SHETEK LUTHERAN MINISTRIES POSTION DESCRIPTIONS

Counselor: Supervise and provide guidance to campers on-site, at day camps, and on adventure trips. As a counselor you will lead your campers through the daily activities at camp such as group building, games, bible study, worship, and more. Counselors will also get the opportunity to work as a team with other staff members on a variety of different activities. **Salary $350/week, $375/week returning counselors.**

Kitchen Assistant: Assists the Food service director with the preparation of food, serving of food, and the clean up after each meal. Kitchen Assistants will also help with the daily cleaning list to ensure a sanitary cooking environment. Must be a hard worker and willing to learn new skills. 16+ years of age, interest/experience working in the kitchen preferred. **Salary $350/week.**

Maintenance Assistance: Assist the Property Managers with maintenance of camp grounds and facilities. Some of the maintenance includes; mowing, cleaning, minor repairs, and more. Must be a hard worker. 16+ years of age. **Salary $350/week**

Support Staff Positions:

Assistant Program Director: Assists in implementing day-to-day activities such as games, camp activities, and more. Provide guidance and serve as a resource person for summer staff members. Must have strong leadership, teamwork, communication, self-motivated individual willing to jump in when needed. 21+ years of age or at least 2 years of prior camp experience preferred. **Salary $400/week.**

Chaplain: Ministers to both the summer staff and the campers. Serves as a resource person for leading devotions, assisting with worships and bible studies. Must be a self-motivated person and have strong leadership skills. 21+ years of age is preferred, seminary experience preferred. **Salary $400/week.**

Health Care Manager: Assists Campers and Staff with medical issues that occur at camp. The health care manager organizes and distributes medication daily for campers and staff. The Health Care Manager is in charge of making sure all the first aid kits are stocked, that the health care station is stocked and neatly organized, and keep accurate health logs. Must be a detail oriented, hardworking, and an empathic person. 21+ years of age, medical interest/experience preferred. **Salary $400/week.**

Cross Generational Director: Organizes and is the main facilitator of our cross generational programs for families, grandparents, and our youngest campers. Will work with 2-3 counselors during programming. Must have strong leadership, organizational skills, and be willing to work with campers of all ages. 21+ years of age preferred. **Salary $400/week.**

Day Camp Director: Organizes and leads day camps all summer at our member congregations. As a Day Camp Director you will communicate with the day camp coordinators from the churches. On day camps there will also be 2-3 counselors that you will work alongside. Day Camp directors will plan out the week with the counselors that will also be on the day camp. 21+ years of age, VBS, supervisory experience preferred. **Salary $400/week.**

The Following Jobs are Typically Paired with a Support Staff Position:
*Salary is based on the support staff position you hold with one of the following

Media Coordinator/IT: Takes photos and videos of campers and staff throughout the summer. Creates content for camp's social media accounts. Must be organized and creative. Computer, photography, marketing, video, or graphic design skills preferred.

Canteen Manager: Manages the camp store. Making sure it is stocked, clean, organized, and keeps records of inventory. Works with program director to order more inventory. Must be detail oriented and organized.

Waterfront Director: Creates and manages a safe waterfront. Provides waterfront orientation for all staff and campers. Organizes lifeguard and boating shed, and does weekly checks on equipment. Must be a certified lifeguard (we do offer lifeguard training during our staff training). 21+ years of age and lifeguard experience preferred.