

Job Descriptions

JOB DESCRIPTIONS:

Prior to accepting a position, each camp staff member is provided with:

- A written job description that identifies the responsibilities and essential functions of the job
- Information on the nature and diversity of the total camp population, along with general characteristics of the camp and programs offered.

BEYOND YOUR JOB DESCRIPTION:

All staff are expected to work toward camp goals. Although staff have different job descriptions, there is no distinguishing of roles when it comes to meeting camp goals. The following list is provided to help you further understand your role as a staff person at Brethren Woods.

1. You are a living example, a model, a pace setter, of Christianity to the campers, staff, parents, and guests. Your choice of behavior, attitude, and responses to different situations speak loudly. Make the most of this opportunity by representing Christianity as one of God's children – an interested, fun-loving, caring Christian on the journey with them. Walk with God and invite others to walk with you.
2. Actively relate with campers and staff, person to person, through conversation, activities, and focusing your attention here at camp and not outside of camp. Help build camp community by allowing yourself to befriend all campers and staff. You are asked to love all persons, even if you do not necessarily like them.
3. All staff play a major role in the life of the camper at camp. Inspiration, encouragement, acceptance, and fun-filled action can flow through you. Keep campers in mind when you plan activities. Look for the teachable moment. Remember to be open to learning, as well as teaching.
4. Other staff are your support group, just as you are a support to them. Express this support by prayer and notes on the "Prayer Line." Encourage them. Assist others and ask for their assistance.
5. Be safety conscious and aware of risk management. Parents expect us to care for their children. If an activity or behavior is questionable, it is probably best stopped.
6. Some by-products of joy are noise and extra activity, which are often very good! However, it is important to remember that self-control and respect for others, property, and equipment are not to be forgotten, even at joyous moments.
7. All staff are expected to be punctual and on-time for activities they are leading or all-camp activities they are participating in. Staff should also help campers and family groups to be on time and where they are scheduled to be to help the camp schedule run smoothly. Minimize trips to living areas and bathroom stops.
8. Handle special cases related to campers or staff (discipline/behavior problems, homesickness, bed-wetting, special needs, etc.) and socially sensitive issues (dating, sexuality, divorce, alcohol/drugs/tobacco, violence, weight, abuse, etc.) with tact, care, and concern. Ask God for help and strength. Do your best. Seek help and advice when you need it.
9. Start each session rested and ready for another challenging week! Arrive cheerfully and keep that attitude all week long. Even as you serve, remember your own spiritual, emotional, and physical needs. Use your time off (during the week and on weekends) to spend personal time with God, enjoy fellowship with other staff, and get some rest for your body and soul.

SPECIFIC JOB DESCRIPTIONS:

The following pages contain the specific job descriptions for each year-round and seasonal staff position at Brethren Woods. Each identifies the essential functions of the job. All staff are asked to know their own job description and to be familiar with those of other staff to see how each role is interconnected. A staff flow chart is also included to show the relationships between staff roles.