

Black Rock Retreat Summer Camp Job Description

Position: Office Administrator

Responsible To: Summer Camp Director

Oversees: Program Staff

General Qualifications:

1. Has a personal relationship with Jesus Christ and shows evidence of an active growing faith.
2. Demonstrates a genuine love for working with youth and young adults.
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 at least one year out of high school and a minimum of 18 years of age.
2. Preferably holds or is working on a B.A. degree in Youth Ministry, Camping, Recreation, Social Work, Education, or related field of study.
3. Has strong organizational abilities while paying attention to detail and planning ahead.
4. Has significant experience in leading, programming, ministering, and relating to youth and young adults.
5. Possesses office, computer, and organizational experience and skills.
6. Has sound judgment, good decision making abilities, and able to stay calm and think clearly in emergency situations.

Specific Responsibilities:

1. Assist with setting up and facilitating any program related activities as directed by the Program Director.
2. Be flexible and available to stay later on Saturdays and arrive earlier on Sundays than the rest of the summer staff in order to be prepared for the next week.
3. Attend staff meetings, devotions, vespers, and all camp activities.
4. Be self-motivated, a self-starter, and foresee areas where you can help out.
5. Assist in the afternoon and evening Snack Shop as requested.
6. Be the cabin inspector when assigned by the Program Director.
7. You are expected to be at **ALL** games and activities to interact with campers and add enthusiasm unless otherwise responsible.

8. Assist a cabin with supper preparations on cabin campout night or make rounds as necessary.
9. Bring staff issues, conflicts, or concerns to the attention of the Summer Camp Director and assist in handling these problems in cooperation with the Summer Camp Director.
10. Attend Leadership Staff meetings as scheduled.
11. Enforce all camp policies, guidelines, philosophies, and procedures.

Specific Responsibilities:

1. Assist the Summer Camp Director with planning and implementing Pre-Camp Training including teaching and leading training sessions as assigned by the Summer Camp Director.
2. Assist in being responsible for the 24-hour supervision of the summer staff and the running of the camp program.
3. Supervise, coordinate, and encourage the program staff for the purpose of facilitating spiritual growth in individuals through the program.
4. Enforce all camp policies, guidelines, philosophies, and procedures.
5. Oversee all areas of the summer camp office and paperwork, making sure that all staff complete their paperwork before leaving the grounds at the end of each week.
6. Meet one-on-one with assigned program staff for at least 15 minutes every week to encourage and challenge them and see how things are going for them physically, spiritually, and emotionally. Take prayer requests and pray for them regularly.
7. Refer any staff problems or conflicts to the Summer Camp Director.
8. Run a registration table on Monday mornings.
9. Take care of all outgoing and incoming mail for summer camp.
10. Administer all weekly camper, parent, and staff evaluations.
11. Send a newsletter to parents twice a week – usually created by someone else.
12. Make all photocopies for summer camp.
13. Send out prayer partner cards twice during the summer.
14. Take notes of prayer requests and cabin/staff updates during all meetings and share at the program/counselor meetings to keep all staff updated.
15. Be responsible for all forms and sign-up sheets on the notice board in Rhode room.
16. Assist the Summer Camp Director in overseeing/delegating weekly closing day procedures such as cleaning, paperwork, pavilion set-up for departure, etc.
17. Oversee Lost and Found procedures. After each week, sort items, wash/dry if necessary, and call parents of lost and found if the owner is known.
18. Coordinate any camper early dismissals – remind counselors who have a camper with early dismissals with a written note and verbally on the day of the dismissal. If needed, be responsible for seeing them off.
19. Work with the Summer Camp Director to make an “End-of-the-Year” booklet for the staff.