

Summer Staff Job Expectations And Descriptions

Introduction:

Golden Bell makes every effort to keep regulations to a minimum and to expect proper behavior rather than trying to legislate it. It is to be expected though that when 30 or more people try to live and work together, some things need to be spelled out. To help keep regulations to a minimum, all Golden Bell staff are mature individuals who are committed to putting Christ above all else.

One of the keys to a successful staff is their loyalty to each other and the purposes of Golden Bell. This means that when problems arise, they are discussed only with the persons involved and one's immediate supervisor. Every effort will be made to keep communication channels open throughout the whole organization. The most important thing you can do for your fellow staff is to pray for them. Pray for one another continually.

Our Purpose for Golden Bell is to minister to every camper/ person in a way that will impact their life, whether that means introducing them to Jesus Christ as their personal Lord and Savior, or encouraging them in taking that next step in their walk with the Lord. We desire to achieve that by:

1. Providing a magnificent location in the heart of the Colorado Rockies believing God speaks through his creation.
2. Showing the campers and guests who come to Golden Bell what it means to be a Christian through our staff.
3. Telling our campers and guests the story and message of Jesus through Bible study, personal testimony, Spirit-filled services and one-on-one conversations
4. Bringing together a team of staff who give of their life to do whatever it takes to succeed in reaching this goal.

Our goal for this summer is to provide an experience that will never be forgotten for the campers and guests that will come to Golden Bell. We will reach this goal by striving to make their stay a three-fold success:

1. No camper should leave Golden Bell without first hearing the Gospel message, been encouraged to take the next step in his or her faith, and prayed with by a staff member.
2. All activities, groups, food, and schedules will be fun, enjoyable for all, creative, and with a tie to our overall theme and spiritual goal for that week.
3. That every staff member shines a light that cannot be extinguished, that no matter what they are doing, or where they are, they will be a lighthouse, shining God's light.

Spiritual Expectations:

Golden Bell is a ministry. You will be stretched in ways you may not have thought possible. Therefore it is of utmost importance that you bathe this ministry opportunity with prayer. We want you to fully seek God's will for you this summer. Your walk with Him needs to be at its best. We are seeking students who are "on fire" for the Lord, students who want to do His will above anything else. We also want to be able to help you grow in your walk with the Lord. Therefore we will constantly be praying for you and encouraging you daily seek the Lord through His Word and prayer. This ministry is not possible without the full guidance of the Lord.

If we are not working on our relationship with Him daily, we can't expect to know His will for us. That is why we strongly encourage a very strong walk in Christ. Please pray constantly about this opportunity. Please, **KEEP YOURSELF FOCUSED ON CHRIST!!!** There will be no limits to the things He can do for others through your life.

This is *not* a job! It is a ministry. What you put into the summer is what you will get out of it. At all times, whether by yourself, with other staff, or with guests and campers, conduct yourself as a follower of Jesus Christ, upholding the standard of the Bible and Golden Bell. While you are here for the summer, you reflect Golden Bell and Christ. We ask that no matter what you are doing, you keep that in mind. Everything you do and everywhere you go is a witnessing opportunity. It may not be with words, it may only be actions, so please keep your actions pleasing to the Lord.

Appearance:

"God sees not as man sees, for man looks at the outward appearance but God looks at the heart." I Sam. 16:7b. Whether we like it or not, other people will judge us by our appearance, when campers, parents, and guests come to camp, they do not see our heart, they see our face, clothes, hair, etc... Our goal at Golden Bell is to remove anything that might be a stumbling block to someone, and earrings, tattoos, and some clothing can be offensive. We also want our staff to convey a wholesome, trustworthy environment, so parents will feel comfortable leaving their kids, and guests and campers will never be intimidated. Here is our appearance code:

1. Staff members may not have punk hairstyles and men may not have long hair (below the ears). We do not want any weird haircuts or unusually dyed hair that brings attention to self.
2. Beards, goatees, and mustaches must be well groomed.
3. The only jewelry that may be worn at camp is watches; appropriate looking bracelets, necklaces and earrings. All other body piercing items must be removed prior to arriving at camp.
4. You may not publicly display your tattoo while at camp and we advise you not to get a tattoo while here.
5. Any clothing conveying rebellion, gangs, or clicks may not be worn. All clothing must be decent, edifying, and accent you as a person, not distract from your personality.

Typical Workweek:

In reality there is no such thing as a typical workweek. We are here to serve the needs of all of our guests; therefore, our schedule fluctuates according to their need. However, when we can, our workweek will start Sunday afternoon with cleaning and end after cleaning and staff meeting Friday evening. When we can we will give you Saturday as your day off. However, each summer staffer will be required to work 3 Saturdays out of the summer (not including the two Saturdays of training in May). Sunday if you are not working, you are required to attend church. There is a mandatory supper at 5pm followed by a evening chapel service. Please keep in mind that the schedule is flexible and subject to change, so the staff being flexible is a must.

Summer Staff Positions and Job Descriptions

As Golden Bell full time staff, we gladly serve the Lord in all areas of camp. Part of serving at a camp is being flexible. Please keep that in mind that you will be involved in all of the tasks that are listed. We hope that you, as a summer staff, share our enthusiasm and joy in serving in every area of camp ministry.

General qualifications for all positions include:

- ◆ A life, which exhibits a personal relationship with Jesus Christ as Savior and Lord.
- ◆ A life, which exhibits maturity in lifestyle and choices.
- ◆ A desire to follow Christ's example of serving people, in any and every way.
- ◆ A desire to communicate personal faith to campers of all ages.
- ◆ An ability to work well with other staff and campers.
- ◆ An ability to handle the Word of God accurately.
- ◆ An ability to combine God's Word with real life experiences, thereby making it applicable to campers lives.
- ◆ Being a little crazy helps to!

General responsibilities for all positions include:

- ◆ Activities: At Golden Bell, we offer various activities that we provide staff for. These activities include; rappelling, tubing, canoeing, zip line, hiking, high ropes course, challenge course, archery range, the pool and more! Training will be provided in all these areas. All summer staff is expected to help with various areas of activities. Please note that some of these activities require physical and mental ability. Leadership will assign all positions according to your strengths and abilities. You most likely will not be able to do all the activities, but we will do our best to have you do a lot of them.
- ◆ Dishes: Dish duty is expected of all summer staff members. You may be doing dishes up to 7 meals a week. Without teamwork in this area, the kitchen would not be able to function properly.
- ◆ Cleaning: With the camp offering the Lodge and other lodging areas to rental groups, all areas of the camp are always in need of cleaning. Cleaning includes: all toilets, floors, sinks, showers and mirrors in the bathrooms, vacuuming, making beds, dusting, trash and checking bunks in all the rooms. Summer staff cleans at the beginning of the week, and at the end of the week. This will normally be the first and last parts of your weekly duties.
- ◆ Maintenance/ Grounds Keeping: Golden Bell has 320 acres of land. With such a large area, we need help in keeping Golden Bell looking its best! At different times in the summer you will be asked to help the maintenance staff perform some various tasks. They can range from helping with landscaping to hauling and moving things around camp.

Counselors: As a counselor you will be responsible for a group of 6-12 campers and guiding them through the week. The age groups you will be expected to counsel are 3rd grade all the way through 12th grade. You are expected to encourage them spiritually, emotionally, and physically, as well as be a model of integrity for them. You will make sure that each camper is following good hygienic habits and eating/drinking right during the week. Counselors are to be the spiritual guide (and often emotional guide) for each of their campers for the duration of their stay at camp. In short, you are to make sure that the campers assigned to you are being taken care of in all areas of human development while they are here. If you have not been assigned to counsel during a given week you will be expected to work in any or all of the previously listed General responsibilities.

Lifeguard: This position is filled from all of the other positions that are hired. So you might be hired as a counselor but if you are certified or are willing to be certified we will also use you as a lifeguard. For those who are interested we provide Red Cross training and certification for anyone who wants it at the start of the summer.

Assistant Program Director: Two years of college and previous Christian Camp experience is preferred for this position. This position is vital to the smooth running of camp. Your responsibilities include: organizing activities, organizing chapel times, scheduling summer staff, assisting with staff relations and conflict resolution, and assisting the Program Director in all areas of camp as needed.

Leadership Positions- *Please note that if you have a leadership position, it does not make you immune to other responsibilities on camp. For example, if you are Maintenance Assistant that does not mean that you are not expected to help in any of the other general areas of camp (housekeeping, kitchen, programming, etc). The only way to have a successful and happy summer staff is if everyone participates in the work and particularly if the leadership team leads by example with a servant's attitude in whatever he/she does.*

Camp Coordinator: Previous Christian camp/ministry experience is preferred for this position. Camp coordinator is responsible for Trailblazers, Pathfinders, Explorers, and Velocity camps. This means you will be responsible for all scheduling of activities, assigning campers to cabins, leading counselors during the week, talking with and tending to the needs of the speaker for the week, taking care of any conflicts during the week and pretty much anything else the week could throw at you. The ability to adapt in unexpected situations with grace and patience is a must. When not coordinating, expect to be involved in any general areas of responsibility.

Itch-ee-ow-ee Coordinator: Previous Christian camp/ministry experience is preferred for this position. Itch-ee-ow-ee is our teepee camp which can hold approximately 40 campers and eight staff at a time. This camp runs for the majority of the summer. Responsibility includes: making sure the camp is running well and according to schedule, leading the Itch-ee-ow-ee counseling staff, getting whatever items the camp needs, interacting extensively with the speaker to make sure he/she has all that they need when they speak. *During weeks when we have high camper numbers you may be utilized as a counselor in an individual tent, teepee, or cabin.* You can also expect to be used in all of the areas of general responsibility when you are not actively involved in your designated areas.

Adventure Coordinator: Two years of college and previous experience in adventure activities is a must for this position. You will be responsible for organizing all adventure programs for our weekly summer program. This includes maintenance and care of all equipment, preparation of all equipment for use, organization of staff, and reporting to the Program Director any needs/problems in the adventure program. Activities include rappelling, high ropes, challenge course, climbing wall, mountain biking, mountain boarding, Noah's Ark trips (white water rafting), backpacking and the three weeks of adventure camp. This person must have extensive experience in climbing/ropes work. Any ropes course and climbing certifications would be a plus. You can also expect to be used in all of the areas of general responsibility when you are not actively involved in your designated areas.

Water Front Coordinator: WSI certification is preferred for this position. You will be responsible for overseeing all lifeguards, the pool, ponds, tubing (on an offsite creek), and canoeing (i.e. Making sure that life guards are present at these activities, that all safety procedures are being followed, and that equipment is being taken care of/put up at the end of sessions.) *During weeks when we have high camper numbers you may be utilized as a counselor in an individual tent, teepee, or cabin.* You can also expect to be used in all of the areas of general responsibility when you are not actively involved in your designated areas.

Activities/Games Coordinator: Your responsibilities involve setting up and running activities throughout the summer. These include archery, miniature golf, game room, orienteering, horseshoes, and all sports/game times. If you do not know how to run any of these areas we will train you in them. Needs to be able to maintain all equipment, and will report any needs to Program Director. *During weeks when we have high camper numbers you may be utilized as a counselor in an individual tent, teepee, or cabin.* You can also expect to be used in all of the areas of general responsibility when you are not actively involved in your designated areas.

Teens-in-Action Coordinator: Two years of college and previous Christian Camp experience is required for this position. Teens-in-Action is composed of eighth through 12 grade students who want to gain summer camp experience. You will oversee and disciple all Teens-in-Action participants. You will need to help them expand themselves as individuals. You will be responsible for keeping the work ethic, attitudes, and relationships of all TiA on a Godly, edifying track. You will work with the Program Director and Assistant Program Director to develop a dynamic experience for all TiA. As Teens-in-Action coordinator you will be expected to be one of the team by working right alongside them whatever they are doing. This will include: Activities, Dishes, Cleaning and Maintenance. For descriptions of these tasks, please see the general responsibilities section. If you are studying to be a youth pastor or have experience working with a church youth group it would be a plus for this position. You can also expect to be used in all of the areas of general responsibility when you are not actively involved in your designated areas.

Adventure Lead/Possible Intern: While working under the direction of the Adventure Coordinator, you will focus on overseeing our rappelling, high ropes, challenge course, climbing wall, climbing tower, mountain biking, mountain boarding, Noah's Ark trips, backpacking and counseling during the two weeks of adventure camp. You can also expect to be used in all of the areas of general responsibility when you are not actively involved in your designated areas.

Guest Services Liaison/Possible Intern: You will be the person who interacts and builds a relationship with all of our rental groups once they arrive on site. If the rental group needs anything you are the person who would arrange it for them. You would attend (if the group said it was ok) activities of the rental group. You would work closely with the Guest Services Director. You can also expect to be used in all of the areas of general responsibility when you are not actively involved in your designated areas.

Photographer/Videographer/Possible Intern: Your primary job will be to capture the heart and life of Golden Bell Camp on video, and pictures. This will range from pictures of campers playing, activities, chapel services, staff at work, staff playing, individual pictures, group pictures, to catching the beauty of Colorado!!! You will be expected to make simple videos to be used during the week of camp, as well as creating a pictures/video camp memories CD to be given to campers at the end of every week. You can also expect to be used in all of the areas of general responsibility when you are not actively involved in your designated areas.

Music/Band Lead/Possible Intern: You will be the leader of all musical aspects of camp. This includes all camps and all staff chapels. You need to be able to lead appropriate styles of music for all ages (elementary age to adults/families). If the right people come with the appropriate musical gifts you would be expected to put together a camp band of three to four members. *During weeks when we have high camper numbers you may be utilized as a counselor in an individual tent, teepee, or cabin.* You can also expect to be used in all of the areas of general responsibility when you are not actively involved in your designated areas.

Maintenance: If you are a person that is more interested in how things work or building/repairing/maintaining things is your idea of a great summer then this is the position for you. You may be involved in everything from construction to auto mechanics to grounds keeping and numerous other things as well. You will report to the Maintenance Director. *It is possible that during weeks when we have high camper numbers that you might be asked to help as a counselor in an individual tent, teepee, or cabin.* You can also expect to be used in all of the areas of general responsibility when you are not actively involved in your designated areas.

Kitchen: While experience in commercial kitchens is preferred for this position, it is not required. You will be responsible for helping in all aspects of food preparation and running the kitchen. This includes cooking, dishwashing, and maintaining the cleanliness of the kitchen and dining room. You will report to the Food Services Director.

Nurse: At Golden Bell, we are fortunate enough to have a PhD in Nursing who helps us out with student nurses on camp. While here, you will be practicing under her license, but taking on many nursing duties on your own to get the best camp nursing experience as possible. Requirements are: must be finished with most of Med. Surge., the ability to give patient assessments, able to administer medication (if not, we offer certification if most other requirements are met), and pediatrics are a plus. *During weeks when we have high camper numbers you may be utilized as a counselor in an individual tent, teepee, or cabin.* You can also expect to be used in all of the areas of general responsibility when you are not actively involved in your designated area. Since you will be used in multiple areas flexibility and being a multi-tasker is very important. You also will be expected to help in all other areas of camp.

Pay Information:

An Educational Fellowship Grant will be given to you upon completion of the summer as agreed to in your contract, pay being \$100/week. (Note: We pay more for those people who are life guard certified, carry any other type of appropriate certification or are in a leadership position.) If you are dismissed or you leave Golden Bell before this time, you may receive partial or full amount of this grant, depending on the circumstance.

Out of your Educational Grant every week we will give you an "allowance" of \$50, unless another amount is approved by the Program Director. Every other week you will receive your 2 weeks amount of \$100.00 after cleaning has been completed, and a staff-debriefing meeting. If you would like, the Program Director can hold onto your paychecks until the end of the summer so you can be sure you will be saving all your money throughout the summer.