

# SUMMER CAMP 2023

## EMPLOYEE MANUAL



*Wewoka*  *Woods*  
ADVENTIST CENTER

# INDEX

|                                |    |
|--------------------------------|----|
| Boys Director .....            | 3  |
| Girls Director .....           | 4  |
| Programs Director .....        | 5  |
| Counselor .....                | 6  |
| Media Coordinator .....        | 7  |
| Equestrian Head Wrangler ..... | 8  |
| Equestrian Wrangler .....      | 9  |
| Lifeguard Director .....       | 10 |
| Lifeguards .....               | 11 |
| Craft Director .....           | 12 |
| General Staff .....            | 13 |
| Food Service .....             | 14 |
| Nature Director .....          | 14 |
| House Keeping .....            | 16 |
| Maintenance Overview .....     | 17 |

# BOYS DIRECTOR

## DESIRED QUALIFICATIONS

- Must have attained 21 years of age.
- Be a responsible, mature and dependable Christian.
- Have a love for children and a desire to work in a camp setting.
- Cheerful, flexible, creative and possess ability to perform multiple tasks.
- Possess excellent organizational skills and display good leadership qualities.
- Have prior counseling experience at a resident camp or similar.
- Must possess current first aid and CPR certification
- Willing to serve as a mentor to boy staff.

## RESPONSIBLE TO ASSISTANT CAMP DIRECTOR CAMP GOALS

- To provide a fun, yet disciplined, Christian environment for campers.

## GENERAL RESPONSIBILITY

- To guide and maintain order among male campers and counselors.

## SPECIFIC RESPONSIBILITY

1. Give direction and support to boys' counselors.
2. Train counselors in the art of camp counseling.
3. Work with male counselors who have homesick campers, relationship and abuse issues, bed-wetting and other needs.
4. Assign male campers to cabins at registration.
5. Curfew duty as assigned.
6. Address and help resolve security issues.
7. Co-direct all line calls, flag ceremonies and mail calls.
8. Conduct daily cabin inspections.
9. Check all cabins before noon.
10. Check on cabins just before bedtime.
11. Check non-counselor male staff's sleeping quarters once per week.
12. Collect commitment cards to give to the campfire program director.
13. Responsible for meal prayer, table dismissal and café meal clean up.
14. Serve as a member of camp administrative council.
15. Serve as a liaison between male counselors and camp administration.

## ESSENTIAL FUNCTIONS

Must have ability to withstand the physical and emotional demands of the camp program, as well as the ability to assess the needs of counselors and campers, provide solutions, maintain discipline, train and supervise counselors and work well with the camp director, program director and girl's director.

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# GIRLS DIRECTOR

## DESIRED QUALIFICATIONS

- Must have attained 21 years of age.
- Must be a responsible, mature and dependable Christian.
- Must have a love for children and a desire to work in a camp setting.
- Must be cheerful, flexible, and creative and possess ability to perform multiple tasks.
- Must possess excellent organizational skills and display good leadership qualities.
- Must have prior counseling experience at a resident camp or similar.
- Must possess current first aid and CPR certification.
- Willing to serve as a mentor to boy staff.

## RESPONSIBLE TO ASSISTANT CAMP DIRECTOR CAMP GOALS

- To provide a fun, yet disciplined, Christian environment for campers.

## GENERAL RESPONSIBILITY

- To guide and maintain order among female campers and counselors.

## SPECIFIC RESPONSIBILITY

1. Give direction and support to girls' counselors.
2. Train counselors in the art of camp counseling.
3. Work with female counselors who have homesick campers, relationship and abuse issues, bed-wetting and other needs.
4. Assign female campers to cabins at registration.
5. Curfew duty as assigned.
6. Address and help resolve security issues.
7. Co-direct all line calls, flag ceremonies and mail calls.
8. Conduct daily cabin inspections.
9. Check all cabins before noon.
10. Check on cabins just before bedtime.
11. Check non-counselor female staff's quarters once per week.
12. Collect commitment cards to give to the campfire program director.
13. Responsible for meal prayer, table dismissal and café meal clean up.
14. Serve as a member of camp administrative council.
15. Serve as a liaison between female staff members and the camp administration.

## ESSENTIAL FUNCTIONS

Must have ability to withstand the physical and emotional demands of the camp program, as well as the ability to assess the needs of counselors and campers, provide solutions, maintain discipline, train and supervise counselors and work well with the camp director, program director and boy's director

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# PROGRAM DIRECTOR

## OVERVIEW

The program coordinators are directly responsible to the Camp Director and are tasked with implementing the program schedule for each camp season.

## QUALIFICATIONS

1. Must exhibit leadership, responsibility, and maturity.
2. Previous summer camp experience is preferred.
3. Maintains a positive attitude and professional work ethic under stress situations.
4. Demonstrates a willingness to adopt the objectives and philosophy of WWAC; understanding
1. that camp is a ministry-focused environment.
5. Exhibits exceptional organizational and scheduling skills.
6. Understand the developmental needs of different age groups that attend WWAC.
7. Proven skills in creative approaches to problem solving, staff morale, and camper interactions.
8. Be a strong team player.

## DUTIES & RESPONSIBILITIES

1. Plan and organize worship teams for campers' services, Church/Sabbath morning and evening programs.
2. Oversee "Time Alone With God" every morning.
3. Co-plan, conduct, & ensure camp council.
4. Conduct Sabbath afternoon program.
5. Participate and assist with Sat night program(s) as requested.
6. Ensure assigned activity departments are meeting camp's best standards and practices.
7. Plan and implement staff social functions, working closely with the Activities Coordinator.
8. Organize and prepare inventory for programming supplies, working closely with the
1. Activities Coordinator.
9. Substitute for the boy's/girl's director on his/her day off as needed.
10. Assist the camp director with all other duties as
2. assigned.

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# COUNSELOR

## OVERVIEW

A counselor is responsible to the boy's/girl's director, and is

1. tasked with the total well-being of each camper under their supervision,
2. responsible for ministering to each camper; engaging them on a personal level that each may know Christ as their savior, and
3. working together with other staff member to achieve the goals of camp in a way that reflects our shared Christian beliefs.

## QUALIFICATIONS

1. Must exhibit responsibility, maturity, flexibility, and dependability.
2. Maintains a positive attitude and professional work ethic under stressful situations.
3. Demonstrates a willingness to adopt the objectives and philosophy of WWAC; understanding that camp is a ministry-focused environment.
4. Must have a passion for youth ministry and a willingness to share their love of Christ with others.
5. Sensitivity to different cultures, social issues, and real-world problems that affect our campers in their everyday lives.

## DUTIES & RESPONSIBILITIES

1. Supervising a cabin unit (between 4-10 campers) on a continual basis, 5 days a week.
  2. Supervising campers in the activity area you are assigned to (i.e. sports, arts & crafts, nature, et al.) teach & assist in.
  3. Helping campers maintain their general health by assisting them with food selection, personal cleanliness, avoidance of environmental hazards, and cabin clean-up.
  4. Facilitate cabin worships, and devotions.
  5. Ensuring that you and your cabin unit are on-time and on-location.
  6. Helping campers choose appropriate free time activities, and monitor campers in the camp store.
  7. Building cabin cohesiveness by encouraging friendships.
  8. Reporting all injuries, symptoms of illness, or care provided to the camp nurse & Boys/Girls Director.
  9. Assisting campers with packing and unpacking personal belongings.
  10. Using personal break-time and days off to maximize your rest and revitalization.
  11. Providing personal devotion thoughts for your fellow counselors when assigned.
  12. Working cooperatively with your boys/girls director, and other supervisory staff.
- Accept any on the job training.

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# **MEDIA COORDINATOR**

## **OVERVIEW**

The PR & media coordinator is directly responsible to the Camp Director and is tasked with ensuring that the media/sound requirements are met for each evening program, that parents have a reliable method of getting information during the session their campers attend and supervising the camp media personnel.

## **QUALIFICATIONS**

1. Must exhibit leadership, responsibility, and maturity.
2. Previous summer camp experience is preferred.
3. Maintains a positive attitude and professional work ethic under stress situations.
4. Demonstrates a willingness to adopt the objectives and philosophy of WWAC; understanding that camp is a ministry-focused environment.
5. Exhibits exceptional abilities in organization, time management, and attention to detail.
6. Proven skills in creative approaches to problem solving, staff morale, and camper interactions.
7. Maintain focus on large scale projects.
8. Be a strong team player.

## **DUTIES & RESPONSIBILITIES**

1. Plans and ensure that 'a week in review' video and slide show is produced for each session.
2. Plan and ensure that a camp promotional video is produced for the following camp season.
3. Plan and develop ways to communicate with parents what is happening at camp every day.
4. Create 'Birthday Experiences' for campers who celebrate their birthdays at camp.
5. Update the camp Facebook page to reflect the positive Christian experience campers and staff are having
6. Ensure that all camp programs are properly equipped with the proper media set-up.
7. Ensure mail delivery for line call(s) for campers and staff.
8. Reserve outstanding camp photos for the camp brochure.
9. Take photos of staff, print to display on bulletin board.

## **OTHER REQUIREMENTS**

1. Must be available for the PSR leadership training retreat.
2. Must be able to attend staff training week.
3. Must not be gone more than 10% of camp season.

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# EQUESTRIAN HEAD WRANGLER

## DESIRED QUALIFICATIONS

1. Must be at least 18 years of age.
2. Must possess at least one nationally recognized certification such as CHA or EMW.
3. Must have at least three years of experience in the equine industry instructing, training, buying or selling, professional lessons, and/or five or more years as a backyard horse owner.
4. Must possess current first aid and CPR certification.
5. Have a love for children and horses.

## RESPONSIBLE TO EQUESTRIAN DIRECTOR, BOYS & GIRLS DIRECTORS, AND CAMP DIRECTOR

## CAMP GOALS

To provide campers with the necessary skills for horseback riding, including bridling, saddling, and riding techniques, as well as to comply with state and local regulations and ACA policies in maintaining safety for campers at all times.

## GENERAL RESPONSIBILITY

Supervise and direct the total Equestrian Program, which includes but is not limited to:

- A. Facility and Equestrian Program
- B. Coordinating Equestrian Staff
- C. Equipment Care
- D. Horse Care and Health

## SPECIFIC RESPONSIBILITY

1. Instruct & assist in organizing classes
2. Assist in supervising staff for safe and efficient operation of equestrian program with a fun and educational atmosphere
3. Supervise riding activities
  - a. assume no one can ride a horse until they have demonstrated otherwise
  - b. do not allow non-staff/non-camper to ride horses without express permission of the Equestrian Director
4. Assist in supervision of health, safety, and sanitation of horses, including feeding and watering
5. Assist in management of facility, trails, and all equipment to maintain order and good condition and report needed repairs to the ranger .
6. Keep ranger and camp director informed of needs for feed, supplies, and equipment
7. Assist with Inventory of equipment and supplies at the beginning and end of the camping season
8. "Dress the Part" All wrangler staff should be in proper attire while executing the functions of camp equestrian staff
9. Support with a positive and affirming attitude the camp program, equestrian program, and other staff
10. Assist with the upkeep of records for the equestrian center

## ESSENTIAL FUNCTIONS

Must have the physical ability and stamina to work ten or more hours per day Must be able to lift 50 pounds. Have good communication skills Honesty and Integrity

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# EQUESTERIAN WRANGLER

## DESIRED QUALIFICATIONS

6. Must have completed an approved Equestrian training program.
7. Must possess current first aid and CPR certification.
8. Have a love for children and horses.

## RESPONSIBLE TO EQUESTRIAN DIRECTOR, BOYS & GIRLS DIRECTORS, AND CAMP DIRECTOR

## CAMP GOALS

To provide campers with the necessary skills for horseback riding, including bridling, saddling, and riding techniques, as well as to comply with state and local regulations and ACA policies in maintaining safety for campers at all times.

## GENERAL RESPONSIBILITY

Assist the Equestrian Head Wrangler in the supervision and directing of the total Equestrian Program, which includes but is not limited to:

- A. Facility and Equestrian Program
- B. Coordinating Equestrian Staff
- C. Equipment Care
- D. Horse Care and Health
- E. Camper Safety

## SPECIFIC RESPONSIBILITY

11. Assist in instructing and organizing classes
12. Assist in supervising staff for safe and efficient operation of equestrian program with a fun and educational atmosphere
13. Assist in supervision riding activities
  - a. assume no one can ride a horse until they have demonstrated otherwise
  - b. do not allow non-staff/non-camper to ride horses without express permission of the Equestrian Director
14. Assist in supervision of health, safety, and sanitation of horses, including feeding and watering
15. Assist in management of facility, trails, and all equipment to maintain order and good condition and report needed repairs to the ranger.
16. Assist with Inventory of equipment and supplies at the beginning and end of the camping season
17. "Dress the Part" All wrangler staff should be in proper attire while executing the functions of camp equestrian staff
18. Support with a positive and affirming attitude the camp program, equestrian program, and other staff
19. Assist with the upkeep of records for the equestrian center

## ESSENTIAL FUNCTIONS

Must have the physical ability and stamina to work ten or more hours per day. Must be able to lift 50 pounds. Have good communication skills Honesty and Integrity.

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# LIFEGUARD DIRECTOR

## LIFEGUARDS

### OVERVIEW

A lifeguard director is directly responsible to the camp director and is tasked with (1) working in the aquatics department as a lifeguard to accomplish the goals of WWAC, and (2) assisting individual leadership staff with all other duties as assigned

### QUALIFICATIONS

1. Must exhibit excellent time management skills.
2. Must be able to accomplish tasks with minimal supervision.
3. Must have a service-orientated spirit.
4. Must be able to accomplish tasks in a reasonable amount of time.
5. Must work well in cooperation with others.
6. Must be a certified lifeguard.

### DUTIES & RESPONSIBILITIES

1. Lead as a lifeguard at the Pool/lake during activity time.
2. Lead in the housekeeping & maintenance of the PSR aquatics area.
3. Be available to assist during swimming lessons.
4. Assist camp ranger in monitoring proper water chemical balance (pool)
5. Be available to perform additional skills as requested.
6. Coordinate with the ranger usage of the boat (lake)

## WATERFRONT LIFEGUARDS

### DESIRED QUALIFICATIONS

- Must possess current lifesaving, First Aid & CPR&FPR certification.
- Previous experience in overseeing swimmers and knowledge of various swimming levels.

### CAMP GOALS

- To provide a safe waterfront/pool area by enforcing safety rules and procedures.

### GENERAL RESPONSIBILITY

- Follow the proper emergency protocol,
- Organize and schedule lifeguards on duty.

### SPECIFIC RESPONSABILITIES

1. Lead in weekly swim test, allowing campers to swim according to their ability.
2. Do not leave the swim area while swimmers are in or near the water
3. Store all equipment and lock gate at the end of your shift.
4. Inform campers of swimming area (or other waterfront area) rules.
5. Remove or rope off damaged equipment and inform the camp office for maintenance.
6. Set out all necessary equipment for the day.

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# LIFEGUARDS

## POOL LIFEGUARDS

### OVERVIEW

A lifeguard is directly responsible to the pool/lake director and is tasked with (1) working in the aquatics department as a lifeguard to accomplish the goals of WWAC, and (2) assisting individual leadership staff with all other duties as assigned

### QUALIFICATIONS

1. Must exhibit excellent time management skills.
2. Must be able to accomplish tasks with minimal supervision.
3. Must have a service-orientated spirit.
4. Must be able to accomplish tasks in a reasonable amount of time.
5. Must work well in cooperation with others.
6. Must be a certified lifeguard.

### DUTIES & RESPONSIBILITIES

1. Assist as a lifeguard at the pool/lake during activity time.
2. Assist in the housekeeping & maintenance of the PSR aquatics area.
3. Be available to assist instructors during swimming lessons.
4. be available as an assistant counselor when assigned.
5. be available to perform additional skills as requested.

## WATERFRONT LIFEGUARDS

### DESIRED QUALIFICATIONS

- Must possess current lifesaving, First Aid & CPR&FPR certification.
- Previous experience in overseeing swimmers and knowledge of various swimming levels.

### CAMP GOALS

- To provide a safe waterfront/pool area by enforcing safety rules and procedures.

### GENERAL RESPONSIBILITY

- Follow the proper emergency protocol under the direction of the waterfront swimming director.
- Remain alert to swimmers at all times.

### SPECIFIC RESPONSABILITIES

1. Assist in weekly swim test, allowing campers to swim according to their ability.
2. Do not leave the swim area while swimmers are in or near the water
3. Assist in storing all equipment and lock gate at the end of your shift.
4. Inform campers of swimming area (or other waterfront area) rules.
5. Remove or rope off damaged equipment and inform the camp office for maintenance.
6. Set out all necessary equipment for the day.

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# CRAFT DIRECTOR

## OVERVIEW

The arts & crafts (A&C) instructor is directly responsible to the camp program coordinator(s) and is tasked with:

1. planning and implementing a safe, Christian activity for children,
2. caring and maintaining program equipment, and
3. working together with other staff and supervisors in other duties as assigned.

WWAC offers three different types of classes in our A&C program each summer camp season:

1. Arts & Crafts rotations. This is a very accessible program, including
2. between 3-5 different projects for campers directed at their age/skill level. There are 5 rotations.
3. Classes include ceramics, braiding, string art, leather craft, mini-mechanical catapults, duct tape, cooking, survey of crafts basket weaving, Lego design and more. Options change from year to year based on staff and experience for the craft director.

## SPECIFIC TASKS

1. Open class with prayer.
2. Start and stop each class on time
3. Take attendance each class period and maintain proper supervision throughout the class period.
4. post class rules in a prominent place.
5. Conduct safety orientation before each class.
6. Keep an up-to-date inventory
7. Keep department clean
8. Complete a daily safety check of equipment.
9. Department binder should be in activity location.
10. Ensure all rules are followed, and if not, solve disciplinary problems appropriately.
11. Make your class fun and interesting to the appropriate age group.
12. Have a 5-day lesson plan for Junior and Teen Week.
13. Work positively with other activity staff
14. Ensure that camper's projects are returned before leaving camp.
15. Report to your Boy/Girls Director instances of teasing, bullying physical roughness, and unsafe behavior.
16. Work as an assistant counselor when assigned.

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# GENERAL STAFF

A WWAC general staff member is directly responsible to the camp executive director and is tasked with:

1. Working under the Camp Director to accomplish the goals of WWAC.
2. Assisting individual leadership staff with all other duties assigned.
3. These duties include the following staff: craft staff, sports staff, lakefront staff, waterfront staff, office staff, counselors, instructors and kitchen staff.

## QUALIFICATIONS:

1. Must exhibit excellent time management skills.
2. Must be able to accomplish tasks with minimal supervision.
3. Must have a service-oriented spirit.
4. Must be able to accomplish tasks in a reasonable amount of time.
5. Must work well in cooperation with others.

## DUTIES & RESPONSIBILITIES

1. Work and assist Department Director in all areas to assure that programs are running smooth and in a timely manner.
2. Be available for temporary, hourly employment before camp begins.
3. Be available to perform additional skills as requested.

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# FOOD SERVICE

## OVERVIEW OF DUTIES AND RESPONSABILITIES

A WWAC kitchen assistant team member is directly responsible to the camp food service and is tasked with:

1. Assisting the food service director with the preparation, serving and storing of food.
2. Keeping the serving area, kitchen area, and eating area clean and safe.
3. Assisting with the storage, use and cleaning of eating utensils, plates, bowls, trays, and misc. kitchen equipment.
4. Being on time and on location inside of the cafeteria area when on duty.
5. Using break time and days off effectively, and other duties as assigned by the food service director, executive camp director, and assistant camp director

## QUALIFICATIONS

1. Must exhibit excellent time management skills.
2. Must be able to accomplish task with minimal supervision.
3. Must have a service-orientated spirit.
4. Must be able to accomplish tasks in a reasonable amount of time.
5. Must be at least 16 years of age.
6. Must work well in cooperation with others.
7. Must obtain a Food Handler's Permit.
8. Must be willing to accept on the job training.

## IMPORTANT DATES

1. Must be able to attend staff training week.
2. Must not be gone more than 15% of camp season.

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# NATURE DIRECTOR

## OVERVIEW

The nature instructor is directly responsible to the WWAC Camp Program Director and is tasked with:

- (1) planning and implementing a safe, Christian activity for children,
- (2) caring and maintaining program equipment, and
- (3) working together with other staff and supervisors in other duties as assigned.

Nature rotations: this is a very accessible program, including 5 different lessons for campers directed at their age/skill level. There are five rotations each day.

## SPECIFIC TASKS

1. Open class with prayer.
2. Start and stop each class on time.
3. Take attendance each class period and maintain proper supervision throughout the class period.
4. Post class rules in a prominent place.
5. Conduct safety orientation before each class.
6. Keep an up-to-date inventory.
7. Keep department clean.
8. Complete a daily safety check of equipment.
9. Department binder should be in activity location.
10. Ensure all rules are followed, and if not, solve disciplinary problems appropriately.
11. Make your class fun and interesting to the appropriate age group.
12. 3-5 creative lessons to use for rotations.
13. A 5-day lesson plan for Junior & teen camp class
14. Prepare a 'nature nugget' for camp council.
15. Work positively with other activity staff.
16. Ensure that teen campers have a take-home project that is completed during their lessons.
17. Report to your supervisor instances of teasing, bullying, physical roughness, and unsafe behavior
18. Work as an assistant counselor when assigned.

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## **HOUSEKEEPING**

### **OVERVIEW**

A WWAC housekeeping team member is directly responsible to the Camp Director and is tasked with: (1) being responsible for the camp laundry and laundry services for extended campers, (2) assisting with the cleaning of camp restrooms, common areas, and guest areas (3) maintaining an adequate inventory of cleaning supplies and storing those items under lock & key, (4) assisting individual leadership staff with all other duties as assigned.

### **QUALIFICATIONS**

1. Must exhibit excellent time management skills.
2. Must be able to accomplish tasks with minimal supervision.
3. Must have a service-orientated spirit.
4. Must be able to accomplish tasks in a reasonable amount of time.
5. Must work well in cooperation with others.

### **DUTIES & RESPONSIBILITIES**

1. Prepare a time schedule for camp personnel to bring personal items to the laundry area. This service is determined on as-needed basis with permission from the camp director.
2. Wash extended camper laundry within a reasonable time frame.
3. Wash soiled clothing, sleeping bags, and other personal effects of campers at the request of the village coordinator(s).
4. Maintain camp restrooms, common areas, guest areas, and laundry room.
5. Make sure that access to cleaning supplies is limited and controlled.
6. Collect lost & found items, redirecting expensive & reusable items (i.e. sleeping bags, jackets, electronics, etc...) to the main office.

### **IMPORTANT DATES**

1. Must be able to attend staff training week.
2. Must not be gone more than 15% of camp season

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## MAINTENANCE OVERVIEW

A WWC maintenance team member is directly responsible to the camp director and is tasked with:

1. To proper care of camp equipment.
2. Ensure the proper disposal of refuse from collection locations.
3. Proper dispensing of water to camp activity locations.
4. Working under the director of year-round camp staff members to accomplish the goals of WWAC.
5. Assisting individual leadership staff with all other duties as assigned.

### QUALIFICATIONS

1. Must exhibit excellent time management skills.
2. Must be able to accomplish tasks with minimal supervision.
3. Must have a service-orientated spirit.
4. Must be able to accomplish tasks in a reasonable amount of time.
5. Must work well in cooperation with others.

### DUTIES & RESPONSABILITIES

Work through the WWAC maintenance checklist below on a daily basis, being accepting of disruptions to that schedule as the day progresses.

1. Sunday 'Gorilla Crew' member, assisting with the loading, relocating, and unloading of camper luggage in the morning and afternoon.
2. Set-up welcome signs, luggage drop off signs, and tarps for registration. Also, collecting and storing those sign before evening campfire program.
3. Assisting with camp clean-up & trash collection on a week/special weekend schedule.
4. Dispensing water twice a day to the various camp activities.
5. Assisting the program & activities coordinators with campfire/program set-up.
6. Performing a nightly security patrol on an as needed basis.
7. Conducting maintenance rounds with year-round staff.
8. All other duties as assigned by leadership staff.
9. Be willing and able to function as a cabin co-counselor and provide breaks for counseling staff.

### IMPORTANT DATES

1. Must be able to attend staff training week.
2. Must not be gone more than 15% of camp season

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