

### Position Briefs

#### PROGRAM:

- Program Aide/RA      Assists the Program Director in scheduling staff for classes, develops evening programs, serves as staff dorm counselor and substitutes as cabin counselor in case of emergency or illness. Requisites; 21 years of age, previous camping experience or related activity.
- Senior Counselor      Serves as cabin counselor and assists in the training of other staff and counselors. Also assists in developing special activities for campers. Must be 20 years of age with two years camping or related experience.
- Counselors              Responsible for the daily supervision and ministry of the campers. Conducts devotions with the cabin, participates in organized recreation and assists in waterfront activities. Must be at least 18 years of age and one year college preferred.
- Aquatics Dir.            Responsible for the safe operation of all waterfront activities. Minimum qualifications: current Ellis Lifeguard instructor or equivalent, Professional Rescuer CPR, boating or watercraft certification, 21 years of age. Two years previous experience preferred.
- Asst. Aquatics Dir.      Assists the director in the safe operation of the waterfront and fills the director's responsibilities in his/her absence. Qualifications: current Ellis Lifeguard instructor or equivalent, Professional Rescuer CPR certification and 19 years of age. One year previous experience preferred.
- Aquatics Observer      Assists in the safe operation of all waterfront activities under the direction of the Aquatics Director. Qualifications: current Ellis lifeguard training or equivalent, Professional Rescuer CPR certification and 16 years of age.

#### SUPPORT STAFF:

- Food Service Mngr.      Supervises cooking staff, prepares work schedules, menu planning, food ordering, records documentation for USDA SFSP participation and kitchen staff training.
- Dining Rm Superv.      Supervises the operation of the dining room and the dining room servers.
- Dining Rm Server      Assists in food service and dining room prep and cleaning.
- Kitchen Maint.          Cleans dishes/pots and kitchen floors. Assists in food stocking.
- Cooks                    Prepares food and supervises the operation of the kitchen.
- Cook's Assistants      Assists the cooks in food preparation.
- Housekeeping          Responsible for the cleaning of camp offices, volunteer staff housing, public restrooms and camp laundry.
- Maintenance           Assists in minor repairs, sanitation and grounds keeping.
- Health Officer          Operates the Health Station and administers medications and first aid. Minimum qualifications; ARC first Responder and 18 years of age.

Complete job descriptions are available upon request.