



Job Descriptions

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Job Descriptions

General For All Staff



The responsibilities of all Camp Victory Lake Staff are to:

- Attend staff worship each morning.
- At least 17 years of age.
- Good health and plenty of energy.
- Ability to relate to children.
- Ability to fulfill responsibilities.
- Desire and ability to share the gospel.
- Ability to be flexible in job description and duties.
- Ability to work with a group, and to take direction and advice.
- Attend Camp Council unless assigned other duties.
- Attend all campfires and participate where assigned.
- Allow for maximum rest each night in order to meet daily demands.
- Make requests for time-off in advance.
- Value and follow the philosophy, goals, and policies of the camp.
- Attend all staff meetings and worships.
- Develop skills and attitudes to do the best possible job.
- Assist other staff in all possible ways to develop a spirit of cooperation.
- Communicate ideas, questions and concerns with your peers and superiors.
- Gain permission from Camp Director in order to use a camp vehicle.
- Use activity areas during published times only. The swimming area is off limits to staff in the evening unless otherwise indicated.
- Clear requests pertaining to operation of the camp program, absences from camp (other than scheduled time off), etc. through the Camp Director.
- Clear any requests pertaining to ground, maintenance, vehicle orientation, etc. through camp director.



Job Descriptions

Non-Written Job Descriptions

Department supervisors will assign the following staff job descriptions verbally:



- All maintenance personnel (other than rangers, maintenance foremen)
- All camp store personnel
- All cafeteria shift supervisors, shift workers and Camp Baker
- All craft personnel
- All aquatics personnel
- All nature center personnel
- All program staff (assigned by program director)
- All archery personnel



Job Descriptions

Camp Director



The Camp Director is assigned by the conference executive committee to carry out the following responsibilities:

- Provide spiritual oversight to the camp and its follow-up program to campers and staff.
- Recruit, organize, train and supervise staff.
- Promote the camp's programs by developing materials and creating and responding to opportunities to represent Camp Victory Lake publicly.
- Seek, accept and process applications from prospective campers.
- Prepare, present and defend the summer camp budget, and account for receipts and disbursements of all funds associated with the summer camp program.
- Operate camp program in accordance with all county, state, and federal laws and regulations.
- Serve as counselor and advisor to staff in their ministries and future development.
- Oversee all camp activities.
- Recruit and orient Camp Pastors and Camp doctors.
- Develop and administer staff employment policies.
- Custodian of all camp inventory including store items, medical supplies, recreational equipment, etc.
- Attend conventions and worships to keep up-to-date on camp ideas and regulations.
- Be chairman of Camp Administrative Council.



Job Descriptions

Assistant Camp Director



The Assistant Camp Director is hired by the camp director and their job is to carry out the following responsibilities:

- Take charge of the summer camping program when the camp director is absent.
- Assist the Camp Director in the operation of the summer camping program in accordance with the needs of the camp.
- Assist in the training of camp staff.
- Serve as counselor and advisor to staff in their ministries and future development.
- Coordinate days off for general staff.
- Direct such camp activities, which are mutually agreed on with the camp director.
- Be a member of the Camp Administrative Council.



Job Descriptions

Program Director



The responsibilities of the Program Director are to:

- At least 20 years of age.
- Coordinate all camp programming.
- Coordinate and direct, special meals, camp counsels, mail calls, Sabbath programming, general materials for camper worships, and other events assigned by the director.
- Skilled in organization, creativity, and program production.
- Understand and affirm the camp's philosophy and objectives.
- Experienced staff person Camp Victory Lake or equivalent.
- Skilled in motivating people and interpersonal relationships.
 - Work with department heads in scheduling and coordinating days off for all activity staff.
 - Supervise campfires.
 - Chair staff social committee.
 - Establish operational objectives with each camp activity department head during pre-camp preparation. (Camp Director will review objectives with the program director and departmental heads prior to implementation and final program preparation.)
 - Hold periodic evaluation sessions with program staff and report it to camp director.
 - Prepare copies of all camp programs for Camp Director and Headquarters' files.
 - Distribute materials to staff involved in sufficient time prior to program to ensure adequate preparation.
 - Clear use of staff for programming with appropriate department heads.
 - Coordinate and distribute weekly rotational activity schedules.
 - Supervise care and storage of all costumes, puppets and other camp program supplies.
 - Be a member of the Camp Administrative Council.



Job Descriptions

Summer Camp Secretary



The Office Manager is the key to camp administration. This person reports directly to the Camp Director and should be in camp for pre-camp orientation.

The Office Manager should be in full agreement with the goals and purposes of Camp Victory Lake and complete a staff contract. The person should be prepared to assume a managerial role within the administration of the camp, as requested by the camp director.

Specific responsibilities of the office manager are:

- Secretarial experience and skills including typing, word processing, working with a cash box.
- Assume management of the camp office and its functions.
- Skilled socially and relationally.
- Ability to give attention to details.
- Type and duplicate records, forms, and instructional materials for various camp departments.
- Answer phone and deliver messages.
- Obtain, sort, and see that mail is delivered.
- Track and collect guest charges, receive and process offerings.
- Participate in the office camper registration process.
- Collect and process all lost---and---found items.
- Keep inventory and order supplies for the office, activity areas and special events.
- Take responsibility for care and custody of all office machines.
- Take charge of all bookkeeping functions of the camp. If another person is designated as bookkeeper, this person would report to the office manager.
- Supervise mail functions, purchase and order mail supplies through the town run each day, make sure messages get to the proper people when received on the two-way radio and, in general, be the person through whom most of the camp information and notification flows.
- Cooperate with permanent staff.
- Keep camp office neat and orderly at all times, and control who may or may not enter and use the facilities.
- Be present in the office at all times during regular working hours.
- Be a member of the Camp Administrative Council.



Job Descriptions

Boys' Director



The responsibilities of the Boys' Director are to:

- 21 years of age and up
- Be responsible for all boys' units.
- Previous experience at Camp Victory Lake or equivalent.
- Knowledge of counseling techniques and responsibilities.
- Ability to guide, direct, and supervise campers and counselors.
- Assist with pre---camp orientation and training.
- Make cabin assignments for counselors and campers.
- Schedule counselors' day off and substitutes.
- Require counselors' knowledge of campers' whereabouts at all times.
- Offer suggestions to counselors and campers for special cabin activities or program features.
- Serve as advisor to the camp director in all camp programs.
- Counsel with staff and campers on problem situations.
- Scheduled and coordinate days off for all boys' counselors.
- Assign boy campers and male counselors to cabins.
- Direct all line calls and flag ceremonies.
- Coordinate with Girls' Director on all mail calls.
- Arrange and coordinate cabin worships with camp pastors.
- Conduct daily cabin inspections.
- Facilitate and tabulate commitment cards with Camp Director.
- Be a member of the Camp Administrative Council.
- Check all cabins at retirement.
- Conduct portions of staff training with Counselors.
- Establish and maintain relationships with Counselors.
- Maintain Counselors' accountability for camper whereabouts.
- Be a resource to counselors for ideas in activities, worships, and discipline.
- Report all maintenance problems to Camp Director.
- Make sure counselors and campers are prepared for Sunday morning departures.
- See that cabins are orderly and quiet during program activities.
- Dismiss cabins from camper activities.
- Dismiss cabin tables during meals.
- Help with other camp duties as assigned.



Job Descriptions

Girls' Director



The responsibilities of the Girl's Director are to:

- At least 21 years of age
- Be responsible for all girls' units.
- Previous experience at Camp Victory Lake or equivalent.
- Knowledge of counseling techniques and responsibilities.
- Ability to guide, direct, and supervise campers and counselors.
- Assist with pre---camp orientation and training.
- Make cabin assignments for counselors and campers.
- Schedule counselors' day off and substitutes.
- Require counselors' knowledge of campers' whereabouts at all times.
- Offer suggestions to counselors and campers for special cabin activities or program features.
- Serve as advisor to the camp director in all camp programs.
- Counsel with staff and campers on problem situations.
 - Schedule and coordinate days off for all Girls' Counselors.
 - Assign girl campers and female Counselors to cabins.
 - Direct all line calls and flag ceremonies.
 - Coordinate with Boys' Director all mail calls.
 - Arrange and coordinate cabin worships with Camp Pastors.
 - Conduct daily cabin inspections.
 - Facilitate and tabulate commitment cards with Camp Director.
 - Be a member of the Camp Administrative Council.
 - Check all cabins at retirement.
 - Conduct portions of staff training with counselor.
 - Establish and maintain relationships with counselors.
 - Maintain Counselors' accountability for camper whereabouts.
 - Be a resource to counselors for ideas in activities, worships, and discipline.
 - Report all maintenance problems to Camp Director
 - Make sure Counselors and campers are prepared for Sunday morning departures.
 - See that cabins are orderly and quiet during program activities.
 - Dismiss cabins from camper activities.
 - Dismiss cabin tables during meals.
 - Help with other camp duties as assigned.



Job Descriptions

Counselor



The responsibilities of the Counselor are to:

- At least 18 years of age.
- Be an example of Seventh-day Adventist Christianity to campers assigned in his/her unit
- Ability to love and discipline.
- A sense of creativity and maturity.
- Some knowledge of child development.
- Stamina and patience.
- Encourage spiritual and social growth in each camper.
- Supervise assigned campers in all activities of the day.
- Be responsible for health, hygiene, safety, and personal belongings of assigned campers.
- Assist campers with duties, skill learning, selection of cabin activities, and communication with others.
- Assist Instructor in activity classes.
- Treat each camper with courtesy and respect.
- Actively engage with campers in all facets of camp life, including assigned periods.
- Be available to each camper as a spiritual model, friend, and guide and confident.
- Lead cabin unit in regular morning and evening devotions.
- Help campers maintain courteous dining room decorum by limiting unnecessary loud talking, unruly table manners, running in that dining hall, etc. Table is to be left clean after each meal. Help campers also regulate their food intake to provide maximum nutrition with minimum food waste.
- Utilize, whenever possible, democratic decision-making processes rather than authoritarian control methods.
- Be consistent, respectful, firm, and loving in all discipline matters. Adopt a manner, which disciplines rather than punishes the offender. Make special efforts to preserve the integrity and social acceptance of each offender, insuring a group climate of affirmation rather than attack. Refer all discipline problems to Division Directors if needed after personal efforts have not proved successful.
- Be sensitive to camper behavior in all camp meetings (camp fires, camp councils, Sabbath services, etc.) and monitor it so that an individual will not be a disruptive influence on fellow campers, program participants, or others engaging in the service.
- Not use at any time physical abuse on the camper as a means of discipline, punishment or control.



Job Descriptions

- Consistently be alert to the physical care and welfare of each camper in your responsibility, giving special attention to their person grooming, cleanliness, need for rest and proper food, and any symptoms of illness or needed medical attention and behavior which might lead to accidental bodily harm to self or others.
- Refer immediately to camp medical center any physical or emotional problems needing medical attention.
- Use scheduled free time and/or time off allotted away from counseling responsibilities to best personal advantage as a means of recreating personal mental, emotional, spiritual and physical reserves so as to maintain consistent counseling.
- At all times support entire Camp Victory Lake staff team before campers, encouraging their cooperation with all camp staff assigned to their care and reinforcing in the mind of each camper the united thrust of Camp Victory Lake ministry.
- Plan to be alone sometime during the week with each camper to develop a personal counselor-camper relationship.
- Plan special unit activities with campers to build a sense of unit-cohesiveness and unity in the campers through cabin walks, rest period time story session, special unit activities, etc.
- Strive throughout the week, in all facets of the campers' experience, to create an atmosphere and life impact which make sure campers are susceptible to spiritual impact from the camp experience in general and the Camp Pastor's ministry in particular.
- Engage in program of personal development and continuing education from further refining counseling skills through personal reading, dialogue with Division Directors and/or other camp staff, and participating in staff daily "feed-back" sessions and case study observations.
- Assist campers in the morning; getting up, washing, etc.
- Be prompt with group at all camp activities. Sit in middle of and supervise assigned campers at all activities.
- Help campers write to parents and friends.
- Assist instructors during class time.
- Promote a good time for all campers.
- Become familiar with and obey all camp rules and regulations: questions or disagreements should be discussed only with director and in private.
- Develop system of cabin clean up, involving all assigned campers.
- Lead daily cabin devotions.
- Supervise final cabin clean up: check lost and found with campers.
- Be with your assigned campers at **all times**.



Job Descriptions

Food Service Director



The Camp Director appoints the Food Service Director for the duration of camp. Before camp begins, this person should prepare the kitchen, inventory supplies and care for other preliminary duties.

The Food Service Director should be in full agreement with the goals and purpose of Camp Victory Lake and should work very closely with the Camp Director.

Specific responsibilities include the following:

- Planning all menus on a weekly basis.
- Ordering all food and kitchen supplies, including having a list of suppliers for ordering the best food at the best possible price and spreading deliveries throughout the week if there is possibility of shortage of storage capacity.
- Coordination with Program Director on all food for hikes/trips.
- Supervision of the dining hall operations and placement of food at mealtimes.
- Supervision of the cleaning and care of kitchen.
- Supervision of all food preparation and storage.
- Operation within the food service budget.
- Direction of all kitchen personnel.
- Check for accuracy of delivery trucks with crew.
- Scheduling and coordination of days off for all kitchen personnel.
- Report any equipment malfunction immediately to Camp Director.



Job Descriptions

Kitchen Assistant



The responsibilities of the Kitchen Assistant are to:

- Assist Food Service Director in the preparation of food.
- **Kitchen Aid (Assistant) / Dishwasher**
- Some supervisory ability.
- Hard worker.
- Previous kitchen experience preferable.
- Minor ability with machines.
- Fulfill assignments as given by kitchen supervisor.
- Maintain clean, safe, well---functioning dish room.
- Keep trashcans in dish area and kitchen emptied.
- Give assistance as directed by kitchen supervisor.
- Keep assigned work area clean and orderly.
- Be available for substitute counseling, evening programs, and supervisors of campers.
- Receive schedule and assigned duties from Food Service Director which will include:
 - Stock supplies/orders
 - Dining room: sweep, mop floors
 - Clean floors in kitchen
 - Periodically clean out storeroom



Job Descriptions

Store Director



The responsibilities of the Camp Store Manager are to:

- Maintain attractive displays of all store merchandise and keep items properly priced.
- Advise Camp Director of order needs in sufficient time for merchandise to be restocked.
- Maintain accurate store inventory sheets.
- Require cash purchases by all campers and guests (campers' envelope records are considered cash purchases.)
- Require authorization form from Camp Director prior to purchase of any store merchandise for other than individual use.
- Maintain accurate records on personal envelopes of all campers and refund monies due at the conclusion of each camp. Camper is to sign envelope indicating money has been received.
- Treat all customers with courtesy, charity and friendly service.
- Participate in Sunday evening orientation campfire as directed by Camp Program Director.
- Consult with Camp Office Manager regarding procedures for deposit of camp store monies and maintenance of petty cash.
- Keep all monies safely stored in camp safe or locked in petty cash storage.
- Keep store neat and clean, cleaning daily or as needed.
- Check all incoming merchandise against packing slip, note any discrepancies, and advise Camp Director of contacts with suppliers.
- Include in all pricing applicable freight or shipping charges.
- Give all invoices and checked packing slips to Camp Director.



Job Descriptions

Medical Director



The qualifications and responsibilities of the Medical Director for summer camp are as follows:

Qualifications:

- Registered Nurse
- Current New York License
- Current CPR Certification
- Current First Aid Certification

Responsibilities:

- Annually review and update standing orders with Head Physician.
- Oversee all nurses
- Experience with children and young adults desirable.
- Monitor health practices and sanitation in the camp.
- Ability to originate, update, and/or monitor health care, maintain records, and implement the health care plan.
- Be available for cabin and rest room inspection daily.
- Responsible for the operation of the camp nursing station
- Do inventory of all medication and supplies.
- Order and stock medication and supplies needed for the summer.
- Supervise cleaning of Medical Center.
- Work with Camp Director to obtain health examination forms for all campers, staff and volunteers.
- Interview and schedule R.N. for each week of camp.
- Obtain copy of R.N. license and CPR card from each nurse.
- Conduct in-service for new and retuning nurses.
- Conduct in-service for all staff for first aid, safety, and emergency response.
- Schedule Camp Physicians for all camps.
- Be a member of the Camp Administrative Council.
- Supervise the care of those admitted into the infirmary.



Job Descriptions

Camp Nurse Procedure



Standing orders and drug administration:

- Must have standing orders that are currently dated and signed by the Camp Doctor.
- Must not diagnose due to legal problems.
- All drugs for children must be labeled with their name, the drug name, and the dosage (amount and frequency of administration).
- Must keep record of medicines administered (name of patient, date and time).

Health Records:

- Must receive a health examination history form from each camper and staff member.
- Must keep a daily log of all accidents and illnesses at the medical building and on the health record form of camper's file.
- Must check each child through medical and have abnormalities or problems recorded. All medicines must also be checked in with the Nurse at the time. Medicines are to be locked.
- Must notify Counselors of those who may need special health supervision such as:
 - What hours to come for medicine.
 - Swimming restrictions.
 - Anything pertaining to camper's health.
 - Special dental care.
- Must communicate any accident or illness of a camper to the Camp Director.
- Must keep accident records. If ever sued, legal investigations will look at whether:
 - The instrument was appropriate for the child
 - There was proper supervision available
 - The parents were notified.



Job Descriptions

Camp Communications:

- Leave a note of location when not in the medical building.
- Must know when out-of-camp trips are taken and which campers are participating, so proper medical and first aid preparations can be made.

Daily Routine:

6:00 a.m.	Wake Up, check patients if any
7:45	Line call, camper inspection, diabetic, medicines
8:00	Breakfast. If patients, get trays for them.
9:00	Sick Call – treatment of ill or injured. Administer medicines.
10:00	General duties: caring for patients, arranging for sick campers to see doctor, caring for illness and injuries.
1:00 p.m.	Lunch
1:45	Sick Call
2:30	Rest Period
3:00	General duties Transferring notes from daily log to camper record, replenishing supplies, housekeeping chores.
6:00	Supper
7:00	Evening program or free time
9:00	Final sick call
10:30	Bedtime

Before Leaving Camp:

- Must return individual campers' medicines.
- Must turn camper's health examination forms and accident reports in to headquarters.
- Must sort and clean equipment and supplies.
- Must throw away outdated drugs.
- Must use checkout list of medicines and supplies. Evaluate supply and report needs to Camp Director.
- Must wait for the next nurse so that he/she understands procedure and set-up of medical building.



Job Descriptions

Classes & Recreational Director



The responsibilities of the Recreational Director are to:

- Oversee direction of all classes and recreational activities.
- Be responsible for maintenance and inventor of all equipment.
- Be responsible for the neat, clean appearance of grounds in the immediate area of classes and the recreation field.
- Supervision of all classes and recreational staff.
- Organization of classes and recreational group activities for all campers each night after supper.
- Conducting classes in the morning and afternoon and a fun time after supper.
- Take inventory of classes and recreation equipment and supplies at the beginning and end of camping season. Inventories must be turned in to office to complete checkout.



Job Descriptions

Art & Crafts Director



The responsibilities of the Crafts Director are to:

- Establish, in consultation with Camp Program Director during camp orientation, operational objectives for the crafts department.
- Training and/or experience in various craft areas.
- Ability to teach crafts to campers of all ages
- Ability to accept guidance and supervision.
- Enthusiasm, sense of humor, patience, and self---control.
- Set up crafts area during staff training.
- Develop and instruct an arts and crafts program that is appropriate for the age and ability of the campers.
- Supervise the offering of crafts for campers and staff that meet the following criteria:
 - Some crafts which camper can complete in one activity period.
 - Some crafts, which interested campers and/or staff, can work on over a longer period of time.
 - A variety of (3 to 5) crafts to meet differing interests and skill levels.
 - Crafts appropriate to interests and age levels of campers and/or staff in camp.
 - Crafts that are within a camper's normal spending range.

Crafts that are suitable for take-home gifts. When finished, crafts should be of a quality comparable with what can be purchased in a gift store.

- Purchase all craft supplies, as much as possible, at wholesale prices and in bulk quantities so as to keep purchase costs as low as possible.
- Turn in all purchase vouchers and receipts to Camp Director for clearance. Clear all purchasing procedures with Camp Director.
- Participate in Friday evening campfire orientation program by preparing a presentation n counsel with the Program Director, which will stimulate interest and activity in the crafts program.
- Develop hours and work schedules, including time-off periods, with crafts personnel. Workdays should approximate an average eight-hour workday.
- Monitor, with Camp Accountant, procedures for keeping records of all crafts income or purchases by campers and/or staff. Turn in required records and/or monies as stipulated by camp administration in crafts accounting procedures.
- Advise Camp Director for in-season crafts purchase needs. Purchases are to be made in correlation with other routine camp purchasing.
- Give to camp administration crafts inventories as requested.



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- Cultivate an atmosphere of cheerfulness and consideration in all aspects of crafts ministries. All who use the crafts facilities should be encouraged by craft personal to experience the elements of discovery, personal skills development, and pride of accomplishment.
- Have prepared samples of all crafts for campers and staff to use in evaluating their choice and preparation of crafts.
- Maintain crafts facilities in a clean, orderly manner, with proper storage of all crafts equipment and supplies, providing easy accessibility to supplies needed by campers for their craft projects.
- Conduct daily check of equipment and area for safety, cleanliness, and good repair.
- Assist in the management and care of the physical facilities and equipment in the arts and crafts program area.
- Ensure that camp staff and campers know and follow safety and educational procedures.
- Assist in conducting initial and end---of---season inventory, storage, and keeping equipment and supplies in good working condition.



Job Descriptions

Archery Instructor



The responsibilities of the Archery Instructor are to:

- Experience and knowledge in archery skills and techniques.
- Prepare all archery materials for use prior to arrival of campers at activity period.
- Ability to communicate skills
- Ability to accept guidance and supervision.
- Strong commitment to archery safety.
- Develop curriculum and class format in harmony with National
- Orient campers on proper use of archery equipment and basic safety rules prior to shooting (see safety section).
- Demonstrate proper use of archery equipment and basic safety rules prior to shooting.
- Organize campers so all have equal opportunities to use equipment
- Encourage a happy, enthusiastic spirit during the activities
- Give personal help to all campers when needed.

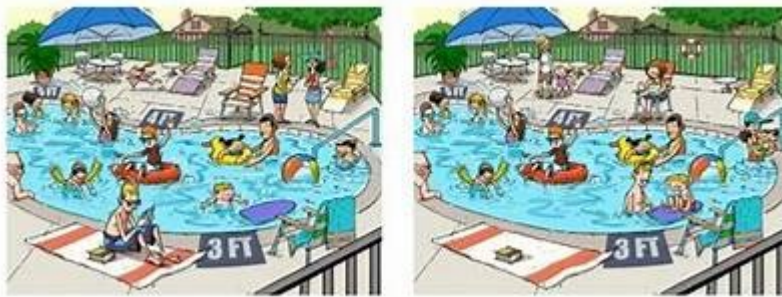
Utilize the safety whistle system:

- **One whistle – prepare to shoot**
- **Two whistles – shoot**
- **Three whistles – retrieve arrows, no shooting**
- Participate in Friday evening orientation campfire as directed by the Camp Program Director.
- Return all archery equipment to proper storage after each activity.
- Do not allow archery equipment to leave archery range without permission of Camp Program Director.
- Notify Camp Director of any purchases needed for equipment or supplies.
- Notify Camp Program Director of any maintenance needs with archery course, backstop, or equipment.
- Keep archery range free of litter and neat at all times.
- In the event of an accident, immediately follow the steps in the camp emergency communications system.
- Utilize various games and activities during archery activities to keep interest level of campers to a maximum.
- Encourage in each camper confidence and a desire to achieve satisfaction in their use of archery equipment.
- Maintain equipment after each class.
- Store equipment at the end of the season.
- Give Camp Secretary awards list by Friday noon of each week.
- Be available for substitute counseling, evening programs, and supervisors of campers.



Job Descriptions

Waterfront/Pool Director



Qualifications:

- At least 21 years of age.
- Lifeguard Instructor
- Hold current Water Safety Instructor (WSI) certifications
- CPR & First Aid certifications
- Previous experience at Camp Victory Lake or equivalent.
- Previous experience in aquatic activities.
- Hold current WSI and Small Craft Instructor.

Responsibilities:

- Guide, direct, and supervise waterfront/pool personnel.
- Activity management experience within a camp context.
- Ensure safe operation of all equipment and programs on the waterfront/pool.
- Supervise all emergency procedures and drills pertaining to waterfront/pool.
- Supervise all special waterfront/pool activities.
- Assist waterfront/pool/swimming instructors in establishing classes geared to the ages, interest, and abilities of the campers.
- Keep equipment and pool in good, safe, working condition.
- Ensure that camp staff and campers know and follow safety and educational procedures.
- Be available for substitute counseling, evening programs, and supervisors of campers.
- Communicate with Red Cross and gather all necessary data for them.



Job Descriptions

Swimming Instructor



Qualifications:

- Lifeguard Instructor certifications
- CPR & First Aid certifications

Responsibilities:

- Teach classes.
- Initiate and practice strict safety program.
- Supervise free swims.
- Assist with special waterfront activities
- Keep assigned work area clean and orderly.
- Be available for substitute counseling, evening programs, and supervisors of campers.
- Receive schedule and assigned duties from water front and camp Director which will include:
 - Stock supplies/orders
 - Pool area: sweep, pool cleaned.
 - Daily clean out pool storage room



Job Descriptions

Photography/Video



The responsibilities:

- Training and/or experience with cameras and equipment.
- Ability to accept guidance and supervision.
- Enthusiasm, sense of humor, patience, and self-control.
- Ability to accept guidance and supervision.
- Knowledge of computers and digital/video photography software.
- Maintain clean, safe, working environment.
- Take promotional photographs/videos of all activities.
- Display campers' pictures.
- Be responsible for storage and maintenance of all photographs/videos equipment.
- Be responsible for all social media (YouTube, Facebook, Instagram, and Twitter) and keeping them up to date.
- Able to travel on all camp trips.



Job Descriptions

Maintenance



- Prior maintenance experience and skills.
- Ability to work independently of others.
- Excellent driving record. (A bus license is preferred.)
- Operate vehicles in a safe and responsible manner.
- Help maintain vehicles in clean, safe, operable condition.
- Help maintain shop and equipment in clean, safe, operable condition.
- Repair buildings and equipment as needed.
- Assist camp ranger.
- Assist program director.
- Remove and haul refuse.
- Keep Camp Victory Lake looking clean and maintained.