **Tasks**

- Understand daily lesson plans to be used in teaching classes
- Teach horsemanship classes each morning
- Maintain health and safety of horses
- Feed and water horses
- Maintain clean corral and arena
- Maintain equipment in good condition
- Deliver all items left in activity area to Lost & Found daily
- Maintain a Christian atmosphere at the corral
- Work with a positive attitude at all times

### **Results**

- Connections with at least 5 campers will be made
- No significant preventable injuries will occur
- Campers will have achieved their personal goals
- Campers will be taught second level lessons each week

## **Laundry**

*Cecilia Hernandez*

### **Qualifications**

- Good in time management and organization skills
- Extremely honest and hard working
- Flexible in managing different tasks and assignments
- Knowledgeable of fabrics and appropriate laundry procedures

### **Supervisors**

Camp Director, Associate Camp Director, Headquarters Director

### **Tasks**

- Wash staff & snack shop laundry
- Set up weekly schedule for laundry in consultation with headquarters director
- Maintain a clean, stocked, functioning laundry room and equipment
- Develop system for keeping track of individuals clothing
- Direct requests for laundry equipment and supplies to the headquarters director
- Wash clothing of campers staying over for a second week on Sundays
- Work with headquarters director to collect and deal with all lost and found items
- Throw away all lost socks and underwear at the end of the week
- Wash, deliver and clearly mark all Lost & Found items to the Gladstone bus Sunday morning of the following week, as well as any luggage left from previous weeks
- Maintain clean bathrooms in downstairs headquarters as well as clean hall and stairwell
- Treat incoming campers and adults with kindness and courtesy at all times
- Smile a lot and be cheerful even when doing unpleasant tasks
- Have positive, encouraging interchanges with staff and campers

### **Results**

- Staff receive clean and neatly prepared clothing without any loss of clothing in the process
- A well organized Lost & Found system is executed

## **Light & Sound Coordinator**

*Emily Nagele*

### **Qualifications**

- Previously knowledgeable and experienced in sound systems
- Hard worker
- Able to organize and lead.
- Able to achieve good sound balance.
- Able to improvise.
- Able to work with a variety of people graciously

### **Supervisors**

Camp Director, Campfire Director

### **Tasks**

- Set up lights and sound equipment and do all checks prior to campfire
- Operate sound and lights equipment during campfire programs
- Work with campfire director and theater director on special effects for programs
- Direct all requests for equipment to campfire director
- Make schedule of assistants to help with set-up and tear down
- Work with campfire director to have approved playlists ready for all down times
- Work with props and costumes people to coordinate stage management smoothly

### **Results**

- Quality sound is on when it needs to be
- Sound is ready when campfire begins
- Lights improve the program, not distract
- Campers love campfire

## **Maintenance**

*Ashley Baird, Colin Cheney, Bethany Easterbrooks, Hayden Roe, Simon Sheperd, Malachi Sitowski, Ryan Mitchell, Nicholas Heinrich, Gabe Rouse & Jacob Welch*

### **Qualifications**

- Previously experienced in maintaining and repairing things
- Able to work with teams and independently

### **Supervisors**

Camp Director, Facility Manager, Ranger

### **Tasks**

- Work at the direction of the camp ranger and facility manager
- Maintain grounds and roads in good, clean, condition
- Maintain shop and equipment in clean, safe, operable condition
- Make repairs to buildings and equipment as needed
- Maintain stocked restrooms
- Generally assist the camp ranger
- Drive all camp vehicles in a safe manner
- Make daily trash run
- Break down boxes that are stacked behind the kitchen

### **Results**

- Camp is clean and running smoothly
- Staff and campers will have positive interactions with cheerful maintenance staff
- Maintenance team goals will be met
- Personal goals will be met

## **Mall Assistant**

*Ally Tyler*

### **Qualifications**

- In possession of an Oregon Food Handler's Card
- Good in time management and organization skills
- Extremely honest and hard working
- Flexible in managing different tasks and assignments
- Able to work competently with money, records, sales, and food items

### **Supervisors**

Camp Director, Associate Camp Director, Headquarter Director, Mall Manager

### **Tasks**

- Work with Mall Manager to display and mark merchandise
- Present a pleasant atmosphere in the store
- Sell merchandise at the softball games each day
- Mop the store floor, and headquarters porch daily and dust shelves weekly
- Ensure that camper store accounts are totaled and provided to the office by Friday afternoon
- Work with HQ director to prepare and distribute offering sheets to counselors during Sabbath program each week
- Ensure that offerings are deducted from camper accounts in a timely manner
- Assist in transferring store funds to the camper's UltraCamp account at the end of the week
- Project a cheerful, positive attitude when answering the phone and dealing with customers
- Treat incoming campers and adults with kindness and courtesy at all times
- Smile a lot and be cheerful even when doing unpleasant tasks
- Have positive, encouraging interchanges with staff and campers

### **Results**

- Snack shop and store are well stocked and tidy
- The store has met its goals in sales each week



## **Mall Manager**

*Fernanda Rinza*

### **Qualifications**

- In possession of an Oregon Food Handler's Card
- Able to competently work with money and records
- Able to creatively market items
- Promotionally creative

### **Supervisors**

Camp Director, Associate Camp Director, Headquarters Director, Mall Supervisor

### **Tasks**

- Display and rotate merchandise attractively and strategically
- Maintain a clean, well-stocked store
- Sell merchandise and supervise snack shop
- Maintain adequate records of camper and staff accounts
- Report staff account charges to the Gladstone office by Super Sunday and after bonus weeks
- Ensure that camper store accounts are totaled and provided to the office by Friday afternoon
- Work with HQ director to prepare and distribute offering sheets to counselors during Sabbath program each week
- Ensure that offerings are deducted from camper accounts in a timely manner
- Ensure that store funds are transferred to the camper's Ultra Camp account at the end of the week
- Supervise and train store workers
- Organize and sell merchandise at the softball games each day
- Develop creative marketing strategies to boost sales
- Maintain a locked store when not open
- Mop the store floor, and headquarters porch daily and dust shelves weekly
- Maintain clean and tidy front and back headquarter porches
- Order snack shop supplies coordinating with the mall supervisor, food service director and purchaser
- Direct requests for equipment and supplies to the mall supervisor
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
- Work with headquarters director and camp director to plan creative ways of marketing, special promotions, and/or sales
- Treat incoming campers and adults with kindness and courtesy at all times
- Smile a lot and be cheerful even when doing unpleasant tasks
- Have positive, encouraging interchanges with staff and campers

### **Results**

- Team members will be inspired to trust and extend trust to team members
- Shelves will be well stocked as appropriate to need
- The store experience will be pleasing to everyone
- Profits are over \$50,000

## **Medical Transportation Specialist/Clinic Support**

### **Qualifications**

- In possession of a good driving record
- Mature and able to exercise good judgement
- Familiar with medical community/issues
- Able to adapt and adjust
- Compassionate
- In possession of a current driver's license
- Knowledgeable of camp insurance, workman's comp, and HIPPA

### **Supervisors**

Camp Director, Medical Director, Clinic Supervisor

### **Tasks**

- Transport or accompany injured or sick campers to local medical treatment facilities as needed
- Keep communication open with camp about how things are going
- Be the communication point for parents once away from camp
- Turn in paperwork to hospital as needed
- Assist in preparing reports of each incident and turn them in to clinic, camp director as needed
- Support the clinic as issues arise
- Take all workman's compensation reports and insurance claims to the camp director for review before submitting them when possible
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season.

### **Results**

- Co-workers, campers, parents and healthcare professionals are inspired to trust
- Insurance concerns are handled promptly
- Parents are satisfied that we have handled things to the best of staff and camp's abilities
- Campers well cared for during a difficult time
- Safety is maintained

## Night Watch

*Nicholas Heinrich, Gabe Rouse, Jacob Welc*

### Qualifications

- Able to remain awake at night and sleep during the day
- Able to work alone and be responsible for fulfilling assignments
- Capable to deal with crisis with good judgment
- Trustworthy and able to give accurate attention to details

### Supervisors

Camp Director, Facility Manager, Ranger

### Tasks

- Close the gate between the horse corral and staff parking at 7:45 p.m. each evening
- Keep a written record of visitors coming and going into camp each evening/night
- Pick up any trash lying around camp on rounds
- Count the horses in the corral on each round
- Make sure the gates at the horse corral are closed, all water taps off, and the security light on
- Make sure all doors and windows that should be locked are locked and all unnecessary lights turned off
- Make sure all night-lights are on
- Inspect the waterfront and count the boats during each round
- Report immediately to the camp director, camp ranger and/or associate director any situations threatening camp security
- Perform cleaning and maintenance duties as instructed by the camp ranger
- Check bathroom supply closets in villages and headquarters each night and re-supply as necessary
- Monitor weekend visitors that may be hanging around after hours and report any unregistered tent/trailer or car campers to the HQ director
- Monitor evening guests and keep a record as to arrival and departure
- Know where the camp doctor is housed each week in case of an emergency
- Turn in night watch checklists to camp director each day
- Report to Camp Ranger for afternoon assignments

### Results

- Camp is safe
- No night thefts or unauthorized waterfront activity occur
- Camp is clean and running smoothly
- Staff and campers will have positive interactions with cheerful maintenance staff
- Maintenance team goals will be met
- Personal goals will be met

## **Office Manager/Assistant**

*Kristen Zollbrecht & Rachelle Bordeaux*

### **Qualifications**

- Good in time management and organization skills
- Extremely honest and hard working
- Flexible in managing different tasks and assignments
- Competent in keyboarding, filing, and bookkeeping skills
- Able to work competently with money and records
- Professional, cheerful, positive in disposition
- In possession of an Oregon Food Handler's Card

### **Supervisors**

Camp Director, Associate Camp Director, Gladstone Office Business Manager, Camp Business Manager, Headquarters Director

### **Tasks**

- Assist mall manager in daily activities
- Assist with registration for campers each Sunday
- At all times, treat incoming campers and adults with kindness and courtesy
- Direct requests for equipment and supplies to the relevant departmental director
- Document preparation as needed for camp director, associate director, division directors and department directors
- Have positive, encouraging interchanges with staff and campers
- Keep an updated and neat bulletin board in the office and outside
- Maintain a clean, neat and orderly office at all times
- Maintain lists of campers, transportation methods & camp accounts
- Manage the use of the camp copier machine
- Monitor check outs for vehicles, minors, etc....
- Monitor use of camp telephone; the camp phone is for camp business only
- Pick up and distribute mail and UPS packages that arrive at camp daily
- Prepare and print out all necessary lists for classes, store, nurse, kitchen and village directors on Sunday evening or as requested
- Prepare bus bags each week for bus registration teams
- Project a cheerful, positive attitude when answering the phone and dealing with customers
- Return phone calls, deliver phone messages, and serve customers as a priority
- Smile a lot and be cheerful even when doing unpleasant tasks
- Take minutes at all Sunday staff meetings, prepare and distribute to staff not at the meeting and post on the HQ bulletin board

### **Results**

- Campers and families will be happy
- Bookkeeping and recordkeeping are accurate
- Trust is inspired in parents and staff
- Evaluations reflect positive registration and check-in processes
- Personal goals are met for the summer

## **Pacific Crest Trail Hiker Coordinator**

*Kiana Brusett*

### **Qualifications**

- Competent in basic computer skills
- Cheerful and positive in disposition
- Knowledgeable of Big Lake facilities and policies
- Able to work with people
- Competent in maintenance skills
- Organized and detail-driven

### **Supervisors**

Camp Director, Associate Camp Director, Headquarters Director

### **Tasks**

- Welcome hikers and guests with a positive attitude
- Coordinate registration process for all hikers entering camp
- Educate and monitor guests regarding their stay at camp
- Maintain a beautiful outside of the PCT Center
- Conduct daily janitorial tasks to keep the PCT Center clean
- Conduct repairs to the facility or equipment that are needed, removing and/or replacing broken items
- Regularly monitor and purge unusable or perishable items in shared hiker boxes
- Organize and manage the receipt and distribution of PCT hiker boxes
- Keep in regular contact with the camp director

### **Results**

- Hikers and guests feel welcomed
- The hiker registration processes run smoothly
- The PCT Center is kept inviting, clean, and tidy
- Campers and guest are kept safe

## **Photography and Videography Instructors**

*Abby Rodgers & Hayden Sherrill*

### **Qualifications**

- At least 18 years of age
- Physically able to participate in and teach activity while making mature judgments
- Currently certified in Pediatric CPR and First Aid
- Experienced in and knowledgeable of the fundamentals of photography/videography
- Able to maintain and repair activity equipment
- Able to patiently communicate and demonstrate skills while giving individualized attention when appropriate
- Safety conscious
- Able to represent Big Lake professionally while recognizing and achieving excellence
- Experienced with and knowledgeable of cameras, photo composition, and photo editing
- Able to organize photos and/or videos efficiently
- In possession of documented experience and/or certifications of proficiency in photography/videography
- Able to demonstrate and teach photography/videography to campers

### **Supervisors**

Camp Director, Program Division Director, Arts Director

### **Tasks**

- Teach class each morning using daily lesson plans that help campers build lasting skills
- Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures
- Teach campers to utilize their creativity
- Teach good sportsmanship at every opportunity
- Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds
- Model curriculum so that campers who would like to pursue a Pathfinder honor will be able to do so
- Direct requests for equipment and supplies to the arts director
- Deliver all items left in activity area to Lost & Found daily
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
- Make sure photos/videos are taken of every activity each week, including RAD if possible

### **Tasks (Photography Specific)**

- Coordinate and take all cabin photos each week
- Develop a schedule for taking cabin photos and communicate with counselors as to time and location of their photo shoot
- Print and distribute cabin photos by Saturday night
- Print and deliver trading cards as requested by the mall manager
- Coordinate with RAD director each week to ensure RAD camp photos are taken and archived
- Oversee the taking of a wide range of camp photos to be uploaded to the internet and/or used in future publications
- Maintain all cameras and check out as needed

### **Tasks (Videography Specific)**

- Teach campers to utilize their creativity in producing a class video that is appropriate for representing Big Lake Youth Camp and sending home to parents
- Prepare a camp staff introduction video during staff training week to be shown on Sunday nights at campfire and be available as a camper souvenir
- Prepare a week-in-review video each week for Saturday night campfire. Video should be approximately 10 minutes long and include shots of all campers
- Complete a camp promotional video before leaving camp at the end of the summer
- Prepare other miscellaneous videos to use as announcements, news items, or complements to our program
- Provide needed information to the Gladstone office so we can obtain copyrights as necessary

### **Results**

- No significant preventable injuries will occur
- Campers will be taught second level lessons each week
- Campers will have achieved their personal goals for the week
- Personal goals will be achieved for the summer
- Activity budget will be maintained

### **Safety Regulations**

- Equipment is not to be used without direct supervision and permission from the instructor.
- Care should be taken to ensure that all participants are safe will engaging in activity.
- A first aid kit must be present during all activities.
- Boundaries, appropriate behavior, and hazards are identified.
- The process for communication of distress/grievance is identified.

### **Equipment**

- Equipment is to be used appropriately
- Equipment should be ready for use at the beginning of each class.
- Equipment is to be stored away when not in use.
- Equipment is to be checked daily and maintained well.
- Equipment that is found to be faulty should be removed from service and either repaired or disposed of.

### **Camper Eligibility Requirements**

There are no additional eligibility requirements for campers in photography or videography.

### **Supervision Ratio**

Equal to or less than 10:1 with a minimum of two staff present.

## **Purchaser**

*Adam Nakamura*

### **Qualifications**

- At least 21 years of age
- Good in time management and organization skills
- Extremely honest and hard working
- Flexible in managing different tasks and assignments
- Able to represent Big Lake professionally
- In possession of a good driving record
- Able to maximize our not-for-profit status
- Able to handle money efficiently and accurately
- Able to make good judgment calls on purchases

### **Supervisors**

Camp Director, Facility Manager

### **Tasks**

- Act as purchasing agent for camp
  - The camp director must authorize all purchases, except for routine maintenance handled directly by the camp facility manager
- Support all purchases (charged on store accounts or cash paid) by receipts and turn into the camp business manager immediately upon return to camp
- Limit town trips to one (or two max) per week (usually Monday or Thursday). The camp director must clear all other trips
- Maintain the cleanliness of camp truck or vehicle
- Always drive within the speed limit
- Maintain odometer readings for reimbursement of personal vehicle use
- Maintain daily accounting and collect receipts for all purchases and charges
- Try to clarify exactly what is needed to increase efficiency and ability to make judgment calls while purchasing
- Treat incoming campers and adults with kindness and courtesy at all times
- Smile a lot and be cheerful even when doing unpleasant tasks
- Have positive, encouraging interchanges with staff and campers

### **Results**

- Trust will be inspired in co-workers and supervisors
- No receipts are lost nor any money misplaced
- Purchase lists and purchases are handled in a workable system that accomplishes camp needs
- Safety is made a priority and no accidents occur
- Personal goals are met



## **RAD Coordinator**

*Blair Roessel*

### **Qualifications**

- At least 18 years old
- Good in time management and organization skills
- Extremely honest and hard working
- Flexible in managing different tasks and assignments

### **Supervisors**

Camp Director, Associate Camp Director, RAD Camp Director, RAD Leadership Director

### **Tasks**

Assist RAD directors in set-up of RAD camps

Coordinate organization of equipment and supplies for RAD camps

Be available to assist on-site RAD programs as necessary

Coordinate procurement of rental supplies

Utilize a pre-camp checklist to assist in the preparation of details for departure of RAD camps

### **Results**

- Staff, parents, volunteers and campers are inspired to trust and trust is extended as appropriate
- RAD camps will transition between weeks in an organized and coordinated way
- RAD camps are made uniquely fun
- Personal goals are achieved

## **RAD Counselor/Instructor**

*Reuben Dick, Jesse Humbert, Brooke Thompson, Natalia Perry,*

### **Qualifications**

- At least 18 years of age
- Currently certified in Pediatric CPR and First Aid
- Previously experienced in at least one summer of counseling
- Able to front load boundaries and carry out appropriate discipline
- Interested in and have a love for the activities undertaken in RAD camps
- Mature and encourage and maintain a positive and safe environment
- Knowledgeable of the stages of child development
- Passionate for building kids through building relationships
- Able to guide, direct, and supervise campers creatively

### **Supervisors**

Camp Director, Associate Camp Director, RAD Camp Director, RAD Leadership Director

### **Tasks**

- Be a counselor and friend for camper attending outpost RAD camps
- Encourage spiritual and social growth in each camper
- Welcome campers and establish appropriate boundaries
- Supervise assigned campers in all activities of the day, 6 days per week
- Assist campers with duties, learning skills, selection of daily activities and communication with others
- Be responsible for health, safety and personal belongings of assigned campers
- Provide needed supervision while away from camp, keeping in mind physical, emotional, and spiritual growth
- Flex into the schedule and flow of camp while on site
- Be prompt with group at all camp activities and assist instructors during class time
- Assist in daily worship program
- Never leave campers unattended
- Assist campers in orderly departure until all have left on correct transportation
- Never use physical punishment; in all discipline matters, deal consistently, with respectful firmness, lovingly, as Jesus would
- Maintain a positive environment at all times - deal with problems quickly - use discipline process as outlined in policies

### **Results**

- Trust will be inspired from campers and appropriate trust will be extended to them
- No incidents of bullying will occur during the summer

## **Rock Climbing Instructor**

*Angelica Brizuela*

### **Qualifications**

- At least 18 years of age
- Physically able to participate in and teach activity while making mature judgments
- Currently certified in Pediatric CPR and First Aid
- SPI certification preferred
- Experienced in and knowledgeable of the fundamentals of Rock Climbing
- Able to maintain and repair activity equipment
- Able to patiently communicate and demonstrate skills while giving individualized attention when appropriate
- Safety conscious
- Able to represent Big Lake professionally while recognizing and achieving excellence

### **Supervisors**

Camp Director, Program Division Director, Activities Director

### **Tasks**

- Teach class each morning using daily lesson plans that help campers build lasting skills
- Coordinate and supervise activity during afternoon activities
- Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures
- Teach campers to utilize their creativity
- Teach good sportsmanship at every opportunity
- Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds
- Model curriculum so that campers who would like to pursue a Pathfinder honor will be able to do so
- Direct requests for equipment and supplies to the activities director
- Deliver all items left in activity area to Lost & Found daily
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season

### **Results**

- No significant preventable injuries will occur
- Campers will be taught second level lessons each week
- Campers will have achieved their personal goals for the week
- Personal goals will be met for the summer
- Activity budget is maintained

### **Supervision Ratio**

Equal to or less than 10:1 with a minimum of two staff present.

## **Sailing and Windsurfing Instructors**

*Tobi Lizzi & Caleb Kiefiuk-Yates*

### **Qualifications**

- Currently certified in lifeguarding according to ACA standards
- At least 18 years of age
- Trained in Red Cross Basic Sailing, Part A & B (Sailing)
- Trained specifically in windsurfing (Windsurfing)
- Able to patiently communicate and demonstrate skills
- Capable of individualized attention
- Preferably certified in Small craft safety

### **Supervisors**

Camp Director, Program Division Director, Waterfront Director

### **Tasks**

- Develop daily lesson plans to be used in teaching classes
- Teach sailing/windsurfing class each morning
- Coordinate and supervise sailing/windsurfing for afternoon activities
- Initiate strict safety program; ensure that life jackets are worn by campers when off dock
- Maintain equipment in clean, safe, workable condition
- Plan a program that allows the campers to fulfill the requirements for the Pathfinder honor in sailing/windsurfing if desired
- Direct requests for equipment and supplies to the waterfront director or camp director
- Deliver all items left in activity area to Lost & Found daily
- Keep equipment, dock, and shorelines neat at all times and immaculate on the weekends
- Maintain a Christian atmosphere in class
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season

### **Results**

- Campers will have achieved their personal goals
- Campers will be taught second level lessons each week
- No significant preventable injuries will occur
- Personal goals will be met for the summer

## **Snack Shop**

*Emma MacLachlan*

### **Qualifications**

- Good in time management and organization skills
- Extremely honest and hard working
- Flexible in managing different tasks and assignments
- Able to work with money, sales, and food items
- Preferably previously experienced in food service
- In possession of an Oregon Food Handler's Card

### **Supervisors**

Camp Director, Associate Camp Director, Headquarters Director, Mall Manager

### **Tasks**

- Keep a clean well-organized snack shop
- Set up snack shop each morning so as to be ready to open immediately following the softball game
- Assist in preparing and transporting items for Softball game sales
- Ensure that snack shop inventory and supplies are maintained at appropriate levels by coordinating with the mall manager
- Maintain refrigerator temp records throughout the summer
- Mop the snack shop
- Keep a record of all Staff snack shop purchases
- Present a cheerful atmosphere in the snack shop
- Rotate snack shop items to ensure freshness
- Treat incoming campers and adults with kindness and courtesy at all times
- Smile a lot and be cheerful even when doing unpleasant tasks
- Have positive, encouraging interchanges with staff and campers

### **Results**

- Sales increase in the snack shop
- Campers are satisfied with their snack shop experience
- No lost sales due to unpreparedness
- Cleanliness and records are kept up to ACA and ODH standards

## **Sports Instructor**

*Dylan Irvine*

### **Qualifications**

- At least 18 years of age
- Physically able to participate in and teach activity while making mature judgments
- Currently certified in Pediatric CPR and First Aid
- Experienced and knowledgeable of the fundamentals of sports activities
- Able to maintain and repair activity equipment
- Able to patiently communicate and demonstrate skills while giving individualized attention when appropriate
- Safety conscious
- Able to represent Big Lake professionally while recognizing and achieving excellence
- Experience in and have a thorough working knowledge of the fundamentals of basketball, volleyball, soccer, and softball
- Able to patiently communicate and demonstrate skills of basketball, volleyball, soccer, and softball
- Knowledgeable of the rules and regulations of the aforementioned sports
- Refereeing skills in the aforementioned sports

### **Supervisors**

Camp Director, Program Division Director, Activities Director

### **Tasks**

- Teach class each morning using daily lesson plans that help campers build lasting skills
- Coordinate and supervise activity during afternoon activities
- Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures
- Teach campers to utilize their creativity
- Teach good sportsmanship at every opportunity
- Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds
- Model curriculum so that campers who would like to pursue a Pathfinder honor will be able to do so
- Direct requests for equipment and supplies to the activities director
- Deliver all items left in activity area to Lost & Found daily
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
- Set up and maintain equipment for staff softball games each day
- Arrange and keep softball statistics and records
- Set up and coordinate Capture the Flag each evening
- Lead planning and coordination of Big Lake Olympics on Friday afternoons

### **Results**

- No significant preventable injuries
- Campers will be taught second level lessons each week
- Campers will have achieved their personal goals for the week
- Personal goals are met for the summer
- Activity budget will be maintained
- The Olympics will be successful

### **Safety Regulations**

- Equipment is not to be used without direct supervision and/or permission from the instructor.
- Playing areas should be inspected for potential hazards.
- Campers should be instructed in rules and procedures before play begins.
- Appropriate attire must be worn for the activity being performed.
- A first aid kit must be present at all activities.
- Boundaries, appropriate behavior, and hazards must be identified.
- The process for communication of a distress/grievance is identified.
- Equipment, including balls and jerseys, is to be checked daily.
- Problems are to be addressed immediately and faulty equipment should be removed from use.
- Equipment should be stored and locked in the sports shed when not in use.

### **Camper Eligibility Requirements**

In addition to the eligibility requirements for all campers, sports requires that campers be able to jump and run unassisted.

### **Supervision Ratio**

Equal to or less than 10:1 with a minimum of two staff present.

### **Additional Requirements**

The sports instructor is responsible for setting up, tearing down, and scheduling softball, Capture the Flag, and the Olympics.

## **Staff Childcare Provider**

*Holly Gauthun & Emma MacLachlan*

### **Qualifications**

- Currently certified in Pediatric CPR and First Aid
- Good in time management and organization skills
- Extremely honest and hard working
- Flexible in managing different tasks and assignments
- Able to work creatively, safely and compassionately with young children
- Safety conscious

### **Supervisors**

Camp Director, Associate Camp Director, Camp Moms

### **Tasks**

- Be responsible for the safety and welfare of staff children, as assigned, during designated times
- Organize and implement structured activities including but not limited to reading time, arts and crafts and physical activity
- Maintain direct supervision and engagement with children during structured and unstructured play times
- Treat incoming campers and adults with kindness and courtesy at all times
- Smile a lot and be cheerful even when doing unpleasant tasks
- Have positive, encouraging interchanges with staff and campers

### **Results**

- Staff children will enjoy their time spent with you



## **Staff Sub**

*Alyssa Mayhew*

### **Qualifications**

- At least 18 years of age preferred
- In possession of an Oregon Food Handler's Card
- Currently certified in Pediatric CPR and First Aid
- Preferably certified in lifeguarding according to ACA standards
- Able to adapt to and assist in a variety of areas
- Willing to learn new skills and work in different camp activities
- Able to work hard

### **Supervisors**

Camp Director, Program Division Director, Activities Director

### **Tasks**

- Perform duties as outlined by weekly sub schedule and/or the program director
- Be flexible according to needs and requests of program director or other CADCO member
- Smile a lot and be cheerful even when doing unpleasant tasks
- Have positive, encouraging interchanges with staff and campers

### **Results**

- New skills and competencies will be gained
- Performance evaluations will reflect positive improvement
- Personal goals will be met for the summer

### **Safety Regulations**

- A first aid kit must be present at all activities.
- Equipment is not to be used without direct supervision and permission from the instructor.
- Rules and procedures must be explained before activities begin.

## **Survival Adventure Instructor**

*Jared Frost*

### **Qualifications**

- At least 18 years of age
- Certified in Pediatric CPR and First Aid
- Physically able to teach and participate in activity while making mature judgements
- Knowledgeable of the fundamentals of survival adventure activities
- Knowledgeable and experienced in use of survival skills
- Knowledgeable of wilderness living
- Experience and trained in survival skills with documentation of training
- Able to maintain and repair activity equipment
- Able to patiently communicate and demonstrate skills while giving individualized attention when appropriate
- Safety conscious
- Able to represent Big Lake professionally while recognizing and achieving excellence
- Knowledgeable of outdoor living skills
- Knowledgeable and capable of wilderness survival and outdoor leadership

### **Supervisors**

Camp Director, Program Division Director, Activities Director

### **Tasks**

- Teach class each morning using daily lesson plans that help campers build lasting skills
- Coordinate and supervise activity during afternoon activities
- Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures
- Teach campers to utilize their creativity
- Teach good sportsmanship at every opportunity
- Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds
- Model curriculum so that campers who would like to pursue a Pathfinder honor will be able to do so
- Direct requests for equipment and supplies to the activities director
- Deliver all items left in area to Lost & Found daily
- Submit a detailed inventory list at the beginning and end of the summer to camp director with suggestions for the following camp season
- Work with activities director, food service director, and RAD directors to consider possible overnight campout

### **Results**

- No significant preventable injuries will occur
- Campers will be taught second level lessons each week
- Campers will have achieved their personal goals for the week
- Personal goals are met for the summer
- Activity budget is maintained

### **Safety Regulations**

- Equipment is not to be used without direct supervision and permission from the instructor.

- Rules and procedures must be explained before activities begin.
- Careful explanation of emergency procedures must take place when particularly hazardous activities are performed (anything involving fire, knives, hatchets, etc.).
- A first aid kit must be present at all times.
- Boundaries, appropriate behavior, and hazards must be identified.
- The process for communication of a distress/grievance is identified.

### **Equipment**

- Equipment is to be used only for its appropriate function.
- Equipment should be ready for use at the beginning of each class.
- Equipment should be inspected daily for any potential hazards in use.
- This includes frayed straps on packs, proper functioning of propane stoves, and other tools.
- Any problems with equipment should be repaired immediately or equipment should be removed from use until repair or disposal.
- Equipment is to be stored away when not in use.

### **Camper Eligibility**

In addition to the eligibility requirements for all campers, survival adventure requires campers be able to carry 40 pounds comfortably.

### **Supervision Ratio**

Equal to or less than 10:1 with a minimum of two staff present.

## **Swimming Instructor**

*Gianni Paquini*

### **Qualifications**

- At least 18 years of age
- Currently WSI Certified
- Currently certified in lifeguarding according to ACA standards
- Able to patiently communicate and demonstrate skills
- Capable of giving individualized attention
- Excited about teaching kids

### **Supervisors**

Camp Director, Program Division Director, Waterfront Director

### **Tasks**

- Develop daily lesson plans to be used in teaching classes
- Teach swimming classes each morning
- Coordinate and supervise swimming for afternoon activities
- Initiate and practice a strict safety program
- Assist with special waterfront activities
- Direct requests for equipment and supplies to the waterfront director
- Plan a program that allows the campers to fulfill the requirements of the Pathfinder honor in swimming if desired
- Maintain dock and equipment in safe condition
- Keep swimming equipment, docks and shorelines neat at all times and immaculate on the weekends
- Deliver all items left in activity area to Lost & Found daily
- Maintain a Christian atmosphere in classes at all times
- Submit a detailed inventory list at the beginning and end of the summer to camp director with suggestions for the following camp season

### **Results**

- Campers will have achieved their personal goals for the week
- Campers will be taught second level lessons
- No significant preventable injuries occur
- Personal goals will be achieved for the summer

## **Wakesports Instructor**

*Ethan Powrie*

### **Qualifications**

- Currently certified in lifeguarding according to ACA standards
- At least 18 years of age
- American Water Ski Association First Class rating
- Previously experienced in operating power boats and hold an Oregon Boater's Education Card
- Knowledgeable of boating safety regulations
- Able to patiently communicate and demonstrate skills
- Capable of individualized attention

### **Supervisors**

Camp Director, Program Division Director, Waterfront Director

### **Tasks**

- Prepare daily lesson plans to be used in teaching classes
- Teach water-skiing classes each morning
- Coordinate and rocket rides during afternoon activities
- Maintain a good water ski program within the confines of the budget.
  - Do not give unnecessary boat rides and do not exceed necessary speeds. This costs the camp money and increases the chances of injury.
- Initiate a strict safety program including life vests being worn by all skiers and passengers
- Maintain equipment in clean, safe, workable conditions
- Drive with safety in mind and adhere to Oregon boaters traffic patterns
- Keep ski equipment, docks and shorelines neat at all times
- Plan a program that allows the campers to fulfill the requirements for the Pathfinder honor in water-skiing if desired
- Every-other Sunday, change the oil, clean, wax and perform needed maintenance on the boats
- Direct requests for equipment and supplies to the waterfront director
- Abide by camp policies with regard to music played in the boats
- Deliver all items left in activity area to Lost & Found daily
- Maintain a Christian atmosphere in classes at all times
- Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season

### **Results**

- Campers will have achieved their personal goals
- Campers are taught second level lessons each week
- No significant preventable injuries occur
- Personal goals are met for the summer

## **Waterfront Sub**

*Caleb Kiefiuk Yates*

### **Qualifications**

- Currently Certified in Lifeguarding according to ACA standards
- Flexible and willing to help where needed
- Able to patiently communicate and demonstrate skills
- Capable of giving individualized attention

### **Supervisors**

Camp Director, Program Division Director, Waterfront Director

### **Tasks**

- Assist with instruction of morning classes as directed
- Supervise and assist during afternoon waterfront activities
- Assist waterfront personnel as needed
- Participate in a strict water safety program
- Deliver all items left in area to Lost & Found daily
- Maintain a Christian atmosphere at all times

### **Results**

- Supervisor review indicate a hardworking, willing, positive staff member
- No significant preventable injuries occur
- Performance under pressure is competent
- Team unity is supported
- Campers will be taught second level lessons