



CAMP SHALOM – Camp Hand

January 2009

Responsible to Program Director

POSITION OBJECTIVE: To provide program and operational support to the summer camp program.

SKILLS NECESSARY:

- Must have completed at least junior year of high school.
- Must be 1st Aid and CPR certified through a nationally recognized organization.
- Must complete a 5-day training specific to Camp Shalom covering emergency procedures, personnel policies and program supervision.
- Possess a desire and love to work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith in an enthusiastic and appropriate way with campers, parents, volunteers and staff.
- Ability to use positive behavior management techniques with campers and an ability to adapt to difficult situations with a sense of maturity, safety, tact and poise.
- Possess the ability to subordinate personal desires to campers' needs and interests.

PRIMARY DUTIES:

- To provide program leadership to camper groups by leading or assisting in program activities such as arts & crafts, archery, canoeing, etc...
- To provide operational support through completing maintenance projects under the supervision of the Maintenance Director and Program Director.
- To provide operational support through assisting in the preparation of meals, the packing out of food for off-site events and snacks.
- To assist counselors in the implementation of the overall program by helping to run evening program options.

DESIRED CHARACTERISTICS:

One of the most important characteristics for this job is an ability to communicate and work well with others – campers, volunteers, staff, parents and supervisors. At Camp Shalom, we desire our Camphands to possess a desire to love and serve people of all ages. People who demonstrate this desire show enthusiasm, initiative, creativity, imagination, sincerity and a willingness to learn. Camp is more than just having fun, so Camphands need to possess a sense of maturity in judgment, patience, self-control and strength to lead people. As a Christian camp, we desire a sense of spiritual direction and the ability to demonstrate the presence of God in your life.

GENERAL INFORMATION:

- Staff Training is currently a 10-day event beginning on Memorial Day. However, for many Camphands, school responsibilities prohibit their participating in all 10 days. Camphands need to complete at least a 5-day training program.
- The Summer Program staff is given 45 hours off at the conclusion of each session.
 - *During the each camper session, camphands are given a one-hour break mid-day break daily.
 - *During these times camphands are not directly responsible for campers or other duties.



- Camphands are asked to remember that they are visual representatives of Camp Shalom whether they are on site or not. We ask camphands to behave appropriately and follow all personal policies when both on and off duty.
- Any “weekend off” event done as a staff is regarded as a camp activity.
- A camphands’ commitment to the summer program at Camp Shalom ends when the Maintenance Director feels the camp is properly closed for the summer season.

Finally, Camp Shalom is in a time of growth and transition. This may lead to the changing of job descriptions. Any change in job description will be made in cooperation and conversation with employees, the Board of Directors and the Executive Director.

Signature of Program Director

Date

Signature of Executive Director

Date

Signature of Camphand

Date