

## Job Descriptions:

### Assistant Cook or Food Prep

- Works under the authority of the Kitchen Manager
- Age requirement: 18 or older
- Assist the Head Cook in preparing up to 600 meals per day.
- Prepare food and manage the food service areas.
- Oversee clean up of meals and dishwashing services.
- Train kitchen staff (summer kitchen helpers, volunteers, etc.).
- Prepare and serve food that meets Food Safe requirements.
- Facilitate a safe, joy filled, hospitable environment in the kitchen and Dining hall.
- Be an active participant of staff and ministry at PYC.

### Kitchen Worker

- Works under the authority of the Kitchen Manager
- Age requirement : 16 or older
- Responsible for keeping the kitchen and dining area clean before and after each meal.
- Responsible for washing dishes.
- Have an attitude of service and hospitality.
- Perform all tasks given by the head cook and assistant cook.
- Be an active participant of staff and ministry at PYC.

### Maintenance Worker

- Works under the authority of the Maintenance Director and Program Director
- Age requirement: 16 or older
- Must have a current driver's license.
- Work under the supervision and direction of the head of maintenance.
- Assist with the upkeep of equipment and grounds.
- Be willing and available at all times for various maintenance responsibilities.
- Participate in after dinner activities, campfire services, etc.
- Be an active participant of staff and ministry at PYC.

### Office Assistant

- Works under the authority of the Office Manager
- Age Requirement: 18 or older
- Assist in the office as needed.
- Assist with office paperwork and filing.
- Assist with registration.
- Assist with Camp Store as needed.
- Various housekeeping responsibilities.
- Be an active participant of staff and ministry at PYC.

## Counselor

- Works under the authority of the Program Director
- Age requirement: 18 years old and graduated from High school or having served as a CIT for at least 2 years in the past.
- Committed to the daily spiritual disciplines of Bible reading and prayer.
- Responsible for the well-being and safety of your campers. (Always know where your campers are!)
- Lead cabin group through daily activities. Assist program specialists (lifeguards, crafts director, challenge course director, etc.) while being a proactive participant.
- Teach and lead campers and CIT's by example with words, actions and attitude.
- Help each camper have an enjoyable camp experience, connecting with each individually and determining how you can help them grow.
- Explain and demonstrate PYC's values and create an environment to achieve social, physical, emotional and spiritual growth.
- Oversee camper Bible study and cabin devotions daily, along with helping with chapel and campfires as needed.
- Be a part of your cabin without being one of them. You are their friend and at the same time an authority. Encourage and facilitate unity in your cabin and as a member of staff.
- Interpret and enforce camp rules and policies to your campers.
- Keep cabins clean and neat, ensuring each camper takes all of their belongings with them at the end of the week.
- Purposely teach CIT's by example how to be exemplary counselors. Taking responsibility and leadership as well as sharing responsibility and allowing opportunity to grow through leadership experience.
- Perform all assigned cleaning duties at the end of the week. Your cleaning will be inspected and approved before you are free on Friday evening.
- Be an active participant of staff and ministry at PYC.

## Counselor in Training (CIT)

- Works under the authority of the Program Director
- Age requirement: 15 years old by July 1.
- Committed to daily spiritual disciplines such as Bible reading and prayer.
- Assist the counselor with cabin responsibilities.
- Be involved with your cabin during all activities. Assume a role of responsibility; you should not be another camper for your counselor to watch over.
- Assist the senior counselor with watching campers and making sure they are safe.
- Be committed to learning to be a counselor from senior staff members.
- Participate in chapel/campfire services. Actively pray for and with your campers, help lead worship, help keep campers focused on the speaker.
- Have a healthy relationship with campers, leading by example.
- Serve in assigned area of responsibility (assisting in cabin, kitchen, maintenance and elsewhere).
- Review Counselor job description.
- Be an active participant of staff and ministry at PYC.

## Health Officer

- Works under the authority of the Program Director and Administrator
- Age requirement: 18 or older
- Must have at least First Aid and CPR certifications. Nursing or EMT certifications preferred.
- Communicate with campers and parents/guardians at registration concerning all medicines or medical needs.
- Administer all medications on time.
- Establish relationship with local doctor and hospitals.
- Provide medical care for sick or injured campers and staff.
- Stock and organize Health Office and First Aid kits.
- Be easily accessible in case of emergency.
- Communicate and educate counselors and other staff concerning campers with specific medical needs.
- Purchase medical supplies and keep an adequate supply on hand.
- Responsible for medical records and insurance forms.
- Keep a thorough nursing log.
- Provide first aid kits for groups traveling off-site.
- Be aware of the general physical wellbeing of campers and staff.
- Be available to care for routine health matters after meals.
- Clean and inventory Health office and supplies at the end of the summer program.
- Be an active participant of staff and ministry at PYC.

## Craft Director

- Works under the authority of the Program Director
- Age Requirement: 18 or older
- Plan craft projects for the summer with available materials, equipment, and budget.
- Prepare the craft cabin before camp opens.
- Create an environment for creativity and learning.
- Teach and supervise campers craft projects.
- Help campers gain an awareness of God through their creativity and working together.
- Operate a safe instruction area.
- Use crafts in creative ways to share Biblical truths.
- Keep craft cabin clean.
- Use native and natural materials as much is possible / practical.
- Have samples of all projects.
- Report needs for materials and equipment to Camp Administrator.
- Close up the craft shop at the end of the summer. Inventory supplies and make a suggested list of needed supplies for the following summer.
- Be an active participant of staff and ministry of PYC.

## Explorer Camp Leader

- The Explorer Camp leader is under the leadership of the Summer Program Director(s). Any questions or concerns should be taken to them.
- Age requirement: 18 or older.
- The responsibilities of a counselor. (Read Counselor Job Description)
- Responsible to see that all equipment is ready and in good repair.
- Communicate with Head Cook to purchase and organization of food.
- Plan a menu with head cook that meets necessary dietary standards.
- Plan trips carefully while communicating with camp administration.
- Leave clear plans with Camp administration.
- Be a spiritual leader. Facilitating camper's personal devotions as well as evening campfire talks.
- Be knowledgeable and able to teach and demonstrate proper, safe, outdoor living skills.
- Keep environmental impact to a minimum (build small fires, do not destroy anything living, practice low-impact camping).
- Provide separate sleeping areas for males and females.
- Help campers focus on God and his creation.
- Have prepared emergency procedures to follow if needed.
- Clean and put away equipment at the end of the trip/week. Make a note of equipment that needs to be repaired or replaced.
- Prepare written report and evaluation of the week.
- Responsible for group morale and safety.
- Be responsible for the spiritual, emotional, and physical well-being of the explorer camp staff.
- Prepare a flexible schedule for the week communicating with the Challenge Course Director, Program Director and other support staff as needed.
- Be an active participant of staff and ministry of PYC.

## Lifeguard

- Lifeguards are under the authority of the Camp Administrator for all activities involving the pool. Lifeguards are under the authority of the Program Director after all responsibilities at the pool are fulfilled.
- Age Requirement: 16 or older
- Must have current lifeguard and CPR certifications.
- Work with Summer Program Director(s) concerning waterfront activities.
- Responsible for the health and safety of those using the pool. Keep pool and surrounding areas clean and safe.
- Be familiar with emergency procedures, first aid supplies, and campers with special needs (Health officer has this information).
- Follow applicable health regulations. Check for proper chemical levels in the pool.
- Orient campers and staff at the beginning of the week to pool rules, policies and procedures. Post and enforce pool rules.
- Administer swim tests for campers and staff to know their swimming abilities. Only those who pass the test can swim in the deep end.
- Help enforce dress code at the pool.

- Check lifesaving equipment at pool and keep it in good order.
- Maintain and encourage an atmosphere at the pool that is fun and safe.
- Oversee public swimmers: collect admission, watch swimmers, and maintain discipline.
- Teach swimming classes/lessons. Keep records of campers who pass swim classes.
- Be an active participant of staff and ministry of PYC.

#### Challenge Course Coordinator

- Works under the authority of the C.C. Director. When C.C. responsibilities are fulfilled, they will report to the Summer Program Director.
- Age Requirement: 18 or older
- Acquire necessary certification for oversight and facilitating the challenge course.
- Help with summer maintenance and upkeep of the challenge course.
- Assist to train all summer staff in use of challenge course.
- Make sure the course is being run safely.
- To run the challenge course during summer camp and be on call for scheduled groups.
- Create an environment of encouragement, fun and safety.
- Be an active participant of staff and ministry of PYC.

#### Videographer

- Works under the authority of the Camp Administrator
- Check camper disclosers, to make sure that there are not campers who have requested to not have their photos taken.
- Take photos and videos of each camp.
- Do not be partial. Get photos & videos of cabin activities, such as boating, archery, crafts, challenge course, indoor games, octoball, etc. Also get photos & videos of group activities such as swimming, waterslide, snack-shop, ball-field games, water carnival, chapel/campfire, meals, etc.
- Take the all camp photo no later than Monday morning. Have the photo to KOS by Tuesday. Drive and pick up camp photo before Friday.
- As part of your job, you will be using a camp email account. All communication via email that falls under your job must be done through this email account.
- Photo Requirements
  - Take lots of photos
  - Photos should show every camper in every camp. Don't be partial
  - Minimum of 500 photos taken/camp (note: this is not how many/week. If there are three different camps here, you will need 500 photos of each individual camp. Be careful not to let mini-camp sneak by you.)
  - Minimum of 100 photos uploaded to google photos per camp (note: same as above. 100 photos/each individual camp.)
    - Google Photos: Do not upload original file size to google photos. Resize your photos to 4k resolution before uploading them. You will need to create albums for photos by camp, and upload photos accordingly.
  - Backup all photos taken weekly. Photos should be organized in the backup by camp.
- Video Requirements
  - Take lots of video

- Video should be taken from every camp. Don't be partial.
- You will be expected to create a video of each individual camp. (So there should be one video for Friendship Camp that includes all the weeks of Friendship camp, one for explorer camp that includes all the weeks of explorer camp, etc.) Each video is expected to have at least 2.5 minutes of footage from each week.
- The deadline for turning in summer camp videos is: September 1<sup>st</sup>.
- Be willing to help with additional promotional media.
- Be an active participant of staff and ministry of PYC.

#### Summer Program Director

- Works under the authority of the Camp Administrator.
- Age Requirement: 18 or older
- Be committed to daily spiritual disciplines such as Bible reading and prayer.
- Plan and direct summer program activities.
- Work with Camp Administration in recruiting and hiring summer staff.
- Work closely with Camp Administration in planning and leading Staff Orientation Week.
- Assist in leading/teaching specialized activities as needed and time permits.
- Responsible to see that activity equipment is in good repair (archery, balls, etc).
- Report maintenance needs to the Head of Maintenance and program needs to Camp Administration.
- Responsible for the safety and well-being of campers and staff.
- Uphold and interpret Penn-York Camp's philosophy to the staff.
- Work with the Camp Administration to develop the summer theme.
- Develop the Bible Study in conjunction with the theme.
- Develop an environment of unity and support among the staff.
- Be sensitive to the needs of campers and staff.
- Serve as a spiritual leader/counselor for the program staff. Offering support, encouragement and correction to staff.
- Create weekly schedule, planning and communicating special activities.
- Schedule chapel and campfire services (speaker, worship leader, skits, etc).
- Facilitate a discipling / study group for the CIT's.
- Equip and encourage the program staff to fulfill their responsibilities.
- Keep accurate program records and evaluate the summer camp program at the end of the summer.
- Help develop new ideas and programming ideas to increase use of Camp facilities.
- Be an active participant of staff and ministry of PYC.