

STAFFAPPLICATIONS, REFERENCES, QUALIFICATIONS, & VERIFICATION

1. All Applicants shall fill out a standard application form each year.
2. References will be required.
3. One reference shall be provided by the applicant's pastor.
4. **New** applicants (those who have not worked at Lamoka before) are required to provide two more references from not family members.
5. Vacant positions will be filled based on age and qualifications of applicant.
6. Qualifications may be verified by written application, submittal of written references, and/or by testimonies from previous employers.
7. References may be verified by telephone or email.

Minimum qualifications and/or certifications for staff must meet SSC requirements (7-2.5, 7-2.8, 7-2.11) for age, certifications experience, etc., for each position. Refer to Subpart 7-2 or the brochure "How to Obtain a Permit to Operate a Children's Camp in New York State" for minimum staff requirements/qualifications and current "Fact Sheets" for accepted Aquatic, Cardiopulmonary Resuscitation (CPR) and First Aid certifications. The brochure and fact sheets can be obtained at www.nyhealth.gov/environmental/outdoors/camps or from your local health department (LHD).

Select all staff carefully! It is recommended that applications include questions regarding any past criminal convictions and current charges concerning a crime involving children. You should evaluate the specific facts of the conviction or pending case against the prospective staff member and determine if employment as camp staff would involve an unreasonable risk to the safety or welfare of camp participants or to the property or the general public. Screen candidates in person (preferably) or by telephone interviews, asking questions about qualifications for the job and prior employment history, including experience working with children.

The camp operator is also required to obtain and verify references on the character of all prospective camp staff. It is recommended you require references in writing from persons not related to the candidate and include questions specific to the candidate's experience with children, work history and reasons why the candidate would or would not be appropriate for the position. References should be verified by telephone. Interviews, reference questions, and responses must be documented, filed with employment applications at the camp, and available for inspection. In addition, camp operators must check the NYS Sex Offender Registry to determine if staff are listed. A fact sheet, which provides guidance on how to conduct a search of the Sex Offender Registry, is available at www.nyhealth.gov/environmental/outdoors/camps or from your LHD.

REQUIREMENTS FOR ALL STAFF

1. Shall be saved and, if possible, a member of a Baptist Church in the association.
2. Shall agree to the Doctrinal statement and be willing to abide by the Safety Plan and the operation plan set forth by the Board of Directors.
3. Shall be willing to set a good example for the campers in Christian character, appearance (see appearance code), and conduct.
4. Shall pray that any unsaved camper will come to know Christ as the Savior and Lord of their life and encourage all campers in their spiritual growth.
5. Shall keep in mind that the personnel committee reserves the right to dismiss any member of the Staff when the best interests of the camp demands it.
6. Shall be willing to comply, without question, with those in authority placed over them.
7. Shall cooperate in every way with the camp's program.

8. Shall arrive at Camp no later than 8:00 a.m. Monday (unless otherwise notified) and shall not leave without the permission of the Camp Administrator.
9. Shall so labor as to promote the goals and the purpose of the camp, as outlined in the Constitution, Art. II: "Purpose".
10. Shall be competent and qualified to perform the duties assigned.
11. Activity leaders should be 18 years old or older.
12. Shall attend as many chapel services as reasonably possible.
13. Shall adhere to the staff appearance code.
14. Compensation will be decided and set by the board of directors.
15. Shall be responsible to the Camp Administrator and their immediate superiors (see chain of command).

THE COORDINATOR SYSTEM

EXPLANATION

In **Exodus 18** Moses' father-in-law, Jethro, approached Moses with an idea that would fundamentally change the way the Israelite nation functioned. Jethro, seeing that Moses was incapable of supplying one-on-one guidance and counsel to every individual Israelite, proposed that they adopt a system that would delegate the majority of Moses' responsibilities out to a group of mature and experienced Israelite men. This allowed Moses to better deal with matters of great importance, oversee the spiritual growth of the whole nation, and it provided the people with a more effective means of accountability and growth. Using this as a template, and in an effort to increase productivity and accountability and to foster more spiritual growth, in 2009 the Executive Team at **LAMOKA** established the **Coordinator System**. This system officially divided up the campus into the following task areas:

- 1) Climbing Wall
- 2) Craft Barn
- 3) Dining Hall & Dish Pit
- 4) Hunger Haven & Gift Shop
- 5) Maintenance
- 6) Paintball
- 7) Program
- 8) Waterfront
- 9) Health Care

Each year the Board of Directors & Executive Team hires a hand-full of experienced, spiritually mature, and responsible individuals to take charge in these "task areas." We call these leaders **coordinators**.

COORDINATOR RESPONSIBILITIES

BEFORE THE SUMMER:

- Prepare your heart & mind for the summer by staying active in your personal devotions.
- Pray for your staff.
- Read through the Coordinator Orientation Packet (COP).
- Read the portions of the Safety Plan (SP) that pertain to you, your staff, and your task area.
- Contact Lamoka for a list of your summer staff & contact them to introduce yourself.
- Be sure you are up-to-date on any certifications/training that you need in order to run your task area.
- Give some thought to the summer's theme and how you will run your task area to support that theme.
- Visit the campus during pre-season (optional).
- Prepare TADs (task area devotionals) for the summer.

DURING CIT (Training Week):

- Stay active in your personal devotions.
- Pray for your staff.
- Make sure your staff reads/reviews the pertinent information in the Safety Plan.
- Review the Appearance Code with your staff.
- Have your staff sign the Staff Covenant (give to the Assistant Director by the end of the week).
- Decide on a theme verse for your task area; display the verse in your task area.
- Prepare you task area for the summer [e.g. clean, plan, fix safety hazards, and make repairs]
- Attend all the **ALL STAFF** training sessions.

DURING THE SUMMER:

- Stay active in your personal devotions.
- Pray for your staff.
- Make sure your staff is doing what they need to do when they need to do it.
- Make sure your staff attends every chapel.
- Attend as many chapels as you can.
- Make sure you staff is staying compliant with the Appearance Code.
- Run TADs once a week.
- Attend the weekly coordinator meeting with the assistant director.
- Assist your staff in their **spiritual**, mental, social, and physical growth.
- Report any safety hazards to the director, health care coordinator, or the maintenance coordinator.
- You are responsible to make sure you staff goes to bed on time.

JOB DESCRIPTIONS & DUTIES

ADMINISTRATOR

General Duties and Responsibilities

1. He shall be responsible for the overall operation of the camp. This can include, but not be limited to, staffing requirements, employee screening, program development, scheduling, supervision, and site evaluations at camp and trip sites.
2. He shall ensure that the camp maintains compliance with Subpart 7-2 (Children's Camp Code).
3. He must be at least 25 years of age and have a bachelor's degree.
4. He must be from an Association Church or with the understanding that he will become a member of an Association Church.
5. He shall be actively involved in maintaining a beneficial spiritual tone at camp.
6. He shall have at least 25 weeks of previous supervisory or administrative experience in camping or in an area deemed equivalent by the Board of Directors.
7. He shall receive clearance from the Department of Social Service Central Register of Abuse and Maltreatment and from any other NYS required clearance checks.
8. He shall submit a "Prospective Children's Camp Director (Administrator) Certified Statement" Relative to the Conviction of a Crime or the Existence of a Pending Criminal Action.
9. He shall attend all board meetings unless specifically granted permission to be absent.
10. He shall ensure that all safety equipment is properly maintained and is in compliance with all State requirements.
11. He shall cooperate with the Forman of any special project being undertaken on campus.
12. He shall be a willing aid to all board Committees as they carry out their assigned tasks.
13. He shall cooperate fully with the Treasurer to ensure that the bills are handled in a timely manner.

Off Season Duties and Responsibilities:

1. He shall process all registration forms for the up-coming season.
2. He shall process all mail sent to the camp's address.
3. He shall update the Safety Plan (SP) when necessary with the approval of the board of directors.
4. He shall prepare a Spiritual Development Program for all camp staff for the up-coming season with the aid of the Program committee.
5. He shall aid the Personnel committee in the preparation of a training program for all staff for the up-coming summer.
6. He shall prepare a balanced operations budget, with the aid of the treasurer (before the annual meeting), for the up-coming year, insuring that all areas are properly equipped to provide the best program possible.
7. He shall aid the Program committee in the preparation of a safe and well-balanced camp program.
8. He shall aid the Personnel committee in the prayerful recruitment of all camp staff for the up-coming season.
9. He shall ensure that all applications, fees, licenses, permits, and notifications are processed in an accurate and timely manner.
10. He shall represent the camp at board approved conferences and seminars.
11. He shall present the camping program to interested churches, schools, etc... This shall include maintaining some kind of visual presentation of the camping program.

Camping Season Duties and Responsibilities

1. He shall implement a spiritual development program for a high spiritual tone at the camp.
2. He shall participate in a training program (CIT) for all staff that covers the implementation of the current year's program, all emergency procedures, and the camp's medical plan in accordance with State policies.
3. He shall ensure that fire drills are conducted each week in compliance with State regulations.
4. He shall cooperate fully with the State inspectors.
5. He shall maintain a high morale among the staff and campers.
6. He shall oversee the planning and provision of a well-balanced menu and ensure that all meals are prepared in a safe and sanitary manner.
7. He shall coordinate the operation and use of the camp facilities during retreats and weekend use.
8. He shall oversee the implementation of the Property Committee's Maintenance program throughout the camping season.
9. He shall oversee the ordering of all camp supplies (food and non-food items).
10. He shall communicate to any organizations that use the camp on weekends of any relevant rules for camp use and fees.
11. He shall oversee that the proper water samples are taken, as they are required by the Department of Health.

The Organizational Relationships of the Camp Administrator

1. Those he answers to:
 - a) To God.
 - b) To the board of Directors (and to its Chairman).
 - c) To the Association of churches.

2. Those he answers for:
 - a) For himself.
 - b) For his assistant(s).
 - c) For all coordinators and staff.

The Terms of Service for the Camp Administrator

1. Selection – by the board of Directors for an indefinite period of time.
2. Benefits' and compensation packages – to be established by the Board of Directors and reviewed annually as part of the budgetary process.
3. Termination of Employment
 - 1) By the acceptance of the resignation of the Camp Administrator by the Board of Directors between October and April of any given year.
 - 2) By dismissal by the Board of Directors.
 - 3) By the “Home-going” of the Camp Administrator.

HEALTH CARE COORDINATOR

Duties and Responsibilities

1. Shall review and maintain campers' confidential medical histories.
2. Shall oversee initial health screening of campers and daily surveillance of the camp occupants.
3. Shall handle health emergencies and injuries, including emergency preparedness and follow-up for professional health care.
4. Shall maintain the camp medical log.
5. Shall inspect cabins for health concerns/dangers to campers
6. Shall be a Registered Nurse, an EMT, or a Licensed Practical Nurse. They shall have a current ARC Responding to Emergencies First Aid certificate or its equivalent and CPR for the professional rescuer.
7. Shall, with the Director's aid, purchase necessary supplies.
8. Shall be responsible to keep his or her assigned quarters neat and acceptable for inspection at all times.
9. Shall implement the camp medical plan and use the standing orders to determine treatment of campers and staff.
10. Shall interview each incoming camper; examine each for athlete's foot and head lice; and obtain any other pertinent information required by the director.
11. Shall maintain such records on each camper as may be required by the Board of Directors.
12. Shall treat any ill or injured camper within his or her professional competence. In cases where further treatment or hospital care is needed, the Health Care Coordinator shall, in cooperation with the Camp Administrator, make the necessary arrangements.
13. Shall be responsible to see that the required insurance forms are completed and returned as directed. The camp shall provide all insurance forms.
14. Shall advise the Camp Administrator of any medical problems that either limit the camper's activity or would warrant the necessity to call the camper's home. *The Camp Administrator will be notified before parents are called, and all phone calls will be made out of direct hearing of the camper. The Administrator will decide if the camper needs to go to the hospital or home.*
15. Shall notify the Camp Administrator and/or the Health Department of reportable injuries and illnesses. The Health Department must be notified within 24 hours. *See Phone Number Directory.*
16. Shall review the health forms and notify the appropriate staff concerning any disabilities or limitations of campers, staff, or volunteers. (For example: kitchen staff should know about any

food allergies; Waterfront staff should know about any epileptics, etc.). The counselor shall be notified of any camper that needs medication and how often.

17. Shall exercise discretion in giving out any medical information about any camper. The Camp Administrator shall be advised of all illnesses and accidents. Any public announcement of medical information problematic to the entire camp (i.e. more than three cases of reported diarrhea) shall be at the discretion of the Camp Administrator.
18. Shall be responsible, in the event of an evacuation, to transport the camper and staff health forms.
19. Will be familiar with the part other staff members play in camp safety.
20. Will investigate each report of contact with a stray animal and take the appropriate steps in compliance with NYS guidelines.

The camp Health Care Coordinator may be a physician, nurse practitioner, physician assistant, registered nurse, licensed practical nurse, emergency medical technician, or other person acceptable to the permit issuing official. At overnight camps, the Health Care Coordinator must be on-site; at day camps, the Health Care Coordinator may be on-site or represented on-site by a qualified designee, as described in Section 7-2.8 (a). For camps with a camper enrollment of 20 percent or more developmentally disabled campers, the Health Care Coordinator must be a physician, physician assistant, registered nurse or licensed practical nurse and must be on-site for the period the camp is in operation. 25 The duties and responsibilities of the camp health staff must not exceed the abilities that are allowed by law (known as "scope of practice"). The State Sanitary Code does not grant an individual authority to perform duties that are beyond his/her scope of practice. Camp operators must evaluate the medical needs of the campers and select a Health Care Coordinator and other health/medical staff that can fulfill those needs. For additional clarification/questions regarding an individual's scope of practice limitations, contact the NYS agencies with regulatory oversight of that certification:

- EMTs - contact the NYSDOH Bureau of EMS at (518) 402-0996 or visit their website at www.nyhealth.gov/nysdoh/ems/main.htm.
- Physicians and Nurses - contact the NYS State Education Department at (518) 474-3852 or visit their website (<http://usny.nysed.gov/professionals/>).

COUNSELOR COORDINATOR

Duties and Responsibilities

1. Shall be responsible to spiritually guide and support his/her staff throughout the summer. This includes such things as preparing morning devotionals, devotions accountability, and general guidance.
2. Shall be responsible to give reports to the Administrator concerning the effectiveness and status of the counselors.
3. Shall be responsible to oversee meals - this includes starting meals, choosing someone to pray for the meal, distributing mail, and making any announcements given to them by the Administrator or any coordinator.
4. Shall be responsible for the counseling staff.
5. Shall be responsible to the Administrator.
6. Shall be prepared to fill any role on campus that the Administrator asks them to fill.

COUNSELOR

Duties and Responsibilities

1. Shall supervise campers so that they are protected from any unreasonable risk to their health or safety, including physical or sexual abuse.

2. Shall maintain visual or verbal communications capabilities between camper and counselor during activities, and a method of accounting for the camper's whereabouts at all times.
3. Shall be 18 years old and a high school graduate. (However, 20% of the counseling staff may be 17 years old).
4. Shall arrive at camp each Monday for the morning briefing session for instructions and shall be in the cabin to welcome the campers as they arrive.
5. Shall prepare and implement a Monday morning program that will keep campers involved from the arrival of the first camper until lunch time.
6. Shall be ready to assist campers with any spiritual needs – male counselors will counsel only males and female counselors will counsel only females.
7. Shall see that all discipline problems are reported to the Camp Administrator.
8. Shall consult with the Camp Administrator on all matters of discipline.
9. Shall be accountable for the safety and whereabouts of the camper as much as possible and especially at night.
10. Shall see that each camper is personally interviewed during the week and a report filed with the Camp Administrator by Saturday morning.
11. Shall conduct evening devotions with his or her cabin before “lights out” each day.
12. Shall be responsible to see that lights are out at the designated time.
13. Shall report all symptoms of illness to the Health Care Coordinator.
14. Shall stay with campers at all times unless excused by the Camp Administrator or Assistant Camp Administrator.
15. Shall be responsible to see that his or her cabin is cleaned daily at cabin clean-up time.
16. Shall act as activities leaders in accordance with these guidelines:
 1. Shall maintain discipline during the activity.
 2. Shall have a thorough knowledge of the activity’s rules, equipment, techniques, and safety procedures.
17. Shall be experienced enough to demonstrate the activity correctly.
18. Shall maintain a one-to-ten counselor-camper ratio during the activity.
19. Shall be responsible to fill out any and all forms presented to them to be completed.

WATERFRONT COORDINATOR

Duties and Responsibilities

1. Shall establish and oversee all swimming activities at the camp.
2. Shall supervise all staff and campers participating in swimming activities.
3. Shall respond to Waterfront emergencies.
4. Shall implement/oversee the buddy system.
5. If certified as a lifeguard, may serve as a lifeguard.
6. Shall be at least 21 years of age and have at least three years of Waterfront experience.
7. He/she must possess CPR for the Professional Rescuer or equivalent.
8. He/she must also possess current lifeguard status level IIB and be able to perform those duties.
9. Shall be responsible for the buddy system and safety of all participants in all swimming activities.
10. Shall see that all safety regulations are complied with – as outlined in the Safety Plan (related to Waterfront Program) and any additional requirements mandated by the State of New York.
11. Shall see that all safety equipment is on hand and in proper working order.
12. Shall be responsible for all lakefront rules as set forth by the Camp Administrator or the Assistant Administrator.
13. Shall have general oversight of the maintenance and fueling of lakefront equipment.

14. Shall see to physical conditioning of the lifeguards.
15. Shall be responsible for measuring the water depths off the docks, jumping board, and slide.
16. Shall be responsible for removal of algae and other hazards that may enter our lakefront area.
17. Shall be responsible for the completion of lakefront reports.
18. Shall plan times of instruction and skill practicing for the other lifeguards with the Administrator.
19. Shall be responsible for the security of the waterfront when it is closed
20. Shall be familiar with all the Waterfront Wall Sheets.
21. Shall be responsible to spiritually guide his/her staff throughout the summer. This includes such things as preparing morning devotionals, devotions accountability, and general guidance.

PROGRESSIVE SWIMMING INSTRUCTOR (WSI)

Duties and Responsibilities

1. Shall assess the swimming ability of each camper prior to allowing the child to participate in swimming activities.

LIFEGAURD

Duties and Responsibilities

1. Shall actively supervise participants in the camp's swimming activities as detailed in the camp's approved safety plan.
2. Shall be responsible for the security of the waterfront when it is closed.
3. Shall not be engaged in duties or activities that distract them from the direct supervision of the Waterfront.
4. Shall be familiar and in compliance with the Waterfront Wall Sheets for Lifeguards.
5. Shall have a current life guarding status, *BLS* for the professional rescuer, and also hold a current Waterfront lifeguarding certificate.
6. Shall assist in the maintenance of the Waterfront and its equipment.
7. Shall assist the Waterfront Coordinator.

CAMP ADMINISTRATOR'S SECRETARY

Duties and Responsibilities

1. Shall be chosen by the Camp Administrator and approved by the Board of Directors.
2. Shall take charge of pre-registration of campers.
3. Shall assign campers and staff to cabins with the aid of the Camp Administrator.
4. Shall answer the phone and run errands as directed by the Camp Administrator.
5. Shall take camp mail to the Post Office and pick up the mail daily.
6. Shall be responsible to organize and dispense incoming mail.
7. Shall keep records of the money systems used during registration and other camp affairs.

ASSISTANT CAMP ADMINISTRATOR

Duties and Responsibilities

1. He shall be chosen by the Camp Administrator and approved by the Board of Directors.
2. He shall help the Administrator with the staff and campers to maintain order and adherence to the Safety Plan (SP).
3. He shall make the security checks on buildings and turning exterior lights on around campus in the absence of security personnel.
4. He shall have daily contact with staff regarding job performance, task areas, and their ministries.

5. He shall be able to step into the Administrator position if called upon to do so.
6. It would help to be a Certified First Responder or have the equivalent American Red Cross *Responding to Emergencies* Certification.
7. He shall be ready and willing to do any task called upon by the Administrator for the benefit of the camp.
8. He shall patiently help others with their tasks when needed.
9. It would helpful for them to obtain a public vessel license in order to enable them to drive the boat when or if needed.
10. He shall walk about the campus looking for, and correcting, safety hazards.
11. He shall seek and maintain a good relationship with all staff.
12. He shall live on campus during camping season.
13. Shall be responsible to spiritually guide his/her staff throughout the summer. This includes such things as preparing morning devotionals, devotions accountability, and general guidance.

BOAT DRIVER

Duties and Responsibilities

1. Shall meet any requirements mandated by the State of New York for the operation of a boat in a camping program. They must possess current boater safety course certificate and a public vessel license.
2. Shall operate the motor boat for boat rides, tubing, and water skiing.
3. Shall have charge over the care and fueling of the motor boat.
4. Shall see that the motor boat(s) is properly equipped, according to boat safety regulations, and registered.
5. Shall see that the motor boat(s) is properly docked while not in use.
6. Shall be responsible to fill out all and any forms provided by the Administrator

BOAT STAFF

Duties and Responsibilities

1. Shall have charge of all the non-motorized boats.
2. Shall have charge of signing out boats and seeing that they are properly equipped.
3. Shall see that each boat signed out is not loaded beyond its capacity.
4. Shall not allow campers on docks without proper lifejackets
5. Shall maintain order and safety on the docks and in the boat area.
6. Shall be responsible to fill out all and any forms provided by the Administrator (including the boat log).

CONCESSIONS COORDINATOR

Duties and Responsibilities

1. Shall have general oversight of Hunger Haven and the gift shop.
2. Shall be responsible for the cleanliness of Hunger Haven and the gift shop.
3. Shall be responsible, with the aid of the Camp Administrator (or SSL), for the ordering of food and supplies for Hunger Haven and the gift shop.
4. Shall help count and transport money (money will never be counted by just one person).
5. Shall be in charge of the sales in both Hunger Haven and the gift shop.
6. Shall consult with the Camp Administrator on all matters of discipline.
7. Shall be responsible to give guidance to the helpers assigned them.

8. Shall be responsible to spiritually guide his/her staff throughout the summer. This includes such things as preparing morning devotionals, devotions accountability, and general guidance.

GIFT SHOP MANAGER

Duties and Responsibilities

1. Shall have general oversight of Hunger Haven and the gift shop.
2. Shall be responsible for the cleanliness of Hunger Haven and the gift shop.
3. Shall be responsible, with the aid of the Camp Administrator (or SSL), for the ordering of food and supplies for Hunger Haven and the gift shop.
4. Shall help count and transport money (money will never be counted by just one person).
5. Shall be in charge of the sales in both Hunger Haven and the gift shop.
6. Shall consult with the Camp Administrator or SSL on all matters of discipline.
7. Shall be responsible to give guidance to the helpers assigned them.
8. Shall be directly responsible to the SSL and Administrator.

GIFT SHOP & HUNGER HAVEN STAFF

Duties and Responsibilities

1. Shall be responsible to the Gift Shop Manager and/or the Concessions Coordinator.
2. Shall know the prices of all products in their area.
3. Shall not allow anyone in the Hunger Haven or Bank accept staff who are supposed to be there.
4. Shall be responsible to turn in all money or Camp Cash to the Gift Shop Manager every evening.
5. Shall keep an inventory of products.
6. Shall inform their superiors if more products are needed.
7. Shall keep the interior and exterior of the Hunger Haven and Gift Shop clean and orderly.

CRAFTS COORDINATOR

Duties and Responsibilities

1. Shall have general oversight of the Crafts Building and its budget.
2. Shall be responsible, with the aid of the Camp Administrator, for the ordering of supplies.
3. Shall be responsible for the sales of crafts.
4. Shall be responsible for the cleanliness of the crafts building.
5. Shall instruct and supervise the crafts.
6. Shall consult with the Camp Administrator on all matters of discipline.
7. Shall be responsible to give guidance to the helpers assigned them.
8. Shall be responsible to spiritually guide his/her staff throughout the summer. This includes such things as preparing morning devotionals, devotions accountability, and general guidance.

CRAFT STAFF

Duties and Responsibilities

1. Shall be responsible to the Craft Coordinator.
2. Shall keep the craft barn clean and orderly
3. Shall help clean bathrooms when asked to do so.

COOK

Duties and Responsibilities

1. Shall have general oversight of the kitchen (cook's area) and the food and supplies budget.

2. Shall be responsible, with the aid of the Camp Administrator for the ordering of foods and other kitchen supplies.
3. Shall plan and prepare well-balanced and nutritious meals, and see that the Food Services Attendants serve them in an efficient manner in compliance with the health laws of the State of New York.

FOOD SERVICES COORDINATOR

Duties and Responsibilities

1. Shall with the aid of the cook organize the food services staff and assign to them their duties.
2. Shall be responsible for the kitchen, dish pit, dining hall, front porch, storage rooms, the dry storage room, and supply rooms (this includes keeping the areas both safe and orderly).
3. Shall be responsible, with the aid of the cook and Administrator, to order supplies for the above areas (see point 2).
4. Shall be responsible to the Administrator and SSL.
5. Shall be responsible to spiritually guide his/her staff throughout the summer. This includes such things as preparing morning devotionals, devotions accountability, and general guidance.

FOOD SERVICES STAFF

Duties and Responsibilities

1. Shall assist in the preparation of food under the direction of the Food Services coordinator.
2. Shall be responsible for setting tables, serving food, waiting on tables, cleaning up after meals, washing dishes, and the cleaning of the dining hall restrooms.
3. Shall be responsible for washing pots, pans, and all other cooking utensils.
4. Shall be responsible for sweeping the dining hall floor after each meal and damp mopping the kitchen and dining hall floors as needed.

FACILITIES COORDINATOR

Duties and Responsibilities

1. Shall be in charge of the cleanliness and general upkeep of the camp.
2. Shall keep the grounds and beach neat and clean.
3. Shall adhere to rigid standards of sanitation and see that the garbage is cared for properly.
4. Shall be responsible that the restrooms are cleaned daily.
5. Shall be responsible for the maintenance and upkeep of the camp facilities.
6. Shall be responsible to the Camp Administrator.
7. Shall get approval for all purchases from the Camp Administrator.
8. Shall be responsible to guide work groups and oversee budgeted maintenance projects and new project cost estimates.
9. Shall be responsible to spiritually guide his/her staff throughout the summer. This includes such things as preparing morning devotionals, devotions accountability, and general guidance.

SECURITY

Duties and Responsibilities

1. Shall be at least 18 years of age.
2. Shall be physically capable of patrolling the grounds; seeing that campers are not away from cabins.
3. Shall patrol the grounds after "lights out" until a time designated by the Camp Administrator.

4. Shall make sure that all buildings are secure and that no unauthorized people are on the grounds.
5. Shall be responsible to ensure proper lighting of campus.

SPEAKERS

Duties and Responsibilities

1. Shall follow the schedule of ministry as outlined by the Program Committee.
2. Shall consult with the Camp Administrator before leaving the campgrounds.
3. Shall be in agreement with the Camp's doctrinal position and be willing to sign a statement to that effect.
4. Shall be responsible to be prepared with an age appropriate message for each chapel service.
5. We expect the speaker to uphold church, family, and camp values.

PROGRAM COORDINATOR

Duties and Responsibilities

1. Shall be responsible for the maintenance, inventory, and safe use of all equipment assigned to his/her care.
2. Shall be responsible for the development of suitable sporting events, activities, and games.
3. Shall be willing to create and/or run activities at the request of the Administrator.
4. Shall be aware of the high risk of injury in this area, and use extreme care when planning and explaining the safety aspects of the activities.
5. Shall be responsible to spiritually guide his/her staff throughout the summer. This includes such things as preparing morning devotionals, devotions accountability, and general guidance.

CLIMBING WALL COORDINATOR

Duties and Responsibilities

1. Shall be responsible for maintenance, inventory, and safety of all equipment assigned to his/her care.
2. Shall be responsible for the safety of all participants and helpers around the climbing wall and low ropes area.
3. Shall be responsible to clean and set up all equipment, tools, and field used during the activity.
4. Shall maintain and be responsible for safety procedures.
5. Shall be responsible to maintain a spiritual atmosphere in his/her task area. It is suggested that the coordinator be ready with spiritual metaphors that will connect the activity with the Scriptures.
6. Shall be responsible to spiritually guide his/her staff throughout the summer. This includes such things as preparing morning devotionals, devotions accountability, and general guidance.
7. Shall be responsible to create, plan, set up for, and run activities (games, challenges, etc.) during the afternoon rotations.