

**Job Title:** Junior Staff for Silver Lake Camp and Retreat Center

**Reports to:** Junior Staff Coordinator(s) for Silver Lake Camp and Retreat Center

**Department:** Outdoor Ministries

**Salary:** \$1500 stipend

**Housing:** Included

**Dates of Contract:** June 20-August 25, 2024

**Position Purpose:**

Under the direction and supervision of the Junior Staff Coordinator(s), assist in cleaning and maintaining the site, preparing and serving food, supporting staff-run activities such as camp store and snack, and assisting other parts of staff and the camp program as needed throughout the summer. Junior staff will learn leadership skills such as communication, cooperation, work ethic, decision making, responsibility and accountability, over the course of the summer.

**Essential Job Functions:**

1. General Housekeeping Responsibilities
  - ◆ Guide campers in daily cleaning of bathrooms.
  - ◆ Clean buildings between camp sessions.
  - ◆ Other cleaning assignments as needed.
2. Dining Hall Responsibilities
  - ◆ Prepare the dining hall for each meal.
  - ◆ Supervise campers in waiter duty.
  - ◆ Clean dining hall between meals.
  - ◆ Clean dishes between meals, including kitchen pots.
3. Kitchen Responsibilities
  - ◆ Under the direction of the Kitchen Staff, prepare food.
  - ◆ Unload and put away food orders.
  - ◆ Wash, dry, and fold kitchen laundry.
  - ◆ Assist in meal service as requested.
  - ◆ Serve nightly snack to campers.
4. Program Responsibilities
  - ◆ Assist in staffing and operating the camp store.
  - ◆ Assist Waterfront Staff with managing the Buddy Board.
  - ◆ Assist Administrative staff during camper check-in.
  - ◆ Assist Program Staff as requested with supporting weekly Programs.
  - ◆ Be a good role model to campers.

**Other Duties:**

- ◆ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ◆ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnight, and other all-camp activities and camp functions.

- ◆ Attend daily Junior Staff meetings and weekly full-staff meetings
- ◆ Other duties as assigned.

Relationships:

Junior Staff work closely with each other to complete tasks in an environment of teamwork and collaboration. Junior Staff are supervised and mentored by the Junior Staff Coordinators. Throughout the summer, Junior Staff will have the opportunity to work under the supervision of different summer Coordinators and members of the Year-Round Staff when assigned to tasks in other program areas. They will have the opportunity to try out other parts of staff for future summers.

Equipment Used:

- ◆ Housekeeping equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, steam cleaners, washing machines, and dryers
- ◆ Kitchen equipment, including but not limited to knives, mixers, ovens, grills, fryers.

Minimum Qualifications:

- Age 16 or older
- First Aid/CPR certification, or ability to obtain.

Physical Aspects of the Job:

- ◆ Ability to work for long periods of time without sitting.
- ◆ Ability to work outside in variable weather conditions.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to activities.
- ◆ Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

