

CAMP VICTORY LAKE STAFF JOB DESCRIPTIONS

All Staff Positions

1. A Seventh-day Adventist Christian.
 2. At least 17 years of age.
 3. Good health and plenty of energy.
 4. Ability to relate to children.
 5. Ability to fulfill responsibilities.
 6. Desire and ability to share the gospel.
 7. Ability to work with a group, and to take direction and advice.
 8. Ability to be flexible in job description and duties.
- A. Value and follow the philosophy, goals, and policies of the camp.
 - B. Attend all staff meetings and worships.
 - C. Develop skills and attitudes to do the best possible job.
 - D. Assist other staff in all possible ways to develop a spirit of cooperation.
 - E. Communicate ideas, questions and concerns with your peers and superiors.

Counselor

1. At least 18 years of age.
 2. Ability to love and discipline.
 3. A sense of creativity and maturity.
 4. Some knowledge of child development.
 5. Stamina and patience.
- A. Encourage spiritual and social growth in each camper.
 - B. Supervise assigned campers in all activities of the day.
 - C. Be responsible for health, hygiene, safety, and personal belongings of assigned campers.
 - D. Assist campers with duties, skill learning, selection of cabin activities, and communication with others.
 - E. Instruct or assist in activity classes.

Boys' / Girls' Director

1. At least 21 years of age
 2. Previous experience at Camp Victory Lake or equivalent.
 3. Knowledge of counseling techniques and responsibilities.
 4. Ability to guide, direct, and supervise campers and counselors.
- A. Assist with pre-camp orientation and training.
 - B. Make cabin assignments for counselors and campers.
 - C. Schedule counselors' day off and substitutes.
 - D. Require counselors' knowledge of campers' whereabouts at all times.
 - E. Offer suggestions to counselors and campers for special cabin activities or program features.
 - F. Serve as advisor to the camp director in all camp programs.
 - G. Counsel with staff and campers on problem situations.

Program Director

1. At least 20 years of age.
 2. Skilled in organization, creativity, and program production.
 3. Understand and affirm the camp's philosophy and objectives.
 4. Experienced staff person Camp Victory Lake or equivalent.
 5. Skilled in motivating people and interpersonal relationships.
- A. Coordinate and direct all evening programming, special meals, camp counsels, mail calls, Sabbath programming, general materials for camper worships, and other events assigned by the director.

Summer Camp Secretary

1. Secretarial experience and skills including typing, word-processing, working with a cash box, etc.
 2. Skilled socially and relationally.
 3. Ability to give attention to details.
- A. Type and duplicate records, forms, and instructional materials for various camp departments.
 - B. Answer phone and deliver messages.
 - C. Obtain, sort, and see that mail is delivered.
 - D. Schedule general staff dining room responsibilities.
 - E. Track and collect guest charges, receive and process offerings, balance cash box weekly.
 - F. Participate in the office camper registration process.
 - G. Collect and process all lost-and-found items.

Maintenance

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

Water Skiing Instructor

1. At least 21 years of age.
 2. Current Advanced Senior Lifesaving certificate.
 3. Experience and skill in water-skiing.
 4. Ability to operate ski equipment.
- A. Teach and supervise camper ski activity.
 - B. Initiate and practice strict safety program.
 - C. Assist with special waterfront activities.
 - D. Keep equipment in good, safe working condition.

Waterfront/Pool Director

1. At least 21 years of age.
 2. Previous experience at Camp Victory Lake or equivalent.
 3. Previous experience in aquatic activities.
 4. Hold current WSI and Small Craft Instructor certifications.
- A. Guide, direct, and supervise waterfront/pool personnel.
 - B. Schedule time off for waterfront/pool personnel.
 - C. Activity management experience within a camp context.
 - D. Ensure safe operation of all equipment and programs on the waterfront/pool.
 - E. Supervise all emergency procedures and drills pertaining to waterfront/pool.
 - F. Supervise all special waterfront/pool activities.
 - G. Assist waterfront/pool/swimming instructors in establishing classes geared to the ages, interest, and abilities of the campers.
 - H. Keep equipment and docks in good, safe, working condition.
 - I. Communicate with Red Cross and gather all necessary data for them.

Kitchen Aid (Assistant) / Dishwasher

1. Some supervisory ability.
 2. Hard worker.
 3. Previous kitchen experience preferable.
 4. Minor ability with machines.
- A. Fulfill assignments as given by kitchen supervisor.
 - B. Maintain clean, safe, well-functioning dish room.
 - C. Keep trashcans in dish area and kitchen emptied.
 - D. Give assistance as directed by kitchen supervisor.

Photography/Video Instructor

1. Training and/or experience with cameras and equipment.
 2. Ability to demonstrate and communicate subject and skill.
 3. Ability to accept guidance and supervision.
 4. Enthusiasm, sense of humor, patience, and self-control.
 5. Knowledge of computers and digital/video photography software.
- A. Develop and instruct a photography/video program that is appropriate for the age and ability of the campers.
 - B. Maintain clean, safe, working environment.
 - C. Take promotional photographs/videos of all activities.
 - D. Display campers' pictures.
 - E. Be responsible for storage and maintenance of all photography/video equipment.

Arts & Craft Instructor

1. Training and/or experience in various craft areas.
 2. Ability to teach crafts to campers of all ages.
 3. Ability to accept guidance and supervision.
 4. Enthusiasm, sense of humor, patience, and self-control.
- A. Set up crafts area during staff training.
 - B. Assist in conducting initial and end-of-season inventory, storage, and keeping equipment in good condition.
 - C. Conduct daily check of equipment and area for safety, cleanliness, and good repair.
 - D. Develop and instruct an arts and crafts program that is appropriate for the age and ability of the campers.
 - E. Assist in the management and care of the physical facilities and equipment in the arts and crafts program area.
 - F. Ensure that camp staff and campers know and follow safety and educational procedures.
 - G. Keep all equipment clean and in working order.

Mt. Bike Instructor

1. Thorough working knowledge of bikes and components.
 2. Ability to demonstrate and communicate subject and skill.
 3. Ability to maintain equipment in good working order.
- A. Create curriculum and teach classes.
 - B. Supervise trail rides maintaining an ultra high level of safety.

Camp Nurse

1. Licensed in the state of New York as a registered nurse (or other appropriate training as approved by the camp director and recognized by the State)
 2. Experience with children and young adults desirable.
 3. Ability to originate, update, and/or monitor health care, maintain records, and implement the health care plan.
 4. Current CPR and first aid certifications.
- A. Responsible for the operation of the camp clinic.
 - B. Monitor health practices and sanitation in the camp.
 - C. Be available for cabin and rest room inspection daily.

Swimming Instructor

1. Current WSI and Advanced Senior Lifesaving certificates.
- A. Teach classes.
 - B. Initiate and practice strict safety program.
 - C. Supervise free swims.
 - D. Assist with special waterfront activities

Archery Instructor

1. Experience and knowledge in archery skills and techniques.
 2. Ability to communicate skills.
 3. Ability to accept guidance and supervision.
 4. Strong commitment to archery safety.
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- A. Develop curriculum and class format in harmony with National
 - B. Archery Association.
 - C. Maintain equipment.