

## Job Descriptions

### All Staff Positions

#### Qualifications

A Seventh-day Adventist Christian.  
Ability to share the gospel.  
At least 17 years of age or high school graduate.  
Frequent standing, bending, sitting, walking, running and lifting.  
An enthusiasm and passion for children and the ability to relate to them.  
Ability to work outside in the summer heat.  
Ability to fulfill responsibilities.  
Ability to work with a group, and to take direction and advice.

#### Responsibilities

Understand, accept and follow the philosophy, operational goals, and specific objectives of the camp.  
Participate in all required team appointments.  
Develop skills and attitudes so as to do the best possible job.  
Assist other staff in any way you can to develop a spirit of cooperation.  
Communicate with peers and superiors on any point or question of concern.  
Maintain a Christian atmosphere and environment at all times.

### Archery / Model Rocketry Instructor

#### Qualifications

Current First Aid and CPR Certification.  
Familiarity with National Archery Association Instructors Manual, qualifications, and requirements.  
Minimum skill of Bowman in JOAD program.  
Knowledge and skills in Model Rocketry.  
Ability to patiently communicate and demonstrate skills.

#### Responsibilities

Develop a daily lesson plan to be followed.  
Teach archery and model rocketry class each morning.  
Coordinate & supervise archery during afternoon activities.  
Initiate and practice strict safety program.  
Maintain equipment in good, safe working condition.  
Make AY honor available.

### Basketball Instructor

#### Qualifications

Current First Aid and CPR Certification.  
A thorough working knowledge of the fundamentals of basketball.  
A knowledge of rules and regulations of basketball.  
Ability to patiently communicate and demonstrate skills and referee basketball.

#### Responsibilities

Develop a daily lesson plan to be followed.  
Teach basketball class each morning.  
Maintain equipment in good working condition and order.  
Make AY honor available.

### BMX Biking Instructor

#### Qualifications

Current First Aid and CPR Certification.  
Working knowledge of BMX racing and freestyle skills.  
Safety conscious.  
Ability to repair BMX bikes.  
Ability to patiently communicate and demonstrate skills.

#### Responsibilities

Develop a daily lesson plan to be followed.  
Teach BMX class each morning.  
Supervise rides for afternoon activity time.  
Keep bikes repaired and well maintained.  
Teach campers Georgia State rules for safe biking.  
Make AY honors available.

### Climbing Tower Instructor

#### Qualifications

Current First Aid and CPR Certification.  
A working knowledge of climbing tower & climbing tower safety.  
Ability to patiently communicate and demonstrate skills.  
Capacity for individualized attention.

#### Responsibilities

Teach & direct climbing tower activity each afternoon.  
Maintain a positive Christian atmosphere in class at all times.  
Adjust program to varying ages and abilities of campers.  
Teach, initiate and practice a strict safety program.  
Strictly monitor participants until competency is demonstrated.  
Maintain equipment in a clean, safe & workable condition.

### Counselor

#### Qualifications

Current CPR Certification.  
Ability to love.  
Ability to discipline.  
Some knowledge of child development.

#### Responsibilities

Encourage spiritual and social growth in each camper.  
Supervise assigned campers in all activities of the day, 24 hours per day, 6 days per week.  
Be responsible for health, safety, and personal belongings of assigned campers.  
Assist campers with duties, learning of skills, cabin activities, and communication with others.  
Assist instructors during afternoon activities.

### Counselor—Discipleship RAD

#### Qualifications

Deep seated SDA faith and passion for discipleship process.  
Same qualifications as Counselor above.

#### Responsibilities

Same responsibilities as counselor above.

### Creative Arts Instructor

#### Qualifications

Current First Aid and CPR Certification.  
Experience and working knowledge in a variety of crafts.  
Patience for individualized attention.  
Ability to patiently communicate and demonstrate skills.

#### Responsibilities

Develop a daily lesson plan to be followed.  
Teach Creative Arts class each morning.  
Supervise and teach creative arts for afternoon activity time.  
Maintain a neat and organized work area.  
Make AY honors available.

### Fishing Instructor

#### Qualifications

Current First Aid and CPR Certification.  
Knowledge and skill of fishing gear and fishing.  
Ability to patiently communicate and demonstrate skills.

#### Responsibilities

Develop a daily lesson plan to be followed.  
Teach fishing class each morning.  
Initiate and practice strict safety program.  
Maintain equipment in good, safe working condition.  
Maintain a neat and organized storage area.

### Food Service/Dishroom

#### Qualifications

Hard worker.  
Minor ability with machines.  
Ability to follow instructions regarding food preparation.

#### Responsibilities

Fulfill assignments as given by Food Service Director.  
Maintain clean, safe, well-functioning dishroom & kitchen.  
Keep trash cans in dish area and kitchen emptied.

### Guys/Girls Village Director

#### Qualifications

At least 20 years of age.  
Current First Aid and CPR Certification.  
Previous experience at Cohutta Springs Youth Camp.  
Knowledge of counseling techniques and responsibilities.  
Ability to guide, direct, and supervise campers and counselors.

#### Responsibilities

Assist director with pre-camp orientation and training.  
Make cabin assignments for counselors and campers.  
Schedule counselor's days off and arrange for a substitute.  
Conduct line calls and Camp Council.  
Require counselor's knowledge of camper's whereabouts at all times.  
Counsel with staff and campers on problem situations.  
Plan and carry out CT program.

### Gymnastics Instructor

#### Qualifications

Current First Aid and CPR Certification.  
Previous experience in teaching gymnastic skills at beginning and intermediate levels.  
A working knowledge of gymnastics safety and prevention of injury.  
Ability to patiently communicate and demonstrate skills.

#### Responsibilities

Develop a daily lesson plan to be followed.  
Teach gymnastics class each morning.  
Initiate and practice a strict safety program.  
Maintain equipment in good, safe working condition.  
Make AY honors available.

### Horsemanship Instructor

#### Qualifications

Current First Aid and CPR Certification.  
Experience and knowledge in riding, training and care of horses.  
Ability to patiently communicate and demonstrate proper horsemanship skills.

#### Responsibilities

Teach horsemanship class each morning.  
Understand daily lesson plans to be used in teaching classes.  
Coordinate & supervise afternoon rides.  
Maintain health and safety of horses.  
Feed and water horses.  
Maintain clean corral and arena.  
Maintain equipment in good, safe working condition.  
Make AY honors available.

### Laundry Service

#### Qualifications

Knowledge of fabrics and appropriate laundry procedures.  
Good time management and organization.

#### Responsibilities

Wash staff and snackshop laundry.  
Wash Campfire costumes as needed.  
Wash and organize all lost & found items.  
Wash clothing of campers staying for 2 weeks.  
Maintain clean, stocked, functioning laundry room and equipment.

### Mountain Biking Instructor

#### Qualifications

Current First Aid and CPR Certification.  
Experience & working knowledge of mountain biking.  
Safety conscious.  
Ability to repair mountain bikes.  
Ability to patiently communicate and demonstrate skills.

#### Responsibilities

Develop a daily lesson plan to be followed.  
Teach mountain biking class each morning.  
Coordinate & supervise rides for afternoon activities.  
Keep bikes repaired and well maintained.  
Teach campers Georgia State rules for safe biking.  
Make AY honors available.

### Mountain Lore Instructor

#### Qualifications

Current First Aid and CPR Certification.  
Experience and working knowledge of Cohutta Springs Youth Camp Mountain Lore tradition & crafts.  
Ability to patiently communicate and demonstrate skills.

#### Responsibilities

Develop a daily lesson plan to be followed.  
Teach Mountain Lore and Nature class each morning.  
Supervise & teach Mtn. Lore crafts for afternoon activity time.  
Maintain a neat and organized work area.  
Make AY honors available.

## Night Watch

### Qualifications

Ability to work at night and sleep during the day.  
Ability to work alone and be responsible for fulfilling assignments.  
Tactful interpersonal skills.

### Responsibilities

Do nightly rounds and keep a report of your duties to turn into the Camp Director.  
Perform cleaning and maintenance duties as assigned.  
Monitor evening guests and keep record of arrivals and departures.

## Nurse

### Qualifications

R.N. license for the state of Georgia  
Capacity for individualized attention.  
Attention to details.

### Responsibilities

Promote health awareness at camp.  
Maintain clinic in clean, stocked, operable condition.  
Supervise health of each camper, keeping appropriate records and forms completed.  
Collect, label, and dispense campers' medications.  
Maintain stock of first aid supplies for activity areas, cabins, RAD Camps and trips.  
Observe staff for symptoms of ill health.

## Paintball Instructor

### Qualifications

Current First Aid and CPR Certification.  
A knowledge of rules, regulations and safety guidelines of paintball.  
Ability to patiently communicate and demonstrate skills and referee paintball.

### Responsibilities

Develop a daily lesson plan to be followed.  
Teach paintball attraction each morning and the Paintball RAD Camps.  
Initiate and practice a strict safety program.  
Maintain equipment in good working condition and order.  
Maintain a neat and organized storage area.

## Performing Arts Instructor

### Qualifications

Current First Aid and CPR Certification.  
Musical Experience (playing guitar, keyboard ,singing,, etc.)  
Capacity for individualized attention.  
Ability to patiently communicate and demonstrate skills.  
Enthusiasm for Christian witness through drama/music.

### Responsibilities

Develop a daily lesson plan to be followed.  
Teach music performance class each morning.  
Maintain equipment in excellent condition, properly stored at all times.  
Have campers practice and perform music.

## Photography Instructor

### Qualifications

Current First Aid and CPR Certification.  
Experience and thorough working knowledge of digital cameras.  
Ability to patiently communicate and demonstrate skills.  
Organizational skills.  
Ability to represent CSYC professionally and to recognize excellence.

### Responsibilities

Develop a daily lesson plan to be followed.  
Teach digital photography class each morning.  
Coordinate and take all cabin photos each week.  
Photograph camper activity and post to the website daily.  
Prepare Staff Souvenir cards during Staff Training.  
Maintain equipment in excellent working condition, properly stored at all times.  
Maintain a neat, organized and clean photo area.

## Program Director

### Qualifications

At least 20 years of age.  
Current First Aid and CPR Certification.  
Previous experience at Cohutta Springs Youth Camp.  
Knowledge of every aspect of camp program.  
Leadership and administrative abilities.  
Organizational, interpersonal and management skills.

### Responsibilities

Assist the director with pre-camp orientation and training.  
Advise and assist the instructors for all land attractions.  
Coordinate with the Sports Director the Cohutta Springs Camp Olympics.  
Coordinate rainy day activities.  
Keep program records on file.  
Plan and carry out SIT program.  
Keep attendance record of all general staff at required team appointments.

## RAD Camp Director

### Qualifications

At least 21 years of age.  
Current First Aid and CPR Certification.  
Current Lifeguard Certification.  
Current CDL (Commercial Drivers License).  
Leadership and administrative abilities.

### Responsibilities

Organize off-site RAD Camps according to ACA guidelines.  
Be financially responsible for RAD Camp budgets.  
Organize a strong spiritual emphasis.  
Maintain thorough records for each camp.

## Secretary

### Qualifications

Computer literacy with quick and efficient keyboarding skills.  
Bookkeeping and organizational skills.  
Professional, positive attitude.

### Responsibilities

Do secretarial work for camp.  
Prepare registration, activity and store reports.  
Manage use of phones and office equipment.  
Send and deliver mail.  
Manage camp lost & found.

## Sports Instructor

### Qualifications

Current First Aid and CPR Certification.  
A thorough working knowledge of the fundamentals of basketball, flag football, soccer, softball, tennis and volleyball.  
A knowledge of rules and regulations of aforementioned sports.  
Ability to patiently communicate and demonstrate skills and referee in the aforementioned sports.

### Responsibilities

Develop a daily lesson plan to be followed.  
Teach sports class each morning.  
Supervise sports during afternoon activity time.  
Maintain equipment in good working condition and order.  
Help set up and assist with fun times.

## Store Manager

### Qualifications

Ability to work with money and records.  
Ability to sell an item.  
Promotional creativity.  
Most honest person in the world.

### Responsibilities

Display merchandise.  
Maintain a clean, well-stocked store.  
Sell merchandise.  
Maintain adequate record of camper and staff accounts.

## Swimming Instructor

### Qualifications

Current First Aid , CPR and Lifeguard Certification.  
Current WSI Certification.  
Ability to patiently communicate and demonstrate skills.

### Responsibilities

Develop a daily lesson plan to be followed.  
Teach swimming class each morning.  
Supervise afternoon swimming.  
Initiate and practice strict safety program.  
Assist with special waterfront activities.  
Make AY honors available.

## Videography Instructor

### Qualifications

Current First Aid and CPR Certification.  
Experience and thorough working knowledge of video cameras and editing.  
Ability to patiently communicate and demonstrate skills.  
Enthusiasm for Christian witness through media.  
Organizational skills.

### Responsibilities

Develop a daily lesson plan to be followed.  
Teach Videography class each morning.  
Be responsible for storage and maintenance of camp's audio-visual equipment.  
Produce week-ending video each week to show Saturday night.  
Produce an end-of-summer staff video.

## Wakeboard/Ski Instructor

### Qualifications

Current First Aid , CPR and Lifeguard Certification.  
Previous experience operating ski boats.  
Knowledge of boating safety regulations.  
Ability to patiently communicate and demonstrate skills.

### Responsibilities

Develop a daily lesson plan to be followed.  
Teach waterski class each morning.  
Provide rocket rides during afternoon activity time.  
Initiate a strict safety program.  
Maintain equipment in good, safe working condition.  
Make AY honors available.

## Wake Park Instructor

### Qualifications

Current First Aid , CPR and Lifeguard Certification.  
Knowledge of Wake Park equipment and operations.  
Experience in riding a Wake Park system.  
Ability to patiently communicate and demonstrate skills.

### Responsibilities

Develop a daily lesson plan to be followed.  
Teach Wake Park class each morning.  
Initiate a strict safety program.  
Maintain equipment in good, safe working condition.  
Maintain a neat and organized storage area.

## Waterfront Director

### Qualifications

At least 20 years of age.  
Current First Aid , CPR and Lifeguard Certification.  
Current WSI Certification.  
Previous experience in aquatics at CSYC.  
Extensive boat driving experience.  
Leadership and administrative abilities.

### Responsibilities

Guide, direct, and supervise waterfront personnel.  
Schedule time off for waterfront personnel.  
Ensure safe operation of all equipment and programs on the waterfront.  
Supervise all waterfront emergency procedures and drills.  
Assist waterfront instructors in establishing classes geared to the ages, interests and abilities of the campers.  
Keep equipment and docks in excellent, safe, working condition.  
Communicate with the Red Cross and gather all necessary data for them.

## Waterfront Sub/Lifeguard

### Qualifications

Current First Aid , CPR and Lifeguard Certification.  
General knowledge of all waterfront activity.  
Ability to patiently communicate and demonstrate skills.  
Flexibility and willingness to help where needed.

### Responsibilities

Maintain a flexible spirit at all times.  
Assist with instruction & supervision as directed by the Waterfront Director.

## Wilderness Survival Instructor

### Qualifications

Current First Aid and CPR Certification.  
Experience and thorough knowledge of wilderness survival.  
Ability to patiently communicate and demonstrate skills.

### Responsibilities

Develop a daily lesson plan to be followed.  
Teach wilderness survival class each morning.  
Coordinate one overnight backpack trip for the class.  
Initiate and practice a strict safety program.  
Maintain equipment in good working condition and order.  
Make AY honors available.