

Red Willow Ministries -- Summer 2020
Leadership Team Job Description

Required Qualifications

1. Dedicated Christian who is willing to share their faith in Christ with others
2. Desire and ability to work in a highly cooperative outdoor environment with children and other staff
3. Desire and ability to accept as well as provide supervision and guidance
4. Minimum age - 19 years old and completed two years post-secondary education or work experience
5. At least one season of experience in outdoor ministry

Desired Qualifications

1. Preferred age – 21 years old
2. Ability to lead others in group activities
3. Desire and ability to plan activities and utilize organizational skills, self-motivation, and initiative
4. Imagination, patience, initiative, self-control, adaptability, and a passion for the work of camp

To Whom Responsible

1. The Assistant Director in terms of application and employment
2. The Assistant Director and/or Summer Program Director in terms of training, work assignments, and personnel policies and practices, and in all areas relative to program activities, inter-staff responsibilities, and regular or special work duties

General Responsibilities

All Staff

1. Possess an attitude and actions which continually reflect that Christ lives within you and that you view your position as an opportunity to be in His service
2. Be a positive Christian influence at all times and provide personal guidance when needed
3. Understand, interpret, follow, and maintain the camp's standards and policies
4. Demonstrate appropriate self-care, attending to your spiritual, emotional, and physical needs appropriately and encouraging other staff and campers to do the same
5. Represent the camp and its purpose in a positive manner when you are in public
6. Be responsible for the stewardship of all camp facilities and equipment

Leadership Team

7. Identify and meet the emotional, spiritual, and physical needs of all summer staff, providing personal guidance when needed and exerting positive Christian influence at all times
8. Strive to build self-esteem and self-value in each camper and staff member
9. Develop leadership skills in and bring out gifts in other staff members

Specific Responsibilities

1. Leadership

- A. Be a model of leadership, responsibility, and Christian character for all staff
- B. Work as servants to staff, providing necessary organization, program materials, direction, encouragement, and evaluation
- C. Be alert to the needs, problems, and morale of the staff and campers and consult with the administration as needed
- D. Ensure the timely progression of each day's programming, especially when the Summer Program Director and/or Assistant Director are otherwise occupied
- E. Maintain good public relations with the parents of campers

2. Programming

- A. Assign tasks and responsibilities as necessary to ensure program needs are met
- B. Attend daily and weekly staff meetings, facilitating as assigned and as necessary
- C. Be in communication with the Assistant Director and/or Summer Program Director about the performance (praises and concerns) of staff members

- D. When necessary refer discipline problems (camper and staff) to Assistant Director and/or Summer Program Director
 - E. Participate in the planning and execution of the summer staff training program
 - F. Assist in the training of volunteer staff and Counselors In Training
3. As a Red Willow Ministries team member, be first and foremost concerned for the welfare of the ministry as a whole. Additional duties in this area include but may not be limited to:
- A. Being on call to serve as a counselor or support staff with all the responsibilities of that position
 - B. Assisting in registration of the campers, camper orientation, and weekly clean-up assignments
 - C. Answering phone calls and assisting visitors when full time staff are away
 - D. Assisting other staff in any task that will enhance the outdoor ministry of Red Willow Ministries
 - E. Other duties as assigned

Leadership Team Roles (may be combined and/or adjusted)

1. **Program Leader**
 - a. Be responsible for the daily schedule and the organization of daily and special activities, including First Words, all camp games, morning activities, pool parties, etc.
 - b. Take charge of all meals: meal order, Kitchen Patrol duty, Grace, Dinnertainment
2. **Outdoor Adventure and Education Leader**
 - a. Lead campouts, set up camping equipment
 - b. Lead hikes and other outdoor activities as needed for cabin activities
 - c. Assist in planning and lead wilderness week
3. **Worship & Music Leader**
 - a. Be responsible for the planning and execution of daily worships and campfires
 - b. Invite and challenge summer staff and campers to participate in leadership of worships and campfires
 - c. Ensure Biblical and philosophical soundness of worship activities
 - d. Prefer musical ability (guitar or similar)
4. **Waterfront Leader**
 - a. Must be 21 or older
 - b. Be a confident lifeguard, lifeguard during cabin activities and other lake and pool activities
 - c. Ensure appropriate lifeguard coverage for aquatic activities and assign guards as needed
 - d. Experience or willingness to learn in pool maintenance
 - e. Prefer experience driving pontoon
5. **Healthcare Leader**
 - a. Must be 21 or older
 - b. Work with contracted nurses to familiarize him/herself with campers' medical needs
 - c. Distribute and record camper medication during typical camp weeks
 - d. Provide first aid and recognize when to refer medical needs to a higher authority
6. **Support Staff Leader**
 - a. Work with full time Site Manager to determine and fulfill maintenance needs
 - b. Assign daily schedule and tasks to support staff