

# Non-Counseling Positions

## **Activity Team Member:**

Gets to safely run activity areas for campers throughout the summer. Areas include Arts and Crafts, Skate Park, Archery, Adventure Activities, and other program specific activities.

Dates: May 30 - August 14

Responsibilities include:

- Maintain the safety and proper operation of activity areas and assist campers.
- Specialize in other activities suited to their preferences and skills.
- Serve as a “cabin buddy” in the evenings.

Applicants should:

- Have a proven rapport with peers and kids, commitment to excellence, and a contagious love for Christ.
- Balance fun and responsibility well.
- Have completed one year of college or be at least 19 years old by May 30.

## **Assistant Activity Team Member:**

Gets to provide activity support to the programs along with the Activity Team.

Dates: May 30 - August 14

Responsibilities include:

- Assist the Activity Team in daily responsibilities including maintaining the safety and proper operation of activity areas and assisting campers.
- Participate in daily activities and build relationships with campers.
- Help in other camp programs and activities as needed. Serve as a “cabin buddy” in the evenings.

Applicants should:

- Have a rapport with peers and kids, a commitment to excellence, a teachable heart, and possess a growing and active faith in Christ.
- Balance fun and responsibility well.
- Be at least 16 years old by May 30.

## **Administrative Assistant:**

Gets to assist with administrative tasks to help programs run smoothly for campers.

Dates: May 30 - August 14

Responsibilities include:

- Help Parent Liaison, Camp Registrar, and Youth Ministry Team with camper check-in and check-out, summer budgets, camper feedback system, and other administrative tasks.
- Serve as a “cabin buddy” in the evenings.

Applicants should:

- Relate well to parents.
- Have good administrative, computer, and organizational skills.
- Have a rapport with peers and kids, commitment to excellence, and a contagious love for Christ.
- Be at least 18 years old by May 30.

**Day Camp Administrative Assistant:**

Gets to assist with administrative tasks to help the Day Camp program run smoothly for campers.

Dates: May 30 - August 14

Responsibilities include:

- Help Day Camp Program Directors, Camp Registrar, and Youth Ministry Team with camper check-in and check-out, camper feedback system, lost and found, and other administrative tasks.
- Serve as a “cabin buddy” in the evenings.

Applicants should:

- Relate well to parents.
- Have good administrative, computer, and organizational skills.
- Have a rapport with peers and kids, commitment to excellence, and a contagious love for Christ.
- Have completed one year of college or be at least 19 years old by May 30.

**Audio Tech:**

Gets to run lights, video, and sound for camp programs and activities.

Dates: May 30 - August 14

Responsibilities Include:

- Coordinate with Program Directors for all AV needs.
- Participate in daily activities and build relationships with campers.
- Help in other camp programs, the camp store, and activities as needed. Serve as a “cabin buddy” in the evenings.

Applicants should:

- Have significant AV-related experience, technical aptitude, and creative abilities.
- Have a rapport with peers and kids, commitment to excellence, and a growing and active faith in Christ.
- Be at least 18 years old by May 30.

**Media Tech:**

Gets to take photos and video of campers for promotion and connecting parents to their child’s experience, and supervise the Tech Assistant.

Dates: May 30 - August 14

Responsibilities include:

- Shoot, edit, and organize video and photos throughout each week.
- Create weekly highlight video for Kishwaukee and Pier 30 programs.
- Order weekly cabin and camp photos, as well as post photos online daily for parents.
- Capture footage and organize photos for future promotional needs.
- Support programs with pre-summer video production.
- Train, coordinate, supervise, and care for the Tech Assistant.
- Help in other camp programs and activities as needed. Serve as a “cabin buddy” in the evenings.

Applicants should:

- Have significant related experience, technical aptitude, and creative abilities.
- Have a rapport with kids and a growing and active faith in Christ.
- Have completed one year of college or be at least 19 years old by May 30.

**Tech Assistant:**

Gets to provide tech support to the programs along with the Media and Audio Tech.

Dates: May 30 - August 14

Responsibilities include:

- Assist the Media Tech and Audio Tech in daily responsibilities including taking photos, video, and running sound for programs.
- Participate in daily activities and build relationships with campers.
- Help in other camp programs and activities as needed. Serve as a “cabin buddy” in the evenings.

Applicants should:

- Have related experience, technical aptitude, creative abilities, and rapport with kids and a growing and active faith in Christ.
- Be at least 16 years old by May 30.

**Student Nurse:**

Gets to manage camper and staff health and safety throughout the summer.

Dates: May 30 - August 14

Responsibilities include:

- Work with other staff and weekly guest RN to attend to all illnesses and injuries, and refer to local doctors when necessary.
- Keep records of injuries and treatments.
- Maintain the infirmary.
- Transport campers to an off-site health clinic as needed.
- Help in other camp programs and activities as needed.

Applicants should:

- Have a minimum of 1 year of nursing classes.
- Acquire AHA Healthcare provider CPR certification.
- Relate well and communicate effectively with campers and parents.
- Have a proven rapport with peers and kids, a contagious love for Christ, and be willing to help in other camp programs and activities as needed.
- Must be 20 by May 30 with a valid driver’s license and clean driving record.

**Waterfront Team:**

Gets to maintain waterfront facility and safely run the waterfront (including swimming area, water activities, and boat driving) for campers and programs throughout the summer.

Dates: May 25 - August 14

Responsibilities include:

- Maintain the safety and proper operation of all waterfront areas and assist campers.
- Lifeguard for a variety of activities.
- Drive boats for campers during programmed waterfront time and during free time.
- Serve as a “cabin buddy” in the evenings.

Applicants should:

- Have a warm personality, physical stamina, a positive attitude, willingness to serve where needed, and be prepared for a physically demanding work environment.
- Be able to acquire current Lifeguard Training, CPR Pro Rescuer, and First Aid onsite during training.
- Have completed one year of college or be at least 19 years old by May 25.

**Worship Leader:**

Gets to coordinate and lead worship for the Day Camp, Kishwauketoe, Pier 30, and Alpha programs throughout the summer.

Dates: May 30 - August 14

Responsibilities include:

- Coordinate with the Youth Ministry Team and Program Directors to plan, implement, and lead music and worship for all camp programs.
- Set up and maintain stage and audio equipment.
- Serve in a variety of areas, including daily activity leadership.
- Assist with other program needs as necessary. Serve as a “cabin buddy” in the evenings.

Applicants should:

- Have contagious love for Jesus, sensitivity to the Holy Spirit, and the ability to lead music and singing for large groups of youth.
- Have strong accompanying skills on guitar (piano and/or percussion abilities are also desired, but not required).
- Have completed one year of college or be at least 19 years old by May 30.

**Facilities Specialist:**

Gets to work behind the scenes with year round staff members to physically care for the facility and needs of the summer program.

Dates: late May - mid August.

Responsibilities include:

- Serving where needed in a variety of areas.
- May include maintaining grounds with our maintenance crew.
- May include serving in the Lodge Kitchen, prepping food, monitoring the dining room, and cleaning up after meals.

Applicants should:

- Be a hard worker with a lot of initiative.
- Have a commitment to excellence and a contagious love for Christ.
- Be at least 18 years old by start date.

**Guest Services Specialist:**

Gets to work with our Guest Services team to implement summer camp and guest group activities and events.

Dates: late May – mid August

Responsibilities include:

- Warmly hosting groups during check-in, activities, and meals as a vital part of the guest services team.
- Ability to multi-task and problem-solve on the go.
- Willingness to take initiative while coordinating guest group needs and communicating necessary information with other camp departments.

Applicants should:

- Preferably, have experience setting and running audio-visual equipment or belaying for a ropes course.
- Preferably, have basic first aid, CPR, and/or life guard certification.
- Be able to lift and carry up to 60 lbs. and stand for up to three hours at a time.
- Be able to sit and work at a desk for extend periods of time.
- Be at least 19 years old by start date; College junior, senior, or graduate desired.