

**Core Values**

Love Deeply • Host Graciously • Serve Intentionally

Glen Lake Camp and Retreat Center strives to create a Christian environment   
where authentic relationships are formed. Our mission is to make disciples of Jesus Christ   
for the transformation of the world.  
 **Summer Staff 2020 • RETAIL SPECIALIST**

**Staff Purpose:** The Summer Staff Guide seeks to lead and serve as a faithful part of God’s work in and through the ministry of Glen Lake. The Summer Staff Guide serves on a ministry team dedicated and committed to a team approach to the ministry entrusted to us.

**Job Summary:** The Summer Staff Guide position supports the summer camp program by mentoring the summer cabin staff. The position assists the Program Director and Program Coordinator in successfully caring for and building a summer staff community.

**Duties:** (include but not limited to)

* Serve as a mentor to the cabin staff
* Perform nightly room checks for campers and staffers
* Evaluate when staffers need encouragement or a break from campers
* Cover night phone duties as assigned
* Maintain clear and positive written and verbal communication with all camp staff
* Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders
* Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities and camp functions

**Required Qualifications:**

* An active and growing faith in Jesus Christ, with a heart for ministry and a passion for serving others.
* Integrity and consistent work ethic
* A team-oriented servant attitude and the ability to relate well with others. Interpersonal communication and organizational skills
* Creativity and high energy particularly when implementing programs and activities
* The ability to handle conflict in a respectful and professional manner
* Some college or at least 2 years out of high school
* Desire and ability to work with children and adults OUTDOORS

**Physical Aspects of the Position:**

* Ability to communicate and work with groups participating and provide necessary instruction to campers and staff
* Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior- management techniques
* Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques
* Visual and auditory ability to identify and respond to environmental and other hazards related to the activity
* Physical ability to respond appropriately to situations requiring first aid.
* Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

**Additional Physical Requirements:**

Some physical requirements of a program position could be endurance including standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying weather conditions.

The Summer Staff Guide will adhere to the principles of confidentiality concerning the business of this ministry.