

Red Willow Ministries -- Summer 2020
Support Staff Job Description

Required Qualifications

1. Dedicated Christian who is willing to share their faith in Christ with others
2. Minimum age – 18 years old and completed high school
3. Desire and ability to work in a highly cooperative environment and accept supervision and guidance
4. Desire and ability to work with children in an outdoor ministry setting

Desired Qualifications

1. Willingness to experience outdoor living and to teach/learn new skills
2. Willingness to work long hours to support the life changing mission of camp
3. 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, Site Manager, and Hospitality Director in terms of training, direction, and personnel policies and practices
3. Support Staff Leader in terms of work assignments

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

Support Staff

1. Be responsible for the cleanliness and maintenance of camp facilities and equipment
2. Provide camper supervision when required

Specific Responsibilities

1. Kitchen

- a. Assist in preparing and/or serving meals
- b. Assist daily in cleaning the kitchen including counters, dishes, putting away left-overs
- c. Assist daily in cleaning dining facilities including tables, chairs, counters and floors

2. Bathrooms

- a. Daily bathroom cleanings
- b. Keep toilet paper and other toiletries stocked
- c. Record cleanings

3. General Cleaning

- a. Clean pool, Retreat Center, and other areas as assigned

4. Site assistance

- a. Work with Site Manager for various work projects
- b. Use push or ride mowers, weed eater, and other tools

5. **Day Camps**

- a. Be part of a Day Camp Team
- b. Lead or assist in crafts, songs, games, and/or Bible studies
- c. Be responsible for the safety of campers

6. 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 willing and ready to step in as a counselor as needed and as assigned
- b. Assisting in registration of the campers and weekly clean-up assignments, including bathrooms
- c. Maintaining good public relations with the parents of campers
- d. Assisting other staff in any task that will enhance the outdoor ministry of Red Willow Ministries
- e. Other duties as assigned