

## **Montlure Program Staff Job Description**

**Responsible To:** Summer Camp Director

### **Minimum Qualifications**

- Have a relationship with Jesus Christ and desire to share God's love in all that you do
- Ability to handle emergency situations and recall first aid training
- Must be at least 18 years old
- Previous experience leading activities for children and youth
- Physically able to travel the trails and roads surrounding camp
- Hard work ethic and ability to choose joy and patience when it isn't easy
- Ability to multi-task, lead games, Bible studies and other activities
- Completion of the minimum training requirements prior to the first day of camp;
- Submission of a health history record and examination form prior to the first day of camp;
- Be willing to submit to a criminal background check; and
- Must hold current First Aid and CPR certifications or be able to obtain before the start of camp.

### **General Responsibility**

To support Montlure's mission by creating and maintaining a safe and welcoming environment for campers and staff during all programming. To lead and participate in all assigned activities during the week.

### **Specific Responsibilities:**

1. Plan, lead and participate in activities each day
2. Instruct groups on rules and discipline in a firm but polite manner
3. Facilitate an orientation to the program areas upon group's arrival
4. Notify the director of any supply purchasing as well as keeping inventory
5. Cleaning daily; sweep, clear benches, put away supplies neatly
6. Following ACA Standards
7. Communicate to all staff what games and activities will be played or offered
8. Constantly adapt activities to keep them fresh and engaging for campers and staff.
9. Being creative and planning activities, crafts, games and archery, for all age groups
10. Lead a small group in Bible Study along with another staff member during the week

### **Essential Functions:**

- Ability to stay focused and work independently until necessary tasks are complete, to include working nontraditional hours to make certain the job is done well
- Ability to lead activities, keep them safe, activity areas clean and maintained
- Ability to enforce rules and keep high expectations
- Assist in being creative in games, crafts and archery programs
- Be a team player
- Able to work and live in a rustic camp environment at high altitude (8,500 feet) with daily exposure to varying weather conditions;
- Able to respond physically and emotionally to first-aid and emergency situations including fire evacuation;
- Possess the strength, endurance and patience to maintain oversight of campers in a 24 hour residence camp
- Possess the visual and auditory skills to identify and respond to environmental and other hazards related to camp activities.