

Summer 2023 Job Descriptions

Program Coordinators

Program Coordinator: On-site *(Leadership Position)*

The **On-site Program Coordinator** will work alongside the **Program Director** to support, prepare, and guide the summer staff community. The purpose of the **On-site Program Coordinator** is to assist in overseeing the implementation of all “on-site” programs. The **On-site Program Coordinator** will also have administrative duties that include organizing camper profiles and health forms, preparing camper cabin assignments, overseeing the camper Christmas card process, and delivering camper and staff mail. The **On-site Program Coordinator** will also assist in transporting off-site program campers and equipment.

Start Date: May 28 (Coordinator Training)

Program Coordinator: Off-site *(Leadership Position)*

The **Off-site Program Coordinator** will work alongside the **Program Director** to support, prepare, and guide the summer staff community. The purpose of the **Off-site Program Coordinator** is to assist in overseeing the implementation of all “off-site” programs and trips. The **Off-site Program Coordinator** will also be responsible for transporting on-site camper luggage and program equipment. The **Off-site Program Coordinator** will also assist in administrative duties that include organizing camper profiles and health forms, preparing camper cabin assignments, overseeing the camper Christmas card process, and delivering camper and staff mail.

Start Date: May 28 (Coordinator Training)

LEAD Coordinator *(Leadership Position)*

The **LEAD Coordinator** is responsible to the **Program Director**. The purpose of the **LEAD Coordinator** is to carry out and lead the LEAD program as described by the **Program Director** during staff training. Responsibilities include serving as a counselor to campers in the LEAD program, supporting and teaching LEADs during all three of their weeks at camp, helping the **Program Director** and **Program Coordinators** assign LEADs to their shadow assignments, and lead LEADs in devotions and Bible studies during their week of training.

Start Date: May 28 (Coordinator Training)

Leadership Staff

Village Leader (Leadership Position)

Village Leaders are responsible to the **Program Director**. The purpose of the **Village Leaders** is to carry out and lead their assigned program as described by the **Program Director** during staff training. Responsibilities include serving as lead counselor for their assigned program, planning and leading worship daily, leading Bible study, leading devotions, supporting other counselors assigned to the program, ensuring the safety of all campers, and serving as the primary point of contact for their assigned **Program Coordinator**. There are 6 openings for this position.

Start Date: May 29 (Leadership Training)

Head Wrangler-Team Driver (Leadership Position)

The **Head Wrangler-Team Driver** is responsible to the **Program Director**. The purpose of the **Head Wrangler-Team Driver** is to organize, support, teach, and lead the **Wranglers. Team Driver** responsibilities include leading wagon rides during all registration periods, transporting food to program sites Monday – Thursday mornings, and teaching other **Wranglers** how to drive. **Head Wrangler** responsibilities include orienting all campers to barn and horse rules, organizing **Wranglers** for trail rides, keeping the barn and tack clean, informing the **Maintenance Director** of any maintenance needs or animal needs, and informing the **Program Director** of any horse related incidents.

Start Date: May 29 (Leadership Training) **If possible this person occupying this position will be asked to come to camp earlier to help prepare the barn and horses.*

Aquatics Coordinator (Leadership Position)

The **Aquatics Coordinator** is responsible to the **Program Director**. The purpose of the **Aquatics Coordinator** is to serve as the Sugar Creek Pool's primary lifeguard. Responsibilities include cleaning the pool and shower house daily, be the "host" of all pool parties, orient all campers to Sugar Creek pool rules, inform the **Maintenance Assistant** of any repair needs at the pool, inform the **Off-site Program Coordinator** of any program equipment needs, perform weekly maintenance checks on all watercraft and related equipment, and lead weekly water games during Wednesday all-camp activities.

Start Date: May 29 (Leadership Training)

Arts and Crafts Coordinator (Leadership Position)

The **Arts and Crafts Leader** is responsible to the **Program Director**. It is the purpose of the **Arts and Crafts Leader** to lead small groups in art and crafting projects. Responsibilities include meeting with **Program Director** to determine crafts for the summer, informing the **Program Director** of supply needs, leading cabin groups in arts and crafts, keeping the Art supply room organized, informing the **Maintenance Director** of any maintenance needs, and helping facilitate all camp activities on Wednesdays. The **Arts and Crafts Leader** also has daily cleaning assignments (1hr).

Start Date: May 29 (Leadership Training)

Frontier Farm Coordinator *(Leadership Position)*

The **Frontier Farm Coordinator** is responsible to the **Program Director**. It is the purpose of the **Frontier Farm Coordinator** to manage the Frontier Farm. Responsibilities include leading campers in daily chores at both the garden and petting zoo, feeding and grooming the animals, letting the chickens out, locking the chicken coop at night, periodic cleaning of the chicken coop and garden tool shed, collecting and adding compost to compost bins, ensuring the safety of all campers at Frontier Farm, and informing either the **Maintenance Director** or **Program Director** of incidents or needs. The **Frontier Farm Coordinator** will also assist the **Wranglers** with barn cleaning at the end of program weeks.

Start Date: May 29 (Leadership Training) **If possible this person occupying this position will be asked to come to camp earlier to help prepare the farm.*

Media/Marketing Intern *(Leadership Position)*

The **Media/Marketing Intern** is responsible to the **Program Director**. It is the purpose of the **Media/Marketing Intern** to complete the weekly **Media** checklist. Responsibilities on the checklist include taking photos of every program, producing daily social media posts, compiling weekly photo albums, compiling program photo albums, compiling photos for social media, compiling a staff photo album, and helping the **Program Director** choose content for various promotional materials. This position is and its responsibilities can vary depending on the interests and skills of the hired person. The **Media/Marketing Intern** also has daily cleaning assignments (1hr).

Start Date: May 29 (Leadership Training)

Environmental Education Intern *(Leadership Position)*

The **Environmental Education Intern** is responsible to the **Program Director**. It is the purpose of the **Environmental Education Intern** to lead small and large group activities centered around Creation Stewardship. Responsibilities include leading large group activities for on-site programs, leading small groups activities for on-site programs, leading bluff overnight devotions, leading nature time for all *Explorer* days, and helping facilitate all camp activities on Wednesdays. The **Environmental Education Intern** also has daily cleaning assignments (1hr).

Start Date: May 29 (Leadership Training)

Other Positions

Camp Counselor

Camp Counselors are responsible to the **Program Director**. It is the purpose of **Camp Counselors** to carry out the Sugar Creek program as described and taught by the **Program Director** during staff training.

Responsibilities include leading a cabin group of 6 – 8 campers, leading Bible study, planning and leading worship, leading devotions, cooking over fires, participating in program activities with assigned cabin group, ensuring the safety of assigned cabin group, and reporting any needs or concerns to the **Program Director** or appropriate **Program Coordinator**.

Start Date: May 31 (Staff Training)

Wrangler

The **Wranglers** are responsible to the **Program Director**. The purpose of the **Wranglers** is to assist the **Head Wrangler-Team Driver** in carrying out all horse program activities. Responsibilities include leading horse orientation, leading horse and pony rides, keeping the barn and tack in good condition, teaching *Jr. Wranglers* and *Horse Campers* horse care practices, and reporting all incidents to the **Program Director** or **Maintenance Director**. **Wranglers** will also be responsible for leading activities during *Horse Camp* rodeos.

Start Date: May 31 (Staff Training) **Wranglers may be asked to come earlier to help prepare the barn and horses for the summer program.*

Kitchen Assistant

Kitchen Assistants are responsible to the **Program Director**, in terms of food preparation and delivery they are responsible to the **Food Service Director**. The purpose of the **Kitchen Assistants** is to help prepare for and serve food to campers. Responsibilities include daily food prep, daily cleaning, reporting issues to either the **Food Service Director** or **Program Director**, helping cook food over fires, and delivering food to various sites. The **Kitchen Assistants** have slightly different roles, focusing on different programs. These roles will be assigned by the **Food Service Director**. **Kitchen Assistants** are expected to report to the **Program Director** to receive other assignments when kitchen duties conclude for the day.

Start Date: May 31 (Staff Training)

Maintenance Assistant

The **Maintenance Assistant** is responsible to the **Program Director**, in terms of maintenance and grounds they are responsible to the **Maintenance Director**. The purpose of the **Maintenance Assistant** is to assist the **Maintenance Director** in maintaining the camp facilities and grounds. Responsibilities include filling wood boxes at various sites, transporting garbage from sites and buildings to the dumpster, checking the chemical balance in the pool, helping the Farm Hand with the compost operation, making routine checks of various program elements, and assisting the **Maintenance Director** with any urgent or immediate projects. The **Maintenance Assistant** is expected to report to the **Program Director** to receive other assignments when maintenance duties conclude for the day.

Start Date: May 31 (Staff Training)