

JOB DESCRIPTION FOR JR. STAFF POSITIONS

NOTE: You may be asked to do one or more of these jobs on a rotating basis throughout the week. Please be prepared to do any of them.

FOR ALL JOBS:

1. Must be 13 years of age or older by January 1st of the year you wish to volunteer.
2. Attend the 3-day Jr. Staff training held in June as well as complete courses in First Aid, Fire Safety, and the online Mandatory Child Abuse Reporting course.
3. Submit to a background check if 18 yrs. of age or older.
4. Use your cell phone on Airplane mode only.
5. Arrive no later than 8 a.m. on the day camp begins.
6. Attend the 2:00 p.m. staff meeting the day camp begins.
7. Faithfully pray for all aspects of Tepee Bible Camp and for the times when you are leading.
8. Manifest a Christ-like attitude and behavior at all times.
9. Strictly adhere to the camp statement of faith.
10. Prayerfully prepare and be well grounded in the Word of God before coming to camp.
11. Dress appropriately - no short shorts (must have at least a 5 in. inseam), no short skirts, midribs, halter tops, shirts with spaghetti straps. Bring long pants, a long-sleeved shirt or jacket, a hat, a water bottle and sturdy shoes for the hike.
12. Watch your example: your language, dress, how your time is spent, and especially your attitude. Do not complain in front of the campers and do not say anything unkind or derogatory about anyone.
13. Be prepared and on time for all activities.
14. When you are not working in any other capacity, you are expected to be either at the Bible Lesson, the worship time, Braves and Maids hour, the Missionary hour, and campfire. Special permission to miss any of these activities must be given by the chief.
15. Do not pursue romantic relationships during camp as these will distract from our purpose and inhibit the team's effectiveness.
16. To help avoid confusion or misunderstandings, girls minister to girls and guys minister to guys.
17. Clean your quarters at the end of camp following the final cleaning procedures listed on the bathroom door of your quarters.

Kitchen Crew

1. Abide by the descriptions for "ALL JOBS" as well as the following:
2. Assist the cook in preparation, serving, & cleaning up.
3. Assist with decorations prior to the Birthday meal at noon on Thursday.
4. Help to create a fun atmosphere.
5. Show respect for all staff, especially the cook.
6. After each meal, wipe down with disinfectant all tables, benches, napkin holders (refill as needed), salt and pepper shakers, door knob on exterior door of dining room (north door), dish cabinet doors and hand holds, light switch plates.
7. Sweep entire dining room floor after each meal – this means move everything off the floor except for book cases and cabinets.
8. After Breakfast and Lunch spot mop any areas where spills have been or that are muddy on the dining room floor.
9. After Supper completely mop the dining room.
10. The kitchen floor must be swept and mopped after each meal.
11. The kitchen sinks must be cleaned after each meal.
12. The kitchen bathroom must be cleaned and swept and mopped every evening.
13. The kitchen light switch plates and the phone, door knobs, refrigeration unit doors, freezer doors, must be wiped down with disinfectant every evening.
14. Assist in final clean-up of the Kitchen at the end of camp.

Recreation Helpers

1. Abide by the descriptions for "ALL JOBS" as well as the following:
2. Help the recreation director(s) prepare and carry out the recreation and activity time.
3. Ensure the safety of all campers during games and activities.
4. Be responsible for the care of all equipment.
5. Put away all equipment and clean up when recreation or activity time is over.
6. Show respect for all staff, especially the Recreation Director(s).

Worship Team

1. Abide by the descriptions for "ALL JOBS" as well as the following:
2. Follow pre-planned worship activities or plan and prepare all worship activities in keeping with the camp theme as much as possible.
3. Create an atmosphere of meaningful worship.
4. Show respect for the worship house, all staff, especially the Bible Teacher.

Craft Helpers

1. Abide by the descriptions for "ALL JOBS" as well as the following:
2. Help conduct craft time in an orderly manner.
3. When asked to do so, help prepare the craft room for the day's craft activities.
4. Assist young campers with their projects as needed.
5. Follow and carry out the final clean up procedures for the craft house at the end of camp.
6. Show respect for all staff especially the Craft Leader(s).

Trading Post Workers

1. Abide by the descriptions for "ALL JOBS" as well as the following:
2. Keep the inside of the trading post cleaned up and remind campers and counselors to pick up their trash before leaving the area.
3. Re-stock the refrigerator and candy counters and fill out the inventory card at the end of each trading post time.
4. Keep the account cards current with the amount of non-food money left written on the right side of the card after each non-food purchase.
5. Turn the inventory card in at 4 pm. each day so the director can purchase any items that are running low.
6. Wipe down all the counters and the refrigerator door and handle with Clorox wipes. Make sure all trash inside the trading post is placed in the trash bag. When that bag is full bring it out to the large outside trash can.
7. Vacuum after each trading post hour.
8. Conduct a "grounds clean up" checking for any trash the campers may have missed during their clean up.
9. Turn in any money received to the camp director each day. This should only happen if we have visitors or if the camp director or missionary purchase any items.
10. Take the inventory card to the Chief at Braves and Maids Hour in the Worship House. If the chief is not available the card can be "push pinned" to the bulletin board by the serving line in the kitchen.
11. Give all the account cards to the camp director after the last trading post time of the week.
12. Show respect for all staff.

- I recognize that this is an unpaid volunteer position. (However, you may send out letters to friends and relatives to supplement your income during the time you are volunteering- see Director for a sample ministry support letter).

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- I further recognize Tepee Bible Camp will undertake the expenses of my room and board while at camp. They will help me adjust to my responsibilities, acquaint me with the camp's goals and philosophies, as well as any State regulations and health and safety training my position requires. They will also supervise me in any way that seems advisable, pray for and support me with God's love, and provide a copy of this job description and agreement.
- I have read, understand and agree to carry out the responsibilities listed above to the best of my ability.

SIGNATURE OF STAFF APPLICANT

DATE

SIGNATURE OF PARENT OR GUARDIAN

DATE

SIGNATURE OF CAMP DIRECTOR

DATE

For the Director: This staff member completed staff training on _____ (Date)