

SHETEK LUTHERAN MINISTRIES

SUMMER 2024 JOB DESCRIPTIONS

CAMP COUNSELOR

The role of a summer camp counselor is both a challenging and rewarding experience. As a camp counselor you will be responsible for the safety and well-being of your campers and for making sure that all your campers feel welcomed all while providing them with a fun summer camp experience.

Some of the tasks that you will be in charge of as a camp counselor include leading a variety of different activities such as games, arts & crafts, group building activities, Bible study, and more. In your role you will be responsible for ensuring campers are following camp rules and being a helping hand when they need encouragement.

At Shetek we have three different types of programming. We have week long traditional camps, day camps at our member congregations, and cross-generational programs. You will get experience in all three programs as a camp counselor.

Camp counselors are expected to set a positive example for camper through their behavior and attitude, and to foster an environment of kindness, respect, inclusivity, and acceptance.

Camp Counselors will have the opportunity to to build relationship with peers as they work with one another each week at camp. If you are looking for a summer job that allows you to make a positive impact in the lives of others, then a faith-based summer camp counselor may be the perfect fit for you.

Must be 18 years or older

Salary \$400/week, \$425/week returning counselors.

Kitchen Assistant

As a Kitchen Assistant your main responsibility is to assist the Food Service Director prepare and serve meals for campers and staff. This will include cooking, baking, washing dishes, cleaning the kitchen and dining area. You will be required to follow food safety guidelines and maintain a sanitary kitchen environment which you will learn during training.

Kitchen Assistants are expected to be responsible, hardworking, reliable, and have the ability to work well with others. Experience in the kitchen is preferred but not a requirement to be considered for this position.

Must be 16 years or older

Salary \$400/week.

Maintenance Assistant

As a Maintenance Assistant you will work with the Property Managers to ensure the upkeep of the camp grounds and buildings. This may include but is not limited to mowing, minor repairs, cleaning, and replacing items.

A Maintenance Assistant must be hardworking, able to work both individually and with others, willing to learn how to fix/repair things from the Property Managers, and be reliable.

Must be 16 years or older

Salary \$400/week

Lifeguard (add on position)

During our staff training we offer lifeguard certification at no cost. Being a lifeguard is an add on position so you would get an additional \$25 a week added to the salary of your other position at camp.

SUPPORT STAFF POSITIONS

Support Staff Salary

All support staff positions will have a salary of \$450/week as a first time support staff member. If you worked on the support staff the previous summer your salary will be \$475/week.

Assistant Program Director

The Assistant Program Director position is a leadership role that requires dedication, communication skills, a positive attitude, and willingness to help and support others. As the Assistant Program Director you will work with the Program Director to develop and implement camp activities. This may include but is not limited to planning, organizing, and leading different camp activities such as games, arts and crafts, devotions and worship.

You will serve as a resource for summer camp counselors and be there to assist them when they need help, when they need someone to talk with, and when/if they need someone to step in for them while they take a break. You will do this alongside the other support staff members.

An Assistant Program Director must have strong leadership and communication skills. In this position you must have a positive attitude, want to help others, enjoy working with youth, and work well with others.

Health Care Manager

As the Health Care Manager you will assist 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 must keep accurate health logs. Aside from distributing meds, restocking first aid kits, and handling medical issues when they occur, you get to help with games, worship, and other fun camp activities!

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Must be a detail oriented, hardworking, and an empathetic person. 21+ years of age, medical interest/experience preferred.

Cross-Generational Director

The Cross-Generational Director is the main facilitator of our cross generational programs for families, grandparents and grandchildren, and our youngest campers. As the Director of our Cross-Generational programs you will get to use your creativity to plan and implement arts and crafts, games, and other activities for the summer. As a leader you will work with 2-3 camp counselors each week during your programs. The camp counselors you work with will change each week.

You must have strong leadership and communication skills. You must be organized, work well with others, and be creative.

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Day Camp Director

As the Day Camp Director you will be the main organizer and leader for our day camp programs that take place at our member congregations. You will be responsible for organizing activities, scheduling, and coordinating with the 2-3 camp counselors that will work with you on day camps. The counselors will rotate through different programs so there will be different counselors working with you each week. You will also be in charge of organizing and packing the day camp bins each week. You will connect with the Program Director when you need more supplies for arts & crafts or other activities.

You must have strong leadership, communication, and organizational skills. You must be able to work well with others and have experience working with youth.

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Chaplain

Ministers to both the summer staff and the campers. Serves as a resource person for leading devotions, assisting with worships and Bible studies. The Chaplain will work alongside the other support staff members to help lead games, worship, and other camp activities. Must be a self-motivated person and have strong leadership skills. 21+ years of age is preferred, seminary experience preferred.

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. Create 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.