

Black Rock Retreat Summer Camp Job Description

Position: Maintenance Host

Responsible To: Summer Camp Director (Primarily), Program Director, Supervisor of Grounds Maintenance (during workday)

Oversees: Summer Maintenance Volunteers

General Qualifications:

1. Has a personal relationship with Jesus Christ showing evidence of an active growing faith.
2. Demonstrates a genuine love for working with youth 7-17 years of age.
3. Desires to serve the Lord by teaching youth more about our Creator.
4. Is able to provide campers with a model of Christ-centered living.
5. **Is willing to sacrifice personal rights for the common good of the camp and campers.**
6. Exhibits servant-oriented leadership in heart, attitude, and behavior (Phil. 2:5-8).
7. Is willing to be accountable to others, being guided by regulations established for daily work, group living, and personal conduct.
8. Exhibits spiritual and emotional maturity.
9. Possesses good health and the willingness to work hard.
10. Is in agreement with Black Rock's philosophy and policies and desires to serve the Lord by following our motto, "To Know Christ and Make Him Known."

Specific Qualifications:

1. Is able to work in the areas of painting, wood cutting, trash removal, weeding, trail maintenance, etc.
2. Demonstrates ability and desire to supervise and disciple teenage guys.
3. Physically able to operate machinery with competence, i.e. lawn mowers, tractors, weed-whackers, wood splitters, chainsaws, etc.
4. Is able to supervise and provide leadership to teenage maintenance volunteers.
5. Preferably at least one year out of high school and a minimum of 18 years of age.

General Responsibilities:

1. Assist in the registration line on Monday mornings.
2. Assist with setting up and facilitating any program related activities as directed by the Leadership staff.
3. Attend staff meetings, devotions, vespers and **ALL** camp activities.
4. Be flexible, available, and willing to help out in other areas of the camp program.
5. Be self-motivated, a self-starter, and foresee areas where you can help out.
6. Assist in supervising the campers during camper hang time from 11:35 a.m. - 12:00 p.m. Tuesday through Friday except when needed for Maintenance Host responsibilities.
7. Assist in the afternoon and evening Snack Shop as scheduled or requested.
8. Write one story about an interaction or powerful moment with a camper or maintenance volunteer during the summer and turn in to the Office Administrator at the requested time.

9. Complete all end of the week and end of the summer evaluations and paperwork when requested.
10. Be an assistant counselor in a cabin during Special Week.
11. Be the cabin inspector when assigned by the Program Director.
12. You are expected to be at **ALL** games and activities to interact with campers and add enthusiasm unless you have a scheduled class for that time. If you need to use one of these times to prepare for classes you may ask permission from the Program Director/Program Facilitator or Summer Camp Director.
13. During times that you are not busy, check with the Program Director, Program Facilitator, or Summer Camp Director to see if you can be of assistance.

Specific Responsibilities:

1. Complete all jobs delegated by the Supervisor of Grounds Maintenance.
2. Work cooperatively and supportively with all Maintenance personnel.
3. Be available and willing to help with any maintenance needs as requested by the Summer Camp Director.
4. Orient and supervise the teenage maintenance volunteers that come each week.
5. Facilitate the discipleship and spiritual nurturing of the maintenance volunteers, and lead a daily devotional time with them.
6. Work with the Summer Camp Director and Program Director to involve maintenance volunteers in camp program when it does not conflict with Maintenance responsibilities.
7. Assist the Dining Room Hostess and waitresses with the setting up and tearing down of all outdoor meals.
8. Assist with the cleaning up of cones and other supplies from all evening games.