



## Job Description

### Camp Family

Reports to: Camp Family Coordinators (2)

#### Position Purpose:

Learn leadership skills such as communication, cooperation, work ethic, decision making, responsibility, accountability by working, under the direction of the Camp Family Coordinators, as a member of a team assigned to assist in cleaning and maintaining the site, preparing and serving food, supporting staff-run activities such as camp store and snack, and assisting other parts of staff and the conferences as needed throughout the summer.

#### Principle Duties:

- General Housekeeping Responsibilities
  - Guide campers in daily cleaning of bathrooms
  - Clean buildings between camp sessions
  - Other cleaning assignments as needed
- Dining Hall Responsibilities
  - Prepare dining hall for each meal
  - Supervise campers in waiter duty
  - Clean dining hall between meals
  - Clean dishes between meals, including kitchen pots
- Kitchen Responsibilities
  - Under the direction of the Kitchen Staff, prepare food
  - Unload and put away food orders
  - Do kitchen laundry
  - Assist in meal service as requested
  - Serve nightly snack to campers
- Maintenance Responsibilities
  - Assist Environmental Task Force (ETF) in repairs and maintenance of site as requested
- Program Responsibilities
  - Assist in staffing and operating the camp store
  - Assist Waterfront Staff with managing the Buddy Board
  - Assist Administrative staff during camper check-in
  - Assist Resources as requested with supporting Conferences
  - Be a good role model to campers

#### Other Duties:

- Participate in emergency drills
- Respond to emergencies as directed
- Attend daily Camp Family meetings and weekly full-staff meetings
- Establish a positive and helpful environment, showing kindness to those we serve and the team
- Establish ways of work that will reduce waste of resources and respect

- and protect God's creation and promote sustainable practices
- Live, work in, and encourage a Christian community
- Uphold the rules and policies of Silver Lake Conference Center
- Other duties as assigned.

#### Relationships:

Camp Family members work closely with each other to complete tasks in an environment of teamwork and collaboration. Camp Family members are supervised and mentored by the Camp Family Coordinators. Throughout the summer, Camp Family members will have the opportunity to work under the supervision of different summer Coordinators and members of the Year-Round Staff when assigned to tasks in other program areas.

#### Equipment Used:

- Housekeeping equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, steam cleaners, washing machines, and dryers
- A variety of hand tools and power tools
- Kitchen equipment, including but not limited to knives, mixers, ovens, grills, fryers.

#### Minimum Qualifications:

- Age 16 or older
- First Aid/CPR certification, or ability to obtain such
- Must submit health history record and examination form prior to first day of work

#### Knowledge, Skills, and Abilities:

- Follow written or verbal instructions
  - Read and understand instructions on cleaning product labels
- Be open to feedback and assistance
- Ability to relate to youth in a positive manner
- Ability to contribute to an environment that promotes personal growth, community building, and teamwork
- Exhibit maturity
- Be an appropriate role model
- Be self-motivated
- Meet deadlines
- Work in an organized manner
- Live in, work in, and encourage a Christian community
- Live by the Rules and Covenant and policies of Silver Lake Conference Center and the Southern New England Conference of the UCC.

#### Physical Aspects of the Job:

- Ability to work for long periods of time without sitting
- Lift and carry at least 30 lb., unassisted
- Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)

Term of Service: This is a seasonal position to serve Silver Lake's summer program. Dates of service will be defined in a written letter of agreement and will include the pre-summer Staff Development Program.

Compensation: Those who successfully complete the full term of service for this leadership training program will receive \$750.