

**LUTHER PARK BIBLE CAMP
CAMP STAFF JOB DESCRIPTIONS
ALL STAFF**

You are the people of God; he loved you and chose you for his own. Therefore, you must put on compassion, kindness, humility, gentleness, and patience. Be helpful to one another, and forgive one another, whenever any of you has a complaint against someone else. You must forgive each other in the same way that the Lord has forgiven you. And to all these add love, which binds all things together in perfect unity. The peace that Christ gives is to be the judge in your hearts; for to this peace God has called you together in the one body. And be thankful. Christ's message, in all its richness, must live in your hearts. Teach and instruct each other with all wisdom. Sing psalms, hymns, and sacred songs; sing to God, with thanksgiving in your hearts. Everything you do or say, then, should be done in the name of the Lord Jesus, as you give thanks through him to God the Father.

Colossians 3: 12-17

**QUALIFICATIONS AND GENERAL RESPONSIBILITIES
SUMMER STAFF**

CAMP COOK

- QUALIFICATIONS:
- at least 18 years of age
 - one year of college or work experience
 - some cooking experience
 - a personal faith in Christ

RESPONSIBLE TO: Food Service Director

GENERAL RESPONSIBILITIES: To assist food service director with planning of meals, preparation of food and supervision of kitchen staff

KITCHEN AIDES

- QUALIFICATIONS:
- must be at least 16
 - two years of high school
 - take direction well, be willing to work
 - a personal faith in Christ

RESPONSIBLE TO: Food Service Director as well as Camp Cooks

GENERAL RESPONSIBILITIES: Food Preparation, Meal Service, Kitchen clean-up.

MAINTENANCE ASSISTANT

- QUALIFICATIONS:
- at least 18 years old
 - a high school graduate
 - a valid driver's license
 - a personal faith in Christ

RESPONSIBLE TO: Properties Manager

GENERAL RESPONSIBILITIES: To assist properties manager in maintaining the buildings & grounds.

PROGRAM COORDINATORS (10 positions)

- QUALIFICATIONS:
- at least 21 years of age
 - Junior in College
 - 2 years summer camp experience
 - one year at Luther Park suggested
 - comfort leading your peers
 - a personal faith in Christ

RESPONSIBLE TO: Director of Program Ministry

GENERAL RESPONSIBILITIES / JUNIOR HIGH COORDINATOR

Scheduling staff and camper activities in the Junior High Programs.
Being available as a resource for the planning of programs.

GENERAL RESPONSIBILITIES / LUTHER WOODS COORDINATOR

Coordinate and supervise the programs for 5th and 6th grade campers at Luther Woods.
Coordinate VBS Day Camp Programs when no on site program is scheduled
Comfort with leadership in outdoor skills is helpful.
- certification suggested (not required)

- Sr. Lifesaving
- First Aid and CPR

GENERAL RESPONSIBILITIES / P.A.L. S. COORDINATOR

Supervising and scheduling High School volunteers (P.A.L.S.) also known as Partners
Actively Learning Serving

GENERAL RESPONSIBILITIES / SENIOR HIGH COORDINATOR

Coordinate Senior High Programs. There are a total of four different programs for senior high – including Servant Event (Inner City), Canoe Trip, Leadership School, Houseboat Trip.

GENERAL RESPONSIBILITIES / TRAILBLAZERS

Coordinate and supervise the day camp and overnighter programs for young campers at Luther Park. Coordinate all nature activities. Be a leader in outdoor education with campers and staff alike.

GENERAL RESPONSIBILITIES / VBS DAY CAMP COORDINATORS (5 positions)

Off-site Program and Site Director for off-site VBS Day Camp Programs. Coordinate activities with local coordinator. Hold regular staff meetings. Approximately 60% of summer would be spent at Day Camps. 40% as a Senior Counselor or in other programs as needed.

INTERNATIONAL COUNSELOR

- QUALIFICATIONS:
- permanent residence in a foreign country
 - ability to communicate in English
 - willingness to listen
 - willingness to learn
 - willingness to share
 - a sincere interest in people
 - a personal faith in Christ

RESPONSIBLE TO: Director of Program Ministries

GENERAL RESPONSIBILITIES: Represent Christians in another land to Christians gathered at Luther Park.

SENIOR COUNSELORS

QUALIFICATIONS: - at least 18 years old

- one year post high school education
- willingness to listen and learn.
- a sincere interest in people
- a personal faith in Christ
- comfort sharing your "story" with others

RESPONSIBLE TO: Director of Program Ministries

GENERAL RESPONSIBILITIES: Supervision of campers. Play an active role in all camp programs. Lead Bible Study and small groups as well as large group activities. Take an active role in the all staff musical and Christ Walk.

CRAFT DIRECTOR

QUALIFICATIONS: - interest and skill in arts & crafts

- some management abilities or organizational skills
- must also be a senior counselor

RESPONSIBLE TO: Director of Program Ministries

GENERAL RESPONSIBILITIES: Coordinate all craft activities and supplies.

WATERFRONT DIRECTOR

QUALIFICATIONS: - at least 21 years of age

- must hold current certification
 - * American Red Cross Lifeguard Training Certificate; or
 - * American Red Cross Basic Lifeguarding Certificate; or
 - * YMCA Lifeguard Certificate.
- previous experience in a management or supervisory position.
- must be a senior counselor

RESPONSIBLE TO: Director of Program Ministries

GENERAL RESPONSIBILITIES: Maintain safety in all waterfront activities. Oversee waterfront staff.

JUNIOR COUNSELORS

QUALIFICATIONS: - at least a Junior in High School

- willingness to develop team-work with Senior Counselor
- willingness to listen
- willingness to learn
- a personal faith in Christ

RESPONSIBLE TO: Senior Counselors and Director of Program Ministries

GENERAL RESPONSIBILITIES: Assistant to a Senior Counselor. Be a learner in the areas of Bible Study, skills, camping skills, group leadership skills, etc.