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Camp Director

Qualifications

Must enjoy ministering to Youth grades 5 through college, and beyond. Must have most of the following skill set

- Strong Bible study skills and devotional life practices
- Effective preaching and teaching skills
- Ability to lead and motivate adult leaders
- Experience in facilitating committees and board meetings
- Strong organizational, management, and event-planning skills
- Must enjoy teamwork, office work, weekend work in regard to one's youth ministry calling

Bachelor's degree required

Master's Degree in Ministry (MDiv or MA) preferred

Ordained or commissioned minister in the Seventh-day Adventist Church preferred

Supervisors

OC Administrative Council

OC VP for Administration

OC Youth Director

Big Lake Management Committee

Subordinates

All Big Lake staff

Tasks

Serve as the Associate Youth Director for the Oregon Conference of Seventh-day Adventists

Serve as the Big Lake Youth Camp Director and be responsible for the summer camp ministry as well as its year-round management

During the summer months, full-time presence and attention is given to the operation of Big Lake Youth Camp

Work with the Youth Director, department/camp staff, and the Big Lake Management Committee to facilitate the operations of Big Lake Youth Camp which include but are not limited to

- Supervise year-round camp staff
- Facilitate strategic planning and facility development
- Manage year-round budget
- Meet all government agencies' compliance issues
- Market and promote BLYC to the general public

Direct summer camp ministry that takes place each summer. Jobs include

- Interview, hire, and supervise 80 staff to carry out the program
- Plan and implement staff training, certifications, accreditations
- Live at camp from mid-June through August to keep it operating smoothly

Keep everything ministry-focused and gospel-centered

All CADCO

Qualifications

Ability to lead and motivate in a positive and professional manner
Organizational and administrative abilities
Ability to hold others accountable to Camp's culture, image, and goals
Previous experience at Big Lake Youth Camp
At least 18 years of age
Viewed as a leader by peers, as seen in end of summer evaluations

Supervisors

Camp Director

Tasks

Arrange days off for your department
Assist director with pre-camp orientation and training
Assist in the maintaining of ACA accreditation
Take compassionate and decisive steps to deal with negativity
Check in with subordinates regularly to encourage and monitor their successes
Communicate expectations to staff often and well
Conduct weekly reviews to maintain unified vision and/or seek improvement
Consult with Director to suggest improvements of activities and staff experience
Give all ideas a hearing and opportunity for success but remember – you are in charge
Monitor accountability to camp policies within your department
Serve as advisor to camp director in all camp programs
Support overall camp program as needs may dictate and in consultation with camp director

Results

Inspire the trust of your team and extend trust to your team
Achieve your personal goals and encourage your team to achieve theirs
95% positive reviews on evaluations

Art Director, Sports Director

Qualifications

Leadership and administrative abilities
Previous experience at Big Lake
Organizational and people skills
A commitment to following Jesus and building people

Supervisors

Camp Director, Program Division Director

Tasks

To facilitate land activities and their instructors. Activities should include fun and adventure, second level learning, enrichment of relationships, and spiritual values
Consult with director to suggest improvements of activities and staff experience
Supervise and assess the competency of instructors and specialists
Monitor each instructor's curriculum and personal goals for growth
Be available for instructor support
Check in with instructors weekly for coaching and share notes with Director
Work with Sports/Basketball Instructor to coordinate Friday afternoon Olympics and assign staff as needed
Distribute awards as needed to all instructors each week. Work with purchaser and business mgr. to order new awards as needed
Work with Director and CADCO in coordinating class closure/award/promotion activities for Sabbath
Monitor accountability to camp policies within your department
Arrange days off for your department
Be camp PR specialist on Sundays greeting guests and helping things run smoothly
Support overall camp program as needs may dictate and in consultation with Director

Results

Inspire the trust of your team and extend trust to your team
Camper evaluations stating that they love their instructors
Campers who report that they learned and had fun
That instructors will show improvement throughout the summer
That you will meet personal goals and encourage team to meet goals

Associate Camp Director

Qualifications

Must enjoy ministering to Youth grades 5 through college, and beyond. Must have most of the following skill set

- Leadership and administrative talents
- Ability to take responsibility for administration of camp in absence of the camp director
- Passion for kids and camp ministry
- Desire and ability to build people
- At least 24 years of age

Supervisors

Camp Director

Tasks

Coordinate areas of administration or program as assigned by the camp director

Be responsible for camp in absence of director as assigned. Never be away from camp when the camp director is gone

Assist in the training and orientation of staff members each new season

Meet periodically with staff members individually to determine their level of job satisfaction and to offer and accept suggestions for improvement. Discuss these meetings with the director. Pay particular attention to counselors

Co-organize with the director a Wednesday evening staff praise meeting

Be available for counseling camp staff

Make it a point to become well acquainted with as many campers as time permits in order to ascertain campers' needs and problems

Supervise the process of camper evaluation and decision forms, mailing timely letters to Pastors. Collect weekly stats for Sunday AM staff meetings and summer ending reports

Work with Portland Office Manager to send out parent evaluations within a one month window

Camp ambassador at all times, helping to market and recruit camp throughout Oregon

On-site RAD Director

Work with camp director to carry out staff performance evaluation process

Coordinate morning staff worships

Coordinate transportation for on-site RAD camps with Camp Ranger

Work with activities director in coordinating the class closure/award activities on Sabbath

To support overall camp program as needs may dictate and in consultation with camp director

Results

Inspire the trust of staff and extend trust as appropriate

Growing staff – affirmed for successes and aware of areas of improvement

Effective evaluation process – relevant info from campers and parents

That you will meet your personal goals for the summer

That enthusiasm for camp will increase among campers and staff

Boys' Village Director

Qualifications

Leadership, organizational, and administrative abilities
Previous counseling experience at Big Lake Youth Camp
Ability to guide, direct and supervise campers and counselors
An understanding of relational ministry

Supervisors

Camp Director, Counselor Division Director

Tasks

Assist director with pre-camp orientation and training
Make cabin assignments for counselors and campers
Greet staff and help them get located
Assist with Sunday registration by planning cabin assignment for each camper
Schedule counselors' day off and assign substitutes – set up schedule for counselor relief
Require counselors' knowledge of campers' whereabouts at all times
Take record at all line calls
Offer suggestions to counselors for special cabin activities or program features
Serve as advisor to camp director in all camp programs
Counsel with staff and campers on problem situations. Model great counseling skills
Check out and approve early departures for campers with nurse, office, and director
Coordinate and supervise the camp council program for each morning
Ring the bell and conduct each line call, mail call, and lost and found calls
Be concerned with protecting the "larger whole" -- deal with the "one percent" that disrupts Big Lake's positive attitude
Cleanliness & safety inspectors (see "Cleanliness & Safety Inspectors" job description)
To support overall camp program as needed in consultation with camp director
Make needed phone calls to parents, keeping them in the loop about how things are going
Check in with counselors regularly to encourage and monitor their successes
Train counselors and monitor potential bullying activity carefully, intervening quickly
Guy's Director – specifics
Coordinate and collect camper evaluation forms each week and tally results. Give results to Associate Director by Sunday AM staff meeting. Place copy in camper evaluation file in office.
Coordinate and collect camper decision forms each week and tally results. Give results to Associate Director by Sunday AM staff meeting. Place copy in camper decision file in office
Sort decision forms from previous week and mail to appropriate Pastor in a timely fashion

Results

Inspire the trust of your team, campers, parents, and extend trust as appropriate
90% of campers reporting that they had an awesome week
No significant bullying incidents
Healthy counselors loving their jobs

Business Manager (Camp)

Qualifications

Understanding of business management and supervision.

Leadership Skills

Book-keeping skills

Pride in representing Big Lake

Supervisors

Camp Director, Associate Camp Director

Tasks

Coordinate between Gladstone and Big Lake offices to keep the books of Big Lake Youth Camp and maintain a balanced budget

Keep record of all purchase orders and check requests

Reimburse staff expenditures as approved by director

Work with store manager to see that:

Offering records have been recorded and balanced

Store account refund notices are sent home with each camper

Staff charges are up to date and paid in full prior to staff leaving for the summer

Inventories are kept and ready to be submitted at end of year

Inventories are maintained, supplies ordered and paid for

Collect the following incomes and prepare for deposit:

- registration income
- store sales income
- offering income
- guest meal and misc. donation income

Coordinate ACA preparation (as needed) staying alert to what needs to be done and when

Be available to contribute in additional ways as requested by Camp Director

Results

Inspire the trust of staff and co-workers

Weekly reconciled books with understanding of where money is going and why

Staying within budget

Campfire Director

Qualifications

Leadership and administrative abilities
Previous Experience at Big Lake Youth Camp
Organizational and people skills
Experience in writing plays, directing plays, acting, and stage-managing
Ability to see and address areas of improvement – assess and solve
Ability to hold participants accountable to over-all goals of Campfire program

Supervisors

Camp Director, Program Division Director

Tasks

Maintain control over the campfire production to give it adequate purpose and intent
Give all ideas a hearing and opportunity for success but remember – you're in charge
Coordinate play directors in the selection of cast, rehearsals, and production of CF plays
Work with Camp Director/Associate and drama instructor to organize "try-outs" during training
Oversee nightly campfire program, preparation of running sheets, and timeliness
Work with CF committees and Camp Director/Associate to insure that CF continues to improve throughout the summer and that each performance is fresh and enthusiastic
Oversee/Delegate all aspects of campfire program
Weekly reviews with directors, primary participants, Director, and props and costumes coordinator/s to seek improvement & insure all details are being covered
Create/Select/Manage music and sound f/x and lighting for plays & events with aid of event leaders.
Create music and light queues for light & sound crew to easily follow
Lead sound and light team and arrange for training if needed
Incorporate prayer and campfire goals into every rehearsal and performance
Coordinate and preview all campfire performances – particularly Saturday night
Direct requests for equipment or supplies to camp director and purchaser
Coordinate special needs for campfire (i.e. video for special events, special guest needs, etc.)
Coordinate end of summer celebrations/awards for plays

Results

Inspire the trust of your team and extend trust to your team
70% of camper evaluations that state campfire is their favorite part of camp.
Campfire will be new and fresh each week
Plays will successfully teach the intended lesson each night
News will be presented professionally and be enjoyed by campers
Challenge will find fun, creative, achievable games to do

Campfire goals

Communicate the love of Jesus in a compelling, energetic, and interactive way - always being sensitive to the age and background of your audience
Have every portion of the event supported with prayer and understanding of purpose
Keep the professional and positive image of Big Lake evident at all times
Each part of campfire performance will be above reproach

Food Service Director

Qualifications

Previous experience in feeding large groups
Leadership and administrative ability
Organizational, supervisory and people skills
Current Food Handler's Permit
At least 21 years of age
Ability to create and maintain a pleasant dining atmosphere

Supervisors

Camp Director, Support Division Director

Tasks

Provide 3 nutritionally balanced, tasty meals each day for campers and staff
Order food supplies
Plan menu for approval by camp director
Supervise preparation and serving of meals and banquets
Supervise kitchen assistants, including scheduling days off and special requests
Maintain a clean and safe kitchen and storage rooms
Work closely with camp director to contain costs
Keep record with invoices of items to be billed outside of SYSCO contract
Hold weekly kitchen staff meetings (affirm workers and discuss areas needing improvement)
Communicate expectations to staff often and well, i.e. staff must understand their role and their daily tasks
Keep daily records of refrigeration and dishwasher temperatures
Assist in food prep for other staff activities – such as praise meetings, family fun day, Super Sunday, Staff retreat
Oversee the preparation of sack lunches for groups going away from camp for the day
Work with RAD Director to prepare food for off-site trips
Maintain kitchen operations in accordance with ODH and ACA standards
Develop a shift system for kitchen workers
Accommodate special dietary needs as possible
Assist PCT hikers and guests in knowing how to get food
Smile a lot, affirm people, be gracious

Results

Inspire the trust of your team and extend trust as appropriate
Camper reports that they love the food
No food borne illnesses
A cheerful atmosphere in the kitchen
Affirmations given freely

Facility Manager

Qualifications

Have the ability to provide maintenance in areas of plumbing, electricity, janitorial service, construction and mechanics

Be able to supervise a work crew

Be capable of overseeing the purchase and stocking of general supplies

Ability to lead crews in a positive and friendly manner

At least 24 years of age

Supervisors

Camp Director

Tasks

Keep the grounds and roads in good condition.

Make periodic inspections of all camp facilities assessing needs and addressing them.

Clean and maintain shop and equipment.

Maintain and repair all buildings and equipment as needed. Including the development of a service and maintenance schedule.

Arrange and monitor the activities of outside contractors as needed.

Plan a regular routine of work for maintenance personnel. This should include daily checking and servicing of restrooms.

Instruct counselors on how to clean restrooms and make sure all necessary tools, supplies and equipment are available.

Post facility cleaning and kitchen processes as required by ACA.

Order all necessary gasoline and propane and keep on record how much is used.

Initiate and supervise regular maintenance of all camp vehicles.

Provide an adequate, healthy water supply. Test water regularly and keep a record.

Assemble and maintain blueprints or charts showing location of all utilities, sanitation lines and cut-off points.

Keep food storage areas free from rodents and vermin.

Assume the duties of fire chief during fire emergencies.

Make purchases as authorized. Be budget conscious.

Maintain and update inventories camp and equipment.

Act as purchasing agent as needed. (See purchaser job description)

Oversee and organize staff work-assignments.

To support overall camp program as needs may dictate and in consultation with camp director.

Results

Inspire the trust of your team and extend trust as appropriate

Smooth running operation

Reports in evaluations that are positive about facility and cleanliness

Making "progress" during summer – not just maintaining

Staying within budget

Girls' Village Director

Qualifications

Leadership, organizational, and administrative abilities
Previous counseling experience at Big Lake Youth Camp
Ability to guide, direct and supervise campers and counselors
An understanding of relational ministry

Supervisors

Camp Director, Counselor Division Director

Tasks

Assist director with pre-camp orientation and training
Make cabin assignments for counselors and campers
Greet staff and help them get located
Assist with Sunday registration by planning cabin assignment for each camper
Schedule counselors' day off and assign substitutes – set up schedule for counselor relief
Require counselors' knowledge of campers' whereabouts at all times
Take record at all line calls
Offer suggestions to counselors for special cabin activities or program features
Serve as advisor to camp director in all camp programs
Counsel with staff and campers on problem situations. Model great counseling skills.
Check out and approve early departures for campers with nurse, office, and director
Coordinate and supervise the camp council program for each morning
Ring the bell and conduct each line call, mail call, and lost and found calls
Be concerned with protecting the "larger whole" -- deal with the "one percent" that disrupts Big Lake's positive attitude
Cleanliness & safety inspectors (see "Cleanliness & Safety Inspectors" job description)
To support overall camp program as needed in consultation with camp director
Make needed phone calls to parents, keeping them in the loop about how things are going
Check in with counselors regularly to encourage and monitor their successes
Train counselors and monitor potential bullying activity carefully, intervening quickly
Girl's Director – specifics
Coordinate cabin check each day. Utilize village directors, asst. secretary, staff subs
Plan and coordinate staff banquet with banquet committee

Results

Inspire the trust of your team, campers, parents, and extend trust as appropriate
90% of campers reporting that they had an awesome week
No significant bullying incidents
Healthy counselors loving their jobs

Head Wrangler

Qualifications

Knowledge of horses

Previous experience or training in riding and care

Supervisors

Camp Director, Program Division Director, Horsemanship Director

Tasks

Understand daily lesson plans to be used in teaching classes

Teach horsemanship classes each morning

Maintain health and safety of horses

Feed and water horses

Maintain clean corral and arena

Maintain equipment in good condition

Head Wrangler approval must be given for any staff trail rides

Deliver all items left in your area to Lost & Found daily

Maintain a Christian atmosphere at the corral

Support and participate in overall camp program to the best of your ability

Work with a positive attitude at all times

Results

Over 90% of campers will report that they had fun

You will have connected specially with at least 5 campers each week

There will be no injuries of significance

Campers will have achieved their personal goals

You will have taught campers second level lessons each week

Campers will know who you are because you treated them great

Headquarters Director

Qualifications

Leadership, organizational, and administrative abilities
Previous experience in HQ at Big Lake Youth Camp
Ability to represent Big Lake professionally and relate to people well
Ability to recognize excellence and areas needing improvement
A commitment to following Jesus and building people

Supervisors

Camp Director, Portland Office Manager, Support Division Director

Tasks

Supervise Office, Laundry, Guest Relations and Store operations maintaining a clean professional atmosphere and building a positive team spirit
Maintain close contact with registration operation of camp assuring accuracy in all areas – store money, luggage handling, money collection, registration, and lost and found
Develop a purchasing list each week with Director, Ranger, and Business Manager
Handle all sign-out forms. Minor staff, vehicle, guests etc...
Supervise Lost and Found process and assist as needed
Supervise guest relations process and assist as needed
Work with guest relations specialist and administration to identify greeters for Sabbath and coordinate Sabbath guest relations (parking lot reception, printed program, lunch arrangements and orientation of guests coming for camper baptisms)
Balance camper store accounts weekly and work with business manager to refund of store money to campers
Maintain a locked, secure store when not open
Prepare and distribute offering sheets to counselors during Sabbath program each week
Water and maintain flower pots around HQ
Direct requests for equipment and supplies to the director or business manager
Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
To support overall camp program as needs may dictate in consultation with camp director

Results

Happy campers and families
Accurate bookkeeping
Inspire the trust of your team and extend trust to your team
Evaluations that say the registration process was great

Horsemanship Director

Qualifications

CHA Certification

Previous experience and training in riding and care

Ability to patiently communicate and demonstrate proper horsemanship skills

Capacity for individualized attention

Leadership and organizational ability

A commitment to building people through interaction with horses

At least 21 years of age

Supervisors

Camp Director

Tasks

Develop daily lesson plans to be used in teaching classes

Coordinate and implement plan for horse rides during rotations

Maintain health and safety of horses. Including feed, meds, farrier care

Maintain and repair equipment, tack, corral, and keep arena in good condition

Direct requests for equipment and supplies to the director

Maintain a strict safety program for riders. Make sure all staff and campers wear helmets, appropriate clothing and footwear while riding horses

Develop a program of teaching which will enable those participating to understand and care about horses

Be able to care for the basic needs of horses

Build basic skills in how to ride and handle a horse in a safe and satisfying manner

Maintain a Christian atmosphere at the corral

Supervise and coach the Head Wrangler and the Wrangling team

Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season

To find winter homes for the horses until the next camping season

Arrange transportation of horses to and from camp each season

To support overall camp program as needs may dictate in consultation with camp director

Results

That over 90% of your campers will report that they had fun

That your team will have achieved their goals for the summer

No significant injuries

Healthy, happy, good spirited horses at the end of the summer

Stay within the horsemanship budget

Homes found for next winter

Mall Supervisor

Qualifications

Ability to work with money and records
Ability to creatively market and purchase items
Creative management and training of staff
Food Handler's Permit

Supervisors

Camp Director

Responsibilities

Develop and maintain a manual for the store operating system
Ensure that inventory is thoroughly completed
Order store merchandise before camp begins
Rotate and display merchandise attractively and strategically
Maintain a clean, well-stocked store
Maintain accurate records of camper and staff accounts
Report staff account charges to the Portland office by Super Sunday and after bonus weeks
Balance store account weekly
Ensure that store accounts are totaled and provided to the office by Friday afternoon
Ensure that offerings are deducted from camper accounts in a timely manner
Ensure that store funds are transferred to the camper's Ultra Camp account at the end of the week
Supervise and train store workers
Develop creative marketing strategies to boost sales
Ensure that snack shop supplies are ordered by working with Food Service Director and Purchaser
Assist in supervision of the snack shop attendants
Direct requests for equipment and supplies to the business manager or director
Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
Work with HQ director and director to plan creative ways of marketing, special promotions, and/or sales.
Support overall camp program to the best of your ability

Results

Inspire the trust of your team and extend trust to them
Well stocked shelves at the times we need them
Pleasing store experience for everyone
Profits of over \$50,000

Office/Business Manager (Gladstone)

Qualifications

Keyboarding skills
Filing skills
Bookkeeping skills
A cheerful, positive disposition
Knowledge of Big Lake registration process
Ability to work with people
Computer, internet, website, design skills
Organizational and detail driven

Supervisors

Camp Director

Tasks

Coordinate application and registration process from Portland office and assist in training Big Lake Camp staff
Do word processing as needed for the camp director
Maintain a clean office
Take all incoming phone calls in a professional manner
Project a cheerful, positive attitude when answering phone and dealing with customers. Returning phone calls and serving customers is always priority
Handle registration of campers in Portland on Sunday
Maintain office in professional and businesslike manner
Prepare summer scholarships and salary for all staff (applications, contracts, employment paperwork, and scholarship cash and earnings information for treasury
Purchase/pick up supplies as needed and have delivered to camp
Keep in regular contact with the camp director
Have office mail delivered to camp weekly
Assist in the maintaining of ACA accreditation
Monitor and promote camp on social media
Keep website accurate and current
Carry out all communication with parents in advance of camp and evaluations post-camp
Assist in the keeping of records, filing of photos, and development of promotional materials
Be available to assist with Youth Ministry needs as needed

Results

Inspire trust in parents and staff
Registration processes running smoothly
Camp full of happy campers and parents
Camper numbers and satisfaction on a steady increase
More participants in social media

Program Division Director

Qualifications

Leadership and administrative abilities
Previous experience at Big Lake
Organizational and people skills
A commitment to following Jesus and building people

Supervisors

Camp Director

Tasks

To facilitate a camp program that operates clearly, fairly, fosters team, and maximizes the abilities and talents of all.
Consult with Director to suggest improvements of staff experience
Oversee and supervise efficiency in all areas of camp programming
Plan rotation schedules for cabins each week
Set up staff sub schedules, day-off subs, softball subs, campfire subs, Sabbath subs
Coordinate a rainy day program during inclement weather. Implement when needed. Make the call in consultation with Director.
Record attendance at staff worship, capture the flag, and campfire. Work with Department Directors to address tardiness and absences.
Assign staff sub duties as needed around camp
Coordinate Sunday Registration assignments
Assist Department Directors with enforcement of camp accountability policies
Keep scheduling materials on file
Use PA system to announce camp programs in a professional manner
Monitor line-calls and meal-times to facilitate efficiency and timeliness
Host and plan SIT, CIT, WIT activities in consultation with department heads
Coordinate volunteer orientation on a weekly basis
Assist on-site RAD camps with scheduling, physicals, lunches and general logistics
Support overall camp program as needed in consultation with camp director

Results

Inspire the trust of staff and extend trust to them
Staff who are held accountable with fairness and appropriate mercy
Staff who are nurtured in using good judgment at all times
That you will meet your personal goals each week and for the summer
Schedules and flow of program will be excellent

RAD Camp Director

Qualifications

At least 21 years of age
Leadership, organizational and administrative abilities
Experience in camping and outdoor skills
A passion for Christ and His Kids
An understanding of relational ministry
Any and all outdoor leadership training certifications are a bonus! (i.e. high ropes rescue, swift water rescue, LNT training, WFR, etc...)

Supervisors

Camp Director, Counselor Division Director

Tasks

Represent the conference, the camp and the camp director well at all times
Organize the off-site RAD Camps according to ACA Trip Camping or Travel Camping Guidelines
Be financially responsible for RAD Camp budgets
Discuss volunteer staff positions for approval from camp director before any volunteer contacts are made
Make it a point to become well acquainted with as many campers as possible to ascertain camper's needs, problems and overall satisfaction
Organize a strong spiritual emphasis
Communicate every other day with camp director while away regarding RAD activities
Review each week's camp with RAD team and make appropriate adjustments to improve
Maintain thorough records for each camp to pass on to future RAD Camp directors
Utilize a pre-camp checklist to insure that all details are accounted for at time of departure
Facilitate group process with staff whenever possible and to have fun!
Direct requests for equipment or supplies to camp director and business manager
Greet RAD campers especially upon arrival
Work to make the weekend return of RAD campers a positive experience
Work with kitchen in advance to order food and have supplies prepared in advance
Get each week's RAD cabin photos and website reports to camp in a timely manner
Prepare a memory photo disk for campers each week
Support overall camp program as needs may dictate in consultation with camp director

Results

Inspire trust of staff, parents, volunteers, and campers and extend it as appropriate
Make RAD camps uniquely fun
Encourage RAD campers to return in future summers
Have 60% of campers re/commit lives to Jesus
Achieve your personal goals and encourage your team to achieve theirs.

Ranger

Qualifications

Have the ability to provide maintenance in areas of plumbing, electricity, janitorial service, construction and mechanics

Be able to supervise a work crew

Be capable of overseeing the purchase and stocking of general supplies

Ability to lead crews in a positive and friendly manner

At least 24 years of age

Supervisors

Camp Director

Tasks

Keep the grounds and roads in good condition.

Make periodic inspections of all camp facilities assessing needs and addressing them.

Clean and maintain shop and equipment.

Maintain and repair all buildings and equipment as needed. Including the development of a service and maintenance schedule.

Arrange and monitor the activities of outside contractors as needed.

Plan a regular routine of work for maintenance personnel. This should include daily checking and servicing of restrooms.

Instruct counselors on how to clean restrooms and make sure all necessary tools, supplies and equipment are available.

Post facility cleaning and kitchen processes as required by ACA.

Order all necessary gasoline and propane and keep on record how much is used.

Initiate and supervise regular maintenance of all camp vehicles.

Provide an adequate, healthy water supply. Test water regularly and keep a record.

Assemble and maintain blueprints or charts showing location of all utilities, sanitation lines and cut-off points.

Keep food storage areas free from rodents and vermin.

Assume the duties of fire chief during fire emergencies.

Make purchases as authorized. Be budget conscious.

Maintain and update inventories camp and equipment.

Act as purchasing agent as needed. (See purchaser job description)

Oversee and organize staff work-assignments.

To support overall camp program as needs may dictate and in consultation with camp director.

Results

Inspire the trust of your team and extend trust as appropriate

Smooth running operation

Reports in evaluations that are positive about facility and cleanliness

Making "progress" during summer – not just maintaining

Staying within budget

Waterfront Director

Qualifications

At least 21 years old
Hold current Lifeguarding, WSI and Small Craft Instructors Certificate
Previous experience in aquatics at Big Lake Youth Camp
Leadership, organizational and administrative abilities
A commitment to following Jesus and building people
Hold Oregon state boaters license

Supervisors

Camp Director

Tasks

Guide, direct and supervise waterfront personnel
Schedule days off for waterfront personnel
Coordinate boat drivers for morning staff ski (counselors) and noon staff ski (general staff)
Maintain an excellent waterfront program within the confines of the budget
Insure safe operation of all equipment and programs on the waterfront
Conduct a Monday morning safety session each week to acquaint campers with Big Lake waterfront rules
Keep equipment and docks in excellent, safe, working condition
Keep all waterfront equipment, docks and shorelines neat at all times
Supervise all waterfront emergency drills
Assist waterfront instructors to establish classes geared to the ages, interests and abilities of the campers
Check with them weekly to seek improvement
Communicate with Red Cross and gather all necessary data for them
Arrange for life jacket or wristband safety tests to be given to all campers who come to the waterfront
Coordinate areas of administration or programming as assigned by camp director
Direct requests for equipment and supplies to the business manager or director
Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
Support overall camp program as needed and in consultation with camp director

Results

Inspire the trust of staff and campers and extend trust as appropriate
Flawless safety record
Well executed saves when necessary
Evaluations that report that campers love the waterfront
Equipment kept in excellent condition
Meet personal goals and assist team in meeting theirs

All Staff Positions

Qualifications

A Seventh-day Adventist Christian

At least 16 years of age

Ability to engage children in the adventure of living and learning

Ability to fulfill responsibilities

Ability to honor Jesus and share Him with others

Ability to use good judgment, receive advice, and be part of a team

Commitment to live a life consistent with followers of Jesus

Supervisors

Camp Director/Associate

Tasks

Understand, accept, and follow the vision, goals, core values, policies and specific objectives of Big Lake Youth Camp

Participate in all required staff meetings and appointments

Develop skills and attitudes so as to excel at job description requirements

Meet three times with supervisor to report results and receive coaching throughout summer

Be available to assist other staff as needed to develop a spirit of cooperation

Communicate with peers and superiors on any point of question or concern

Communicate about other staff members in a positive manner

Eligibility Requirements

The ability to get from place to place around camp over uneven ground without assistance

Good vision and hearing to be able to observe and supervise campers in a variety of settings

The ability to lift and carry 20-25 pounds, and twist and turn

The ability to exercise good judgment and use common sense

Results

Campers' lives will be blessed through you

Staff will have faith in your integrity and support

All Support Department Staff

Qualifications

At least 16 years of age

Ability to see and address areas of improvement – assess and solve

Ability to fulfill responsibilities

Ability to use good judgment, receive advice, and be part of a team

Supervisors

Camp Director, Support Division Director

Tasks

Develop skills and attitudes so as to excel at job description requirements

Be available to assist other staff as needed to develop a spirit of cooperation

Communicate with peers and superiors on any point of question or concern

Communicate about other staff members in a positive manner

Results

A clean, smooth-running camp operation

A safe camp

Staff will have faith in your integrity and support

All Program Department Staff

Qualifications

A thorough working knowledge of the fundamentals of your activity

Ability to maintain and repair activity equipment

Ability to patiently communicate and demonstrate skills while giving individualized attention when appropriate

At least 18 years of age and physically able to participate in and teach your activity while making mature judgments

Tasks

Supervise activity during afternoon activities

Teach your class each morning using daily lesson plans

Direct requests for equipment and supplies to your departmental director

Initiate a strict safety program

Submit a detailed inventory list at the beginning and end of the summer

Maintain all equipment in a clean, safe, usable condition

Teach campers creativity, positivity, sportsmanship, and excellence

Results

Camper evaluations stating that they love their instructors

Campers will be taught second level lessons each week

Safety Regulations

A first aid kit must be present at all activities

Equipment is not to be used without direct supervision and permission from the instructor

Rules and procedures must be explained before activities begin

Archery Instructor

Qualifications

Appropriate certifications and qualifications

A thorough working knowledge of the fundamentals of your activity

Ability to maintain and repair activity equipment

Ability to patiently communicate and demonstrate skills while giving individualized attention when appropriate

Safety conscious

Ability to represent Big Lake professionally while recognizing and achieving excellence

At least 18 years of age and physically able to participate in and teach your activity while making mature judgments

Familiar with National Archery Association instructor's manual, qualifications, and requirements

Minimum skill of Bowman in JOAD program

Certificate of Instructor safety training

Familiarity with National Archery Association Instructor's Manual

Minimum skill of Bowman in JOAD program

Certified in National Archery Safety Instructor Certification

Supervisors

Camp Director, Program Department Director, Activities Director

Tasks

Teach class each morning using daily lesson plans that helps your campers build lasting skills

Coordinate and supervise activity during afternoon activities

Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures

This includes maintaining signs and flagging on all sides of the archery range

Teach campers to utilize their creativity

Teach good sportsmanship at every opportunity

Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds

Model your curriculum so that camper who would like to pursue a Pathfinder honor will be able to do so

Direct requests for equipment and supplies to the activities director or business manager

Deliver all items left in your area to Lost & Found daily

Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season

Support overall camp program to the best of your ability

Results

There will be no significant injuries

Over 90% of your campers will report that they had fun

Campers will be taught second level lessons each week

Your name will be mentioned as a staff member who "helped me learn" each week

All campers will have achieved their personal goals for the week

You will achieve your personal goals for the summer

You will stay within your activity budget

Safety Regulations

The archery range must include arrow stops, a supplementary backstop, and a safety zone behind the targets.

Safety precautions include blocking off the camper trail to the campfire bowl while shooting.

Clear safety signals and range commands must be used to control the activity at the firing line and during the retrieval of arrows.

One whistle – campers may shoot

Two whistles – campers must stop shooting, may proceed to pick up arrows

Four whistles – campers must stop shooting and listen for emergency instructions

When not in use, bows and arrows must be locked in the archery shed.¹

No equipment may be used unless under the supervision of the instructor

At no time will campers who are not participating approach the shooting line

Do not use bows and arrows unless safety guards are correctly worn²

At no time will anyone shoot an arrow in any direction other than that of the target.

Running, rough-housing, and horse play are not tolerated at any time.

No dry firing

No more than eight (8) shooters at a time

A first aid kit must be present during all activities

Boundaries, appropriate behavior, and hazards must be identified

Process for communication of distress/grievance must be identified

Equipment

Bows, arrows, targets, and guards are to be inspected daily by the archery instructor

Strings, knocks, fletching, stands, and safety net should be inspected twice weekly

A whistle is to be kept at the archery shed at all times

All equipment is to be locked in the archery shed when not in use

All problems must be addressed immediately and faulty equipment removed from use

Checklists of these reviews are to be kept by the instructor and turned in to the Activities Director weekly.

Camper Eligibility Requirements

In addition to the eligibility requirements for all campers, archery requires the ability to access the archery range without assistance, the use of both hands, and strength to hold a bow in position while firing an arrow.

Supervision Ratio

Equal to or less than 10:1 with a minimum of two staff present.

Additional Requirements

The archery range is in a visible position during Public Relations days. Be sure to store all targets and keep the range presentable on weekends.

¹ ACA Standard PD.25 (1-4)

² ACA Standard PD.31

Arts and Crafts Instructor

Qualifications

Appropriate certifications and qualifications
A thorough working knowledge of the fundamentals of your activity
Ability to maintain and repair activity equipment
Ability to patiently communicate and demonstrate skills while giving individualized attention when appropriate
Safety conscious
Ability to represent Big Lake professionally while recognizing and achieving excellence
At least 18 years of age and physically able to participate in and teach your activity while making mature judgments
Documented experience in doing and teaching arts and crafts
A love for artistic expressions of creativity
Experience with creating art and craft projects
Ability to patiently communicate and demonstrate subject and skills

Supervisors

Camp Director, Program Department Director, Arts Director

Tasks

Teach class each morning using daily lesson plans that helps your campers build lasting skills
Coordinate and supervise activity during afternoon activities
Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures
Teach campers to utilize their creativity
Teach good sportsmanship at every opportunity
Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds
Model your curriculum so that camper who would like to pursue a Pathfinder honor will be able to do so
Direct requests for equipment and supplies to the activities director or business manager
Deliver all items left in your area to Lost & Found daily
Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
Support overall camp program to the best of your ability
Assist with art needs at camp as available—banquet décor, props and costumes, etc.
Prepare materials for family camp craft options

Results

There will be no significant injuries
Over 90% of your campers will report that they had fun
Campers will be taught second level lessons each week
Your name will be mentioned as a staff member who “helped me learn” each week
All campers will have achieved their personal goals for the week
You will achieve your personal goals for the summer
You will stay within your activity budget

Safety Regulations

No equipment or supplies may be used without direct supervision and permission
A first aid kit must be present at all times

Boundaries, appropriate behavior, and hazards identified
Process for communication of distress/grievance is identified

Equipment

Equipment is only to be used for its appropriate function
Equipment should be ready to use at the beginning of each class
Face masks and gloves are to be used when spray painting
All equipment and supplies are to be stored away while not in use
All equipment found to be faulty or unsafe should be removed from use until repaired or disposed of

Camper Eligibility Requirements

In addition to the eligibility requirements for all campers, arts and crafts requires campers be able to use their hands freely to create things.

Supervision Ratio

Equal to or less than 10:1 with a minimum of two staff present.

BMX and Mountain Biking Instructors

Qualifications

Appropriate certifications and qualifications

A thorough working knowledge of the fundamentals of your activity

Ability of the maintain and repair activity equipment

Ability to patiently communicate and demonstrate skills while giving individualized attention when appropriate

Safety conscious

Ability to represent Big Lake professionally while recognizing and achieving excellence

At least 18 years of age and physically able to participate in and teach your activity while making mature judgments

Have a working knowledge of bike maintenance; know how to assemble and disassemble a bike

Have a working knowledge of biking skills

Know rules for safe biking for the states of Oregon and Washington

Documented experience in competent riding, maintenance, and instruction

Be able to repair bikes while away from camp (Mountain Biking)

Supervisors

Camp Director, Program Department Director, Activities Director

Tasks

Teach class each morning using daily lesson plans that helps your campers build lasting skills

Coordinate and supervise activity during afternoon activities (Mountain Biking)

Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures

Teach campers to utilize their creativity

Teach good sportsmanship at every opportunity

Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds

Model your curriculum so that camper who would like to pursue a Pathfinder honor will be able to do so

Direct requests for equipment and supplies to the activities director or business manager

Deliver all items left in your area to Lost & Found daily

Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season

Support overall camp program to the best of your ability

Teach campers rules for safe biking in the states of Oregon and Washington

Be safety conscious when taking students out of camp

Keep all bikes maintained and in operable condition

Set a good example of bike safety

Always wear a helmet and proper safety equipment when biking and make sure campers and staff do the same

Results

There will be no significant injuries

Over 90% of your campers will report that they had fun

Campers will be taught second level lessons each week

Your name will be mentioned as a staff member who "helped me learn" each week

All campers will have achieved their personal goals for the week

You will achieve your personal goals for the summer

You will stay within your activity budget

Safety Regulations

Riders must maintain a 75-foot separation (when in line)

No bikes are to be ridden when the instructor is not present

Qualified staff must always be stationed at the top and bottoms of the track while in use

Bikes are to be stored and locked in the bike shop when not in use

Boundaries, appropriate behavior, and hazards identified

Process for communication of distress/grievance is identified

Safety Regulations (BMX-specific)

Long pants and closed toed shoes are to be worn at all times

Full face helmets are to always be worn while riding bikes

Safety Regulations (Mountain Biking-specific)

Shorts and closed toed shoes are to be worn at all times

Qualified staff will always be stationed at the head and tail of the group

A cell phone and/or radios are to be taken on all rides that leave camp property

A mobile first aid kit is to be carried at all times on rides

Do not ride bikes in the wilderness area. Consult with Camp Manager for boundaries of wilderness.

Equipment

Bikes and helmets are to be inspected and repaired daily

This includes checking brakes, pedals, handlebars, wheels, and cranks

Bikes are to be stored in the Bike Shed

All problems must be repaired immediately and faulty equipment removed from use

Checklists of these reviews are to be kept by the instructor and turned in to the Activities Director weekly

Camper Eligibility Requirements

In addition to the eligibility requirements for all campers, BMX and mountain biking require the ability to ride a two wheeled bicycle unassisted.

Supervision Ratio

Equal to or less than 8:1 with a minimum of two staff present.

Canoe Dock – Canoeing Instructor, Waterfront Sub

Qualifications

Current Senior Life Saving Certificate
Red Cross Basic Canoeing Course or Small Craft Safety
Ability to patiently communicate and demonstrate skills
Capacity for individualized attention
At least 18 years of age

Supervisors

Camp Director, Program Department Director, Waterfront Director

Tasks

Develop daily lesson plans to be used in teaching classes
Teach canoeing class each morning
Coordinate and supervise canoeing for afternoon activities
Direct requests for equipment and supplies to the waterfront director
Initiate a strict safety program. Insure that life jackets are worn by campers when in the canoes
Maintain equipment in clean, safe, workable condition
Plan a program that allows campers to complete requirements for the AY honor in canoeing if they desire
Keep canoeing equipment, docks and shoreline neat at all times and immaculate on weekends
Deliver all items left in your area to Lost & Found daily
Maintain a Christian atmosphere in the class
Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
Support overall camp program to the best of your ability

Results

That over 90% of your campers will report that they had fun
That campers will have achieved their personal goal for the week
That there will be no significant injuries
That campers will be taught second level lessons each week. 1 per day
That your name will be mentioned as a staff member who “helped me learn” each week

Cleanliness Inspectors/Safety Inspectors

Qualifications

Pride in Big Lake and its safety record
Ability to recognize excellence and areas needing improvement
Involvement in programming areas of greatest “risk exposure.”

Supervisors

Camp Director, Camp Ranger/Associate

Tasks

Cleanliness

Monitor cleanliness of lodge restrooms, staff lounge, staff dining area and porches daily
Inspect the camp daily for trash and misc. equipment lying around camp, including waterfront
Monitor cleanliness of HQ public areas (store, porches, and restrooms) and village restrooms daily
If a problem is observed take steps to solve it

Safety

Spend no less than 1 hour per week (each) observing the camp facility with “safety glasses” on and observing for ACA standards compliance
Investigate the site of each accident and document the incident, looking for things that can be changed to remedy it in the future
Attend and participate in weekly safety committee meetings
Assist in implementing safety plans
Make sure that necessary fire drills and waterfront emergency drills are being carried out and reviewed

Results

Improved cleanliness at camp
Mentions of cleanliness in the evaluations
Improved safety in all areas of camp
Fewer claims on our insurance
Fewer visits to the clinic

Clinic Supervisor/Student Nurse

Qualifications

RN license for Oregon preferred
Junior or Senior in Accredited Nursing School
Previous pediatric nursing experience preferred
Capacity for individualized attention
Attention to details
Excellent judgment and common sense
At least 20 years of age

Supervisors

Camp Director, Medical Director, Support Division Director

Tasks

Assist camp physician, nurse practitioner, or paramedic as needed.
Be on call 24 hours a day, either at the clinic or with a radio.
Collect, label, and dispense campers' medications.
Direct requests for equipment and supplies to the Director or Business Manager
Help conduct health screenings all of the camp employees during staff training week.
Keep a daily log of all campers and staff treated at the clinic.
Maintain clinic in clean, stocked, operable condition, ready to meet ODH and ACA requirements
Maintain stock of first aid supplies for excursions, campouts, and trips
Observe staff, especially food service personnel, for symptoms of ill health.
Orient camp physician upon arrival at camp and assist them as needed throughout the week
Oversee and carry out needed communication with parents regarding the health of their campers
Oversee the copying of health forms for needed travel away from camp
Prepare first aid kits for each cabin and instruction areas before camp begins
Prepare written letters to send home with campers regarding their clinic visits
Promote health awareness in camp.
Submit a copy of all workman's compensation reports and insurance claims to camp director
Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
Summarize all incidents at weekly safety committee meetings
Supervise health of each camper, keeping appropriate records and forms complete
Take all workman's compensation reports and insurance claims to camp director for review before submitting them
Manage the efficiency of the Clinic by controlling the visits of both campers and staff
Work with volunteer nurse to collect, label and dispense camper's medications

Results

Distribute meds with zero errors
Use good judgment to satisfy parents need to know what is happening
Build trust with volunteers, staff and campers

Counselor

Qualifications

- At least 18 years of age and physically able to participate with your campers
- Ability to guide, direct, and supervise campers creatively
- Ability to love (60% grandmother/grandfather)
- An ability to relate to children and help them participate in a new adventure
- Ability to front load boundaries and carry out appropriate discipline
- Knowledge of the stages of child development
- Ability to guide, direct, and supervise campers creatively
- A Passion for building kids through building relationships
- Current First Aid/CPR certification

Supervisors

Camp Director, Counselor Division Director, Village Directors

Tasks

- Assist campers with duties, learning skills, selection of daily activities and communication with others
- Front load boundaries and carry out appropriate discipline
- Be prompt with group at all camp activities and assist instructors during class time
- Be responsible for health, safety, and personal belongings of assigned campers
- Encourage spiritual and social growth in each camper
- Never leave your campers unattended
- Never use physical punishment. In all discipline matters, deal consistently, with respectful firmness, lovingly, as Jesus would
- Participate in all activities with campers
- Encourage spiritual and social growth in each camper
- Welcome campers as they arrive, and introduce them to other campers, leaders, facilities and rules.
- Help campers with luggage and help the camper feel at home.
- Assist campers with duties, learning skills, selection of cabin activities and communication
- Be responsible for health, safety and personal belongings of assigned campers
- Participate in afternoon and evening activities with campers
- Take time to pray and reflect on how God is working. Listen for His guidance.
- Return to your area after campfire with units and assist them in preparation for bed
- Do not leave cabin during this time except by special permission from village director. Stay with your campers and maintain quietness following taps.
- Be prompt with group at all camp activities and assist instructors during class time
- Lead daily cabin devotions both in the evening and review power passage in the morning
- Never leave your camper unattended
- Assist campers in orderly departure until all campers have left on correct transportation
- Maintain a positive environment at all times - deal with problems quickly - use discipline process as outlined in policies

Results

- Have a score higher than 90% positive on camper evaluations
- Connect personally with each camper each week
- Have no incidents of bullying during the summer

Co-Counselor

Qualifications

At least 18 years of age and physically able to participate with your campers
Ability to guide, direct, and supervise campers creatively
Ability to love (60% grandmother/grandfather)
An ability to relate to children and help them participate in a new adventure
Ability to front load boundaries and carry out appropriate discipline
Knowledge of the stages of child development
Ability to guide, direct, and supervise campers creatively
A Passion for building kids through building relationships
Current First Aid/CPR certification

Supervisors

Camp Director, Counselor Division Director, Village Directors

Tasks

Attend to campers in the cabin in the morning until counselor returns and takes over duties of the cabin at 8:00 am, Monday – Friday.
Attend to campers during Capture the Flag, or other officially arranged times while counselor is absent
Assist campers with duties, learning skills, selection of daily activities primarily in the morning and while covering the duties for counselor
Be responsible for health, safety, and personal belongings of assigned campers
Encourage spiritual and social growth in each camper
Never leave your campers unattended
Never use physical punishment. In all discipline matters, deal consistently, with respectful firmness, lovingly, as Jesus would
Encourage spiritual and social growth in each camper
Be responsible for health, safety and personal belongings of assigned campers
Take time to pray and reflect on how God is working. Listen for His guidance.
Be prompt with group at all camp activities and assist instructors during class time
Never leave your camper unattended
Maintain a positive environment at all times - deal with problems quickly - use discipline process as outlined in policies

Results

Connect personally with each camper each week
Have no incidents of bullying during the summer

Drama Instructor

Qualifications

Appropriate certifications and qualifications
A thorough working knowledge of the fundamentals of your activity
Ability to maintain and repair activity equipment
Ability to patiently communicate and demonstrate skills while giving individualized attention when appropriate
Safety conscious
Ability to represent Big Lake professionally while recognizing and achieving excellence
At least 18 years of age and physically able to participate in and teach your activity while making mature judgments
Experience in writing scripts, directing plays, and acting
Enthusiasm for Christian witness through drama
Documented experience and training in drama

Supervisors

Camp Director, Program Department Director, Arts Director

Tasks

Teach class each morning using daily lesson plans that helps your campers build lasting skills
Coordinate and supervise activity during afternoon activities
Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures
Teach campers to utilize their creativity
Teach good sportsmanship at every opportunity
Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds
Model your curriculum so that camper who would like to pursue a Pathfinder honor will be able to do so
Direct requests for equipment and supplies to the activities director or business manager
Deliver all items left in your area to Lost & Found daily
Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
Support overall camp program to the best of your ability
Assist as needed in all dramatic performances
Serve as props and costumes coordinator for the summer
Assist in holding try-outs during staff orientation
Have campers practice and perform skits

Results

There will be no significant injuries
Over 90% of your campers will report that they had fun
Campers will be taught second level lessons each week
Your name will be mentioned as a staff member who “helped me learn” each week
All campers will have achieved their personal goals for the week
You will achieve your personal goals for the summer
You will stay within your activity budget

Camper Eligibility Requirements

In addition to the eligibility requirements for all campers, drama requires campers be able to speak clearly and confidently.

Supervision Ratio

Equal to or less than 10:1 with a minimum of two staff present.

Food Service

Qualifications

Hard worker
Previous kitchen experience preferable
Must hold current Food Handlers Permit
At least 16 years of age

Supervisors

Camp Director, Support Division Director, Food Service Director

Tasks

Fulfill assignments as given by food service director
Present a cheerful atmosphere in the kitchen and dining room area
Be a leader who sets a positive tone intentionally
Participate in other areas of camp as assigned and able
Develop personal goals for each week, seeking to steadily improve

Results

That you have fulfilled what was asked of you positively and successfully
That you met your personal goals
Staff and camper days brightened by your smile and positive attitude
Lots of well-fed staff and campers who appreciate your work
Smooth running kitchen – a well-oiled machine

Geocaching Instructor

Qualifications

Appropriate certifications and qualifications

A thorough working knowledge of the fundamentals of your activity

Ability to maintain and repair activity equipment

Ability to patiently communicate and demonstrate skills while giving individualized attention when appropriate

Safety conscious

Ability to represent Big Lake professionally while recognizing and achieving excellence

At least 18 years of age and physically able to participate in and teach your activity while making mature judgments

A thorough working knowledge of geocaching

An understanding of geocaching websites and how they are used effectively

A love for the outdoors and the challenge of finding new places

An ability to relate to children and help them participate in a new adventure

Supervisors

Camp Director, Program Department Director, Arts Director

Tasks

Teach class each morning using daily lesson plans that helps your campers build lasting skills

Coordinate and supervise activity during afternoon activities

Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures

Teach campers to utilize their creativity

Teach good sportsmanship at every opportunity

Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds

Model your curriculum so that camper who would like to pursue a Pathfinder honor will be able to do so

Direct requests for equipment and supplies to the activities director or business manager

Deliver all items left in your area to Lost & Found daily

Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season

Support overall camp program to the best of your ability

Make geocaching an adventure, helping to build a skill campers can take home

Results

There will be no significant injuries

Over 90% of your campers will report that they had fun

Campers will be taught second level lessons each week

Your name will be mentioned as a staff member who "helped me learn" each week

All campers will have achieved their personal goals for the week

You will achieve your personal goals for the summer

You will stay within your activity budget

Supervision Ratio

Equal to or less than 10:1 with a minimum of two staff present.

Guest Relations

Qualifications

Good time management and organization skills
Extremely honest and hard working
Flexibility in managing different tasks and assignments
Ability to represent Big Lake professionally
Ability to recognize excellence and areas needing improvement
Ability to make people feel appreciated and welcome
Ability to spot needs and fill them

Supervisors

Camp Director, Support Division Director, Headquarters Director

Tasks

Serve as the primary coordinator of guest relations
Serve as camp hostess to our volunteers (doctors, nurses, RAD Camp volunteers, etc.).
Make sure rooms are cleaned and ready for each guest.
Prepare and deliver a gift basket to each volunteer guest room prior to their arrival. Coordinate with mall supervisor and food service director for store and food items.
Place a staff or volunteer garment in each volunteer's guest room, along with a thank you card from camp director, prior to their arrival.
Work with administration to identify greeters for Sabbath and coordinate Sabbath guest relations (parking lot reception, printed program, lunch arrangements and orientation of guests coming for camper baptisms)
Work with HQ Director to implement Sabbath Guest Relations plan. This includes program, greeters, lunch arrangements, signage, and other needs as they arise
Organize distribution of volunteer garments
Work with CADCO to advise ways to make registration a positive experience for parents and guests
Greet each week's volunteers when they arrive and help them get settled
Work to facilitate a pleasant week for all volunteers by checking in with them once a day.
Be available for special assignment by director
Organize and plan the purchase of needed linens and towels to make guest accommodations pleasant and attractive – in consultation with director
Coordinate the PCT hiker hosting process
At all times, treat incoming campers and adults with kindness and courtesy
Support overall camp program to the best of your ability
Smile a lot; be cheerful even when doing unpleasant tasks
Have positive, encouraging interchanges with staff and campers
To support overall camp program as needs may dictate and in consultation with camp director

Results

Guests who are "wowed" by the way they are treated
High demand for people to be volunteers
High level of trust that the volunteers know they will be cared for
A system that can be picked up and learned by others

Guitar Instructor

Qualifications

Appropriate certifications and qualifications

A thorough working knowledge of the fundamentals of your activity

Ability to maintain and repair activity equipment

Ability to patiently communicate and demonstrate skills while giving individualized attention when appropriate

Safety conscious

Ability to represent Big Lake professionally while recognizing and achieving excellence

At least 18 years of age and physically able to participate in and teach your activity while making mature judgments

Supervisors

Camp Director, Program Department Director, Arts Director

Tasks

Teach class each morning using daily lesson plans that helps your campers build lasting skills

Coordinate and supervise activity during afternoon activities

Initiate strict safety program

Teach campers to utilize their creativity

Teach good sportsmanship at every opportunity

Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds

Model your curriculum so that camper who would like to pursue a Pathfinder honor will be able to do so

Direct requests for equipment and supplies to the activities director or business manager

Deliver all items left in your area to Lost & Found daily

Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season

Support overall camp program to the best of your ability

Teach campers the basics of guitar, relative to their level of capability

Send them home with new "Big Lake Songs" they can play

Results

There will be no significant injuries

Over 90% of your campers will report that they had fun

Campers will be taught second level lessons each week

Your name will be mentioned as a staff member who "helped me learn" each week

All campers will have achieved their personal goals for the week

You will achieve your personal goals for the summer

You will stay within your activity budget

Supervision Ratio

Equal to or less than 10:1 with a minimum of two staff present.

Gymnastics Instructor

Qualifications

Appropriate certifications and qualifications

A thorough working knowledge of the fundamentals of your activity

Ability to maintain and repair activity equipment

Ability to patiently communicate and demonstrate skills while giving individualized attention when appropriate

Safety conscious

Ability to represent Big Lake professionally while recognizing and achieving excellence

At least 18 years of age and physically able to participate in and teach your activity while making mature judgments

Previous experience in teaching gymnastics skills at beginning, intermediate, and advanced levels.

A working knowledge of gymnastics safety and prevention of injury

Previous experience in teaching gymnastics skills at beginning and intermediate levels

A working knowledge of gymnastics safety and prevention of injury

Excellent physical condition

Supervisors

Camp Director, Program Department Director, Activities Director

Tasks

Teach class each morning using daily lesson plans that helps your campers build lasting skills

Coordinate and supervise activity during afternoon activities

Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures

Teach campers to utilize their creativity

Teach good sportsmanship at every opportunity

Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds

Model your curriculum so that camper who would like to pursue a Pathfinder honor will be able to do so

Direct requests for equipment and supplies to the activities director or business manager

Deliver all items left in your area to Lost & Found daily

Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season

Support overall camp program to the best of your ability

Prepare a performance for camp on Friday (coordinate with village directors)

Results

There will be no significant injuries

Over 90% of your campers will report that they had fun

Campers will be taught second level lessons each week

Your name will be mentioned as a staff member who "helped me learn" each week

All campers will have achieved their personal goals for the week

You will achieve your personal goals for the summer

You will stay within your activity budget

Safety Regulations

No gum, jewelry, long loose hair, or anything else that would interfere with safe participation allowed

No tumbling or stunts should be performed unless under direct supervision

Mats are for one-way use
Boundaries, appropriate behavior, and hazards identified
Process for communication of distress/grievance is identified

Equipment

Mats and spotting equipment is to be checked, cleaned, and maintained daily
All problems must be repaired immediately and faulty equipment removed from use
Checklists of these reviews are to be kept by the instructor and turned in to the Activities Director weekly

Camper Eligibility Requirements

In addition to the eligibility requirements for all campers, gymnastics campers must be able to balance on one foot unassisted for 20 seconds.

Supervision Ratio

Equal to or less than 8:1 with a minimum of two staff present.

Authoritative Sources

Gym Kids – Walla Walla University

Horsemanship Instructors

Qualifications

Knowledge of horses

Previous experience or training in riding and care

Supervisors

Camp Director, Program Department Director, Horsemanship Director, Head Wrangler

Tasks

Understand daily lesson plans to be used in teaching classes

Teach horsemanship classes each morning

Maintain health and safety of horses

Feed and water horses

Maintain clean corral and arena

Maintain equipment in good condition

Head Wrangler approval must be given for any staff trail rides

Deliver all items left in your area to Lost & Found daily

Maintain a Christian atmosphere at the corral

Support and participate in overall camp program to the best of your ability

Work with a positive attitude at all times

Results

Over 90% of campers will report that they had fun

You will have connected specially with at least 5 campers each week

There will be no injuries of significance

Campers will have achieved their personal goals

You will have taught campers second level lessons each week

Campers will know who you are because you treated them great

Laundry

Qualifications

Good time management and organization skills
Extremely honest and hard working
Flexibility in managing different tasks and assignments
Knowledge of fabrics and appropriate laundry procedures

Supervisors

Camp Director, Support Division Director, Headquarters Director

Tasks

Wash staff & snack shop laundry. Set up weekly schedule for laundry
Maintain a clean, stocked, functioning laundry room and equipment
Develop system for keeping track of individuals clothing
Direct requests for laundry equipment and supplies to the HQ Director
Wash clothing of campers staying over for a second week on Sundays
Work with HQ Director to collect and deal with all lost and found items
Throw away all lost socks and underwear at the end of the week
Be Supervisors wash, deliver and clearly mark all Lost & Found items to the Portland bus Sunday morning of the following week, as well as any luggage left from previous weeks
Maintain clean bathrooms in downstairs headquarters as well as clean hall and stairwell
At all times, treat incoming campers and adults with kindness and courtesy
Support overall camp program to the best of your ability
Smile a lot; be cheerful even when doing unpleasant tasks
Have positive, encouraging interchanges with staff and campers

Results

Clean and neatly dressed staff – who haven't lost clothes in the process
Minimal lost and found at the end of each week and summer

Light & Sound Coordinator

Qualifications

Previous knowledge of sound systems.
Hard worker
Ability to organize and lead.
Ability to achieve good sound balance.
Ability to improvise.
Ability to work with a variety of people graciously

Supervisors

Camp Director, Campfire Director

Tasks

Set up lights and sound equipment and do all checks prior to campfire
Operate sound and lights equipment during campfire programs
Work with campfire director on special effects for programs
Direct all requests for equipment to campfire director
Make schedule of assistants to help with set-up and tear down
Work with Campfire Director to have approved playlists ready for all down times
Work with props and costumes people to coordinate stage management smoothly
Support overall camp program to the best of your ability

Results

Great sound that is on when it needs to be
Sound that is ready when campfire begins
Lights that improve the program – not that distract
Campers who love campfire

Maintenance

Qualifications

Previous experience in maintaining and repairing things
Ability to work with teams and independently

Supervisors

Camp Director, Support Division Director, Camp Ranger/Associate

Tasks

Work at the direction of the Camp Rangers
Maintain grounds and roads in good, clean, condition
Maintain shop and equipment in clean, safe, operable condition
Make repairs to buildings and equipment as needed
Maintain stocked restrooms
General assistance to camp ranger
Drive all camp vehicles in a safe manner
Make daily trash run
Break down boxes that are stacked behind the kitchen
Support overall camp program to the best of your ability

Results

A clean smooth running camp operation
A positive attitude at all times with cheerful interactions with campers and staff
You will meet the goals set by your maintenance team
You will meet your personal goals

Mall Assistant

Qualifications

Good time management and organization skills
Extremely honest and hard working
Flexibility in managing different tasks and assignments
Ability to work with money, records, sales, and food items
Food Handler's Permit

Supervisors

Camp Director, Support Division Director, Headquarters Director, Mall Manager

Tasks

Work with Mall Manager to display and mark merchandise
Present a pleasant atmosphere in the store
Sell merchandise at the softball games each day
Mop the store floor, and headquarters porch daily and dust shelves weekly
Ensure that camper store accounts are totaled and provided to the office by Friday afternoon
Work with HQ director to prepare and distribute offering sheets to counselors during Sabbath program each week
Ensure that offerings are deducted from camper accounts in a timely manner
Assist in transferring store funds to the camper's Ultra Camp account at the end of the week
Project a cheerful, positive attitude when answering the phone and dealing with customers
At all times, treat incoming campers and adults with kindness and courtesy
Support overall camp program to the best of your ability
Smile a lot; be cheerful even when doing unpleasant tasks
Have positive, encouraging interchanges with staff and campers

Results

Well stocked and tidy store and snack shop
Store that has met its goals in sales each week

Mall Manager

Qualifications

Ability to work with money and records
Ability to creatively market items
Promotional creativity
Food Handler's Permit

Supervisors

Camp Director, Support Division Director, Mall Supervisor, Headquarters Director

Tasks

Display and rotate merchandise attractively and strategically
Maintain a clean, well-stocked store
Sell merchandise and supervise snack shop
Maintain adequate records of camper and staff accounts
Report staff account charges to the Portland office by Super Sunday and after bonus weeks
Ensure that camper store accounts are totaled and provided to the office by Friday afternoon
Work with HQ director to prepare and distribute offering sheets to counselors during Sabbath program each week
Ensure that offerings are deducted from camper accounts in a timely manner
Ensure that store funds are transferred to the camper's Ultra Camp account at the end of the week
Supervise and train store workers
Organize and sell merchandise at the softball games each day
Develop creative marketing strategies to boost sales
Maintain a locked store when not open
Mop the store floor, and headquarters porch daily and dust shelves weekly
Maintain clean and tidy front and back headquarter porches
Order snack shop supplies coordinating with the Mall Supervisor, Food Service Director and Purchaser
Direct requests for equipment and supplies to the Mall Supervisor
Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
Work with HQ director and director to plan creative ways of marketing, special promotions, and/or sales
At all times, treat incoming campers and adults with kindness and courtesy
Support overall camp program to the best of your ability
Smile a lot; be cheerful even when doing unpleasant tasks
Have positive, encouraging interchanges with staff and campers
Support overall camp program to the best of your ability

Results

Inspire the trust of your team and extend trust to them
Well stocked shelves at the times we need them
Pleasing store experience for everyone
Profits of over \$50,000

Medical Transportation Specialist/Clinic Support

Qualifications

Good driving record
Maturity – good judgment
Familiarity with medical community/issues
Ability to adapt and adjust
Compassion
Current driver's license
Understanding of camp insurance, workman's comp, and HIPPA

Supervisors

Camp Director

Tasks

To transport or accompany injured or sick campers to local medical treatment facilities as needed
Keep communication open with camp about how things are going
Once away from camp be the communication point for parents as well
Turn in paperwork to hospital as needed
Assist in preparing reports of each incident and turn them in to clinic, director as needed
Support overall camp program to the best of your ability and support the clinic as issues arise
Take all workman's compensation reports and insurance claims to the camp director for review before submitting them when possible.
Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season.

Results

Inspire the trust of co-workers, campers, parents, and healthcare professionals
No late insurance concerns – everything handled promptly
Satisfied parents – that we have handled things as best we could
Campers who were well cared for during a difficult time
Safety

Night Watch

Qualifications

Ability to remain awake at night and sleep during the day
Ability to work alone and be responsible for fulfilling assignments
Capacity to deal with crisis with good judgment
Trustworthy, giving accurate attention to details

Supervisors

Camp Director, Support Division Director, Camp Ranger/Associate

Tasks

Close the gate between the horse corral and staff parking and the gate near headquarters at 745 p.m. each evening
Keep a written record of visitors coming and going into camp each evening/night
Pick up any trash you see lying around camp on your rounds
Count the horses in the coral on each round. Make sure the gates are closed; all water taps off and the security light on
Make sure all doors and windows that should be locked are locked and all unnecessary lights turned off
Make sure all night-lights are on
On each round, inspect the waterfront and count the boats
Report immediately to the camp director, camp ranger and/or associate director any situations threatening camp security
Perform cleaning and maintenance duties as instructed by the camp ranger
Each evening check bathroom supply closets in villages and headquarters and re-supply as necessary
Monitor weekend visitors that may be hanging around after hours and report any unregistered tent/trailer or car campers to the secretary
Monitor evening guests and keep a record as to arrival and departure
Know where the camp doctor is housed each week in case of an emergency
Days off are not to be taken on weekend
Turn in night watch checklists to program director each day
Report to Camp Ranger for afternoon assignments
Support overall camp program to the best of your ability

Results

A safe camp
No night thefts or unauthorized waterfront activity
A clean smooth running camp operation
A positive attitude at all times with cheerful interactions with campers and staff
You will meet the goals set by your maintenance team
You will meet your personal goals

Office Manager/Assistant

Qualifications

Good time management and organization skills
Extremely honest and hard working
Flexibility in managing different tasks and assignments
Keyboarding skills
Filing skills
Bookkeeping skills
Ability to work with money and records
A professional, cheerful, positive disposition
Food Handler's Permit

Supervisors

Camp Director, Support Division Director, Portland Office Manager, Camp Business Manager, Headquarters Director

Tasks

Assist mall manager in daily activities
Assist with registration for campers each Sunday
At all times, treat incoming campers and adults with kindness and courtesy
Direct requests for equipment and supplies to the relevant departmental director
Document preparation as needed for director, associate director and assistant directors
Greet PCT hikers, assist them with checking in and out of camp as well as needs during their stay
Have positive, encouraging interchanges with staff and campers
Keep an updated and neat bulletin board in the office and outside
Maintain a clean, neat and orderly office at all times
Maintain lists of campers, transportation methods & camp accounts
Manage the use of the camp copier machine
Monitor check outs for vehicles, minors etc...
Monitor use of camp telephone. The camp phone is for camp business only.
Pick up and distribute mail and UPS packages that arrive at camp daily
Prepare and print out all necessary lists for classes, store, nurse, kitchen and village directors on Sunday evening or as requested
Prepare bus bags each week for bus registration teams
Project a cheerful, positive attitude when answering the phone and dealing with customers
Return phone calls, deliver phone messages, and serve customers as a priority
Smile a lot; be cheerful even when doing unpleasant tasks
Support overall camp program to the best of your ability
Take minutes at all Sunday staff meetings, prepare and distribute to staff not at the meeting

Results

Happy campers and families
Accurate bookkeeping and recordkeeping
Inspire the trust of parents and staff
Evaluations that say the registration process was great
That you will meet your personal goals for the summer
Smiles, affirmations, and fulfillment

Office Secretary (Gladstone)

Qualifications

Good time management and organization skills
Extremely honest and hard working
Flexibility in managing different tasks and assignments
Keyboarding skills
Filing skills
Bookkeeping skills
Ability to work with money and records
A professional, cheerful, positive disposition

Supervisors

Camp Director, Support Division Director, Portland Office Manager, Camp Business Manager, Headquarters Director

Tasks

Assist Portland Office Manager with registering campers and making changes to camper registrations as needed
Assist with communication to parents in advance of camp
Assist with check-in and pick-up for campers each Sunday
At all times treat incoming campers and adults with kindness and courtesy
Document preparation as needed for director, associate director and assistant directors
Have positive, encouraging interchanges with staff and campers
Maintain a clean, neat and orderly office at all times
Project a cheerful, positive attitude when answering the phone and dealing with customers
Return phone calls, deliver phone messages, and serve customers as a priority
Reply to emails to the main office account
Smile a lot; be cheerful even when doing unpleasant tasks
Support overall camp program to the best of your ability

Results

Happy campers and families
Accurate recordkeeping
Inspire the trust of parents and staff
Evaluations that say the registration process was great
That you will meet your personal goals for the summer
Smiles, affirmations, and fulfillment

Pacific Crest Trail Hiker Coordinator

Qualifications

- Basic computer skills
- A cheerful, positive disposition
- Knowledge of Big Lake facilities and policies
- Ability to work with people
- Maintenance skills
- Organized and detail-driven

Supervisors

- Headquarters Director

Tasks

- Welcome hikers and guests with a positive attitude
- Coordinate registration process for all hikers entering camp
- Educate and monitor guests regarding their stay at camp
- Maintain a beautiful outside of the PCT Center
- Conduct daily janitorial tasks to keep the PCT Center clean
- Conduct repairs to the facility or equipment that are needed, removing and/or replacing broken items
- Regularly monitor and purge unusable or perishable items in shared hiker boxes
- Organize and manage the receipt and distribution of PCT hiker boxes
- Keep in regular contact with the camp director

Results

- Hikers and guests feel welcomed
- Registration processes run smoothly
- PCT Center is kept beautiful
- Campers and guest are kept safe

Photography and Videography Instructors

Qualifications

Appropriate certifications and qualifications

A thorough working knowledge of the fundamentals of your activity

Ability to maintain and repair activity equipment

Ability to patiently communicate and demonstrate skills while giving individualized attention when appropriate

Safety conscious

Ability to represent Big Lake professionally while recognizing and achieving excellence

At least 18 years of age and physically able to participate in and teach your activity while making mature judgments

Thorough knowledge of cameras, photo composition, and photo editing

Ability to organize photos and/or videos efficiently

Documented experience and/or certifications of proficiency in photography/videography

Ability to demonstrate and teach photography/videography to campers

Supervisors

Camp Director, Program Department Director, Arts Director, Media Director

Tasks

Teach class each morning using daily lesson plans that helps your campers build lasting skills

Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures

Teach campers to utilize their creativity

Teach good sportsmanship at every opportunity

Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds

Model your curriculum so that camper who would like to pursue a Pathfinder honor will be able to do so

Direct requests for equipment and supplies to the activities director or business manager

Deliver all items left in your area to Lost & Found daily

Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season

Support overall camp program to the best of your ability

Make sure photos/videos are taken of every activity each week, including RAD if possible

Tasks (Photography-specific)

Coordinate and take all cabin photos each week

Develop a schedule for taking cabin photos and communicate with counselors as to time and location of their photo shoot

Print and distribute cabin photos by Saturday night

Print and deliver trading cards as requested by the mall manager

Coordinate with RAD Director each week to ensure RAD camp photos are taken and archived

Oversee the taking of a wide range of camp photos to be uploaded to the internet and/or used in future publications

Maintain all cameras and check out as needed

Tasks (Videography-specific)

Teach campers to utilize their creativity in producing a class video that is appropriate for representing Big Lake Youth Camp and sending home to parents

Prepare a camp staff introduction video during staff training week to be shown on Sunday nights at campfire and be available as a camper souvenir
Prepare a week-in-review video each week for Saturday night campfire. Video should be approximately 10 minutes long and include shots of all campers
Complete a camp promotional video before leaving camp at the end of the summer
Prepare other miscellaneous videos to use as announcements, news items, or complements to our program
Provide needed information to the Portland Office so we can obtain copyrights as necessary

Results

There will be no significant injuries
Over 90% of your campers will report that they had fun
Campers will be taught second level lessons each week
Your name will be mentioned as a staff member who “helped me learn” each week
All campers will have achieved their personal goals for the week
You will achieve your personal goals for the summer
You will stay within your activity budget

Safety Regulations

Equipment is not to be used without direct supervision and permission from the instructor
Care should be taken to ensure that shooting locations are safe
A first aid kit must be present during all activities
Boundaries, appropriate behavior, and hazards identified
Process for communication of distress/grievance is identified

Equipment

Equipment is to be used appropriately
Equipment should be ready for use at the beginning of each class
Equipment is to be stored away when not in use
Equipment is to be checked daily and maintained well
Equipment that is found to be faulty should be removed from service and either repaired or disposed of.

Camper Eligibility Requirements

There are no additional eligibility requirements for campers in videography or digital photography.

Supervision Ratio

Equal to or less than 10:1 with a minimum of two staff present.

Purchaser

Qualifications

- Good time management and organization skills
- Extremely honest and hard working
- Flexibility in managing different tasks and assignments
- Ability to represent Big Lake professionally
- Good driving record
- Ability to maximize our not-for-profit status
- Ability to handle money efficiently and accurately
- Ability to organize time and make good judgment calls on purchases
- Honest
- At least 21 years of age

Supervisors

Camp Director, Support Division Director

Tasks

- Act as purchasing agent for camp. The camp director must authorize all purchases, except for routine maintenance handled directly by the camp ranger
- All purchases (charged on store accounts or cash paid) must be supported by receipts and turned into the business manager immediately upon return to camp
- Limit town trips to one (or two max) per week (usually Monday or Thursday). The camp director must clear all other trips
- Maintain the cleanliness of camp truck or vehicle
- Always drive within the speed limit
- Maintain odometer readings for reimbursement of personal vehicle use
- Maintain daily accounting and collect receipts for all purchases and charges
- Try to clarify exactly what is needed to increase your efficiency and ability to make judgment calls while purchasing
- At all times, treat incoming campers and adults with kindness and courtesy
- Support overall camp program to the best of your ability
- Smile a lot; be cheerful even when doing unpleasant tasks
- Have positive, encouraging interchanges with staff and campers
- To support overall camp program as needs may dictate and in consultation with camp director

Results

- Inspire trust in your co-workers and supervisors
- No lost receipts or misplaced money
- Purchase lists and purchases handled in a workable system that accomplishes our needs
- Safe summer with no accidents
- Lots of happy people
- That you feel good about the contribution you have made and what you have learned

RAD Counselor/Instructor

Qualifications

At least 18 years of age
Ability to love (60% grandmother/grandfather)
At least one year of counseling experience
Ability to front load boundaries and carry out appropriate discipline
An interest and love for the activities undertaken in RAD camps
Maturity to encourage and maintain a positive and safe environment
Knowledge of the stages of child development
A passion for building kids through building relationships
Ability to guide, direct, and supervise campers creatively

Supervisors

Camp Director, Counselor Division Director, RAD Camp Director

Tasks

To be counselor and friend for camper attending outpost RAD camps
Encourage spiritual and social growth in each camper
Welcome campers and establish appropriate boundaries
Supervise assigned campers in all activities of the day, 6 days per week
Assist campers with duties, learning skills, selection of daily activities and communication with others
Be responsible for health, safety and personal belongings of assigned campers
While away from camp provide needed supervision, keeping in mind physical, emotional, and spiritual growth
While at camp flex into the schedule and flow of camp
Be prompt with group at all camp activities and assist instructors during class time
Assist in daily worship program
Never leave your campers unattended
Assist campers in orderly departure until all have left on correct transportation
Never use physical punishment. In all discipline matters, deal consistently, with respectful firmness, lovingly, as Jesus would
Maintain a positive environment at all times - deal with problems quickly - use discipline process as outlined in policies
Support overall camp program to the best of your ability

Results

Inspire the trust of your campers and extend trust to them as appropriate
Be rated above 80% on evaluations
Have no incidents of bullying during the summer
Have 50% of campers choose to re/commit their lives to Jesus each week

Rock Climbing Instructor

Qualifications

Appropriate certifications and qualifications

A thorough working knowledge of the fundamentals of your activity

Ability to maintain and repair activity equipment

Ability to patiently communicate and demonstrate skills while giving individualized attention when appropriate

Safety conscious

Ability to represent Big Lake professionally while recognizing and achieving excellence

At least 18 years of age and physically able to participate in and teach your activity while making mature judgments

Supervisors

Camp Director, Program Department Director, Activities Director

Tasks

Teach class each morning using daily lesson plans that helps your campers build lasting skills

Coordinate and supervise activity during afternoon activities

Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures

Teach campers to utilize their creativity

Teach good sportsmanship at every opportunity

Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds

Model your curriculum so that camper who would like to pursue a Pathfinder honor will be able to do so

Direct requests for equipment and supplies to the activities director or business manager

Deliver all items left in your area to Lost & Found daily

Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season

Support overall camp program to the best of your ability

Results

There will be no significant injuries

Over 90% of your campers will report that they had fun

Campers will be taught second level lessons each week

Your name will be mentioned as a staff member who "helped me learn" each week

All campers will have achieved their personal goals for the week

You will achieve your personal goals for the summer

You will stay within your activity budget

Supervision Ratio

Equal to or less than 10:1 with a minimum of two staff present.

Sail Dock – Sailing/Windsurfing Instructors, Waterfront Sub

Qualifications

Current Senior Life Saving Certificate
Red Cross Basic Sailing, Part A & B (Sailing)
Specific windsurfing training (Windsurfing)
Ability to patiently communicate and demonstrate skills
Capacity for individualized attention
Small craft safety certification preferred
At least 18 years of age

Supervisors

Camp Director, Program Department Director, Waterfront Director

Tasks

Develop daily lesson plans to be used in teaching classes
Teach sailing/windsurfing class each morning
Coordinate and supervise sailing/windsurfing for afternoon activities
Initiate strict safety program. Insure that life jackets are worn by campers when off dock
Maintain equipment in clean, safe, workable condition
Plan a program that allows the campers to fulfill the requirements for the AY honor in sailing/windsurfing if desired
Direct requests for equipment and supplies to the waterfront director or director
Deliver all items left in your area to Lost & Found daily
Keep equipment, dock, and shorelines neat at all times and immaculate on the weekends
Maintain a Christian atmosphere in class
Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
Support overall camp program to the best of your ability
Smile, affirm, and have fun

Results

That over 90% of campers will report that they had fun
That campers will have achieved their personal goals
That you will have taught campers second level lessons each week. 1 per day
That your name will be mentioned as a staff member who “helped me learn” each week
That there will be no significant injuries
That you will achieve your personal goals for the summer

Ski Dock – Wakesports Instructor, Boat Driver

Qualifications

Current Senior Lifesaving Certificate
American Water Ski Association First Class rating
Oregon Boater's License and previous experience operating power boats
Knowledge of boating safety regulations
Ability to patiently communicate and demonstrate skills
Capacity for individualized attention
At least 18 years of age

Supervisors

Camp Director, Program Department Director, Waterfront Director

Tasks

Prepare daily lesson plans to be used in teaching classes
Teach water-skiing classes each morning
Coordinate and rocket rides during afternoon activities
Maintain a good water ski program within the confines of the budget. Do not give unnecessary boat rides and do not exceed necessary speeds. This costs the camp money and increases the chances of injury.
Initiate a strict safety program including life vests being worn by all skiers and passengers
Maintain equipment in clean, safe, workable conditions
Driving should always be undertaken with safety in mind and accepted Oregon boaters traffic patterns adhered to
Keep ski equipment, docks and shorelines neat at all times
Plan a program that allows the campers to fulfill the requirements for the AY honor in water-skiing if desired
Every-other Sunday, change the oil, clean, wax and perform needed maintenance on the boats
Direct requests for equipment and supplies to the waterfront director
Abide by camp policies with regard to music played in the boats
Deliver all items left in your area to Lost & Found daily
Maintain a Christian atmosphere in classes at all times
Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
Support overall camp program to the best of your ability

Results

That over 90% of campers will report that they had fun
That campers will have achieved their personal goals
That you will have taught campers second level lessons each week. 1 per day
That your name will be mentioned as a staff member who "helped me learn" each week
That there will be no significant injuries
That you will achieve your personal goals for the summer

Snack Shop

Qualifications

Good time management and organization skills
Extremely honest and hard working
Flexibility in managing different tasks and assignments
Ability to work with money, sales, and food items
Previous kitchen experience (preferred)
Food Handler's Permit

Supervisors

Camp Director, Support Division Director, Headquarters Director, Mall Manager

Tasks

Keep a clean well-organized snack shop
Set up snack shop each morning so as to be ready to open immediately following the softball game
Assist in preparing and transporting items for Softball game sales
Ensure that snack shop inventory and supplies are maintained at appropriate levels by coordinating with the mall manager
Maintain refrigerator temp records throughout the summer
Mop the snack shop
Keep a record of all Staff Snack shop purchases
Present a cheerful atmosphere in the snack shop
Rotate snack shop items to ensure freshness
At all times, treat incoming campers and adults with kindness and courtesy
Support overall camp program to the best of your ability
Smile a lot; be cheerful even when doing unpleasant tasks
Have positive, encouraging interchanges with staff and campers

Results

Increased sales in the snack shop
Happy campers
No lost sales due to unpreparedness
Cleanliness and records kept up to ACA and ODH standards

Sports Instructor

Qualifications

Appropriate certifications and qualifications

A thorough working knowledge of the fundamentals of your activity

Ability to maintain and repair activity equipment

Ability to patiently communicate and demonstrate skills while giving individualized attention when appropriate

Safety conscious

Ability to represent Big Lake professionally while recognizing and achieving excellence

At least 18 years of age and physically able to participate in and teach your activity while making mature judgments

Thorough knowledge of the rules and fundamentals of basketball

Documented experience and training in the instruction of basketball

A thorough working knowledge of the fundamentals of basketball, volleyball, soccer, and softball

Ability to patiently communicate and demonstrate skills of basketball, volleyball, soccer, and softball

Knowledge of the rules and regulations of the aforementioned sports

Refereeing skills in the aforementioned sports

Supervisors

Camp Director, Program Department Director, Activities Director

Tasks

Teach class each morning using daily lesson plans that helps your campers build lasting skills

Coordinate and supervise activity during afternoon activities

Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures

Teach campers to utilize their creativity

Teach good sportsmanship at every opportunity

Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds

Model your curriculum so that camper who would like to pursue a Pathfinder honor will be able to do so

Direct requests for equipment and supplies to the activities director or business manager

Deliver all items left in your area to Lost & Found daily

Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season

Support overall camp program to the best of your ability

Set up and maintain equipment for staff softball games each day

Arrange and keep softball statistics and records

Set up and coordinate Capture the Flag each evening

Lead planning and coordination of Big Lake Olympics on Friday afternoons

Results

There will be no significant injuries

Over 90% of your campers will report that they had fun

Campers will be taught second level lessons each week

Your name will be mentioned as a staff member who "helped me learn" each week

All campers will have achieved their personal goals for the week

You will achieve your personal goals for the summer

You will stay within your activity budget

The Olympics will be successful

Safety Regulations

Equipment is not to be used without direct supervision and permission from the instructor

Playing areas should be inspected for potential hazards

Campers should be instructed in rules and procedures before play begins

Appropriate attire must be worn for the activity being performed

A first aid kit must be present at all activities

Boundaries, appropriate behavior, and hazards identified

Process for communication of distress/grievance is identified

Equipment

Equipment, including balls and jerseys, is to be checked daily

Problems are to be addressed immediately and faulty equipment should be removed from use

Equipment should be stored and locked in the sports shed when not in use

Camper Eligibility Requirements

In addition to the eligibility requirements for all campers, basketball requires that campers be able to jump and run unassisted.

Supervision Ratio

Equal to or less than 10:1 with a minimum of two staff present.

Additional Requirements

The Sports/Basketball Instructor is responsible for setting up, tearing down, and scheduling softball, Capture the Flag, and the Olympics.

Staff Childcare Provider

Qualifications

Good time management and organization skills
Extremely honest and hard working
Flexibility in managing different tasks and assignments
Ability to work creatively, safely and compassionately with young children
An eye for safety

Supervisors

Camp Director, Support Division Director, Headquarters Director, Camp Moms

Tasks

Be responsible for the safety and welfare of staff children, as assigned, during designated times
Organize and implement structured activities including but not limited to reading time, arts and crafts and physical activity
Maintain direct supervision and engagement with children during structured and unstructured play times
Sell merchandise in the snack shop and at the softball games each day
At all times, treat incoming campers and adults with kindness and courtesy
Support overall camp program to the best of your ability
Smile a lot; be cheerful even when doing unpleasant tasks
Have positive, encouraging interchanges with staff and campers

Results

Staff children will enjoy their time spent with you

Staff Subs

Qualifications

Ability to adapt to and assist in a variety of areas
Willingness to learn new skills and work in different camp activities
Ability to work hard
Lifeguarding and/or food handlers permits are preferred
At least 18 years of age preferred

Tasks

Perform duties as outlined by weekly sub schedule and/or the Program Director
Be flexible according to needs and requests of program director or other CADCO member
Support overall camp program to the best of your ability
Smile a lot, be cheerful even when doing unpleasant tasks
Have positive, encouraging interchanges with staff and campers

Results

You will gain new skills and competencies
The staff children will enjoy their time with you
Evaluations of your performance will be outstanding
You will achieve your personal goals for the summer

Safety Regulations

A first aid kit must be present at all activities
Equipment is not to be used without direct supervision and permission from the instructor
Rules and procedures must be explained before activities begin

Survival Adventure Instructor

Qualifications

Appropriate certifications and qualifications

A thorough working knowledge of the fundamentals of your activity

Ability to maintain and repair activity equipment

Ability to patiently communicate and demonstrate skills while giving individualized attention when appropriate

Safety conscious

Ability to represent Big Lake professionally while recognizing and achieving excellence

At least 18 years of age and physically able to participate in and teach your activity while making mature judgments

Knowledge and experience in use of survival skills

Knowledge of wilderness living

Documented experience and training in survival activities

A working knowledge of outdoor living skills

A working knowledge of wilderness survival and outdoor leadership

Supervisors

Camp Director, Program Department Director, Activities Director

Tasks

Teach class each morning using daily lesson plans that helps your campers build lasting skills

Coordinate and supervise activity during afternoon activities

Initiate strict safety program that is in harmony with the Safety Regulations found in the Activities Policies and Procedures

Teach campers to utilize their creativity

Teach good sportsmanship at every opportunity

Maintain a positive Christian atmosphere while taking into account camper ages and backgrounds

Model your curriculum so that camper who would like to pursue a Pathfinder honor will be able to do so

Direct requests for equipment and supplies to the activities director or business manager

Deliver all items left in your area to Lost & Found daily

Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season

Support overall camp program to the best of your ability

Work with Activities, Food Service, and RAD directors to consider possible overnight campout

Results

There will be no significant injuries

Over 90% of your campers will report that they had fun

Campers will be taught second level lessons each week

Your name will be mentioned as a staff member who "helped me learn" each week

All campers will have achieved their personal goals for the week

You will achieve your personal goals for the summer

You will stay within your activity budget

Safety Regulations

Equipment is not to be used without direct supervision and permission from the instructor.

Rules and procedures must be explained before activities begin

Careful explanation of emergency procedures must take place when particularly hazardous activities are performed (anything involving fire, knives, hatchets, etc.)

A first aid kit must be present at all times

Boundaries, appropriate behavior, and hazards identified

Process for communication of distress/grievance is identified

Equipment

Equipment is to be used only for its appropriate function

Equipment should be ready for use at the beginning of each class

Equipment should be inspected daily for any potential hazards in use

This includes frayed straps on packs, proper functioning of propane stoves, and other tools

Any problems with equipment should be repaired immediately or equipment should be removed from use until repair or disposal

Equipment is to be stored away when not in use

Camper Eligibility Requirements

In addition to the eligibility requirements for all campers, survival adventure requires campers be able to carry 40 pounds comfortably.

Supervision Ratio

Equal to or less than 10:1 with a minimum of two staff present.

Swim Dock – Swimming Instructor, Waterfront Sub

Qualifications

Current WSI Certificate
Current Senior Lifesaving Certificate
Ability to patiently communicate and demonstrate skills
Capacity for individualized attention
Love for teaching kids
At least 18 years of age

Supervisors

Camp Director, Program Department Director, Waterfront Director

Tasks

Develop daily lesson plans to be used in teaching classes
Teach swimming classes each morning
Coordinate and supervise swimming for afternoon activities
Initiate and practice a strict safety program
Assist with special waterfront activities
Direct requests for equipment and supplies to the waterfront director
Plan a program that allows the campers to fulfill the requirements of the AY honor in swimming if desired
Maintain dock and equipment in safe condition
Keep swimming equipment, docks and shorelines neat at all times and immaculate on the weekends
Deliver all items left in your area to Lost & Found daily
Maintain a Christian atmosphere in classes at all times
Submit a detailed inventory list at the end of the summer to camp director with suggestions for the following camp season
Support overall camp program to the best of your ability

Results

That over 90% of campers will report that they had fun
That campers will have achieved their personal goals
That you will have taught campers second level lessons each week. 1 per day
That your name will be mentioned as a staff member who “helped me learn” each week
That there will be no significant injuries
That you will achieve your personal goals for the summer

Waterfront Sub

Qualifications

Current Senior Lifesaving Certificate
Current Red Cross First Aid Certificate
Flexibility and willingness to help where needed
Ability to patiently communicate and demonstrate skills
Capacity for individualized attention

Supervisors

Camp Director, Program Department Director, Waterfront Director

Tasks

Assist with instruction of morning classes as directed
Supervise and assist during afternoon waterfront activities
Assist waterfront personnel as needed
Participate in a strict water safety program
Deliver all items left in your area to Lost and Found daily
Maintain a Christian atmosphere at all times
Support overall camp program to the best of your ability

Results

Awesome reviews from your supervisor—hard work, willingness, positive attitude
That there will be no injuries on your watch
That you will perform well under pressure
That you will support team unity
That you will teach campers second level lessons