

## **Sugar Creek Bible Camp**

### **Summer 2024 Job Descriptions**

**Assistant Program Director (Leadership Position):** The Assistant Program Director will work alongside the Program Director to support, prepare, and guide the summer staff community. The purpose of the Assistant Program Director is to assist in overseeing the implementation of all “on-site” programs. The Assistant Program Director 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 Assistant Program Director will also assist in transporting off-site program campers and equipment. This position is especially geared for internships for those pursuing ministry, leadership, program management, etc. **Start Date: May 25**

**Adventure Program Coordinator (Leadership Position):** The Adventure Program Coordinator will work alongside the Program Director to support, prepare, and guide the summer staff community. The purpose of the Adventure Program Coordinator is to assist in overseeing the implementation of adventure-based programs and trips. The Adventure Program Coordinator will also be responsible for transporting on-site camper luggage and program equipment. This position is especially geared for internships for those pursuing ministry, leadership, program management, etc. **Start Date: May 25**

**Riverboat Coordinator (Leadership Position):** The Riverboat Coordinator is responsible to the Program Director. The purpose of the Riverboat Coordinator is to carry out and lead the Riverboat program as described by the Program Director during staff training. Responsibilities include serving as a counselor to campers in the Riverboat program, transportation of supplies and campers, leading counselors on the Riverboat program, and programming during the trip on the Mississippi River. This position is especially gear for internships for leadership, program management, etc. **Start Date: May 25**

**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. This position is especially geared for internships for those pursuing ministry, education, program management, etc. **Start Date: May 25**

**Day Camp Coordinator (Leadership Position):** The Day Camp Coordinator will work alongside the Program Director to support, prepare, and guide the Day Camp Team. The purpose of the Assistant Program Director is to assist in overseeing the implementation of all Day Camp programs. The Assistant Program Director will also have administrative duties that include organizing camper profiles and health forms, preparing assignments, overseeing the camper Christmas card process, and The Assistant Program Director will also assist in transporting off-site program campers and equipment. This position is especially geared for internships for those pursuing ministry, leadership, program management, etc. **Start Date: May 25**

**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. **Start Date: May 25**

**Lead Wrangler (Leadership Position):** The Lead Wrangler is responsible to the Program Director & Barn Manager. The purpose of the Lead Wrangler is to assist the Barn Manager in organizing, supporting, teaching, and leading the Wranglers. The Lead 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. This position is especially geared for an internship for those pursuing equine related majors. **Start Date: May 25** *\*If possible, this person occupying this position will be asked to come to camp earlier to help prepare the barn and horses.*

**Aquatics Coordinator (Can be 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 offsite trips of any program equipment needs, perform weekly maintenance checks on all watercraft and related equipment, and other duties as assigned. **Start Date: May 25**

**Fine Arts Coordinator (Can be Leadership Position):** The Fine Arts Coordinator is responsible to the Program Director. It is the purpose of the Fine Arts Coordinator to lead small groups in art and crafting projects. The Fine Arts Coordinator will also oversee the music closet organization Responsibilities can 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 other duties as assigned. This position is especially geared for those pursuing education, fine arts, etc. **Start Date: May 25**

**Frontier Farm Coordinator (Can be 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. This position is especially geared for internships concerning agriculture, environmental education, etc. **Start Date: May 25** *\*If possible this person occupying this position will be asked to come to camp earlier to help prepare the farm.*

**Media/Marketing Coordinator (Can be Leadership Position):** The Media/Marketing Coordinator 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. This position is especially geared toward an internship in media and marketing. **Start Date: May 25**

**Naturalist (Can be Leadership Position):** The Naturalist is responsible to the Program Director. It is the purpose of the Naturalist to lead small and large group activities centered around Creation Stewardship. Responsibilities include leading large and small group activities through the Nature Center. Possible duties include 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. This position is especially geared towards an environmental education internship. **Start Date: May 25**

**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. Occasionally, camp counselors may be asked to serve on Day Camps off site. **Start Date: May 27.**

**Day Camp Counselor:** Day Camp Counselors are responsible to the Program Director. It is the purpose of Day Camp Counselors to carry out the Sugar Creek program as described and taught by the Program Director during staff training. Responsibilities include representing Sugar Creek Bible Camp at area churches while leading day camp programming. This can include leading Bible study, planning and leading worship, leading devotions, participating in program activities with assigned group, ensuring the safety of assigned group, and reporting any needs or concerns to the Day Camp Program Coordinator and Program Director. **Start Date: May 27.**

**Wrangler:** The Wranglers are responsible to the Program Director; in terms of horse care and activities they are responsible to the Barn Manager. The purpose of the Wranglers is to assist the Lead Wrangler & Barn Manager 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 & Barn Manager. Wranglers will also be responsible for leading activities during Horse Camp rodeos. **Start Date: May 29** *\*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. Kitchen Assistants are expected to report to the Program Director to receive other assignments when kitchen duties conclude for the day. **Start Date: May 29**

**Outpack Coordinator:** The outback coordinator reports to the Program Director; in terms of food preparation and delivery they are responsible to the Food Service Director. The purpose of the Outpack Coordinator is to assist the Food Service Director and Program Coordinators in the preparation, delivery, and organization of cookouts, pack outs, etc. The Outpack Coordinator will work with the off site Program Coordinator and Assistant Maintenance Director to plan trip supplies and care of program supplies. **Start Date: May 29**

**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 29**