

CAMP HENRY

DESCRIPTIONS FOR SUMMER STAFF POSITIONS:

Year Round (or positions that extend beyond the 10 weeks of summer)

- **Administrative Assistant:** Responsible for basic administrative tasks such as answering phones, assisting with registrations, sorting the mail, data entry, etc. Reports to Office Administrator.
- **Food Service Staff:** Help us provide the best possible customer service to our guests by serving high quality food and ensuring safe, clean, and timely operations. Also will assist with cleaning, prep, and inventory responsibilities. Positions are part-time and staff report to Food Service Director.
- **Housekeeping:** Housekeeping staff allows us to show off our beautiful property and quality facilities. Responsibilities would involve cleaning, keeping track of inventory, and some waste management. Positions are part-time and seasonal.
- **Assistant Summer Camp Director:** Though this is primarily a summer season position, the Assistant Director will begin early spring to aid with the preparation for summer camp plans. Throughout the summer, this staff member will oversee staff relations, assist with scheduling, enforce camp policies, handle camper issues, facilitate programming, and help to manage the overall guest experience. Reports to the Summer Camp Director.
- **Day Camp Director:** The Day Camp Director will begin work in early spring and will plan the programming and curriculum for our Day Camp Program. Our Day Campers are aged 5-8. This staff member will also assist with hiring, training, and supervising all day camp staff and activities. Reports to the Summer Camp Director.
- **Lifeguards:** Camp Henry has a year-round need for lifeguards. Our Summer lifeguards live on camp and assist in many other areas as well. In the non-summer months, we typically pay an hourly rate. Lifeguards are responsible for the supervision of guests, enforcing safety standards, and caring for equipment and property on our beautiful waterfront. Our waterfront includes swimming, canoes, kayaks, boats, sailing, waterslide, etc.
- **Facilities Assistants:** Facilities Assistants are accountable for basic maintenance and upkeep of the facilities here at camp. Tasks may include work projects, land-scaping, cleaning, etc. Facilities Assistants will report to the Facilities Director.
- **Program Specialists:** This is a year-long position where you get to learn all about Camping Ministry and serve in a variety of ways here at camp. You will work as a part of the Camp Henry Staff Team in the delivery of school,

summer, conference, and retreat programs. Room and board are provided in a community living environment in addition to a weekly or monthly rate. Program Specialists serve on the frontlines in the non-summer months. They facilitate programs, manage activity areas, host groups, and develop curriculum.

Summer Only

It is assumed that all summer staff members will live on-site for the summer. Room and board is provided for all summer staff members. If you are interested in being a part of the summer staff, but – are unable to live on-site for the summer, please connect with the summer camp director to inquire if any opportunities might be available.

- **Arts & Crafts Director:** Oversees ordering, supplies, curriculum, and implementation of craft activities during summer camp. Would be a vital part of the summer staff community and assist with other program needs as daily duties are complete. Experience in art and working with children is a must.
- **Assistant Summer Camp Director:** See year-round description.
- **Challenge Course Director:** The Challenge Course Director is responsible for the scheduling, implementation and management of all challenge course programs at camp. This would include the High Ropes Course, Climbing Tower, Low Ropes Course, and Team Building Elements. Must be certified, have experience working with children, and be trained in the tools of team building. Will enforce safety standards, responsible for inspection of courses and equipment, and facilitates activities with campers.
- **Counselor:** Your main role as a counselor is to build relationships with campers. You will supervise campers at all times, facilitate camp activities, build community within your cabins, foster spiritual development, and help campers have an absolute blast as they learn to love God and love others. It is preferred that you have completed at least one year of college.
- **Day Camp Director:** See year-round description.
- **Health Director:** The Health Director lives on-site and is responsible for overseeing the physical safety and well-being of all campers and staff. Will organize and distribute medications, provide basic first-aid, and be on-call for emergencies. Medical training and experience is required. Will also be working with volunteer Doctors and Nurses that serve at camp throughout the summer.
- **Kitchen Staff:** Our summer Kitchen Staff will live on-site and will be a vital part of the Camp Henry Summer Staff Team. They will prepare and serve meals,

care for the Dining Hall, and assist with cleaning. After daily duties are complete, they will assist with evening programming and live in the summer staff community. Pay-rates comparable to counselors. Will report to the Food Service Director.

- Office Assistant: See Year-Round Description.
- Nature Director: Camp Henry is all about campers and guests experiencing the great outdoors. The Nature Director will work to develop programming and activities that allow our campers to learn, explore, and grow in their understanding and appreciation for the natural world. Be it out on the wetland trail, a visit to the bog, a game in our Nature Center, or teaching campers about recycling - the Nature Director will run fun activities and help with program needs around camp.
- Staff Director: The Staff Director will have the primary goal of building relationships with Summer Staff and pouring into them. This person should be comfortable leading bible studies, handling staff issues, and should serve as a leader to the team. The Staff Director often works side by side with the Summer Camp Director and Assistant Director to enforce policies and ensure a good flow of communication between leadership and counselors.
- Teen Leadership Director: The Teen Leadership Director will be accountable for the management of all Teen Programs here at Camp Henry. This will include the Service Crew, Assistant Counselor Program, and Teen Challenge Programs. Descriptions of these programs are available on our website. The Teen Leadership Director will aid with planning, supervising & training counselors who will work with teens, interacting with our teen campers, and implementing programs and activities.
- Tripping Director: The Tripping Director will plan and outfit all trips that occur both on and off-site at Camp during the summer. They will work with counselors to plan and prepare for nightly camp-outs, will work out travel plans and details, will book campsites and lodging, and will plan trip activities and daily schedules. The Tripping Director will be required to have a chauffeur's license and must have experience leading trips and will be comfortable with outdoor activities. Must be organized and keep track of our tripping gear.
- Waterfront Director: Our Waterfront Director(s) are responsible for scheduling lifeguards, overseeing and enforcing waterfront policies and safety requirements, inspecting and maintaining equipment, and implementation of programming and activities. Our campers have the opportunity to enjoy canoes, kayaks, sailing, space mountain climbing element, waterslide, tubing, waterskiing, and swimming. The Waterfront Director will manage all of these activities and will also serve as a lifeguard. Must be certified as a lifeguard and in CPR and First Aid.

- Water-ski/Wakeboard Director: Water-skiing and Wakeboard are two very popular activities here at camp and the Water-ski/Wakeboard Director will ensure campers enjoy them safely and learn proper technique. This staff member will report to the Waterfront Director and will be a part of the support staff team here at camp. Must be a certified lifeguard, comfortable driving a boat and pulling/towing campers, and be passionate about teaching kids. Will also help care for waterfront gear and facilities.
- Worship & Video Director: We are looking for someone with creative and artistic passions to improve and manage our summer experience. Should have technical experience (can set up speakers, cables, run powerpoint, etc.), and have knowledge of photo and video shooting and editing. We produce a weekly highlight video for campers to take home – needs to be state of the art and be a great display of what goes on at camp. The worship director wouldn't necessarily have to be a musician or singer – but would be great if they possessed these talents as well and were passionate about leading campers and staff in worship.
- Wrangler(s): Our wranglers are responsible for care of our horses and corral facilities. They will report to our Equestrian Director and will work with her in the development of age/experience level appropriate curriculum and activities. Wranglers will also teach lessons, lead trail rides, oversee the Frontier Program, host a riding show for parents, and teach campers how to safely interact with and enjoy the horses. Wranglers are also a part of the support staff team at camp and will aid with evening programs when their duties are finished for the day. They will live on-site and be an integral part of the summer staff team.