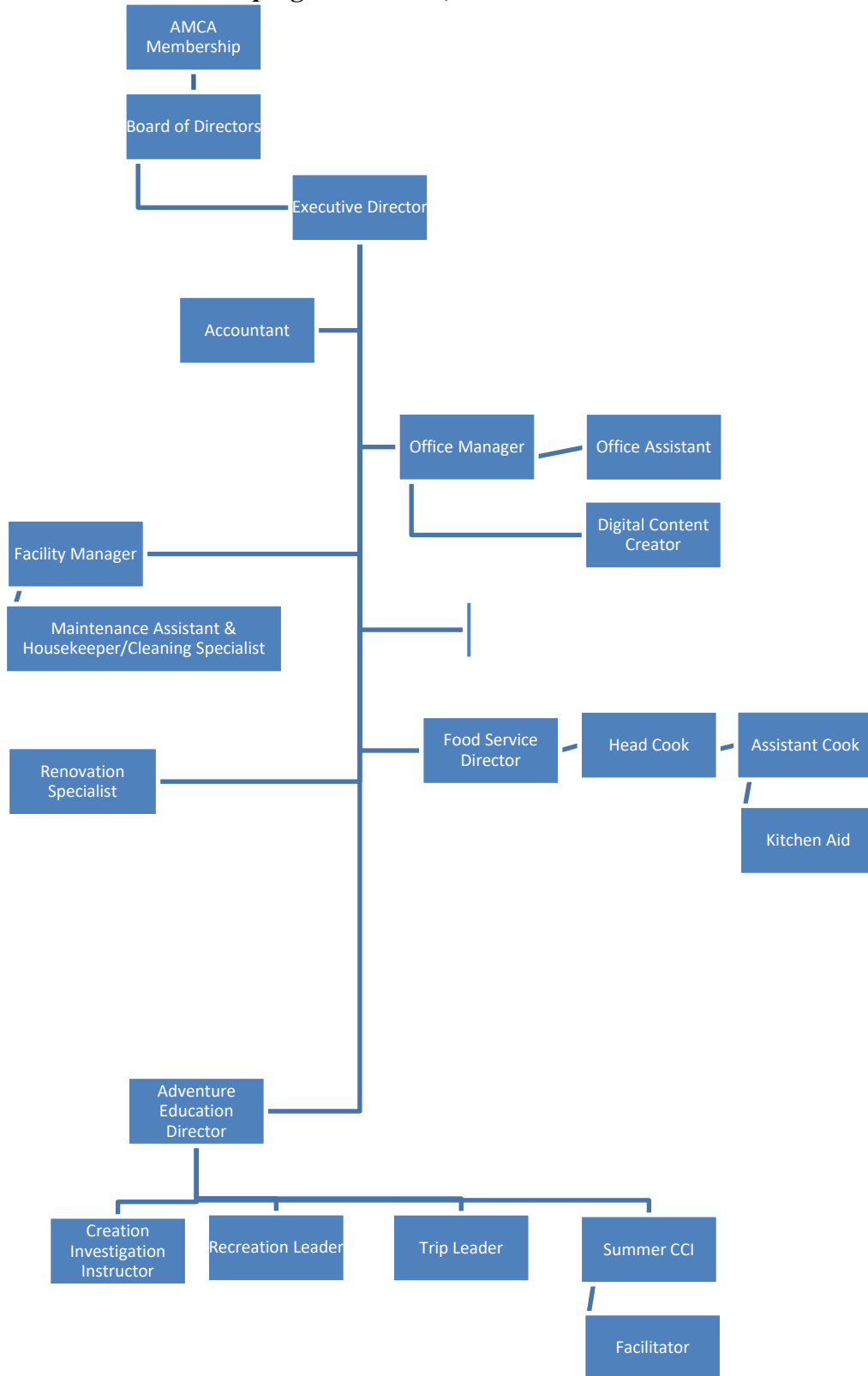
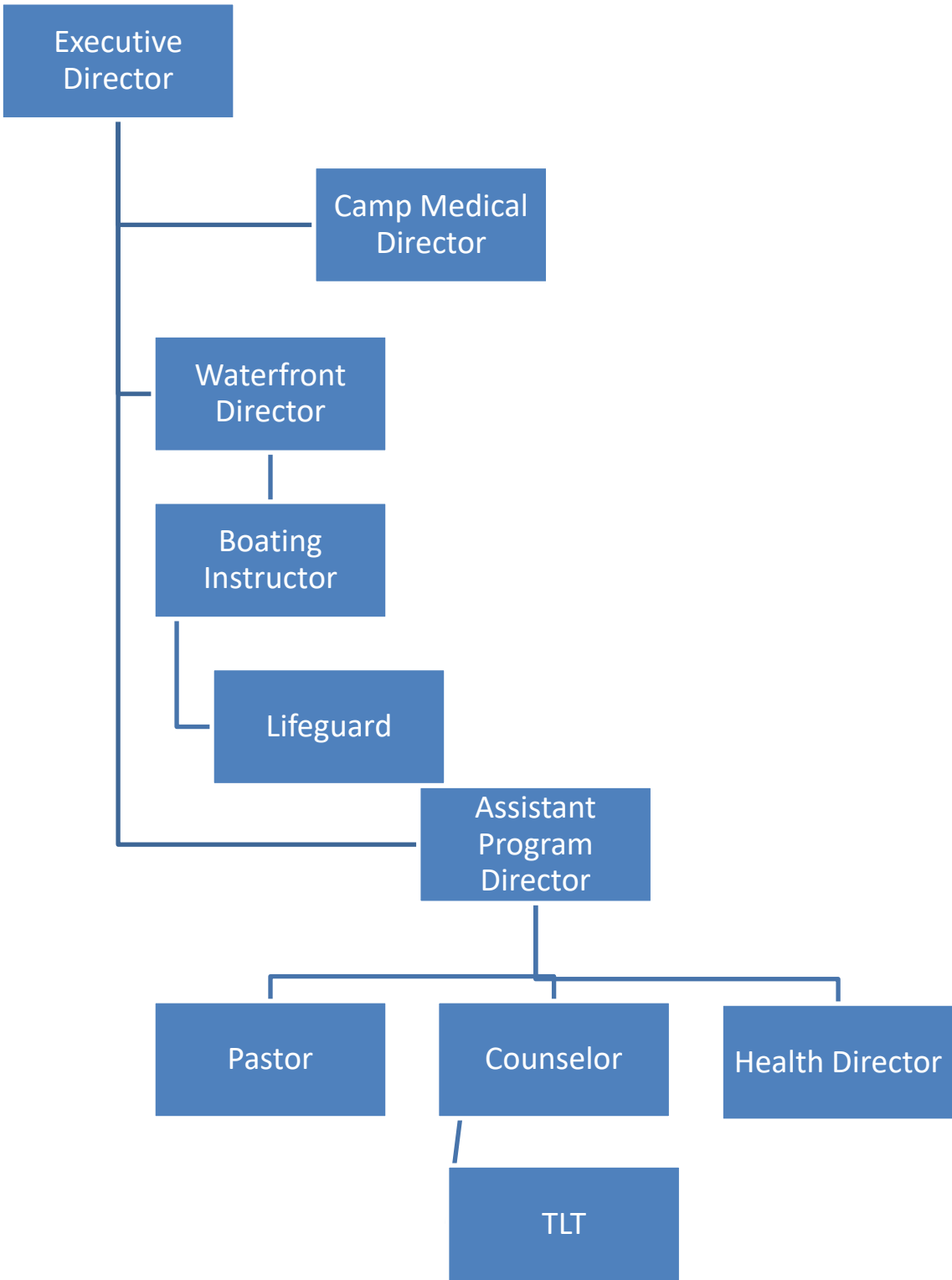


EMPLOYEE RESPONSIBILITIES AND MINISTRY DESCRIPTIONS

A.M.C.A. ORGANIZATIONAL CHART

(Adirondack Mennonite Camping Association)





YEAR-ROUND EMPLOYEE MINISTRY DESCRIPTIONS

TITLE: A.M.C.A. Board Members

PRIMARY RESPONSIBILITIES

Members are expected to be in agreement with and supportive of the philosophy and goals of Beaver Camp.

These responsibilities are expected to be carried out by:

- a. Attending all board meetings. No more than two meetings per year can be missed without the special permission of the board.
- b. Be willing to operate by consensus. This includes being free to express one's feelings and then accepting the decision of the board.
- c. Assisting the staff with a weekend event or during children's camp at least once each year.
- d. Supporting the camp financially as you are able.
- e. Serving on at least one Board Committee.

TITLE: Executive Director

POSITION CONCEPT:

Provide creative, visionary leadership and direction for AMCA's programs and staff. Working in concert with the Board of Directors to assemble the required resources to enhance and expand AMCA's ministries, including fundraising.

QUALIFICATIONS:

1. Bachelor's degree or equivalent experience
2. At least 6 months of previous administrative/supervisory experience
3. Member of a Mennonite church or MCC constituent or sympathetic with significant beliefs of the Mennonite church
4. Computer skills, including social media
5. Desire to work with and listen to area church and community leaders
6. Exhibits leadership ability
7. Agrees with the philosophy policies, vision and goals of Beaver Camp

AUTHORITY:

The Executive Director is accountable to the Board of Directors and has full authority to carry out duties and responsibilities as authorized by the board. The Board of Directors sets policy, which the Executive Director is then responsible to carry out. Areas included in this responsibility are programs, staff, rentals, maintenance, fund raising, marketing, business administration, food service, church relations, public relations, secretarial/clerical and complying with regulatory agency standards. The Executive Director is to work closely with the Board of Directors in preparing agenda, reporting, recommending policy, and working with all board committees.

RESPONSIBILITIES INCLUDE:

Overall: Responsible for the vision, planning, direction, promotion, implementation and quality of all Beaver Camp programs.

A. Program

1. Implement programs as directed by the Board
2. Obtain staff as needed for those programs
3. Promote AMCA in appropriate ways
4. Oversee overall quality of the program
5. Evaluate programs and implement any recommended improvements

B. Staff

1. Hire all year around staff needed to operate as guided by the Board
2. Hire according to skills and spiritual maturity as dictated by their job responsibilities
3. Train staff in their areas of responsibility
4. Monitor, supervise and evaluate their performance and give guidance as necessary

C. Facilities

1. Ensure rental groups, guest groups, youth and family program needs are met at Beaver Camp and off-site locations
2. Enable and supervise appropriate and safe maintenance of facilities and grounds

D. Fund Raising

1. Carry out fundraising activities as directed by the Board
2. Design and implement programs that address the financial needs of AMCA both in capital and programs
3. Design and implement events that contribute to financial support of AMCA, including the Beaver Camp Auction and an endowment campaign
4. Work with Maple Ridge Center staff to make sure fund raising efforts are compatible and complementary

E. Church Relations

1. Present an attitude that accepts the various churches represented by the Camp
2. Present programs in churches about Beaver Camp
3. Keep churches informed about Beaver Camp and its programs through newsletters, bulletin announcements and social media
4. Meet with leadership of supporting churches on an ongoing basis to gain understanding of constituent needs and possible ways of working together to meet those needs
5. Work with Maple Ridge Center staff to make sure church relations efforts are compatible and complementary

F. Public Relations

1. Oversee all marketing and promotional activities for Beaver Camp
2. Conduct activities on the facilities in ways that maintain positive relationships with neighbors
3. Invite and encourage the general public to attend programs available in the community
4. Present the Beaver Camp Auction and other fundraising activities in such a way as to bring good will to the community
5. Work with Maple Ridge Center staff to make sure public relations efforts are compatible and complimentary

G. Board Activities

1. Prepare agenda in cooperation with the Board president and executive committee for Board meetings
2. Provide reports of camp activities for board meetings
3. Prepare year-end reports
4. Be a channel for communications to and from the board
5. Promote AMCA membership and process applications
6. Work with Maple Ridge staff to make sure that Board relations are compatible and complementary

H. Professional Development

Attend conferences and trainings to enhance performance and encourage staff to do the same

TITLE: Registrar/Office Manager

RESPONSIBLE TO: Executive Director

QUALIFICATIONS:

1. Is in agreement with the philosophy, policies, vision, and goals of AMCA.
2. Exhibits good public relations skills by phone, email, and in person.
3. Experience with Microsoft Office 2010, including Access, Word, Excel, and Publisher.
4. Exhibits an ability to multi-task.
5. Ability to process and organize registrations and guest group bookings.

RESPONSIBILITIES INCLUDE:

A. Guest Groups

1. Handle all bookings and communication with guest groups.
2. Coordinate services and accommodations for multiple groups when necessary.
3. Create accommodation sheets for each week and weekend as needed.
4. Work with the Media and Outreach Director to ensure all departments have accurate information (lodging, meals, programming, etc.) in a timely fashion.
5. Host groups as needed.

B. Camps and Retreats

1. Process all registrations and handle all confirmations and communication with registrants, families, and sponsoring agencies.
2. Generate cabin assignment sheets and related forms for staff distribution.
3. Ensure that all details are complete and correct for check in days.
4. Run the check-in line on Sunday afternoons and for retreats.
5. Be involved, if needed and able, in the spiritual life of camp. This could include participating in or leading elements of camper firesides or staff devotions or otherwise supporting the ministry of children's camp

C. Secretarial

1. Responsible for all tasks necessary to maintain proper office functioning
2. Database management
3. Mailings and distribution of materials
4. Ordering office supplies
5. Maintaining office equipment
6. Maintain all paper records as needed.

BLOOD EXPOSURE CATEGORY: Exposure not likely

AUTHORITY:

Authority for monetary activity is controlled by the budget as approved by the Executive Director and Board of Directors.

TITLE: Accountant

RESPONSIBLE TO: Executive Director

QUALIFICATIONS:

1. Is in agreement with the philosophy, policies, vision, and goals of AMCA.
2. Exhibits good public relations skills by phone, email, and in person.
3. Experience with Quickbooks, Microsoft Office, including Access, Word, Excel, and Publisher.
4. Exhibits the ability to multi-task.

RESPONSIBILITIES INCLUDE:

1. Responsible for all financial record keeping as required by the Board and any regulatory agencies.
2. All invoices, deposits and bills must be processed and paid in no more than 5 business days. Any exceptions must be approved by the Executive Director.
3. Report all monetary activity to the Executive Director and all department leaders (program, office, food service, facility) no later than the 15th of the following month.
4. Monitor spending to assure compliance with the budget and make the Executive Director aware of any variances.
5. Be involved, if needed and able, in the spiritual life of camp. This could include participating in or leading elements of camper firesides or staff devotions or otherwise supporting the ministry of children's camp

BLOOD EXPOSURE CATEGORY: Exposure not likely

AUTHORITY:

Authority for monetary activity is controlled by the budget as approved by the Executive Director and Board of Directors.

TITLE: Food Service Director

RESPONSIBLE TO: Executive Director

QUALIFICATIONS:

1. At least 21 years of age and high school diploma.
2. Exhibits leadership ability.
3. Minimum 1 year experience in cooking for 30 or more people; camp experience preferred.
4. Ability to meet the public; enjoys working with people.
5. Ability to manage food service operation.
6. Is in agreement with the philosophy, policies, vision and goals of AMCA.

RESPONSIBILITIES:

The Food Service Director is responsible for all aspects of food service, including purchasing, menu planning, and the hiring, training and supervision of staff in order to maintain a high quality food service operation.

THESE RESPONSIBILITIES INCLUDE:

- A. Menu Planning:
 1. That appeals to the group(s) being served. Provide guest groups options when requested.
 2. That is cost effective.
 3. That is manageable for the staff on duty.
 4. That meet high nutrition standards.
 5. That are tasty, attractive and provide a variety.
- B. Purchasing:
 1. Purchase supplies from vendors that provide the best quality, service and price.
 2. Maintain sufficient inventory and adequate storage.
- C. Staffing:
 1. Hire staff as needed.
 2. Train staff as needed; both year-round and summer.
 3. Supervise staff, assuring that they are doing their job, doing quality work and are meeting all health standards.
 4. Promote an enjoyable and spiritually uplifting work environment.
 5. Plan and post the kitchen staff work schedule (summer and year round).
- D. Maintain standards that meet the criteria of:
 1. New York State Department of Health
 2. American Camp Association
 3. Beaver Camp policy and practice.
- E. Professional Development.

The Food Service Director will attend conferences and seminars that provide training in food service and the ministry of Christian Camping.
- F. Maintain food service records (menus, orders, inspection reports, etc.)
- G. Be involved, if needed and able, in the spiritual life of camp. This could include participating in or leading elements of camper firesides or staff devotions or otherwise supporting the ministry of children's camp

BLOOD EXPOSURE CATEGORY: Collateral possibility

AUTHORITY

The Food Service Director has full authority to carry out the above responsibilities except as otherwise directed by the Executive Director.

TITLE: Facility Manager

RESPONSIBLE TO: Executive Director

Role Summary: Manage the grounds and physical assets in a way that provides a safe, attractive, clean, and distraction-free environment to support the mission of Beaver Camp.

1. Facility Maintenance

What success looks like:

Exceed guest expectations by regularly evaluating, prioritizing, and addressing maintenance needs.

- Ensure facilities remain safe, code-compliant, fully functional, and visually appealing.
- Proactively and efficiently resolve maintenance issues to minimize disruptions.

What it will take:

- Use the Building Report Card and Maintenance Work Order systems to track and prioritize needs.
- Prioritize maintenance by urgency and impact (safety, building code, guest experience).
- Collaborate with the Executive Director to establish a budget and timeline for each repair.
- Conduct annual pre-camp inspection and weekly summer cabin checks.
- Schedule and oversee annual inspections (fire alarms, suppression systems, extinguishers).
- Maintain the camp water supply and sewage systems, including preventive maintenance and DOH-required testing and reporting.
- Ensure all equipment; including vehicles, UTVs, mowers, and tractors, is serviced in accordance with recommended maintenance schedules. This also includes managing and maintaining adequate fuel supplies.
- Maintain lawns, walks and driveways year round (mowing, erosion repair and snow removal).
- Supervise seasonal and year round maintenance and housekeeping assistants to ensure quality work.
- Maintain an adequate supply of campfire and winter heating wood.
- Ensure an adequate and consistent supply of heating and cooking propane is maintained.
- Assist with renovation projects as time and needs allow.
- Work with Renovation Specialist to coordinate volunteers to assist with projects and general upkeep.

2. Facility Cleaning

What success looks like:

Every guest and camper experiences clean lodging, meeting and common areas upon arrival.

What it will take:

- Supervise seasonal cleaners to ensure quality and timely results.
- Monitor inventory and order paper products and cleaning supplies as needed.

- Conduct weekly inspections of summer camp cabins at the conclusion of each camp session.
- Personally assist with cleaning tasks as needed based on seasonal staff and budget constraints.

3. **Commitment to Christian service**

What success looks like:

Lead with purpose, integrity, and compassion—creating positive and edifying experiences at every interaction with guests, campers, and staff.

What it will take:

- Work alongside guests, volunteers, campers and fellow staff to build a culture of respect and humility.
- Seek out training to improve skills and enhance service quality.
- Maintain good physical, mental, and spiritual health. Must be able to lift up to 75 pounds.
- Remain flexible and responsive to the changing needs of camp life.
- Align fully with Beaver Camp’s philosophy, vision and goals.
- Be involved, if needed and able, in the spiritual life of camp. This could include participating in or leading elements of camper firesides or staff devotions or otherwise supporting the ministry of children's camp

4. **Group Hosting**

What success looks like:

When needed or scheduled, act as on-site host for rental groups, providing a welcoming presence and logistical support throughout their stay, making guests feel well-supported and cared for throughout their visit.

What will it take:

- Welcome and orient groups upon arrival.
- Coordinate with the Office Manager on housing assignments and payment collection.
- Supervise dining room operations during meals.
- Remain available and responsive to group needs for the duration of their stay, including weekends.

BLOOD EXPOSURE CATEGORY: Collateral possibility

TITLE: Renovation Specialist

RESPONSIBLE TO: Executive Director

Role Summary: To annually plan and execute key projects to renovate, restore and rebuild the Beaver Camp facility.

1. **Annual Renovation Planning**

What success looks like:

A well-defined, objective-focused renovation plan aligned with the annual budget, featuring clearly established timelines broken down by month and week.

What it will take:

- Meet with the Executive Director and Facility Manager to establish objectives, project scope, and costs by October 1 of each year.
- Work with vendors to secure pricing and availability of products and services
- Prepare and submit a documented plan for approval.

2. Project Execution and Delivery**What success looks like:**

All projects completed on time, within budget, and meeting expected quality standards.

What it will take:

- Proactively secure materials and resources according to the established timeline.
- Work efficiently and maintain high standards of craftsmanship.
- Monitor progress regularly and adjust as needed to stay on schedule.
- Work with Facility Manager to coordinate volunteers to assist with projects.

3. Commitment to Christian service**What success looks like:**

Lead with purpose, integrity, and compassion—creating positive and edifying experiences at every interaction with guests, campers, and staff.

What it will take:

- Work alongside guests, volunteers, campers and fellow staff to build a culture of respect and humility.
- Seek out training to improve skills and enhance service quality.
- Maintain good physical, mental, and spiritual health. Must be able to lift up to 75 pounds.
- Remain flexible and responsive to the changing needs of camp life.
- Align fully with Beaver Camp's philosophy, vision and goals.
- Be involved, if needed and able, in the spiritual life of camp. This could include participating in or leading elements of camper firesides or staff devotions or otherwise supporting the ministry of children's camp

4. Caretaker (residing in Hemlock)**What success looks like:**

Be available for after-hour guest, camper and staff needs.

What will it take:

- Respond with graciousness to after-hour or weekend guest emergencies, calls or needs. Remedy the problem in such a way that satisfies the guest or staff request. This may mean fixing it immediately, finding the host, or contacting the Facility Manager to perform the remedy.

BLOOD EXPOSURE CATEGORY: Collateral possibility

TITLE: Digital Content Creator

RESPONSIBLE TO: Office Manager

QUALIFICATIONS:

1. Is in agreement with the philosophy, policies, vision, and goals of AMCA.
2. Strong creative skills and a keen eye for detail
3. Experience taking photos and creating/editing images.
4. Exceptional organizational and time management skills with the ability to prioritize and structure work schedules.
5. Good written and oral communication skills.
6. Good proof-reading skills.
7. Familiarity with social media platforms and their respective audiences

RESPONSIBILITIES:

A. Digital Content

Create and publish digital content on various social media platforms, ensuring that our digital presence supports and enhances our mission and delivers our message effectively.

- Produce high-quality multimedia content including images, videos, and infographics
- Manage and maintain content calendars to ensure timely delivery of content
- Monitor and analyze the performance of content and adjust strategies as needed
- Ensure content is aligned with Beaver Camp’s mission and brand
- Stay up-to-date with digital media technologies and trends and incorporate them into content strategies and tactics

B. Photos

Coordinate the taking, organizing and uploading of quality photos of summer camp and retreat programs.

C. Be involved, if needed and able, in the spiritual life of camp. This could include participating in or leading elements of camper firesides or staff devotions or otherwise supporting the ministry of children's camp

BLOOD EXPOSURE CATEGORY: Exposure not likely

AUTHORITY:

Authority for monetary activity to be approved by the Office Manager.

TITLE: Adventure Education Director

RESPONSIBLE TO: Executive Director

QUALIFICATIONS:

1. Strong Christian commitment.
2. Minimum age: 21
3. College degree/training and/or experience with challenge course, trip programs and outdoor education.
4. Administrative skills in communication, organization and management.
5. Ability to meet people and translate their need/desire into genuine customer service.
6. Ability to lead others (exhibits leadership ability).
7. Is in agreement with the philosophy, policies, vision and goals of AMCA.
8. Must be in good physical condition and able to lead all high rope activities.
9. Must be able and willing to work weekends as necessary.
10. Obtain and maintain the skills and certifications necessary to give proper oversight to the trip, challenge course and outdoor education programs, including, but not limited to:
 - a. Wilderness First Aid, CPR and Lifeguard (recommended).
 - b. Level 2 ACCT Practitioner and Challenge Course Manager certifications (required).
11. Ability to repair and maintain trip and challenge course equipment (preferred).

RESPONSIBILITIES:

The Adventure Education Director's role is to plan, direct, and supervise all phases of the adventure education program and staff including challenge course, wilderness trips and creation investigation.

Creation Investigation/Outdoor Education

- Develop and maintain the curriculum for the program.
- Teach and/or supervise all events. Recruit and train teaching staff as needed.
- Evaluate the program yearly and make appropriate changes.
- Coordinate all outdoor education groups.

Challenge Course and Rappelling/Climbing

- Develop and maintain the challenge course.
- Recruit and train challenge course facilitators.
- Lead and/or supervise all challenge course and climbing/rappelling events.
- Responsible for annual inspection and continuing safety supervision.
- Maintain course according to ACCT standards.
- Supervise the summer Challenge Course Instructor.
- Maintain all challenge course records.
- Ensures the Challenge Course's activities, trainings, goals, and physical condition provide a fruitful experience to the summer camp program

Wilderness Trip Camp

- Plan the wilderness camp program.
- Recruit and train trip leaders.
- Promote wilderness trips for rental groups.
- Lead and/or supervise rental group wilderness trips.
- Maintain equipment needed for the wilderness trip program. Inspect all equipment prior to being sent out on a trip. Repair or mark "out of service" any equipment that is damaged.

- Pack food and gear for each wilderness trip.
- Manage/file all documents and forms including but not limited to; trip itineraries, trip journal reports, camper follow-up postcards, swimming forms and permits.

Other

- Host as needed.
- Take responsibility for the entire summer program when other year round staff is not present.
- Assist with planning and implementing retreat and winter camp programs that reflect local church needs that Beaver Camp is able to meet in an effective way, and fit into our facilities and calendar.
- Coordinate all marketing for Beaver Camp. This includes print (brochures, public service and bulletin announcements, annual newsletter), online (web, social, electronic newsletter), and other (radio/TV).
- Be involved, if needed and able, in the spiritual life of camp. This could include participating in or leading elements of camper firesides or staff devotions or otherwise supporting the ministry of children's camp

BLOOD EXPOSURE CATEGORY: Possible exposure

LIMITED AUTHORITY:

Full authority is given to carry out the above tasks with the following limits.

1. Must have permission of the Executive Director for any expenditures over \$500.00
2. Plans for all programs must be approved by the Executive Director.
3. The Executive Director must approve all staff hiring (year-round and seasonal).

SEASONAL EMPLOYEE MINISTRY DESCRIPTIONS

TITLE: Assistant Program Director

RESPONSIBLE TO: Executive Director

QUALIFICATIONS:

1. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
2. Is in agreement with the Beaver Camp philosophy and policies.
3. Is eager to learn, loves campers, and shows a consistent walk with God.
4. Is willing to sacrifice personal comforts for the common good of fellow staff and campers when needed.
5. Is flexible and able to work with campers and other staff members.
6. Minimum age: 20 and high school diploma.
7. Has previous camp experience in counseling and other related fields.
8. Is able to lead his/her peers effectively, even under stressful situations.

RESPONSIBILITIES:

- A. Shall work closely with the year round program staff in all phases of designing and directing the program. Prepare daily schedules.
- B. Be prepared to work in any area of the program where there is a shortage of staff.
- C. Be sensitive and available for staff and campers who have special needs.

BLOOD EXPOSURE CATEGORY: Possible exposure

PRESEASON DUTIES

1. Read over evaluations, make notes of needed changes.
2. Help prepare orientation sessions. Prepare to lead some.
3. Make up orientation schedule.
4. Prepare orientation evaluations.
5. Develop summer camp devotional and send a copy to all summer pastors.

DURING CAMP

1. Spend quality time with campers whose names are suggested by their counselors.
2. Call the pastor for the next week and answer any questions they may have.
3. Collect and send out follow up cards from the week before.
4. Ring breakfast and evening bells, and daytime bells if need be.
5. Be prepared to begin and end each meal.
6. Meet with executive director and decide staff responsibilities for the next week and notify office so cabin assignments can be made.
7. Have next day's schedule ready to distribute at business meeting with periods for work, personal devotions and individual staff evaluation meetings with program and assistant program directors.
8. Deal with discipline problems when needed.
9. Prepare summer evaluation forms for beginning of last week.
10. Help to organize and clean equipment for group camp outs.
11. Keep file of all daily schedules, cabin, song & camper lists, camp out maps, and activity sheets for each day of the summer. Organize by week and camp.

12. Executive Director meets with each staff member during the summer for a period of evaluation.
13. APD meets with each staff member in their camp once during the summer for a period of evaluation.
14. Assist in planning and supervising all camp activities, such as water carnivals, night games, and various other activities.
15. Organize and lead the Tower Run each week.
16. Conduct **Emergency Assembly Procedure** within the first 48 hours of each week of camp. Be sure to sign the record log with time and date each drill is conducted.

TITLE: Camp Health Director

RESPONSIBLE TO: Assistant Program Director

QUALIFICATIONS:

1. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
2. Is in agreement with the Beaver Camp philosophy and policies.
3. Is eager to learn, loves campers, and shows a consistent walk with God.
4. Is willing to sacrifice personal comforts for the common good of fellow staff and campers when needed.
5. Is flexible and able to work with campers and other staff members.
6. Is able to lead his/her peers effectively, even under stressful situations.
7. Is at least 18 years of age.
8. Education requirements: RN, LPN, EMT or Physician licensed to practice in New York State.
9. Is in good physical health, emotionally and spiritually mature.
10. Previous camp experience preferred; or, experience/background in school visiting or public health nursing.
11. The Health director or designee must have current First Aid and CPR certificate that meets NYS standards.

GENERAL RESPONSIBILITIES:

Plan and carry out a program of health and safety for campers and staff personnel.

SPECIFIC RESPONSIBILITIES:

- A. During staff orientation, discuss health and safety procedures, precautions, and routines with staff.
- B. Inspect arriving campers for respiratory problems, sore throats, skin disorders, general health condition, and any signs of abuse which must be reported to the executive director and appropriate authorities.
- C. Maintain individual health records for each camper and staff member
- D. Inform staff of special camper health cases.
- E. Administer first-aid (when practical) and instruct camper's in self-administration of medication(s).
- F. Guide the cabin counselor in regard to their responsibilities in noting and reporting illness, injury, or unsafe practices and conditions that might contribute to camper or staff accidents.
- G. Refer serious cases for care of physician.
- H. Record all individual treatments administered on health record form and in medical log book.
- I. Maintain first aid kits and dispense as needed.

- J. Maintain, inventory and make requests for health service supplies and equipment.
- K. Prepare and submit reports, records, evaluations and inventories as requested by the director.
- L. Observe all camp activity and discuss any dangerous situation with the counselor or a director.
- M. Be involved in the spiritual life of the camp; fireside, singing, testimonies, etc. and avail yourself of any opportunities to relate one-on-one with the campers.
- N. Make follow-up contact with parents of any child who was injured at camp or sent home early.

BLOOD EXPOSURE CATEGORY: Possible exposure

TITLE: Cabin Counselor

RESPONSIBLE TO: Assistant Program Directors

QUALIFICATIONS:

- 1. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
- 2. Is in agreement with the Beaver Camp philosophy and policies.
- 3. Is eager to learn, loves campers, and shows a consistent walk with God.
- 4. Is willing to sacrifice personal comforts for the common good of fellow staff and campers when needed.
- 5. Is flexible and able to work with campers and other staff members.
- 6. Minimum age: 18 years and high school diploma.
- 7. Previous experience in camping and supervision of children or have successfully completed Beaver Camp's training program.

RESPONSIBILITIES:

- A. Is directly responsible for the camper's well-being 24 hours each day - excluding designated time off periods. This includes the physical, emotional and spiritual well-being and growth of his/her cabin group and to a lesser degree all campers. The counselor must also make sure that the safety requirements are maintained in the cabin itself (i.e. do not allow fire exits to be blocked, notify maintenance staff if fire extinguisher needs to be refilled or fire alarm needs new battery, etc.)
- B. Possess thorough understanding of Beaver Camp's goals, objectives and programming through staff orientation, daily staff meetings and program staff's meetings.
- C. Learn and practice all the physical skills involved in the program such as belaying, sailing, fire building, etc. so that you can adequately teach your campers and ensure their safety.
- D. Actively promote good staff relationships by living a life of respect, love, patience, and peacemaking/reconciliation.
- E. Be responsible for your personal physical and spiritual health by taking advantage of times of rest (weekends especially).
- F. Be responsible for the Camp's equipment, facilities and grounds.
- G. Always demonstrate respect for God's creation by protecting our environment.
- H. Counselor should spend one-on-one time with his/her campers in order to understand their spiritual standing.
- I. Be willing to go above and beyond what is required of you.
- J. Ensure that campers sleep in such a way that there is 6 feet between their heads (alternate foot to head).

IN OTHER WORDS

Your challenge is to model the Christian life with your campers, fellow staff members and the community. You can **only** meet this challenge by strengthening your own relationship with God daily, through personal devotions, prayer, and times of study with His Word.

BLOOD EXPOSURE CATEGORY: Possible exposure

TITLE: Recreation Leader

RESPONSIBLE TO: Adventure Education Director

QUALIFICATIONS:

1. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
2. Is in agreement with the Beaver Camp philosophy and policies.
3. Is eager to learn, loves campers, and shows a consistent walk with God.
4. Is willing to sacrifice personal comforts for the common good of fellow staff and campers when needed
5. Is flexible and able to work with campers and other staff members.
6. Minimum age: 18 years
7. Has experience in recreational leadership

RESPONSIBILITIES:

- A. Develop recreation programs that aid in achieving the goals and objectives of the Children's Camp program, using the age-specific planning grid. These plans must be completed prior to the first week of camp.
- B. Work closely with the Assistant Program Directors and counselors to ensure adequate staffing for recreation activities. Communicate your plans and ask for help when needed.
- C. Initiate new games/recreation throughout the summer to keep staff and camper interest high. Priority should be given to non-competitive activities and activities not done in school.
- E. Responsible for the cleaning and maintenance of all recreation equipment and areas such as the ball court, bouldering wall, gaga and tetherball areas.
- F. On Fridays:
 - Organize and clean up craft cabinet in the pavilion. Any camper crafts in the pavilion need to be set on the lost and found table. If supplies are needed notify the CCI so that an order can be made.
 - Pick up all game supplies (any game ropes or supplies left on the main grounds, put away hockey sticks, Frisbees, balls in their proper storage area). Use a broom or leaf blower to clean the ball court surface.
 - Assist with other program areas (such as challenge course or waterfront) if able and needed
 - Organize Beaver Lodge game shelf.
- G. Participate in other camp activities as time permits.
- H. Be involved every day in the spiritual life of the camp; fireside, singing, testimonies, etc. and make yourself available for any opportunities to relate one-on-one with the campers.

BLOOD EXPOSURE CATEGORY: Possible exposure

TITLE: Lifeguard

RESPONSIBLE TO: Waterfront Director

QUALIFICATIONS:

1. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
2. Is in agreement with the Beaver Camp philosophy and policies.
3. Is eager to learn, loves campers, and shows a consistent walk with God.
4. Is willing to sacrifice personal comforts for the common good of fellow staff and campers when needed.
5. Is flexible and able to work with campers and other staff members.
6. Minimum age: 17
7. Current and valid Lifeguard/CPR certificate that meets NYS standards for waterfront life-guarding.

RESPONSIBILITIES:

- A. Is responsible for the safety and well being of all staff and campers while on the waterfront or during all-camp boating activities.
- B. Enforce all waterfront rules and policies with campers and staff.
- C. Participate in weekly inservice training.
- D. Lifeguard physical readiness is important; therefore guards will swim to chicken coop and back 2X per week
- E. Clean and maintain the waterfront area and equipment.
- F. Participate in other camp activities as time allows.
- G. Be involved every day in the spiritual life of the camp; fireside, singing, testimonies, etc. and avail yourself of any opportunities to relate one-on-one with the campers.
- H. Working with the other waterfront staff, develop a rotation schedule for daytrips, overnight campouts and other off camp activities.

BLOOD EXPOSURE CATEGORY: Possible exposure

TITLE: Boating Instructor

RESPONSIBLE TO: Waterfront Director

QUALIFICATIONS:

1. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
2. Is in agreement with the Beaver Camp philosophy and policies.
3. Is eager to learn, loves campers, and shows a consistent walk with God.
4. Is willing to sacrifice personal comforts for the common good of fellow staff and campers when needed.
5. Is flexible and able to work with campers and other staff members.
6. Minimum age: 18 years
7. Current and valid Lifeguard/CPR certificate that meets NYS standards for waterfront life-guarding. Certification, training, or equivalent experience in watercraft skills

RESPONSIBILITIES:

- A. Is responsible for the safety of all staff and campers while boating except for “all camp” activities when the waterfront director is responsible.

- B. Shall teach all staff and campers the correct and safe use of all watercraft used in the boating program.
- C. Ensure that no boats are damaged due to improper use or storage.
- D. Inspect boats weekly. Within ability, must keep boats and docks in good repair. Repairs requiring more tools or expertise should be reported to maintenance personnel.
- E. Work closely with Assistant Program Director(s) and counselors to ensure adequate staffing for boating programs.
- F. Participate in other camp activities as time allows.
- G. Be involved in the spiritual life of the camp; fireside, singing, testimonies, etc. and avail yourself of any opportunities to relate one-on-one with the campers.
- H. Working with the other waterfront staff members develop a rotation schedule for daytrips, overnight campouts and other off camp activities.
- I. Participate in all lifeguard inservice and maintain physical readiness by swimming to chicken coop and back 2X per week.

BLOOD EXPOSURE CATEGORY: Possible exposure

TITLE: Waterfront Director/Head Lifeguard

RESPONSIBLE TO: Executive Director

QUALIFICATIONS:

- 1. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him and is in agreement with the Beaver Camp philosophy and policies.
- 2. Is eager to learn, loves campers, and shows a consistent walk with God.
- 3. Is willing to sacrifice personal comforts for the common good of fellow staff and campers when needed.
- 4. Is flexible and able to work with campers and other staff members.
- 5. Current and valid Lifeguard/CPR certificate that meets NYS standards for waterfront life guarding as well as current WSI or LGI and Lifeguard Management.
- 6. At least 21 years old with at least 2 seasons of previous camp waterfront experience (cumulative of 12 weeks).

RESPONSIBILITIES:

- A. Direct all waterfront activities in keeping with NY State, American Camp Association, Red Cross and Beaver Camp standards.
- B. Train all waterfront staff in policies and procedures specific to Beaver Camp; including weekly in-service training. Lifeguard physical readiness is important; therefore guards will swim to chicken coop and back 2X per week
- C. Be responsible for staff and camper safety in “all camp” activities that involve boating.
- D. The Waterfront Director, if certified to do so, will be considered the Progressive Swimming Instructor and will oversee the administration of the swim test. If another lifeguard holds the WSI certification instead of the Waterfront Director, then that lifeguard will be the designated Progressive Swimming Instructor and will oversee the swim test.
- E. Work closely with the year round staff, Assistant Program Director(s) and counselors in planning and directing special waterfront activities.
- F. Participate in other camp activities as time allows.
- G. Handle waterfront cleaning and maintenance problems or, if necessary, report them to maintenance personnel.

- H. Depending on staff skill levels and availability, the Waterfront Director may be responsible for boating program.
- I. Be involved every day in the spiritual life of the camp; fireside, singing, testimonies, etc. and avail yourself of any opportunities to relate one-on-one with the campers.
- J. Assist the Boating Instructor in inspecting boating and safety equipment weekly, paying close attention to lifejackets & rescue equipment. Report any equipment that should be retired to the Executive Director.
- K. Working with the other waterfront staff, develop a rotation schedule for daytrips, overnight campouts and other off camp activities.
- L. Ensure guards rotate (30 minute intervals are ideal), maintaining continuous coverage.
- M. Develop a fair rotation schedule for weekend lifeguards.
- N. Daily monitoring of the beach including the completion of DOH Form 2287 (Daily Report on Beach Operation). The form is completed once per day the beach is open. At times when the WD is not on duty a designated lifeguard will complete the form.

THE SHORT OF IT

A properly directed waterfront is Beaver Camp's greatest program asset. It is also the most dangerous program.

BLOOD EXPOSURE CATEGORY: Possible exposure

TITLE: Challenge Course Instructor

RESPONSIBLE TO: Adventure Education Director

QUALIFICATIONS:

1. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
2. Is in agreement with the Beaver Camp philosophy and policies.
3. Is eager to learn, loves campers, and shows a consistent walk with God.
4. Is willing to sacrifice personal comforts for the common good of fellow staff and campers when needed.
5. Is flexible and able to work with campers and other staff members.
6. Minimum age: 20
7. Has received and satisfactorily completed the Challenge Course Training Program.
8. Is able to lead his/her peers effectively, even under stressful situations.

RESPONSIBILITIES:

- A. Shall ensure that all challenge course activities are conducted in an emotionally and physically safe manner.
- B. Must work with the Adventure Education Director and counselors in developing challenge course programming that will work towards the goals of the Children's Camp program.
- C. Coordinate the challenge course programming with the overall camp schedule to ensure completion of desired activities.
- D. Working with the year round program staff, train counselors in the safe and proper use of the challenge course elements and adventure based counseling.
- E. Encourage counselors to lead their own cabin groups in as many elements as possible without compromising safety.
- F. Be responsible for the daily cleaning, inspecting, and storing of all challenge course equipment.

- G. Report any broken or questionable equipment to the Adventure Education Director immediately.
- H. Participate in other camp activities as time allows.
- I. Be involved every day in the spiritual life of the camp; fireside, singing, testimonies, etc. and avail yourself of any opportunities to relate one-on-one with the campers.
- J. Facilitate outside groups when necessary.
- K. Develop and implement a TLT Challenge Course Training program.

BLOOD EXPOSURE CATEGORY: Possible exposure

TITLE: Maintenance Assistant and Housekeeper

RESPONSIBLE TO: Facility Manager

QUALIFICATIONS:

1. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
2. Is in agreement with the Beaver Camp philosophy and policies.
3. Is eager to learn, loves campers, and shows a consistent walk with God.
4. Is willing to sacrifice personal comforts for the common good of fellow staff and campers when needed.
5. Is flexible and able to work with campers and other staff members.
6. Minimum age: 16
7. Possesses a variety of handyman skills.
8. Attention to detail in cleaning and workmanship.

RESPONSIBILITIES:

- A. As assigned by the Facility Manager, duties may include: grass cutting, painting, staining, minor repairs, handling firewood, laundry and cleaning.
- B. Help out in the Children's Camp program when temporary staff shortages occur.
- C. Regardless of which camp assigned to eat with the first Breakfast and Lunch. Monday through Thursday begin work with the Facility Manager immediately after breakfast (8:30), work until staff devotions and start back to work immediately after lunch (12:30), work until 5 PM with a 15 minute break during snack shop (3-3:15).
- D. Sunday afternoon/evening assist with cabin and bathhouse cleaning as well as miscellaneous preparation for the week (setting up fire circles, moving bunks and mattresses, etc.).
- E. Friday late afternoons assist in cleaning Cabins, Bathhouse and Pavilion in preparation for weekend guests and help set up and take down Pavilion/Deer Lodge for the parent programs in the event of rain.
- F. Routine maintenance projects should not be scheduled after dinner; however, expect to be on call for emergency repairs after hours.
- G. No unauthorized evening projects involving vehicles, tools or materials.
- H. If maintenance work schedule allows, help with out-of-camp trips (Moshier Falls or Eagle Canyon) as needed, with permission of the Facility Manager and Executive Director.
- I. Be involved every day in the spiritual life of the camp he or she is assigned to; Staff Devotions – share your testimony, lead worship if applicable, cover patrols; fireside – be involved in preparation, song leading, skits and camper supervision; evening business

meetings; participate and cover patrols; in general – make yourself available for any opportunities to relate one-on-one with the campers.

BLOOD EXPOSURE CATEGORY: Exposure not likely

TITLE: Summer Office Assistant

RESPONSIBLE TO: Registrar/Office Manager

QUALIFICATIONS:

1. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
2. Is in agreement with the Beaver Camp philosophy and policies.
3. Is eager to learn, loves campers, and shows a consistent walk with God.
4. Is willing to sacrifice personal comforts for the common good of fellow staff and campers when needed.
5. Is flexible and able to work with campers and other staff members.
6. Minimum age: 18 years old.
7. Is able to meet people and make them feel welcome and comfortable.
8. Practices proper phone etiquette when dealing with camper and guest questions.
9. Is self-motivated and willing to take responsibility and do a wide variety of tasks.
10. Computer and camera literate; willing to take ownership of the Beaver Camp website for the summer.

GENERAL RESPONSIBILITIES

- A. Type and word process materials as directed by the year-round camp staff.
- B. Collect and deliver camp mail.
- C. Responsible to answer ALL incoming calls by the second ring and cover the office in the absence of the Registrar.
- D. Aid in camper registration as directed by Registrar.
- E. Take full management responsibility for the Beaver Camp Snack Shop.
- F. Perform miscellaneous clerical duties as assigned.
- G. Be available as time permits for other assignments as directed by the Registrar
- H. Be involved every day in the spiritual life of the camp; fireside, singing, testimonies, etc. and avail yourself of any opportunities to relate one-on-one with the campers.
- I. Friday evenings be responsible to put Lost and Found articles on display for parents to pick up. Also be responsible for gathering together and labeling all that was not claimed for the week.
- J. Take and edit photos of every camper, each day, for all residential programs. Expect to take several hundred photos daily, uploading 50% or more to the website each day.
- K. Prepare a slideshow/video that includes all resident camps, to be shown at the end of the week. Upload each video to the website.
- L. Take and upload all-camp photos to the website (one per group per week).
- M. Create a summer-end slideshow/video for promotional use the next year.

WORKING CONDITIONS

Time off shall be at least 24 continuous hours each week. When working a weekend, time off will be given during the week.

BLOOD EXPOSURE CATEGORY: Exposure not likely

TITLE: Adventure Trip Leader

RESPONSIBLE TO: Adventure Education Director

QUALIFICATIONS:

1. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
2. Is in agreement with the Beaver Camp philosophy and policies.
3. Is eager to learn, loves campers, and shows a consistent walk with God.
4. Is willing to sacrifice personal comforts for the common good of fellow staff and campers when needed.
5. Is flexible and able to work with campers and other staff members.
6. Ability to relate to and effectively lead youth.
7. At least 21 years of age.
8. Possesses documented:
 - a. Skills (type of activities, geography, climate and health and accident procedures)
 - b. Endorsements/observations of good judgment and ability to assume leadership independently.
 - c. Experience in leading three trips of similar size, duration, and mode of travel, or training and experience acceptable to NYS.
9. Be currently certified in:
 - a. Wilderness First Aid or equivalent (acceptable in NYS)
 - b. CPR for the Professional Rescuer or equivalent (acceptable in NYS).
 - c. Life-guarding. Must meet NYS standards for waterfront life-guarding.

RESPONSIBILITIES:

1. In consultation with the Adventure Education Director, plan, develop, administer, and evaluate a wilderness/outpost trip.
 - a. Read and implement all policies included in the Beaver Camp Trip Leaders Manual.
 - b. Notify appropriate authorities for permits, etc. at least one week in advance.
 - c. Select a menu at least one week in advance.
 - d. Select route and mode of travel.
 - e. Review all supplies/equipment packed for you prior to departure.
 - f. Conduct Sunday Camper orientation:
 - i. Review all health and emergency procedures with campers
 - ii. Trip etiquette.
 - iii. Fast, exciting introduction to week.
 - iv. Friendly communication to parents concerning pick-up details (location and time)
 - v. Facilitate goal setting for the group and individuals.
 - g. Write a follow-up postcard to each camper to be turned in the following Sunday.
 - h. Inspect all equipment prior to and during use. Report any need repairs immediately upon returning to camp. If the item is deemed unsafe to use – do not use it for the remainder of the trip.
 - i. Supervise food preparation and cleanup for each meal.
 - j. Provide a spiritual program for campers that includes:
 - i. A well-thought plan BEFORE the trip starts.
 - ii. Daily Personal Devotion time.
 - iii. Daily Group Bible Study/Discussion.
 - iv. A clearly presented message of God’s plan of salvation.

- k. Debrief with campers at end of trip as per manual.
- l. Debrief with campers and parents as per manual.
- 2. After trip:
 - a. Cleanup all equipment as per manual.
 - b. Turn in completed journal evaluations to the Adventure Education Director.
 - c. Turn in completed “Wilderness Swim Checklist” to the Adventure Education Director.
 - d. Verbally notify the Adventure Education Director of any broken equipment or campers that need follow-up.
 - e. Collect all health forms and give to the Adventure Education Director.

BLOOD EXPOSURE CATEGORY: Possible Exposure

TITLE: Teen Leadership Trainee (TLT)

RESPONSIBLE TO: Counselor

QUALIFICATIONS:

- 1. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
- 2. Is in agreement with the Beaver Camp philosophy and policies.
- 3. Is eager to learn, loves campers, and shows a consistent walk with God.
- 4. Is willing to sacrifice personal comforts for the common good of fellow staff and campers when needed.
- 5. Is flexible and able to work with campers and other staff members.
- 6. Two years previous experience as a camper at Beaver Camp or equivalent
- 7. Minimum age: 16
- 8. Demonstrate a mature Christian faith and commitment

RESPONSIBILITIES:

- A. Support the counselor who is in charge of the cabin group when present.
- B. Attend all camper’s activities unless on personal devotional time or at a TLT training session; escort campers to and from activities.
- C. Patrol grounds during older camp’s pre-lunch staff free time.
- D. Staff the snack shop, under the supervision of the Office Assistant.
- E. Sit with campers at fireside and help maintain an atmosphere conducive to worship.
- F. Sign up for appropriate volunteer duties each week.
- G. Lead at least one evening cabin devotion during your session at camp.
- H. Refer discipline problems to counselor.
- I. A TLT may NOT independently supervise campers.

BLOOD EXPOSURE CATAGORY: *Collateral possibility*

TITLE: Cleaning Specialist

RESPONSIBLE TO: Facility Manager

Role Summary: Clean lodging, meeting, bathrooms and office areas in a way that meets and exceeds expectations; providing a distraction-free environment for guests and staff.

1. Facility Cleaning

What success looks like:

- Housing, meeting and common areas are cleaned and fully prepared in advance of guest arrivals
- Office areas are cleaned on schedule and maintained at a professional standard

What it will take:

- Housing, meeting and common areas are cleaned to established standards
- Laundry (motel) completed efficiently
- Bathhouse cleaned prior to guest/group arrival
- Meeting rooms reset according to guest expectations (for example, tables set up for Quilters)
- All spaces are inspection-ready with no need for rework

2. Commitment to Christian service

What success looks like:

Consistently live out and support Beaver Camp's philosophy, vision, and goals while serving guests, campers and fellow staff.

What it will take:

- Be self-motivated – able to identify work that needs to be done and do it
- Maintain good physical, mental, and spiritual health. Must be able to lift up to 30 pounds
- Be friendly and professional, creating positive and edifying experiences at every interaction with guests, campers and staff
- Work completed efficiently during guest transitions, including weekends or after hours.
- Align fully with Beaver Camp's philosophy, vision and goals
- Be involved, if needed and able, in the spiritual life of camp. This could include participating in or leading elements of camper firesides or staff devotions or otherwise supporting the ministry of children's camp

3. Scope and Hours Worked

This is a part-time, seasonal position from April through November. Weekly hours vary based on guest activity but typically range from 14 to 35 hours.

Typical work schedule from late June through late August is:

- Sunday: 1-5p
- Tuesday, Wednesday and Friday: 9a-5p

Limited additional work may be available during the winter months.

BLOOD EXPOSURE CATEGORY: Collateral possibility