



*...a Premier Christian  
Camp and Retreat Center*  
887 Jumonville Rd., Hopwood, PA 15445  
(724) 439-4912 phone (724) 439-1415 fax

## SUMMER STAFF

### Tentative Positions Available

---

The following is a summary of the positions that may be available for this summer's staff. Specific positions will be structured as time changes and needs become apparent.

#### **Lifeguard (2):**

This position requires certified lifeguards who will be responsible for pool maintenance and camper safety in the pool area. Work is under the supervision of the Director of Program Services. Swimming lessons and pool games in progression will be given as requested to both camp groups as well as the general public. WSI certification is not necessary, but highly desirable.

#### **Snack Shop Workers (2):**

This position requires the ordering of supplies and equipment necessary for the pleasant and efficient operation of the Snack Shop. Workers are responsible to maintain cleanliness, keep a regular inventory, as well as taking care of daily camper e-mail and maintaining a pleasant atmosphere in the snack shop. They work in cooperation with and under the supervision of the Director of Program Services.

#### **Multi-Purpose Floater (1):**

These people "float" between the pool, office, and the snack shop helping in the area most needed including filling in for snack shop workers or lifeguards on their days off. You must have current lifesaving certification to qualify. WSI certification is not necessary, but highly desirable. These people also work under the supervision of the Director of Program Services.

#### **Business Manager/Truck Driver (1):**

This person is responsible for town runs. Duties include driving cargo vans, pick-up trucks, and both full size and mini passenger vans. He/she is responsible to the Food Service Supervisor for picking up needed supplies, and the Maintenance Supervisor for hauling garbage. This person also works closely with the Office Manager picking up items from town that are needed by individual camp deans, running errands, building campfires. *It is extremely helpful for this person to be over 21 years of age for insurance reasons.* This person also acts as an assistant to the President, Office Manager, and the Director of Program Services and is directly responsible to each of them. He/she primarily serves as a liaison between camp Deans and Jumonville staff to make arrangements for equipment, materials, and services needed for the proper and efficient operation of the program.

#### **Audio/Video and Internet Staff - (2):**

This position is responsible for coordinating digital photographs of the various camp groups in action throughout the week & also for maintaining and daily updating the Jumonville web site. These persons develop weekly CDs using pictures of campers taken during activities of that past week. Copies of the CDs are made available for sale to campers. This group is also responsible for coordinating the A/V needs of the camps in session. This is a high pressure job and the persons holding it must be able to perform under pressure & deadlines and be able to work well together.

#### **Health Care/EMT (1):**

This position requires a certified person who will be responsible to the Camp Nurse. Basic First Aid and medication distribution are key parts of this job. Will be on call in the evenings.

#### **Kitchen/Dining Room/Dishroom Staff (6):**

People in this position are responsible to the Food Service Supervisor to help with food, dish room, & dining room procedures. This position requires cleanliness and sanitation standards be maintained in the dining room, dish room, restrooms, and kitchen. Will also provide assistance in other areas as needed.

#### **Cookout/Snack Person (2):**

These people are responsible to the Food Service Supervisor to prepare supplies for cookouts and snacks, to instruct campers and counselors in cookout and clean-up procedures and to personally supervise the handing out of supplies and receiving returned equipment to the cookout room. They will be asked to assist in other areas when needed, and as his/her duties allow.

**Songleader(1):**

This person will have the music ministry in the dining hall. This person should be able to lead group games, Bible Study, campfires, singing, nature activities, historical hikes & presentations, Challenge/Ropes Course activities, and any other activities that need assistance. They work in cooperation with and under the supervision of the Director of Program Services.

**Ropes Course Supervisor (1): *Must be at least 21 years of age***

This person will have as their primary responsibility assisting the camp deans and counselors with all Challenge/Ropes Course and Adventure Center related activities. They will be in charge of building and making necessary repairs to the High and Low Elements Challenge Ropes Course as well as the Adventure Center. Checking in and out adventure and challenge/ropes course equipment will also be part of this person's portfolio. This person will also lend assistance to the Director of Program Services with any other activities that need assistance.

**Adventure Staff (2): *Must be at least 18 years of age***

This position will have as their primary responsibility the actual hands on leadership of our Program groups and camps. Training will be provided in all disciplines of adventure programming. Maintenance and inventories of equipment will also be required. These persons will follow schedules as set up by the Ropes Course Supervisor in conjunction with the Director of Program Services.

**Adventure/Multi-Media Floater (1): *Must be at least 18 years of age***

This person is responsible for floating between and supporting the various positions of Audio/Video & Internet Staff and Ropes Course Supervisor. The work they do will vary from day to day and week to week depending on the area of greatest need. They must have skills in each of the areas of the individual position descriptions.

**HOPE Camp Program Counselors (6): *Must be at least 18 years of age***

These people are responsible to the Director of Program Services. Primary work will be with a specialized clientele (mainly at-risk children through ages 17). Events are 5 days in length with debriefing meetings and paperwork due at the close of each event.

**Program Staff Cabin Counselors (8): *Must be at least 18 years of age***

These people are responsible to the Director of Program Services. Primary work as cabin counselors in the regular summer camping program. They help lead Bible Studies & song leading and games and are considered as resource leaders in their program events.