

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

Reports to: Program Director for Silver Lake Camp and Retreat Center

Department: Outdoor Ministries

Salary: \$3800 stipend

Housing: Included

Dates of Service: June 16-August 28, 2024

Position Purpose:

In partnership with another Junior Staff Coordinator, supervise, model, and assist, the Junior Staff (approximately 8-10 people) in their duties of cleaning and maintaining the site, prepare daily schedules of Junior Staff. Over the course of the summer, role model leadership skills such as communication, cooperation, work ethic, decision making, responsibility and accountability. Act as a dorm parent for Junior Staff by providing overnight supervision, programming, and personal growth opportunities. Monitor and Contribute to the well-being of the entire staff community as a member of the Coordinator Team.

Essential Job Functions:

1. Supervision and training of Junior Staff, ages 16 & 17 years old, on Silver Lake Staff for the first time.
 - ◆ Guide Junior Staff in daily bathroom cleaning procedures.
 - ◆ Guide Junior Staff in daily dining room set-up and dish room procedures.
 - ◆ Guide Junior Staff in building cleaning procedures between camp sessions.
 - ◆ Perform pre, mid, and end of summer evaluations with each team member.
2. Prepare and communicate daily work schedules for Junior Staff.
 - ◆ Bathrooms, dish room, building cleaning, kitchen shifts, camp store, and snack duty
 - ◆ Coordinate staff work schedules with coordinators of other teams.
 - ◆ Inspect and confirm the cleanliness of bathrooms, dish room, dining hall, and guest living spaces: cabins and winterized buildings, and the Welcome Center to ensure pleasant experiences for all guests.
3. Program Responsibilities
 - ◆ Staff and operate the camp store.
 - ◆ Order snacks for camp store
 - ◆ Complete end of summer store inventory.
 - ◆ Assist Administrative staff during camper check-in/out.
 - ◆ Be a good role model to campers.
4. Act as a Dorm Parent for Junior Staff
 - ◆ Live in the Family Cabin or the Boat House and embrace the unique role of community builder and leader for Junior Staff as a work group and a living community.
 - ◆ Create opportunities for personal growth amongst Junior Staff.
5. Serve as a member of the Coordinator Team
 - ◆ Represent Junior Staff needs and concerns at daily Coordinator Meeting.

- ◆ Monitor and contribute to the well-being of the staff community.
- ◆ Support other Coordinators in their work.
- ◆ Report any staff or program concerns to the Program Director.

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 Coordinators work closely with each other and the Junior Staff to complete tasks in an environment of teamwork and collaboration. Throughout the summer, Junior Staff Coordinators will work with other team coordinators and members of the Year-Round Staff.

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.

Minimum Qualifications:

- ◆ Age 23 or older.
- ◆ Supervisory experience.
- ◆ College Resident Assistant experience preferred.
- ◆ Working knowledge of CT State Health and Safety Laws and practices.
- ◆ First Aid/CPR certification, or ability to obtain.
- ◆ Valid U.S. Driver's License.
- ◆ Satisfactory Driving Record.

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 and staff 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.