

**BRETHREN WOODS CAMP AND RETREAT CENTER
JOB DESCRIPTION**

TITLE: Support Staff

RESPONSIBLE TO: Assistant Program Director, Program Director, Director

PURPOSE: To provide support for camp operations, including staff, program, and maintenance.

QUALIFICATIONS:

1. Committed Christian with a willingness to accept the teachings of the Church of the Brethren.
2. Exhibit a spirit of cooperation and commitment to a team relationship with other staff.
3. Personable style and skills in relating to staff, guests, and campers.
4. Willingness to learn new skills.
5. Be self-motivated and thorough. Takes pride in his/her work.
6. Attendance at one or more pre-camp training events.
7. Acceptance of Support Staff's responsibilities.

RESPONSIBILITIES:

1. Provide support and encouragement to each staff member.
2. Assist with camper registration.
3. Manage the Camp Store.
4. Clean and sanitize bathhouse daily.
5. Clean Mt. Lodge daily, keeping the meeting room, kitchen, and cabinets neat and orderly.
6. Help to keep staff housing and staff lounge clean daily.
7. Ensure songbooks are available at Morning Watch, Vespers, and in the Retreat Center after meals.
8. Serve as a resource person to groups.
9. Assist with set-up and clean-up for the closing picnic and program.
10. Help to plan and implement all-camp activities. Work closely with the APD on evening activities.
11. Participate in a weekly evaluation with the Assistant Program Director and/or Program Director.
12. Know the contents of the Staff Manual and abide by all camp policies and procedures.
13. Enforce camp policies, procedures, and health and safety regulations.
14. Assist in other areas of camp operation as needed.