

LAZY F CAMP AND RETREAT CENTER
JOB DESCRIPTION

POSITION: SUMMER CAMP STAFF – program

RELATIONSHIPS AND KEY CONTACTS: Primarily interact with Deans, Volunteer Camper Leaders and campers. Responsible to Program and Facilities Coordinator, who will offer supervision, assistance, and guidance when needed.

SPECIFIC DUTIES:

- A. Participate in training two weeks prior to camp to develop skills in:
 - 1. Positive camper discipline,
 - 2. Problem solving,
 - 3. Small group leadership,
 - 4. Activity leadership,
 - 5. Challenge course facilitation, and
 - 6. Age-level faith development.
- B. Support the volunteer camper leaders by:
 - 1. Providing assistance when requested in small group leadership,
 - 2. Leading specific small group activities as directed by the Program Coordinator, and
 - 3. Assisting with positive camper discipline and problem solving as needed
- C. Organize, lead, and encourage volunteer leadership of the following camp activities (Activities are to be responsive to campers and built on the camp theme/curriculum):
 - 1. Recreational activities (including large group games, arts and crafts, and additional items listed under “G,” below).
 - 2. Singing and music for large group gatherings (i.e.: campfire, worship, rally, etc.).
 - 3. Logistical activities, such as mealtimes, snacks, cabin cleanup, ready for bedtime, field trips, store, and helping coordinate special events as needed.
 - 4. Supervise and lead campers in activities while Deans and volunteers have staff meetings.
- D. Participate enthusiastically in all camp activities (unless time off has been granted).
- E. Attend training sessions and staff meetings throughout the summer.
- F. Be a Christian role model for the campers at all times.
- G. Lead or assist with any of the following camper activities, with any size group from 6-70 Campers, as skills and abilities allow:

1. Bible Study	7. Devotions	13. Challenge Course
2. Group discussions	8. Song Leading	14. Cooperative games
3. Arts and crafts	9. Nature Discovery	15. Fishing
4. Hikes and Creek walks	10. Archery	16. Story telling
5. Field games	11. Tree climbing	17. Cabin clean up
6. Swimming play	12. Morning Watch/Chapel	18. Musical instruments
- H. Responsible for informing Program Coordinator immediately of any potential or actual problems and concerns regarding the quality or appropriateness of programs or leaders.
- J. Help with camp clean up after campers leave, on a weekly basis.
- K. Respond to situations where potential risks to campers, volunteers, or guests are observed.
- L. Provide feedback and evaluations of each week to Program Coordinator and suggestions for improvement of camp during next session.
- M. As needed, provide cleaning assistance on 2 different days throughout the summer, both of which are paid at minimum hourly wage.
- N. Complete cleaning and minor maintenance tasks, as needed, during the final week of contracted employment.
- O. Perform other duties as assigned by Program Coordinator.

QUALIFICATIONS: Strong leadership skills with children and youth. Be able to work well with adults as a co-leader. Have mature Christian faith and ability to share faith with others. Teaching/leadership skills in at least six of the activities listed under “G” above. Preference will be given to applicants 22 years of age and older, with experience as a volunteer camp leader at Lazy F Camp and Retreat Center, to comply with policies of the Camping Board of Stewards.

ESSENTIAL FUNCTIONS

Skill to:

- Effectively relate with children and youth in a positive and supportive manner.
- Effectively and tactfully communicate in the English language in both oral and written forms to include the effective presentation of information to school-age children and youth in both large and small groups.
- Flexibility to work in changing conditions and time schedules.
- Understand and apply pertinent personnel policies, laws, rules, and regulations.
- Supportive attitude towards the United Methodist Church.

Knowledge of:

- Effective and appropriate instructional strategies and supervision of children and adults in a camp setting.

Physical Ability to Meet the Following Requirements:

- Traverse stairs, and uneven terrain that will include gravel, dirt, and mud.
- Live and work in a setting with variable weather conditions.
- Hike up to 4 miles in steep terrain.
- Move up to 30 pounds of luggage or supplies to the bed of a pick up truck.
- Reach, climb, grasp, push, pull, reach above and below shoulder level, squat, and bend.
- Must be able to participate on a float trip on a river raft.
- Climb staples on a tree up to 50 feet above the ground to set up the high challenge course.

Work Environment:

- Must live on site for the duration of contracted employment.
- Must be able to work long hours, (from 7:00 am until 11:00 pm) with limited number of breaks in the day.

Environmental Exposure:

- Temperature conditions may vary considerably depending on the site, time of day, and weather.
- Will be exposed to toxic substances in cleaning up after art activities, such as water-based paints, glue, and other art supplies
- May be exposed to dust, pollen, cobwebs, dirt, bats, rodents, and rodent droppings.

Mental and Emotional Requirements:

- Ability to make independent decisions, provide own direction, and respond to immediate needs.
- Ability to take direction from supervisor and discuss plans with volunteer and employed staff members.
- Ability to interact cheerfully and positively with supervisors, co-workers, guests, and campers.

Lazy F Camp and Retreat Center is located twelve miles southwest of Ellensburg, Washington in the heart of the Manastash Canyon. It is situated on 110 acres of mixed forest and open meadows in the eastern foothills of the Cascade Mountains. Lazy F is part of a vital ministry of the Pacific Northwest Conference of the United Methodist Church, serving all nonprofit groups. It is an ideal location for a retreat or conference, providing clean facilities and delicious home-cooked meals. Recreational opportunities available at the camp include fishing in the stocked trout pond; hiking on the seven miles of trails; making crafts; utilizing our challenge course; and shooting on our archery range.