

Gretna Glen

Camp & Retreat Center

717-273-6525 www.gretnaglen.org

SUMMER STAFF POSITION DESCRIPTIONS

Leadership Staff

All applicants must be at least 20 years of age and are required to be full-time resident staff members during the summer season.

Program Coordinator

The Program Coordinator (PC), under supervision of the Program Manager, is responsible for preparing and maintaining activities and programs around camp. This includes All Camp Game and organizing meal-time programming elements and worship. They also act as the primary point of contact for Program Directors throughout the week and making sure they have the proper materials at the right time. The PC will also help lead the summer program staff that facilitate the farm, archery range, craft cave, and nature. Candidates must possess strong organization and time management skills and have experience leading many camp activities as well as be a troubleshooter.

Waterfront Coordinator

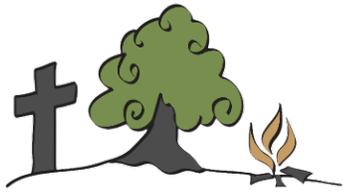
The Waterfront Coordinator manages all waterfront activity and upkeep throughout the summer. This includes the pool and lakefront spaces. The WC will coordinate all pool related activities and oversee a team of lifeguards. Together, they are responsible for swim checks, swim time, pool maintenance, and cleaning of the pool and shower house. Supervision of the lifeguard staff includes discipleship and encouragement as well as providing daily assignments and working hours. The WC is also responsible for checking pool levels daily and work with the Site & Facilities Manager to maintain proper chemical levels. Candidates must possess current documentation of all necessary Red Cross Lifeguard, First Aid, and CPR Certifications.

Staff Life Coordinator

Acting as the Staff RA, the Staff Life Coordinator will facilitate staff covenants, determine Chalet cleaning schedules, and help coordinate opportunities for staff life. They will also be responsible for the overall organization of the summer cleaning schedule. This includes end of the week check-ins, stocking necessary supply closets, lost and found, and daily cleaning assignments. The Staff Life Coordinator will also assist in other elements of camp such as program, store, and filling in for counselors when needed.

Spirit Life Coordinator

The Spirit Life Coordinator (SLC) will provide spiritual guidance throughout the summer. This includes coordinating staff devotions and Bible studies and assisting with the care and discipleship of the staff regarding their goals for individual growth. The SLC will also be responsible for assisting with worship and Bible study with the campers as needed as well as planning and implementing weekly commitment services. Candidates should have strong Biblical teaching and knowledge. They should also have strong leadership skills and be able to develop creative and helpful lessons for the campers and staff.



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Counseling Staff

Resident & Commuting Positions

Overnight Counselor

Counselors are responsible for the care, discipleship, nurturing, safety, and teaching of the summer campers. They lead daily devotions, lead or assist in teaching the daily Bible lessons, plan and lead the evening campfires, and lead or help with any games that the Program Manager, Program Coordinator, or Volunteer Directors might have. Some counselors may be asked to step in as Program Directors during weeks with less volunteers. They will be decided by the Program Manager.

Day Camp Counselor

Day Camp Counselors are responsible for the care, discipleship, nurturing, safety, and teaching of the day camp campers. They lead daily devotions, lead or assist in teaching the daily Bible lessons, lead songs, help facilitate programming specific to Day Camp needs, and lead or help with any games that the Program Manager, Program Coordinator, or Volunteer Directors might have.

Saddle Crew Counselor

Along with providing the same care and responsibility as the overnight counselors, Gretna Glen is looking for a female candidate to serve as the Director of our Saddle Crew camp during 5 weeks of the summer. This camp takes day trips out to a local ranch to teach the campers about equestrian related lessons and give them opportunities to ride. Candidates should have prior equestrian knowledge and be comfortable around horses.

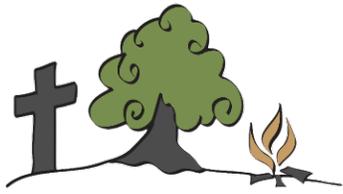
Rotation Staff

Resident & Commuting Positions

Gretna Glen hires 4-6 Rotation Staff a summer. Typically, a majority of the Rotation Staff is made up of first-time staff members. This gives them the opportunity to experience the different positions that Gretna Glen has to offer. The "job title" changes from week to week as they support camp where they are most needed. They will get the chance to work as a counselor, program staff, and serve in the kitchen as they find an area of camp that really fits their skillset.

Media & Store Coordinator

This position will allow a creative individual to assist camp in taking pictures and updating the camp website with blog posts. This person should be comfortable with a camera and taking video. This position will also help with the coordination of the camp store. This includes keeping the space tidy and stocked and making runs into town when necessary to fill inventory.



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Support Staff

Resident & Commuting Positions

Lifeguards

The Lifeguard staff serve under the Waterfront Coordinator and are responsible for the care and safety of the pool and water activities on and off camp property. They provide oversight for all pool activities: Water slides, swimming, and water carnivals. The Lifeguard staff assist the Program Coordinator by leading water related games and activities and filling water balloons. They are also responsible for the cleanliness of the pool area, shower house, and lawns within the pool walls. Red Cross Lifeguard Certification, First Aid, and CPR are required.

Program Staff

Gretna Glen hires 5-6 Program Staff to take care of overseeing and leading different activities around camp. Many of these activities include archery, fishing, pond study, low ropes, boating, hiking, gaga ball, 9-Square, and assisting the Program Coordinator with games and projects. Good candidates include those that enjoy doing different things throughout the day and being upfront, leading activities.

Bible Teachers

Gretna Glen is looking to hire two different Bible Teachers for the summer. One to work with the Day Camp and the other to work with the Overnight Programs. This position is designed to assist with Bible Discovery and Commitment Services on Thursday evenings. This is a great opportunity for a seminary student looking to help minister to children, youth, and college-aged students.

Maintenance Assistant

This position will assist the Site & Facilities Manager with day-to-day maintenance needs around camp. This person should be comfortable with tools and landscaping equipment and should enjoy working outdoors. This position requires the individual to be a resident staff member.

Food Service

Assistant Cook

The Assistant Cook will help provide leadership within the kitchen along with the Hospitality Manager and Head Cook for the summer. As part of the food service team, they will provide excellent service and help to make sure the entire team is maintaining health code and sanitary guidelines while working at a quick and rewarding pace. Candidates should have some kitchen experience.

Resident & Commuting Positions

The Food Service Team includes 5 Kitchen Assistants, and 2 Dishwashers. As part of the food service team, they will provide excellent service and help to make sure all food preparation maintains health code and sanitary guidelines while working at a quick and rewarding pace. The Kitchen Assistants handle a tasks related to salad bar, baking, beverages, and dining room. Dishwashers work in the dish station to help clean and sanitize dishes and cooking ware.