

Lutheran Retreats, Camps and Conferences
Job Description - Support Staff
(Updated 4-06)

Position: Support Staff - Responsible to help counselors to lead program activities, facilitate daily physical, emotional and spiritual care of campers, aid in all service areas of camp including kitchen, cleaning and maintenance. Seasonal position.

Responsible To: Program Director and Program Staff

Qualifications:

1. Understanding of the philosophy and mission of the Evangelical Lutheran Church of America and programs of Lutheran Retreats, Camps and Conferences.
2. Strong commitment to the care and appreciation of God's creation and the desire to communicate and practice that with other staff and students.
3. Must be at least 16 years old, entering junior or senior year of high school, and have a valid State of California work permit.
4. Must have interest in living and working in a "servant oriented" Christian community.
5. Must be flexible and willing to help in all areas of camp life.
6. Must have a signed parent permission form on file to live and work on site and to leave site with other staff members during weekend time-off.

Specific Responsibilities:

1. Preparation
 - a. Familiarization with the summer camp program and personnel policies prior to arrival at camp as indicated in pre-arrival mailings.
 - b. Participation in the summer staff training session.
2. Program Implementation
 - a. Assist counselors in ensuring the safety and welfare of 8-12 campers during their entire stay at camp when on cabin duty. Act as a continual role model to all campers.
 - b. Assist kitchen staff in meal preparations and clean-up while on kitchen duty.
 - c. Assist maintenance staff in grounds clean-up while on maintenance duty.
 - d. Lead a weekly Bible study, help to supervise recreation activities, all camp and community building activities, help to lead worship, devotions, singing, OTRS, camp store, hikes, and all other activities necessary for the success of the summer camp program as directed by the Program Director or Leadership Staff.
 - e. Share responsibilities for dishes, camp cleaning and maintenance on a weekly basis as assigned by the Program Director.
 - f. Relate to pastors and youth directors attending the program on a daily basis.
3. Camp and Community Life
 - a. Participation in a shared community living situation with other staff.
 - b. Participation in community worship, prayer and devotions, work projects, and social events.
 - c. Staff will share responsibilities for dishes, kitchen help, camp cleaning, office assistance, maintenance assistance, and other tasks necessary to provide good service and hospitality to the guests as required by the Camp Director.
 - d. Staff will eat with camp guests when on site.

Compensation:

1. Total summer benefit package of \$990 based upon 9 weeks of employment.
2. Housing and board provided on-site, including off times.