



Program Staff Job Descriptions

1. Healthcare Coordinator
2. Digital Media Coordinator
3. High Ropes Coordinator
4. Assistant High Ropes Coordinator
5. Office Assistant
6. Waterfront Coordinator
7. Worship Coordinator



Job Description: Healthcare Coordinator

Reports to: Program Director

Minimal Qualifications:

- Active Christian faith
- Currently a student in the medical field or currently working as a Nurse with an active license
- First Aid and CPR certified
- Comfortable with leading in stressful emergency situations
- Passion and ability to facilitate harmonious relationships and interactions between staff
- Ability to perform potentially strenuous physical activities (hiking, field games, water activities, etc.)
- Ability to work well with, support, and supervise others
- Ability to give and receive constructive criticism in a loving, Christ-like manner
- Critical thinking and problem-solving skills in all types of high-stress and fast-paced situations
- Willingness to support the theological doctrine and practices of the United Methodist Church

General and Specific Responsibilities:

- Manage and document the intake of camper and staff medications
- Manage infirmary and first aid equipment / supplies
- Maintain camper medical care and medicine dispensary logs
- Provide care for campers and dispense daily required medicines
 - Operating under standing orders from our Local Physician
- Facilitate and educate counselors and campers on emergency action plans and our new communicable disease protocols
- Carefully coordinate daily schedule with fellow program staff members as necessary Maintain an atmosphere of spiritual growth, personal development and safety in camp Assist as needed with photography, special events, and videography Be ready and willing to lead sections of summer staff training
- Plan, prepare and communicate about summer staff training with other Program Staff and Program Director
- Attend Program Staff Retreat (dates TBD)



Job Description: Digital Media Coordinator

Reports to: Program Director

Minimal Qualifications:

- Active Christian faith
- Previous experience with videography or photography
- Previous experience with bulk editing and uploading images to social media
- Ability to perform potentially strenuous physical activities (hiking, field games, water activities, etc.)
- Ability to work well with, support, and supervise others
- Ability to give and receive constructive criticism in a loving, Christ-like manner
- Critical thinking and problem-solving skills in all types of high-stress and fast-paced situations
- Willingness to support the theological doctrine and practices of the United Methodist Church

General and Specific Responsibilities:

- Carefully coordinate daily schedule with fellow program staff members as necessary
- Document through, photography and videography, all the daily happenings of summer camp
- Work with assistant director to get specific interviews or photographs throughout the summer
- Bulk edit and upload photos to Camp Lake Stephens's social media outlets
- Make posts about things such as drop off / pick up times, etc
- Grade and sort photos / videos for future use in advertising
- Create end-of-week slideshows
- Encourage creativity
- Participate in family group activities as needed
- Be a model of Christian maturity, sharing the Gospel of Jesus Christ with all campers, counselors, and staff members
- Maintain an atmosphere of spiritual growth, personal development and safety in camp
- Attend Program Staff retreat

Work Expectations and Ownership:

As part of your employment with Camp Lake Stephens, that you earn wages for, you may be asked to create various types of work products which may include but are not limited to documents, programs, creative works (poetry, photos, videos, or other writings), strategic and/or tactical plans, or other camp materials. This work remains the sole property of the camp and cannot be copied or retained by an employee unless the executive director or assistant director has given his written approval to do so.

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.



Job Description: High Ropes Coordinator

Reports to: Program Director

Minimal Qualifications:

- Active Christian faith
- At least one year of previous experience on Camp Lake Stephens Staff
- Ability to attend pre-summer challenge course training provided by CLS
- Comfortable with building Christian Community through teaching, leading, equipping, and supervising others
- Passion and ability to facilitate harmonious relationships and interactions between staff
- Ability to perform potentially strenuous physical activities (hiking, field games, water activities, etc.)
- Comfortable working at heights above 30ft
- Ability to give and receive constructive criticism in a loving, Christ-like manner
- Critical thinking and problem-solving skills in all types of high-stress and fast-paced situations
- Willingness to support the theological doctrine and practices of the United Methodist Church

General and Specific Responsibilities:

- Carefully coordinate daily schedule with fellow program staff members as necessary
- Schedule and coordinate High Ropes, Zipline, and team building schedules
- Uphold all CLS and policies and procedures on challenge course and zipline safety
- Maintain an atmosphere of spiritual growth, personal development and safety in camp
- Assist as needed with photography, special events, and videography
- Be ready and willing to lead sections of summer staff training

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.



Job Description: Assistant High Ropes Coordinator

Reports to: Program Director

Minimal Qualifications:

- Active Christian faith
- Ability to attend pre-summer challenge course training provided by CLS
- Comfortable with building Christian Community through teaching, leading, equipping, and supervising others
- Passion and ability to facilitate harmonious relationships and interactions between staff
- Ability to perform potentially strenuous physical activities (hiking, field games, water activities, etc.)
- Comfortable working at heights above 30ft
- Ability to give and receive constructive criticism in a loving, Christ-like manner
- Critical thinking and problem-solving skills in all types of high-stress and fast-paced situations
- Willingness to support the theological doctrine and practices of the United Methodist Church

General and Specific Responsibilities:

- Carefully coordinate daily schedule with fellow program staff members as necessary
- Assist High Ropes Coordinator schedule and coordinate High Ropes, Zipline, and team building schedules
- Uphold all CLS and policies and procedures on challenge course and zipline safety
- Maintain an atmosphere of spiritual growth, personal development and safety in camp
- Assist as needed with photography, special events, and videography
- Be ready and willing to lead sections of summer staff training

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Job Description: Office Assistant

Reports to: Camp Registrar / Program Director

Minimal Qualifications:

- Active Christian faith
- Comfortable with building Christian Community through teaching, leading, equipping, and supervising others
- Passion and ability to facilitate harmonious relationships and interactions between staff
- Ability to perform potentially strenuous physical activities (hiking, field games, water activities, etc.)
- Comfortable with corresponding with parents through phone calls and emails.
- Ability to give and receive constructive criticism in a loving, Christ-like manner

General and Specific Responsibilities:

- Carefully coordinate daily schedule with fellow program staff members as necessary
- Work with Camp Registrar to fulfill any daily tasks required
- Assist with Check-in and Check-out
- Sort and deliver mail to Snack Shack
- Assist with Snack Shack
- Answer questions about summer camp through phone calls and email
- Maintain an atmosphere of spiritual growth, personal development and safety in camp
- Assist as needed with photography, special events, and videography
- Be ready and willing to lead sections of summer staff training

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.



Job Description: Waterfront Coordinator

Reports to: Program Director

Minimal Qualifications:

- Active Christian faith
- At least one year of previous experience on Camp Lake Stephens Staff
- At least one year of previous experience as a certified Lifeguard
- Comfortable with building Christian Community through teaching, leading, equipping, and supervising others
- Passion and ability to facilitate harmonious relationships and interactions between staff
- Ability to perform potentially strenuous physical activities (hiking, field games, water activities, etc.)
- Ability to give and receive constructive criticism in a loving, Christ-like manner
- Critical thinking and problem-solving skills in all types of high-stress and fast-paced situations
- Willingness to support the theological doctrine and practices of the United Methodist Church

General and Specific Responsibilities:

- Carefully coordinate daily schedule with fellow program staff members as necessary
- Schedule and coordinate daily lifeguard schedules
- Clean and maintain pool
 - Scrubbing pool
 - Chemical monitoring
 - Water Level monitoring
- Uphold all CLS and American Red Cross policies on water safety and lifeguarding
- Supervise lifeguards
- Assist Program Director with staff evaluations throughout the summer
- Participate and assist in planning or leading camp worship times
- Maintain an atmosphere of spiritual growth, personal development and safety in camp
- Assist as needed with photography, special events, and videography
- Be ready and willing to lead sections of summer staff training
- Lead in-service trainings for lifeguards during the summer

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.



Job Description: Worship Coordinator

Reports to: Program Director

Minimal Qualifications:

- Active Christian faith
- At least one year of previous experience on Camp Lake Stephens Staff
- Ability to lead worship through song and guitar
- Comfortable with building Christian Community through teaching, leading, equipping, and supervising others
- Passion and ability to facilitate harmonious relationships and interactions between staff
- Ability to perform potentially strenuous physical activities (hiking, field games, water activities, etc.)
- Ability to give and receive constructive criticism in a loving, Christ-like manner
- Willingness to support the theological doctrine and practices of the United Methodist Church

General and Specific Responsibilities:

- Carefully coordinate daily schedule with fellow program staff members as necessary
- Schedule and coordinate daily worship times
- Attend and assist summer staff at all worships
- Participate and assist in planning or leading camp worship times
- Maintain an atmosphere of spiritual growth, personal development and safety in camp
- Assist as needed with photography, special events, and videography
- Be ready and willing to lead sections of summer staff training

These are not the only responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.