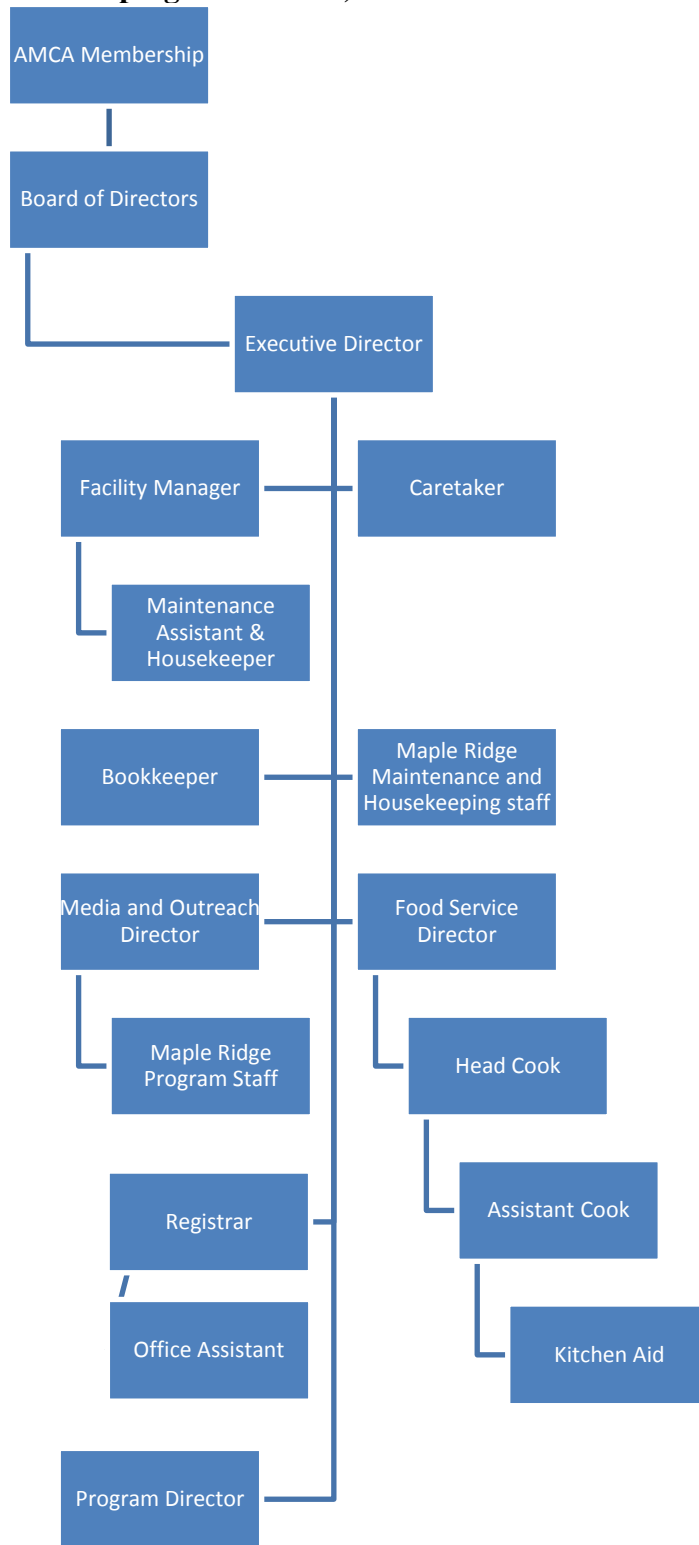
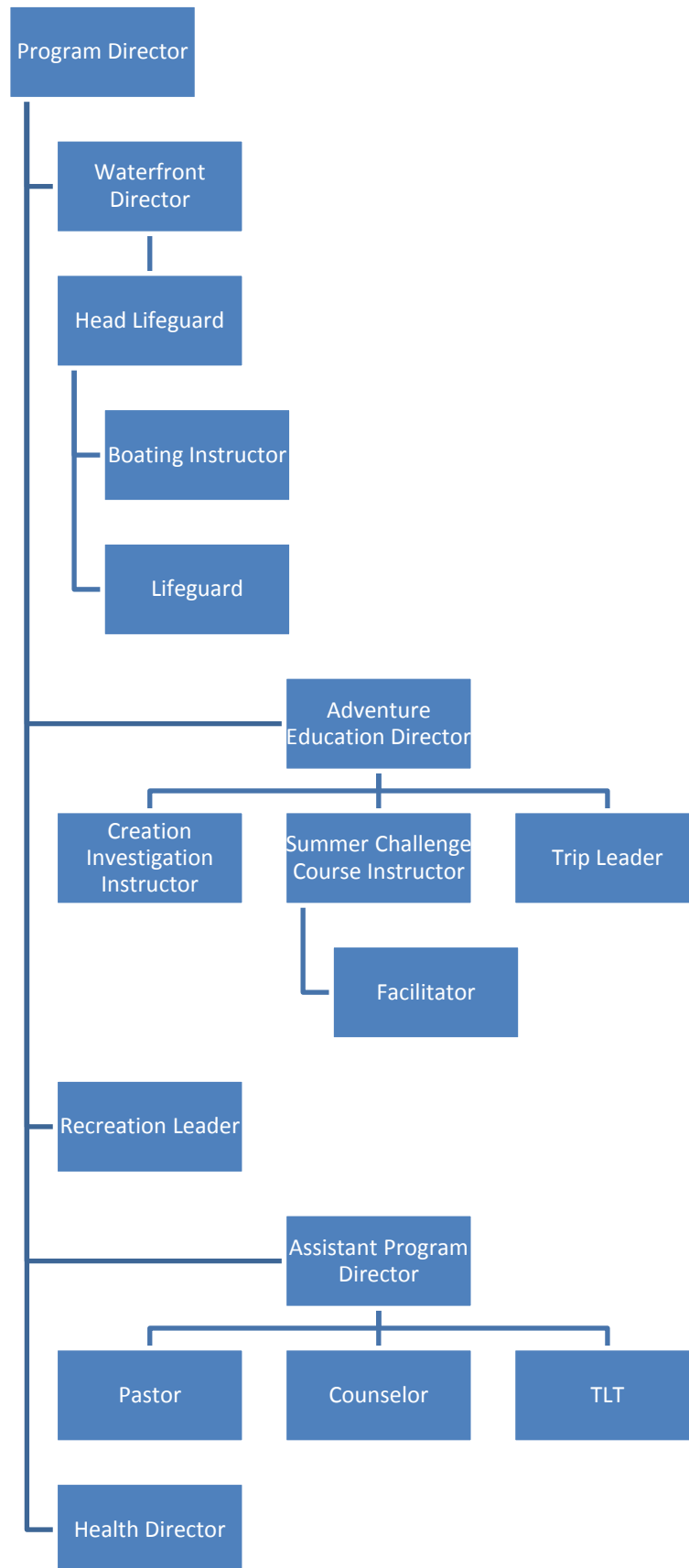


EMPLOYEE RESPONSIBILITIES AND MINISTRY DESCRIPTIONS

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.
- f. Being in agreement with the philosophy, policies, vision and goals of Beaver Camp.

TITLE: Executive Director

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.

Qualifications:

1. Mature Christian who identifies with the AMCA's belief statement.
2. Minimum of 6 months previous administrative and supervisory experience.
3. Computer skills.
4. Strong public relation, speaking, and writing skills.
5. Desire to build relationships with church and community leaders.
6. Exhibits leadership ability and a commitment to staff development.
7. Passionate about 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:

A. Program

1. Oversee program implementation.
2. Support Program Director in hiring of seasonal staff.
3. Provide vision for direction in programming.
4. Oversee quality of the programs.
5. Evaluate programs and ensure recommended improvements occur.

B. Staff

1. Hire all year-round staff needed for operations as approved by the Board.
2. Hire according to skills and spiritual maturity as dictated by their job responsibilities.
3. Provide for appropriate training for new hires.
4. Be responsible for adherence to policies and procedures as outlined in Employee Manual.
5. Monitor staff performance and guide their professional development including annual performance reviews.

C. Financial

1. Prepare the annual budget with input from the Finance Committee and present the annual budget to the Board of Directors for approval in advance of the upcoming year.
2. Oversee all aspects of financial and business management of the organization and monitor spending to assure compliance with the budget.
3. Responsible for all record keeping as required by the AMCA Board of Directors and any regulatory agencies.
4. Present a monthly finance report to the Finance Committee and Board of Directors.

D. Church Relations

1. Serve as a welcoming ambassador to constituent churches for AMCA.
2. Present AMCA programs in churches.
3. Keep churches informed about the camp through newsletters and bulletin announcements.
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 these needs.

E. Public Relations

1. Oversee all marketing and promotional activities.
2. Conduct activities on the facilities in such a way as not to be offensive to our neighbors.
3. Present the auction and other fund-raising activities in such a way as to bring good will to the camp.
4. Nurture relationships with community leaders and develop programs that serve needs of the community at large.
5. Monitor customer satisfaction for guests of AMCA facilities, striving for excellence.

F. Board Activities

1. Prepare agenda in cooperation with the board president and executive committee for the board meetings.
2. Provide reports of camp activities for board meetings.
3. Prepare year-end reports.
4. Be a channel of communication with the Board for the staff.

G. Professional Development

1. Attend conferences and other educational opportunities that provide training and enhance job performance and satisfaction.
2. Encourage year round staff to seek similar opportunities.

H. Fund Raising

1. Carry out fund raising activities in concert with the Board of Directors.
2. Design and implement programs that address the capital and operational expenses of AMCA.
3. Seek public speaking opportunities to promote support for AMCA programs.
4. Oversee membership and partnership drives.

TITLE: Media and Outreach Director

RESPONSIBLE TO: Executive Director (Program Director secondary)

QUALIFICATIONS:

1. Is in agreement with the philosophy, policies, vision, and goals of AMCA.
2. Computer training or experience, presently specified as Microsoft Word, Excel, Publisher and Access.
3. Works well with public using various communication methods and has desire to do so.
4. Exhibits leadership ability.

RESPONSIBILITIES INCLUDE:

A. Marketing

Assist the Executive and Program Director in creating a unified and innovative marketing, public relations, and promotion program aimed at increasing the awareness and usage of AMCA facilities and programs. Including but not limited to:

1. Internet, website, and social media marketing.
2. Develop marketing and advertising program that will reach new clients for AMCA.
3. Assist in the production of AMCA brochure, newsletter, and printed marketing materials.
4. Assist with advertising through TV, AMCA print media, radio and newspaper when needed.

B. Program

1. Help develop and direct programming at Maple Ridge Center, such as snow park, festivals, and other innovative activities that support the mission and vision of Maple Ridge.
2. Coordinate hosting and host guest groups when needed.
3. Assist Beaver Camp Program Director and Adventure Education Director when needed and available.
4. Coordinate or implement guest group evaluation and feedback process.

C. Office Participation

1. Assist with cabin assignments during the summer camp season. Other miscellaneous office duties as needed and available.

BLOOD EXPOSURE CATEGORY: Exposure not likely

AUTHORITY:

Authority for monetary activity to be approved by the Executive Director.

TITLE: Registrar

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.

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: Bookkeeper

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 2010, 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. Report all monetary activity to the Program Directors, Executive Director, Food Service Director, Facility Manager, Board and Association at regular intervals so that all are aware of the financial health of the organization.
3. Monitor spending to assure compliance with the budget. If adjustments need to be made, requests should be made to the executive committee.

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.)

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

QUALIFICATIONS

A. General

1. Hardworking, self-motivated Christian leader.
2. Able to meet people and make them feel welcome and comfortable.
3. Committed to Christian service within the camp setting.
4. Love for the natural environment, appreciation for both large groups of people and solitude.
5. Good physical, mental and spiritual health.
1. Flexible to the ebb and flow of a camp operation.
2. Is in agreement with the philosophy, policies, vision and goals of Beaver Camp.

B. Maintenance

1. Broad maintenance skills in the areas of buildings, grounds, and equipment.
2. Previous maintenance experience.
3. Ability to supervise maintenance assistants and volunteers.

AREAS OF RESPONSIBILITY

A. Maintenance

1. Assess maintenance needs and, in consultation with the Executive Director, assign priorities to them always giving safety related items the highest priority.
2. Carry out these needs according to priority providing skills, time, and money is available.
3. Supervise maintenance assistants, including volunteers, in such a way that the work is performed in a satisfactory and efficient manner.
4. Manage the grounds in such a way to be both safe, attractive, and in keeping with sound ecology.
5. Assure that buildings are at all times in compliance with safety regulations. This includes the pre-camp inspection and weekly cabin inspections.
6. Responsible for Lodge floor care (in cooperation with Food Service Director).
7. Do quality work, performing tasks in such a way that they are attractive and lasting.
8. Inspect and maintain the camp water supply and sewage system.
9. Create and maintain a Facility Manual that includes details and information on the entire facility.

B. Oversee Housekeeping

1. Clean Pavilion and Bath House
2. Clean meeting rooms and cabins (depending on housekeeping availability)
3. Hire staff as needed.

C. Group Host

Share the responsibility of hosting rental groups with other camp staff. This will involve weekend work. Hosting involves welcoming the group upon arrival, working with the group in housing assignments and collecting fees, supervising the dining room during mealtime, and being available to the group throughout the length of their stay.

D. Any other duties assigned as needs arise

BLOOD EXPOSURE CATEGORY: Collateral possibility

LIMITED AUTHORITY

Full authority is given to carry out the above tasks except for the following limits:

1. Must have permission of the Executive Director for any expenditure over \$200.00.
2. Consult with the Executive Director about job assignment priorities.

TITLE: Maintenance Assistant and Housekeeper

RESPONSIBLE TO: Facility Manager and Executive Director

QUALIFICATIONS:

1. Hardworking, self-motivated Christian leader.
2. Committed to Christian service within the camp setting; able to meet people and make them feel welcome and comfortable.
3. Love for the natural environment, appreciation for both large groups of people and solitude.
4. Good physical, mental and spiritual health.
5. Flexible to the ebb and flow of a camp operation.
6. Is in agreement with the philosophy, policies, vision and goals of Beaver Camp.
7. Interest in cleaning and a desire to exceed guest expectations for neatness, cleanliness and workmanship.
8. Possesses a variety of handyman skills.

AREAS OF RESPONSIBILITY

1. Clean all BC guest housing rooms after use according to housekeeping instructions.
2. Clean all BC meeting rooms for incoming guests.
3. Clean offices according to schedule.
4. Assist with maintenance at Beaver Camp and Maple Ridge Center as needed and directed.
5. Clean Maple Ridge Center as needed and directed.

BLOOD EXPOSURE CATEGORY: Collateral possibility

TITLE: Caretaker

RESPONSIBLE TO: Executive Director

QUALIFICATIONS:

A. General

1. Hardworking, self-motivated Christian leader.
2. Able to meet people and make them feel welcome and comfortable.
3. Committed to Christian service within the camp setting.
4. Love for the natural environment, appreciation for both large groups of people and solitude.
5. Good physical, mental and spiritual health.
6. Flexible to the ebb and flow of a camp operation.
7. Is in agreement with the philosophy, policies, vision and goals of Beaver Camp.

B. Cooking (if applicable)

See head cook/assistant cook job descriptions in the Kitchen Staff Manual

C. Housekeeping (if applicable)

1. Interest in cleaning and a desire for neatness and cleanliness.
2. Comfortable with working alone.

AREAS OF RESPONSIBILITY

A. Cooking (if applicable)

See head cook/assistant cook job descriptions in the Kitchen Staff Manual

B. Housekeeping (if applicable)

1. Clean all guest housing rooms after use according to housekeeping instructions.
2. Clean lodge meeting rooms and dining room for incoming guests.
3. Clean offices according to schedule.

C. Caretaker

1. Live as on-site staff couple at Beaver Camp.
2. Perform various caretaker duties as directed by the Executive Director.
3. Meet off-hour public, answer questions, take phone messages, etc.

BLOOD EXPOSURE CATEGORY: *Collateral possibility*

TITLE: Program Director

RESPONSIBLE TO: Executive Director

QUALIFICATIONS

1. Strong Christian commitment
2. Minimum age: 25
3. College degree and/or experience in camping/youth ministry
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.

RESPONSIBILITIES:

The Program Director is responsible for the overall vision and implementation of programs at Beaver Camp, under the direction of the Executive Director. Areas included in this responsibility are programs, staff, rentals, maintenance, budget, marketing/public relations, food service and complying with regulatory agencies.

RESPONSIBILITIES INCLUDE:

1. Responsible for the vision, planning, direction, promotion, implementation and quality of all camp programs.
2. Staff:
 - a. Supervise the Assistant Program Directors.
 - b. Supervise the Adventure Education Director
 - c. Supervise the Food Service/Housekeeping Director in absence of Executive Director.
 - d. Supervise the Caretaker in absence of the Executive Director.
 - e. Supervise the Facility Manager in absence of the Executive Director.
 - f. Hire all temporary staff needed to operate as guided by the Executive Director.
 - g. Hire according to skills and spiritual maturity as dictated by their job descriptions.
 - h. Train staff in their areas of responsibility.
 - i. Monitor their performance and give guidance as necessary.
3. Evaluate all programs and implement any recommended improvements.
4. Rental Groups:
 - a. Assure that the needs of rental groups are met.
 - b. Handle requests in an appropriate way, arranging time, costs and other arrangements.
 - c. Evaluate the needs of rental groups not being met and recommend how we can better meet them.
 - d. Host as needed.
5. Operate and maintain Beaver Camp buildings, grounds and equipment:
 - a. Maintain buildings in such a way that they are attractive, safe, and not deteriorating.
 - b. Maintain grounds in such a way that they are attractive and the natural setting is maintained.
 - c. Maintain equipment in such a way that it is efficient and safe to use.
6. Develop and implement an integrated marketing plan:
 - a. Oversee the production of all promotional materials.

- b. Work closely with the Executive Director and Adventure Education Director to ensure an integrated, effective plan is developed and implemented.
- 7. Programs for Adults:
 - a. Plan programs that reflect local church needs that Beaver Camp is able to meet in an effective way, and fit into our facilities and calendar.
 - b. Promote and supervise all aspects of these programs.
 - c. Evaluate the effectiveness of each program yearly.
- 8. Administrative Duties:
 - a. Maintain programs according to New York State Department of Health, insurance and American Camp Association accreditation standards.
 - b. Perform other administrative duties as assigned by the Executive Director.

BLOOD EXPOSURE CATEGORY: Possible exposure

LIMITED AUTHORITY:

Full authority is given to carry out the above tasks except for 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).

TITLE: Adventure Education Director
RESPONSIBLE TO: Program Director

QUALIFICATIONS:

1. Strong Christian commitment.
2. Minimum age: 21.
3. College degree and/or experience in camping/youth ministry.
4. Training and/or experience with Challenge Course, Trip/Adventure programs and Outdoor Education.
5. A love for children, youth and adults.
1. Ability to lead others.
2. Ability to plan and administer programs.
3. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
4. Is in agreement with the Beaver Camp philosophy and policies.
5. Is eager to learn, loves campers, and shows a consistent walk with God.
6. Is willing to forgo personal rights for the common good of the camp and campers.
7. Is flexible and able to work with campers and other staff members.
8. Is in agreement with the philosophy, policies, vision and goals of Beaver Camp.
9. Ability to repair and maintain trip/outpost equipment
10. Maintain the skills and certifications necessary to give proper oversight to the Wilderness /Outpost Program, Challenge Course Program, and Outdoor Education. Including, but not limited to:
 - i. Wilderness First Aid or equivalent/ CPR (acceptable in NY).
 - ii. Current and valid Lifeguard Certificate that meets NYS standards for waterfront Life-guarding.
 - iii. Appropriate Challenge Course management certification

RESPONSIBILITIES:

1. Plan, direct, and supervise all phases of the Outdoor Education programs and staff, including Challenge Course, Wilderness Trips, Creation Investigation and Outpost Camp.
2. Creation Investigation/Outdoor Education:
 - a. Develop and maintain the curriculum for the program.
 - b. Recruit and train teaching staff as needed.
 - c. Teach and/or supervise all events.
 - d. Evaluate the program yearly and make appropriate changes.
 - e. Coordinate all outside and camp outdoor education groups.
3. Challenge Course and Rappelling/Climbing Programs:
 - a. Development and maintenance of the Challenge Course.
 - b. Recruit and train Challenge Course leaders.
 - c. Lead and/or supervise all challenge course and climbing/rappelling events.
 - d. Responsible for annual inspection and continuing safety supervision.
 - e. Maintain course according to ACCT standards.
 - f. Supervise the Summer Challenge Course Instructor.
 - g. Maintain all challenge course report forms.
4. Wilderness Trip and Outpost Camp:
 - a. Plan the Wilderness Trip and Outpost Camps program.
 - b. Recruit and train trip and outpost leaders.
 - c. Promote wilderness trip leading for rental groups.

- d. Lead and/or supervise rental group wilderness trips.
 - e. Maintain equipment needed for the wilderness trip and outpost program.
 - i. Inspect all equipment prior to being sent out on a trip. Repair or mark “out of service” any equipment that is damaged.
 - ii. For all equipment marked “out-of-service” consult with the Program Director for outsourced repair.
 - f. Pack food and gear for each wilderness/outpost trip.
 - g. Manage/file all documents and forms including but not limited to; trip itineraries, trip journal reports, camper follow-up postcards, swimming forms and permits.
5. Remain spiritually, emotionally, and physically fit and skilled.
 6. Take Responsibility for the entire program when the program director is not present.

BLOOD EXPOSURE CATEGORY: Possible exposure

LIMITED AUTHORITY:

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

1. Must have permission of the Program Director for any expenditures over \$200.00
2. Plans for all programs must be approved by the Program Director.

SEASONAL EMPLOYEE MINISTRY DESCRIPTIONS

TITLE: Assistant Program Director

RESPONSIBLE TO: 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 forgo personal rights for the common good of the camp and campers.
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 program 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. Program 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: 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 forgo personal rights for the common good of the camp and campers.
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 program 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 to program director 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 program director.

- L. Observe all camp activity and discuss any dangerous situation with the counselor or Program 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 forgo personal rights for the common good of the camp and campers.
- 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 insure 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: 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 forgo personal rights for the common good of the camp and campers.
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.
- B. Work closely with the Program Director and counselors to insure adequate staffing for recreation activities.
- 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, storing and maintenance of all recreation equipment and the ball court area.
- E. 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. Notify Program Director of shortages.
 - 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)
 - Assist with other end of the week clean-up as needed (check with Facility Manager).
 - Organize Beaver Lodge game shelf.
- F. Advise the year round program staff of equipment that needs to be replaced or purchased.
- 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: Head Lifeguard

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 forgo personal rights for the common good of the camp and campers.
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. Teach swimming lessons.
- 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: Head Lifeguard

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 forgo personal rights for the common good of the camp and campers.
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. Insure that no boats are damaged due to improper use or storage.
- D. 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. Insure that boats are adequately stored for weekends and are inspected after weekend guest use.

- G. Participate in other camp activities as time allows.
- H. 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.
- I. Working with the other waterfront staff members develop a rotation schedule for daytrips, overnight campouts and other off camp activities.

BLOOD EXPOSURE CATEGORY: Possible exposure

TITLE: Waterfront Director/Head Lifeguard

RESPONSIBLE TO: Program 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 forgo personal rights for the common good of the camp and campers.
- 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 periodic in-service training.
- 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 is certified as WSI 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 Program Director, 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 Program 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 forgo personal rights for the common good of the camp and campers.
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 insure 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 insure 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 forgo personal rights for the common good of the camp and campers.
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 Program 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

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 forgo personal rights for the common good of the camp and campers.
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 forgo personal rights for the common good of the camp and campers.
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.

1. 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: 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 forgo personal rights for the common good of the camp and campers.
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*