



SUMMER CAMP

JOB DESCRIPTIONS

CAMP YORKTOWN BAY

Job Description

Job Title: Archery Instructor

Requirements: Must possess a valid archery certification or be willing to get it before camp begins. Must be at least 18 years of age with prior knowledge and experience in archery.

Classification: Seasonal Employee

Reports to: Activities Director or Programming Director

Position Purpose: To further the mission of the camp through assisting the campers in developing their archery skills and to help build self-esteem and confidence through the activity. To make the activity as fun and as safe as possible.

Essential Job Functions:

1. Provide a safe and secure activity for campers.
 - a) Be sure that the archery rules are clearly posted and visible to campers.
 - b) Set up and make sure that there is always a safety net behind the targets to stop the arrows from traveling to unforeseen locations.
 - c) Determine where archers will stand when shooting their arrows. Clearly delineate that line. Also determine rules for picking up shot arrows and when it is appropriate to do so.
2. Create a thorough curriculum of tasks and objectives you would like to teach campers and outline how you hope to help them accomplish these objectives.
 - a) Find a way to point the activity back to Jesus.
 - b) Create a curriculum that develops skill in different age groups and in campers of differing skill levels.
 - c) Have a plan on what you will teach them on each particular day. (don't just wing it)

3. Take ownership of your activity and the equipment that belongs to the activity.
 - a) Make sure to inspect all bows and arrows throughout the day to make sure they are safe and in good working order.
 - b) Treat activity equipment as if it was your personal equipment. Don't leave things lying around. If it starts raining, cover equipment if needed, etc.

Other Job Duties:

1. Participate enthusiastically in all camp activities, planning, and leading those as assigned.
2. Participate as a member of the camp staff team to deliver and supervise evening programs, special events, recs, and other all-camp activities and camp functions.
3. Serve as a counselor
4. Assist in area prep during staff week, including taking inventory and make sure to clean up activity area at the end of camp and provide camp director with an updated inventory list.

CAMP YORKTOWN BAY

Job Description

Job Title: Assistant Camp Director

Requirements: Must be at least 22 years of age with 3 or more years of camp experience. Must have a good working knowledge of ACA policies, guidelines, and procedures. Must know the staff manual front and back.

Classification: Seasonal Employee

Reports to: Camp Director

Position Purpose: To further the mission of the camp through assisting the camp director in the planning, organizing, and structuring of summer camp. To provide leadership, mentorship to staff and campers.

Essential Job Functions:

1. Assist Camp Director in the planning and organizing of camp structure, schedules, etc.
 - a) Incorporate theme into schedules and activity planning
 - b) Help in leading out talks and orientation for staff week
 - c) Assist in organizing staff day-off schedules.
 - d) Assist programming team in helping to guide them into a well thought out plan, including idea, skits, praise teams, and activity scheduling.
2. Be a mentor and leader for staff
 - a) Find ways to encourage and support staff members.
 - b) Be willing to discipline and correct if needed. That is part of being a good leader.
 - c) Spend some daily quality time with God. Be strong spiritually to lead the staff into a closer spiritual walk with God.
3. Organize and plan logistics for outposts
 - a) Determine when and where outpost will occur
 - b) Prepare all areas before they leave including making sure they have all medical supplies, food, necessary office forms, etc.
 - c) Keep track of which outpost each camper is on and which staff are at which outposts.

- d) Ensure all parents have consented to have their child participate on outpost.
- 4. Direct camp in the absence of the camp director.
 - a) Deal with parents, phone calls, and staff management while director is away.
 - b) Be present on camp property and be available to campers, staff, and parents until the return of the camp director.
 - c) Maintain a smooth operation

Other Job Duties:

- 1. Taking a sick or injured camper to the local hospital or clinic.
- 2. May be called upon to pick up staff member(s) from airport
- 3. Fill out incident or behavioral forms
- 4. Assist in area prep during staff week, including taking inventory and make sure to clean up activity area at the end of camp and provide camp director with an updated inventory list.

CAMP YORKTOWN BAY

Job Description

Job Title: **Boats Staff**

Requirements: Must have active lifeguard certification with waterfront aspect. A boater's license is required. (We offer certification on-site the week before staff week)

Classification: Seasonal Employee

Reports to: Boats Director (Boats Director reports to camp director)

Position Purpose: To further the mission of the camp through organizing and/or assisting in the planning of safe and fun boating activities at the lake.

Essential Job Functions:

1. Deliver a fun boating program to campers
 - a) write lesson plans that meet camp outcomes and the abilities of the campers.
 - b) Evaluate aquatics abilities of campers and staff.
 - c) Evaluate the success of the boating programs and the development of the campers' abilities and skills in the watercrafts utilized.

2. Ensure that camp staff and campers know and follow safety and educational procedures in boating
 - a) Assist in the implementation of staff training for boating.
 - b) (Boats Director) Train other staff in their boating responsibilities.
 - c) Ensure campers and staff follow safety procedures for boating

3. Assist in the management and care of the physical facilities and equipment in the waterfront program area
 - a) Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
 - b) Keep boating dock area and boat shed clean and free of trash, hazard, or debris.

4. Work alongside Boats director in the planning of the weekly “ski show, ” outpost, or any other special event out on the water.

Other Job Duties:

1. Participate enthusiastically in all camp activities, planning, and leading those as assigned.
2. Participate as a member of the camp staff team to deliver and supervise evening programs, special events, recs, and other all-camp activities and camp functions.
3. Serve as a counselor or co-counselor if needed
4. Assist in area prep during staff week, including taking inventory and make sure to clean up activity area at the end of camp and provide camp director with an updated inventory list.

CAMP YORKTOWN BAY

Job Description

Job Title: **Boys Village Director**

Requirements: Must be at least 20 years of age with prior camp counselor experience or some other form of related experience such as a dean or teacher.

Classification: Seasonal Employee

Reports to: Camp Director

Position Purpose: To further the mission of the camp through equipping, assisting, and mentoring the boys counselors to become godly young men and good examples for campers.

Essential Job Functions:

1. Outline guidelines, rules, & expectations for counselors to follow
 - a) Train counselors on appropriate interacting methods & techniques with campers including boundaries.
 - b) Educate counselors on appropriate chain of command as well as proper discipline and correcting of a camper.
 - c) Emphasize the importance of personal spiritual care in counselors and give tips on how counselors can achieve spiritual success throughout the day.
2. Oversee the boys village as a whole
 - a) Keep boy counselors accountable and evaluate their performance regularly
 - b) Create cabin assignments for male campers as well as male counseling staff.
 - c) Perform nightly cabin checks to make sure curfew is adhered to.
 - d) Award cabin points for behavior, cleanliness, etc. Elect an honor cabin for the week.
 - e) Dismiss boy cabins for meals
3. Be prepared to handle administrative responsibilities
 - a) If disagreements between counselors arises, boys director will need to be able to diffuse situation if possible.

b) If a parent of a male camper is upset by the words or actions of a counselor or another situation regarding their camper, boys director may need to help diffuse situation.

Other Job Duties:

1. Occasionally assist in an area activity
2. Communicate with camper parents regarding behavioral issues
3. Assist in the registration process on Sunday's
4. Check make sure each boys cabin has everything it needs and instruct counselors where to get more supplies if needed.

CAMP YORKTOWN BAY

Job Description

Job Title: **Camp Nurse**

Requirements: Must be at least 22 year of age. Must have an active, unrestricted Arkansas Board of Nursing Registered Nursing License to practice. Must hold a current valid CPR/First Aid certification.

Classification: Seasonal Employee

Reports to: Camp Director

Position Purpose: To further the mission of the camp through caring for campers and staff that are ill or injured while at summer camp.

Essential Job Functions:

- * Review camp protocols and policies before arriving to camp.
- * Administer camp/staff prescription and non-prescription medications as directed per camp policies
- * Ensure medical health clinic is adequately stocked with over the counter medications as directed. Work directly with Office Manager in ordering routine supplies, as needed.
- * Assess ill or injured staff or campers and determine if further medical attention is needed. Work collaboratively with the on-call camp medical provider, as needed, in the treatment plan.
- * Notify the on-call Camp Nursing Director and Healthcare provider of all concerns, injuries, or other health-related concerns as outlined in the camp policies.
- * Stabilize campers/staff that require transport to another medical facility; communicating with the local EMS staff and community medical team when necessary.
- * Document and log all injuries/illnesses with treatments provided according to protocol
- * Keep the health station clean and organized
- * Contact parents/emergency contact of ill/injured campers or staff as necessary.
- * Be knowledgeable of the location of emergency supplies in the clinic and review the following:
 - ~ Review posted forms listing specific camper/staff medical conditions, allergies or treatments

- ~ Health station is to be secured at all times with medications locked when unsupervised.
- ~ Check for the proper functioning of the AED as well as for pediatric/adult pads. Ensure oxygen tank, epinephrine pens, masks/bags and c-spine immobilization equipment is functioning properly.
- ~ Ensure the following areas have stocked first aid kits: boats, horses, ropes, swim dock, nature, counselor cabins, staff lodge and rock wall. The kits are stocked during staff week and throughout camp as needed.
- ~ Ensure C-spine immobilization equipment is located at the clinic, swim dock, horses and boats.
- ~ Ensure medical supplies are readily accessible outside of the clinic for on-site care as needed.
- ~ Work with housekeeping to ensure the clinic is stocked with clean laundry.
- ~ Remain on-site at all times during contracted work week.

Other Job Duties:

1. Camp Registration

~Arrive to assigned camp by 12pm at the latest on registration day. The out-going Camp Nurse is required to assist in the registration of new campers and will remain until cleared to leave by the Camp Director/Nursing Director. The off-going Camp Nurse will register all campers without medications or health conditions whereas the assigned Camp Nurse for the week will register all campers with medications and health conditions for the upcoming week.

CAMP YORKTOWN BAY

Job Description

Job Title: **Canoes/Kayaks Instructor**

Requirements: Must be at least 18 year of age to serve as a canoes & kayaks instructor. A canoe/kayak must have their lifeguard certification that includes waterfront aspect. Must have CPR & First Aid certification.

Classification: Seasonal Employee

Reports to: Waterfront Director

Position Purpose: To further the mission of the camp through the teaching of different canoeing and kayaking skills. To develop knowledge and growth for campers in the activity.

Essential Job Functions:

1. Provide a safe activity environment
 - a) Go over the safety guidelines and requirement for the activity with the campers.
 - b) Make sure to always be able to see all the campers in the activity.
 - c) Double check that all life jackets are in good condition and make sure to put a life jacket on each camper in the activity.
 - d) Stay within the recommended water boundary areas
2. Provide creative ways to engage campers within the activity
 - a) Come up with a curriculum or ideas on how you can make the activity fun and not just basic canoeing every time.
 - b) Provide game ideas within the activity and have prizes for campers as incentive.
3. Teach the activity in a manner in which campers learn and develop
 - a) Teach beginner, intermediate, and advanced principles of canoeing.
 - b) Teach beginner, intermediate, and advanced principles of kayaking.
 - c) Invite camper questions about activity and answer to the best of your ability.

Other Job Duties:

1. Scout ahead of time area where you plan to canoe or kayak with campers.
2. Be sure to properly and safely put away all canoes & kayaks after the activity is completed.
3. Communicate any activity needs to waterfront director.
4. Help organize canoes/kayaks outpost.

CAMP YORKTOWN BAY

Job Description

Job Title: **Counselor**

Requirements: Must be at least 18 year of age. Must be willing to work with kids of all ages. Must pass a criminal background check and take sensitivity training online.

Classification: Seasonal Employee

Reports to: Boys/Girls Directors

Position Purpose: To further the mission of the camp through impacting campers in positive ways. To help campers grow mentally, emotionally, socially, and spiritually while providing a safe, fun environment.

Essential Job Functions:

1. Supervise and connect with your campers
 - a) Assist younger campers each morning: getting up, preparing for the day, etc.
 - b) Be accountable for campers under your care during all times while on-duty.
 - c) Be intentional about starting conversations with your campers
 - d) Go out of your way to make campers feel comfortable and at home.
 - e) Maintain a healthy relationship with God. This way you will have something to give to your campers.

2. Teach campers life lessons and good etiquette
 - a) Assist campers in getting up on time and show them the importance of being to line call, breakfast, activities, and worship on time.
 - b) Organize & Develop a system of cabin cleaning that includes all of your campers.
 - c) Ensure campers and staff follow safety procedures for boating
 - d) Create and post your cabin rules. Create a culture and environment in your cabin that is inclusive and caring of everyone.
 - e) Have daily devotions with your campers.

3. Be ready to say goodbye and also receive campers each Sunday
 - a) Ensure that outgoing campers have all their belonging before going home.
 - b) Be sure to clean your cabins thoroughly before new campers arrive.
 - c) Greet new campers and parents with warmth and with a smile.
 - d) Help new campers get acclimated. Introduce all campers and make your cabin a comfortable environment as soon as possible.

Other Job Duties:

1. Report camper symptoms of ill health or injuries to nurse immediately.
2. Know your camper's needs. Some may need more care and attention than others.
3. Serve as an activity instructor or any other area as needed.
4. Follow directives of boys and girls directors.

CAMP YORKTOWN BAY

Job Description

Job Title: **Crafts Instructor**

Requirements: Must be at least 18 year of age to serve as the crafts director and at least 17 years of age to serve as a crafts instructor. Must be familiar with different types of crafts including ceramics, painting, and braiding. Must be 18+ to operate Kiln.

Classification: Seasonal Employee

Reports to: Activities Director

Position Purpose: To further the mission of the camp through the teaching of various arts and crafts activities. To provide new skill and knowledge for campers and to bring out their creativity in a positive way.

Essential Job Functions:

1. Develop and deliver an arts and crafts program that is appropriate for the age and ability of the campers
 - a) Write lesson plans that meet camp outcomes and the abilities of the campers.
 - b) Evaluate abilities of campers and staff.
 - c) Design and deliver arts and crafts activities that make use of different art mediums, make use of the camp's natural environment, and use the art resources most efficiently.
 - d) Evaluate the success of the arts and crafts program.
2. Ensure that camp staff and campers know and follow safety and educational procedures
 - a) If Crafts Director, assist in training of other staff and delegate responsibilities to each crafts instructor under your supervision. Assess their abilities in order to delegate accordingly.
 - b) Ensure campers and staff follow safety procedures.
3. Assist in the management and care of the physical facilities and equipment in the arts and crafts program area.
 - a) Maintain and clean the arts and crafts equipment

- b) Ensure the security of the arts and crafts equipment and supplies, including clear inventory and planning for replacement of supplies in a timely manner.
- c) Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
- d) Clean arts and crafts area, keeping it free of hazards and debris.

Other Job Duties:

1. Participate enthusiastically in all camp activities, planning and leading those as assigned.
2. Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
3. Serve as a counselor or co-counselor if needed.
4. Assist in the organizing of Arts & Crafts Outpost

CAMP YORKTOWN BAY

Job Description

Job Title: **Floater**

Requirements: Must be at least 18 year of age to serve as a floater. Lifeguard certification is recommended. Must be flexible and willing to learn multiple skills and obtain knowledge of different activity areas.

Classification: Seasonal Employee

Reports to: Activities Director

Position Purpose: To further the mission of the camp through the teaching of various different activities.

Essential Job Functions:

1. Be a team player, and a hard worker
 - a) Floater may not be the activity leader but they need to provide assistance and child care during the activity
 - b) Floater needs to be prepared to lead an activity in the event of an emergency or on a staff member's time off.
 - c) Help activity leader clean up area after activity if needed
 - d) Evaluate the success of the arts and crafts program.
2. Be prepared to help in any activity area needed.
 - a) Have your lifeguard certification so you can float to water activities such as boats, swimming, or canoeing.
 - b) Go through training in both Rockwall and Ropes Course so you can be certified to teach in those areas

Other Job Duties:

1. Floaters may have involvement with activity lesson planning if needed.
2. Floaters may be asked to help organize an evening Rec activity
3. Floaters will also serve as a counselor.

CAMP YORKTOWN BAY

Job Description

Job Title: **Girls Village Director**

Requirements: Must be at least 20 years of age with at least two prior camp counselor experience or some other form of area experience such as a dean or teacher.

Classification: Seasonal Employee

Reports to: Camp Director

Position Purpose: To further the mission of the camp through equipping, assisting, and mentoring the female counselors to become godly young women and good examples and mentors for campers.

Essential Job Functions:

1. Outline guidelines, rules, & expectations for counselors to follow
 - a) Train counselors on appropriate interacting methods & techniques with campers including boundaries.
 - b) Educate counselors on appropriate chain of command as well as proper discipline and correcting of a camper.
 - c) Emphasize the importance of personal spiritual care in counselors and give tips on how counselors can achieve spiritual success throughout the day.
2. Oversee the girls village as a whole
 - a) Keep girl counselors accountable and evaluate their performance regularly
 - b) Create cabin assignments for female campers as well as female counseling staff.
 - c) Perform nightly cabin checks to make sure curfew is adhered to by counselors and campers.
 - d) Award cabin points for behavior, cleanliness, etc. Select an honor cabin for the week and provide them with certificates
 - e) Dismiss girl cabins for meals.
3. Be prepared to handle administrative responsibilities
 - a) If disagreements between counselors arises, girls director will need to be able to diffuse situation.

b) If a parent of a female camper is upset by the words or actions of a female counselor or another situation regarding their camper, girls director may need to help diffuse situation.

Other Job Duties:

1. Occasionally lead or assist in an area activity
2. Communicate with camper parents regarding behavioral issues
3. Assist in the registration process on Sunday's
4. Check to make sure each girls cabin has everything it needs and instruct counselors where to get more supplies if needed.
5. Relay needed cabin supply list to camp director for purchase

CAMP YORKTOWN BAY

Job Description

Job Title: **Gymnastics Instructor**

Requirements: Must be at least 18 year of age to serve as a gymnastics instructor. Must have CPR & First Aid certification.

Classification: Seasonal Employee

Reports to: Activities Director

Position Purpose: To further the mission of the camp through the teaching of gymnastics. To help campers develop skill in this activity while doing so in a safe manner.

Essential Job Functions:

1. Provide a safe activity environment
 - a) Go over the safety guidelines and requirement for the activity with the campers.
 - b) Make sure to always be able to see all the campers in the activity.
 - c) Make sure to evaluate camper skill level and plan accordingly
2. Provide creative ways to engage campers within the activity
 - a) Come up with a curriculum or ideas on how you can make the activity fun and not just basic routines every time.
 - b) Provide game and challenge ideas within the activity and have prizes for campers as incentive.
3. Teach the activity in a manner in which campers learn and develop
 - a) Teach beginner, intermediate, and advanced principles of gymnastics accordingly
 - b) Invite camper questions about activity and answer to the best of your ability.

Other Job Duties:

1. Prepare before each activity by choosing your activity space and getting the floor mats ready.

2. Be sure to safely put away all equipment at the end of the activity
3. Communicate any activity needs to activity director.
4. Instructor may be asked to serve as a counselor.

CAMP YORKTOWN BAY

Job Description

Job Title: **Horse Wrangler**

Requirements: Must be at least 16 year of age to serve as a horse wrangler. Equestrian certification is recommended. Must have knowledge of horses including the ability to ride. Must be able to do demanding physical labor and lift up to 50 lbs.

Classification: Seasonal Employee

Reports to: Horse Barn Director

Position Purpose: To further the mission of the camp through the teaching of horsemanship. To help campers understand our biblical responsibility to care for animals.

Essential Job Functions:

1. Take care of the horses
 - a) Feed the horses daily
 - b) brush horses
 - c) work with horse behavior
 - d) clean up after horses
 - e) handle horses in a safe and positive manner.

2. Maintain a clean and safe barn/corral facility
 - a) keep arena clean from feces
 - b) keep barn aisles and walls clean
 - c) keep equipment clean and in good condition

3. Provide a fun and safe activity for campers
 - a) help campers learn new skills
 - b) help campers understand how to be safe around horses
 - c) provide creative activities for campers while in this class

Other Job Duties:

1. Help organize rodeo, outpost, or other horse barn related events.
2. May need to assist Veterinarian if horse becomes ill.

CAMP YORKTOWN BAY

Job Description

Job Title: **Head Wrangler**

Requirements: Must be at least 18 year of age to serve as a the head wrangler. Equestrian certification is required. Must have extensive all around knowledge of horses. Must be able to do demanding physical labor and lift up to 50 lbs.

Classification: Seasonal Employee

Reports to: Camp Manager

Position Purpose: To further the mission of the camp through the teaching of horsemanship. To help campers understand our biblical responsibility to care for animals. To help wranglers grow in their skill and passion for horses.

Essential Job Functions:

1. Take care of the horses
 - a) Feed the horses daily
 - b) brush horses
 - c) work with horse behavior
 - d) clean up after horses
 - e) handle horses in a safe and positive manner.

2. Maintain a clean and safe barn/corral facility
 - a) keep arena clean from feces
 - b) keep barn aisles and walls clean
 - c) keep equipment clean and in good condition

3. Provide a fun and safe activity for campers
 - a) help campers learn new skills
 - b) help campers understand how to be safe around horses
 - c) provide creative activities for campers while in this class

4. Mentor other horse wranglers
 - a) Teach wranglers new skills
 - b) provide spiritual mentorship for other wranglers

Other Job Duties:

1. Organize rodeo or other horse barn related events
2. May need to assist Veterinarian if horse becomes ill.

CAMP YORKTOWN BAY

Job Description

Job Title: **Housekeeping**

Requirements: Must be at least 16 year of age to serve as a housekeeper. Must have adequate knowledge and/or experience of cleaning. Must be a self-motivator.

Classification: Seasonal Employee

Reports to: Office Director

Position Purpose: To further the mission of the camp through helping maintain the cleanliness of the camp property and help serve campers and staff by helping them remain safe, clean, and healthy.

Essential Job Functions:

1. Keep Cafeteria Building clean
 - a) Keep the area swept, mopped, and clean throughout the day.
 - b) Keep the restrooms in the cafeteria building clean, including all sinks, toilets, and urinals.
 - c) Keep all soap dispensers filled
 - d) Make sure there is always an adequate amount of toilet paper
2. Keep other camp buildings clean (motel, town hall)
 - a) Sweep, mop, and vacuum motel and town hall buildings
 - b) In motel, change and was all bedding after visitors leave.
3. Help with staff laundry
 - a) help organize a schedule to do staff laundry.
 - b) was and dry staff laundry and notify them when their laundry is complete.

Other Job Duties:

1. May be asked to clean windows, mirrors, or other areas of camp.
2. May be asked to help in other areas/activities if needed.

CAMP YORKTOWN BAY

Job Description

Job Title: **Kitchen Staff**

Requirements: Must be at least 16 year of age to serve in the camp kitchen.

Classification: Seasonal Employee

Reports to: Head Cook

Position Purpose: To further the mission of the camp through the preparing and serving of food to campers, staff, and guests.

Essential Job Functions:

1. Prepare Breakfast, Lunch, and Dinner, daily.
 - a) was, dice, cut, food items
 - b) grill, cook, and/or bake food items.
 - c) learn how to operate machinery in kitchen.

2. Keep kitchen area clean
 - a) Clean your areas as you work.
 - b) rinse and wash dishes in the washroom
 - c) sweep and mop the kitchen areas.
 - d) clean machinery and other kitchen areas as needed.

Other Job Duties:

1. Act safely around knives and other kitchen machinery.
2. Be punctual
3. Wear the appropriate protection gear
4. Help prepare snacks, and out of the ordinary meal if necessary.

CAMP YORKTOWN BAY

Job Description

Job Title: **Maintenance/Grounds**

Requirements: Must be at least 16 year of age to serve in the area of maintenance/grounds.

Classification: Seasonal Employee

Reports to: Camp Ranger

Position Purpose: To further the mission of the camp through the up keeping of the camp and maintaining the campground healthy a in good, professional condition.

Essential Job Functions:

1. Lawn Services
 - a) mow the sports field
 - b) mow areas near the camp houses and motel
 - c) mow other areas requested by camp ranger
 - d) Weeding necessary areas of camp
 - e) Edging lawn
2. Assist with camp repairs.
 - a) Help repair malfunctioning cabin items.
 - b) Help repair activity equipment.
 - c) Help repair malfunctioning units in town hall, the lodge, and other buildings.
 - d) clean machinery and other kitchen areas as needed.

Other Job Duties:

1. Power washing
2. Tree trimming
3. Maintenance shed upkeep
4. Repair camp vehicles.

CAMP YORKTOWN BAY

Job Description

Job Title: **Media Team**

Requirements: Must be at least 16 year of age to serve in the area of media team

Classification: Seasonal Employee

Reports to: Camp Director

Position Purpose: To further the mission of the camp through capturing of many camp memories through photography and videography.

Essential Job Functions:

1. Photography
 - a) capture minimum of 300 daily photos of campers and staff
 - b) narrow down and edit necessary photos
 - c) post a minimum of 100 photos daily on the camp's social media platforms.
 - d) Be diverse in what you capture. Capture different activities as well as different campers.
 - e) Take photographs of camp property and buildings for records and photo archives.

2. Videography
 - a) Take over 2.5 hours of daily footage of campers & staff
 - b) Be diverse in your footage capturing. Video different campers and different activities.
 - c) Choose best footage and create a recap video for the week.
 - d) Create a recap video of approximately 15-20 minutes in length for each camp session.

Other Job Duties:

1. Transfer weekly videos to USB for campers that purchased.
2. May be asked to step in as a co-counselor in an emergency
3. Store all media content in external hard drive

CAMP YORKTOWN BAY

Job Description

Job Title: Mountain Biking Instructor

Requirements: Must be at least 18 years of age with prior knowledge and experience in mountain biking.

Classification: Seasonal Employee

Reports to: Activities Director

Position Purpose: To further the mission of the camp through assisting the campers in developing their mountain biking skills and to help build self-esteem and confidence through the activity.

Essential Job Functions:

1. Provide a safe and secure activity for campers.
 - a) Be sure to scout trails ahead of time and make sure they are safe.
 - b) Be sure to have the campers always wear their helmet and the proper protection gear.
 - c) Be sure to clearly and consistently communicate all rules and expectations for campers in your class.

2. Create a thorough curriculum/plan for your activity
 - a) Find a way to point the activity back to Jesus.
 - b) Create a curriculum that develops skill in different age groups and in campers of differing skill levels.
 - c) Have a plan on what you will teach them on each particular day. (don't just wing it)

3. Take ownership of your activity and the equipment that belongs to the activity.
 - a) Make sure to inspect all bikes and accessories throughout the day. Be sure they are safe and in good working order.
 - b) Treat activity equipment as if it was your personal equipment. Don't leave things lying around. If it starts raining, cover equipment.

Other Job Duties:

1. Repair Bikes
2. Help get injured camper safely back to nurse station.

CAMP YORKTOWN BAY

Job Description

Job Title: **Nature & Wildlife Instructor**

Requirements: Must be at least 18 years of age with prior knowledge and experience in Nature, Animals, and outdoors.

Classification: Seasonal Employee

Reports to: Activities Director

Position Purpose: To further the mission of the camp through assisting the campers in developing their knowledge of nature, animals, and the outdoors.

Essential Job Functions:

1. Provide a safe and secure activity for campers.
 - a) Be sure to scout trails ahead of time and make sure they are safe.
 - b) Be sure to clearly and consistently communicate all rules and expectations for campers in your class.

2. Create a thorough curriculum/plan for your activity
 - a) Find a way to point the activity back to Jesus.
 - b) Create a curriculum that develops knowledge/skill in different age groups.
 - c) Have a plan on what you will teach them on each particular day. (don't just wing it)

3. Care for the camp animals
 - a) Make sure to keep all camp animals under your care, fed and clean throughout the entirety of camp.
 - b) Feed animals daily, clean their cages/enclosures as necessary

Other Job Duties:

1. May be asked to serve as a counselor

2. Have an emergency plan in case of injury in your activity

CAMP YORKTOWN BAY

Job Description

Job Title: Office Staff

Requirements: Must be at least 17 years of age with knowledge of how to do office type of work. Must be able to bring your own computer.

Classification: Seasonal Employee

Reports to: Office Director or Camp Director

Position Purpose: To further the mission of the camp through the communication, organization, and day to day operating of camp ministry.

Essential Job Functions:

1. Be an effective communicator
 - a) Be sure to courteously answer all phone calls to the office
 - b) Be able to greet visitors in a friendly manner.
2. Be able to accomplish work effectively using a computer.
 - a) Have knowledge of Microsoft Word or Pages
 - b) Have knowledge of powerpoint or Keynote
 - c) Have knowledge of Excel or Numbers
 - d) Be able to bring your own computer.
3. Lead and organize all registration content
 - a) Make sure all campers are fully registered before arrival to camp.
 - b) Make sure staff have all paperwork in

Other Job Duties:

1. Run the camp store
2. Help run the snow cone stand
3. Run camp errands in town.

CAMP YORKTOWN BAY

Job Description

Job Title: **Programming Team**

Requirements: Must be at least 18 years of age with prior knowledge of how to organize programs and/or activities.

Classification: Seasonal Employee

Reports to: Camp Director

Position Purpose: To further the mission of the camp through creating different camp programs.

Essential Job Functions:

1. Work with theme to organize spiritual programs
 - a) Organize praise teams and skit leaders.
 - b) Communicate with weekly camp pastors on expectations
 - c) Organize baptisms
 - d) Create theme song and help staff learn it

2. Help organize secular activities
 - a) Help organize Carnival
 - b) Help organize Outpost
 - c) Help organize any other miscellaneous activity

Other Job Duties:

1. May be asked to serve as a counselor in necessary cases

2. Will need to do part of the work ahead of camp arrival

CAMP YORKTOWN BAY

Job Description

Job Title: **Rockwall Instructor**

Requirements: Must be at least 18 years and willing to get Instructor certified during staff week at camp.

Classification: Seasonal Employee

Reports to: Activities Director

Position Purpose: To further the mission of the camp through assisting the campers in developing their knowledge and skill of rock climbing.

Essential Job Functions:

1. Provide a safe and secure activity for campers.
 - a) Be sure to clearly and consistently communicate all rules and expectations for campers in your class.
 - b) Be sure to always secure campers with appropriate safety equipment.

2. Create a thorough curriculum/plan for your activity
 - a) Find a way to point the activity back to Jesus.
 - b) Create a curriculum that develops knowledge/skill in different age groups.
 - c) Have a plan on what you will teach them on each particular day. (don't just wing it)

3. Care for the activity equipment
 - a) Treat all activity equipment with care as if it were your own.
 - b) Safely put away all equipment after completion of activity

Other Job Duties:

1. May be asked to serve as a counselor

2. Have an emergency plan in case of injury in your activity

CAMP YORKTOWN BAY

Job Description

Job Title: **Ropes Course Instructor**

Requirements: Must be at least 18 years and be willing to become instructor certified during staff week at camp.

Classification: Seasonal Employee

Reports to: Activities Director

Position Purpose: To further the mission of the camp through assisting the campers in developing their knowledge of the ropes challenge course and to build confidence.

Essential Job Functions:

1. Provide a safe and secure activity for campers.
 - a) Be sure to always check equipment ahead of time and make sure it is safe.
 - b) Be sure to clearly and consistently communicate all rules and expectations for campers in your class.

2. Create a thorough curriculum/plan for your activity
 - a) Find a way to point the activity back to Jesus.
 - b) Create a curriculum that develops knowledge/skill in different age groups.
 - c) Have a plan on what you will teach them on each particular day. (don't just wing it)

Other Job Duties:

1. May be asked to serve as a counselor

2. Have an emergency plan in case of injury in your activity

CAMP YORKTOWN BAY

Job Description

Job Title: **Security Staff**

Requirements: Must be at least 18 years of age and willing to work night time hours.

Classification: Seasonal Employee

Reports to: Camp Director

Position Purpose: To further the mission of the camp through helping keep campers and staff safe.

Essential Job Functions:

1. Complete daily and/or nightly patrol of campus
 - a) Be sure look for anything that may look suspicious
 - b) Report to director of any campers or staff outside their cabin after curfew hours.
 - c) Diversify your patrol routine
 - d) Be the first to stop unrecognized vehicles on campus and make sure you recognize driver as a camp staff member.
2. Assist camp administration in creating safeguards for camp
 - a) Notice things that need to be improved as far as security and supervision.
 - b) Assist in helping campers and staff understand safety protocols and guidelines.

Other Job Duties:

1. May be asked to help in an activity area
2. May be asked to run camp errands
3. Monitor guests on campus (I.e. parents coming for baptisms)
4. Provide guests with badges to easily identify.

CAMP YORKTOWN BAY

Job Description

Job Title: **Sports Instructor**

Requirements: Must be at least 18 years of age with experience in playing and/or teaching of different sports.

Classification: Seasonal Employee

Reports to: Activities Director

Position Purpose: To further the mission of the camp through assisting the campers in developing their knowledge and skill in different areas of athletics.

Essential Job Functions:

1. Provide a safe and secure activity for campers.
 - a) Be sure to ask for necessary equipment for safety purposes
 - b) Be sure to clearly and consistently communicate all rules and expectations for campers in your class.

2. Create a thorough curriculum/plan for your activity
 - a) Find a way to point the activity back to Jesus.
 - b) Create a curriculum that develops knowledge/skill in different age groups.
 - c) Have a plan on what you will teach them on each particular day. (don't just wing it)

3. Help organize evening recreational activities
 - a) organize capture the flag, dodgeball, or other games
 - b) Find activities that will bring about the most involvement in campers and staff.

Other Job Duties:

1. May be asked to serve as a counselor

2. Have an emergency plan in case of injury in your activity

CAMP YORKTOWN BAY

Job Description

Job Title: **Waterfront Instructor**

Requirements: Must be at least 18 years of age. Have your lifeguard certification which includes the waterfront training. Be CPR/first aid certified.

Classification: Seasonal Employee

Reports to: Waterfront Director

Position Purpose: To further the mission of the camp through assisting the campers in developing their knowledge and skill in the water.

Essential Job Functions:

1. Provide a safe and secure activity for campers.
 - a) Be sure to always be attentive and watching campers
 - b) Be sure to clearly and consistently communicate all rules and expectations for campers in your class.
 - c) Be sure to number campers off consistently

2. Help teach a fun and beneficial activity
 - a) Find a way to point the activity back to Jesus.
 - b) Teach campers the basics of swimming. Teach intermediate and advanced aspects of swimming to non-beginner swimmers.
 - c) Have a plan on how you will make each session fun and engaging for campers.

3. Evaluate a camper's swimming skill level
 - a) Perform a swim test for every camper that comes to camp.
 - b) Provide them with different colored bands to distinguish skill level.

Other Job Duties:

1. Keep track of inventory and what supplies are needed.

2. Keep swim dock and shed clean and organized at all times.

