

CAMP SWATARA
PROGRAM FLEX STAFF - JOB DESCRIPTION

POSITION: Program Flex Staff

PURPOSE: To assist the following departments in seasonal operations: Campground, Program, As Assigned

GENERAL POSITION DESCRIPTION: This is a seasonal position lasting from approximately Memorial Day through Labor Day, with the potential for flexibility in start and end dates, depending on Camp Swatara needs and staff member availability. Camp Swatara utilizes staff for waterfront and general programming, store staffing, and kitchen help from May through October. This position would include multi-role functionality. Benefits include either hourly or salaried wage, as well as optional room and board (Memorial Day through Labor Day), if desired.

RESPONSIBLE TO: Program Experiences Manager

REPORTABLE TO: Program Admin, Family Campground, Housekeeping, Kitchen, and Building and Grounds Managers

ACCOUNTABLE TO: Executive Director, Other Supervisory Staff, Board of Trustees, and Camp Guests

QUALIFICATIONS:

1. Committed Christian with a willingness to accept the values of the Church of the Brethren.
2. Skills, training, and/or experience in hospitality, small group leadership, supervising, & customer service
3. Strong computer and technology skills including word processing, database management skills, email, and web-based research.
4. Training and/or experience in leading small groups, families, children, and staff in experiences & activities
5. Interest in serving in a Christian camp setting. Camp experience is preferred.
6. Personable style and skills in relating to staff, guests, and campers.
7. At least 18 years of age.
8. Acceptance of Program Assistant Responsibilities and Camp Swatara's Personnel Policies.

RESPONSIBILITIES:

1. General
 - a. Recognize role and responsibilities as part of the overall mission and ministry of Camp Swatara, the Church of the Brethren, and the ongoing work of Jesus Christ.
 - b. Exhibit a spirit of cooperation, flexibility, and commitment to the team relationship with other camp staff.
 - c. Create and foster an atmosphere of friendliness and hospitality to ensure an enjoyable experience for staff, campers, parents, and guests.
 - d. Resident Assistant (dependent upon age and competency of that week of camp)
 - e. Assist in Kitchen, Housekeeping, and/or Buildings and Grounds as needed and assigned

2. Programs
 - a. Assist in the planning, preparation, and execution of weekend, including some summer programming:
 - i. Nature/Arts teachers as needed
 - ii. Garden maintenance (weed, water, compost)
 - iii. Resource staff as needed
 - iv. Themes, schedules, structures, and content – creating to facilitating
 - v. Coordination and communication with families (campers/parents) & staff
 - vi. Prepare the site and supplies/equipment for assigned programs
 - vii. Train & direct staff as assigned
3. Family Camping Center – primarily weekends – Friday thru Sunday w/ some Thursdays and Mondays
 - a. Plan and facilitate weekend youth and family programming as assigned
 - b. Operate and facilitate the Camp Swatara Challenge Courses
 - c. Operate and guard boating at the lake
 - d. Plan and participate in Sunday services
 - e. Provide Store coverage, as assigned and after primary programmatic responsibilities are fulfilled, either in an emergency or on edges of the season, outside of Summer Camp
4. Standards, Regulations, and Policies
 - a. Implement applicable American Camp Association accreditation standards.
 - b. Abide by all state and local health department regulations.
 - c. Follow and enforce all camp policies and procedures.
5. Attend weekly staff meetings as available and applicable.
6. Participate in an end of season review and evaluation with the Executive Director
7. Assist in other areas of camp operation that may arise, like Food Service, for the ministry of Camp Swatara.

Updated: Fall 2023