



**JOB TITLE:** Ministry Staff

**SUPERVISED BY:** Designated Home Department Supervisor

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**POSITION OVERVIEW:**

Ministry Staff will support and actively contribute in fulfilling the goals and mission of Covenant Harbor. The primary focus will be on the overall daily operations of camp as well as a specific department application and duties. Ministry Staff will participate in training, mentoring, and the Covenant Harbor staff community while experiencing and learning - not just *how* camp operates and functions, but *why* camp is an impactful and effective ministry.

A twelve month commitment is expected to get the full understanding of year-round camp ministry. Participants may have the option of a second-year, depending on experience and staff evaluation.

**GENERAL QUALIFICATIONS:**

This ideal candidate must:

- Be a committed and growing follower of Jesus Christ and actively involved in a local church.
- Be in agreement with and support of Covenant Harbor's mission and vision.
- Be an effective verbal and written communicator.
- Be in agreement with the Affirmations of the Evangelical Covenant Church.
- Have a passion for engaging people of all backgrounds and ethnicities to feel welcome, safe and accepted.
- Have a desire to learn about all aspects of what makes a healthy, thriving camp ministry.
- Be eager to work in a team environment of collaboration and shared tasks while also being disciplined to work independently.

**EDUCATION AND TRAINING REQUIREMENTS:**

- High school diploma or equivalent required, Associates or Bachelors degree preferred
- A valid driver's license and a clean driving record
- Computer knowledge and experience in the use of Microsoft Office and Google Suite. An aptitude and willingness to become proficient in CampBrain and other database management systems

**GENERAL DUTIES:**

All Ministry Staff will carry out the Covenant Harbor mission and ministry in the following ways.

- A. Steward a safe and healthy facility, community and atmosphere
- B. Build healthy relationships with guests, staff, groups and individuals
- C. Supervise and maintain activities and equipment
- D. Be a positive, helpful and active member of the staff community
- E. Support and help with retreats and events at Covenant Harbor
- F. Help effectively maintain and steward Covenant Harbor's resources
- G. Teach other Ministry Staff, other Covenant Harbor staff, and volunteers in shared tasks

## **DEPARTMENT EXPOSURE AND EXPERIENCE:**

Each Ministry Staff member will have a different home department. Supervisory relationships will be based out of home departments. Below are the overviews of each of the departments. No matter the home department, all Ministry Staff will have exposure and experience in each of the following areas. During the application process, home department interest, aptitude and need will be specified and discussed.

- A. Administration
  - Budget and basic office management
  - Accreditation, liability, and risk management
  - Donor relations and non-profit status
  - Church involvement and support
- B. Food Service
  - Meal planning and preparation
  - Best practices of food service
  - Staging for guest dining experience
- C. Guest Services
  - Fundamental aspects of hosting guest groups including facilities preparation and group coordination
  - Understanding of the booking process to ensure an excellent guest experience
  - Competency in operating audiovisual equipment
- D. Maintenance
  - Knowledge of basic repairs in carpentry, plumbing, and electrical and general maintenance of vehicles and equipment
  - Proper use of power tools
  - Understand preventive maintenance procedures
  - Assist with planning and completion of projects
- E. Snake Road Adventure Center
  - Belaying and facilitating adventure activities, including planning, executing, supervising and processing all phases of a program
  - Outdoor education program planning and facilitation
  - General ropes course maintenance
- F. Youth Ministry
  - Improving stage presence and public speaking
  - Assisting in building Bible-based, age appropriate week or weekend program
  - Exposure to staff recruiting, hiring, and training process
  - Planning, executing, and debriefing events from start to finish

## **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

The duties of this position are conducted outside as well as in an air-conditioned office environment. Hours vary based on group schedules which include weekends. Significant presence on grounds when guests are on-site will necessitate a lot of walking. Covenant Harbor is built on a large hill and although there are paved sidewalks, there are also many steps and steep inclines. Exceptional stamina is required since the camp environment requires long days during certain times of the year. Work is divided between an office and throughout camp, supervising activities, moving equipment, and occasionally lifting up to 60 pounds for 100 yards or more.

## **SALARY AND BENEFITS:**

**Type of Position:** Full Time Salaried, Year-Round

**Benefit Package:** Salaried Exempt Position - room, limited board, reimbursed health insurance premium (limit of \$600/six months), YMCA membership