



# Pine Springs Camp

814-629-9834 : [www.pinesprings.org](http://www.pinesprings.org)

## SUMMER STAFF POSITION DESCRIPTIONS

### Leadership Staff

#### Men's & Women's Directors (2 positions):

The Men's and Women's Directors are responsible for the spiritual mentorship and interpersonal guidance of all summer staff. One way this occurs is through weekly 1 on 1 meetings with every staff member. Other responsibilities include planning and leading staff orientation, organizing Saturday night staff meetings and devotions, proofreading written communication to campers and parents, and preparing end-of-the-week parent packets.

#### Program Coordinator:

The primary responsibility of the Program Coordinator is to support the Summer Camp Director (**SCD**) with the daily operation and management of the summer camp program. They are responsible for coordinating and leading the Opening Program, Wednesday Night Game, all-camp campfires, and MCing meal time activities. The Program Coordinator also works with the SCD in providing props, game supplies, and snack items for Volunteer Weekly Directors (**VWD**). Candidates need to possess strong organizational and time management skills, must be a trouble shooter, be able to work independently, take initiative and be comfortable with both public speaking and giving directions.

#### Chrysalis & Nature Coordinator:

The C&NC is responsible for overseeing all Chrysalis activities (crafts and art projects). They will work with the SCD to manage Chrysalis inventory and planned projects. Additionally, they are responsible for leading and coordinating nature activities including: nature hikes, creek walks, and nature identification. They will also be the caretaker for the animals in the Nature Nook. A good understanding of nature, the environment, plant life and animals is helpful.



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### **Timothy Team Coordinator:**

The Timothy Team Coordinator supervises and serves alongside our Timothy Team members and cares for their spiritual and interpersonal needs. They must be able to effectively manage a staff, lead devotions and Bible Studies, disciple and mentor students, and assist whenever needed. A passion for teen-agers and discipleship is necessary.

### **Waterfront Coordinator:**

This person is responsible for all programming occurring at and around the pool including; morning dip, swim tests, daily swimming time, pool parties, water slide usage, and water balloon activities. The WC will coordinate all pool and water-related activities with the Summer Camp Director and VWDs. The WC works directly with all PSC lifeguards and acts as their immediate supervisor. Supervision of life-guarding staff includes discipleship and encouragement as well as leadership by example in daily job assignments, attendance/promptness at the pool during scheduled working hours, and ensuring proper lifeguard rotation while on duty. The WC is also responsible for checking pool levels daily and works with the Facilities Director when additional pool maintenance is required. The WC must possess current documentation of all necessary Red Cross Lifeguard, First Aid, and CPR certifications.

### **Counseling Staff:**

Counselors are responsible for the care, discipleship, nurturing, safety, and teaching of campers. They lead and/or assist in teaching the daily Bible lessons, daily devotions, evening campfires, and any games that the VWDs might have. Pine Springs has four types of counselors:



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**Day Camp Counselor**– Day Camp Counselors are 16 years of age or older. They will be working with the Day Camp Director and will have a crew of 6 or less campers. Day Camp runs three weeks of the summer, 8:30 am-4 pm, Monday through Friday.

**Cornerstone Counselor:** Cornerstone Counselors have completed their senior year of high school. They will be paired with various second-year staff for the summer and meet with an individual on Leadership or full time staff for discipleship and accountability.

**First Year Counselors:** First Year Counselors have completed at least their freshman year of college and are working at Pine Springs for the first time. They have the opportunity to work with our returning staff to learn how Pine Springs conducts summer camp.

**Returning Counselors:** Returning counselors have spent one or more summers working at Pine Springs as a counselor. They are experienced staffers who lead and teach both campers and new staff.

## Support Staff

### Adventure Staff:

Serving under the Adventure Director, the Adventure Staff manage all adventure activities on and off-site. They are responsible for facilitating and leading team building initiatives, mountain biking, orienteering, target sports, and all activities at the climbing walls, climbing tower, zip-line, low ropes course, and high ropes course. They also facilitate off-site mountain biking, canoeing, bouldering, and white water rafting. They are responsible for the inspection, care and storage of all equipment, as well as weekly cleaning and organization of the adventure building. Experience is helpful, but candidates must be teachable as we provide training specific to our requirements and procedures. Applicants should be physically fit, mature, responsible, and able to put the well-being of and safety of campers before everything else.



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### **Lifeguard Staff:**

The Lifeguard Staff serve under the Waterfront Coordinator and are responsible for the care and safety of the pool and water activities on and off camp property. They provide oversight for all pool activities. The Lifeguard staff assist the Program Coordinator by leading water related games and activities and filling water balloons. They are also responsible for the cleanliness of the pool area, bathhouse, and lawns within the pool walls. Red Cross Lifeguard Certification, First Aid, and CPR are required. Pine Springs offers an opportunity for CPR recertification.

### **Timothy Team:**

Serving under the Timothy Team Coordinator, Tim Team members are the backbone of the summer camp ministry. Team members work primarily behind the scenes assisting the camp cook, preparing food, washing dishes, cleaning The Refuge (Dining Hall), cleaning bathrooms, serving snacks at campfires and various other tasks as needed. Timothy Team members also get to help with skits, games and various programming throughout the summer. This paid position is the first opportunity campers have to serve on summer camp staff. Candidates must be 16 years of age and must be able to make a commitment to a full half of the summer.

### **Photographer/Videographer**

The Photographer/Videographer is responsible for capturing daily life at camp and making those photos and videos available to parents through Pine Springs' social media channels. Each week they will create a camp highlight video for our closing program for parents. They will also be overseeing our Facebook, Instagram, and Twitter channels during the summer to create engaging content for campers, camper families, and alumni. Previous photograph, videography, and editing experience required. This position may be used to fulfill some internships.



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### **Maintenance Assistant**

Our Maintenance Assistant works directly under our Facilities Director and will assist them in a multitude of different camp projects, lawn work, property maintenance and upkeep, and repairs as the normal wear-and-tear of summer camp accrues. Must display a strong work ethic, and willingness to learn and work independently.

### **Camp Store/Office Assistant**

The Camp Store/Office Assistant will operate the camp store during all scheduled camp store times. They will oversee all stocking, organizing, and camp store tab records. They will coordinate with the SCD for all restocking needs and tracking of inventory of product and snacks. Additionally, they will help our office staff with printing and distributing camper mail, as well as basic filing and organization tasks.

### **Program Assistant**

The Program Assistant works directly with the Program Coordinator to help facilitate the programming of summer camp. This consists of assisting in game preparation and set-up, leading activities, organizing props and game elements, assisting in skit, program, and music worship planning and implementation. Candidates need to possess strong organizational and time management skills, be able to work independently, follow directions, and be comfortable with both public speaking and giving directions.