

LAZY F CAMP AND RETREAT CENTER JOB DESCRIPTION

POSITION: SUMMER CAMP STAFF - hybrid

PURPOSE: Members of the Summer Camp Staff team will work together in many facets of camp operation including program, food service, and cleaning to provide a quality, potentially life-changing experience for our summer campers and guest groups.

RESPONSIBLE TO: Guest Services Coordinator and Program and Facilities Coordinator

RESPONSIBILITIES:

1. Under direction of the Guest Services Coordinator or Head Cook, responsible for **meal preparation**. This includes following instructions on the task sheet for the meal being prepared, setting up the dining hall, helping serve food, washing dishes, putting food away after meals, and regularly cleaning the kitchen.
2. **Cleaning** of buildings between groups and as needed; including sweeping and vacuuming; cleaning showers, sinks, and toilets; cleaning windows and mirrors, emptying garbage; and replacing light bulbs.
3. Responsible for implementing **camp program** for children, youth, and adults. This includes coordinating needs related to set up and take down of events (worship, store, rallies, check in, dances, etc.); planning and leading activities for campers (campfires, fishing, hikes, challenge course, archery, etc.); being a Small Group Leader (cabin counselor) for a week; and being a positive influence for the campers.
4. Perform other duties as assigned by Program and Facilities Coordinator and Guest Services 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 a variety of activities.

RELATIONSHIPS AND KEY CONTACTS: Works closely with other members of Kitchen Crew, Guest Services Coordinator, Head Cook, and Small Group Leaders, and Deans. Director is responsible for care off all staff, and may assign additional work responsibilities if there is a need in camp.

ESSENTIAL FUNCTIONS

Desirable Qualifications:

- Previous experience in institutional cooking.
- Must have a valid Washington state food handler's permit on file at the camp.
- Previous experience cleaning.
- Previous experience as a camper, staff member, or volunteer at a summer camp.

Skill to:

- Establish and maintain effective working relationships with co-workers and guests.
- Communicate effectively with others.
- Effectively relate with children and youth in a positive and supportive manner.
- Effectively and tactfully communicate in the English language in oral form 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.
- Able to fulfill responsibilities in timely manner and meet deadlines.

Knowledge of:

- Kitchen equipment and supplies.
- Sanitation and dishwashing procedures.
- Proper cleaning products and procedures.
- Effective and appropriate instructional strategies and supervision of children and adults in a camp setting.

Work Environment:

- Must be able to work long hours, (from 7:00 am until 11:00 pm) with limited number of breaks in the day.
- Must be able to work a number of days consecutively.
- Work place atmosphere is fast-paced with high pressure.
- Uphold standards, policies, and procedures of camping program.
- Work place involves interaction with a number of children and youth.
- Must stay each night in a cabin with campers and other volunteers when performing duties of a small group leader.

Physical Ability to Meet the Following Requirements:

- Lift a 50 pound bag, carry it 25 feet and place it on a shelf 3 feet high
- Ability to be on your feet for long periods of time.
- 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.
- Endurance to clean (with breaks) up to 6 hours at a time-
- Ability to see items that need to be cleaned (dust, cobwebs, dirt, etc)

Environmental Exposure:

- Will be exposed to potentially hazardous cleaning substances.
- May be exposed to dust, pollen, cobwebs, dirt, rodents, and rodent droppings.
- Ability to work in the hot sun and also in cool conditions.
- 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 extreme heat.
- Will be exposed to potentially hazardous cleaning supplies.

Mental and Emotional Requirements:

- Ability to make independent decisions, provide own direction, and respond to immediate needs.
- Ability to do any job with an attitude of servant hood for Christ's ministry.
- 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.

QUALIFICATIONS

Age: Minimum 18 years old

Experience: Experience at a summer camp in the areas of food service, cleaning, or programming..

Skills/Abilities: Kitchen experience, cleaning, ability to lead groups of children and youth, experience in camp activities. Flexible in all aspects of job responsibility; working knowledge of camp operations helpful; supportive of the United Methodist Church.

KEY RELATIONSHIPS

1. Relates closely with the Camp Director, Guest Services Coordinator, and Program and Facilities Coordinator.

2. Works closely with camp staff, volunteers, and contractors.

TIME COMMITMENT

Over 40 hours per week in the summer, scheduled time off each week with a minimum of one day off per week.

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.

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