

Summer Staff Ministry Descriptions

Each summer, Camp Sankanac employs almost one hundred individuals. Each staff member has unique talents and abilities that they bring to the table, and each staff member is critical to the success of the ministry. No one staff position is more important than another, likewise no one staff member is more important than another. Each staff member has been called to serve at Camp Sankanac as a servant leader. (Mark 10:42-45; Phil. 2:5-8; John 13:12-17)

List of Summer Staff Ministry Positions

- Village Director
- Sr. Overnight Counselor
- Jr. Overnight Counselor
- Day Camp Counselor
- Basketball Camp Counselor
- Horse Camp Counselor
- CIT Coordinator
- Craft Loft Coordinator
- Camp Store Coordinator
- Day Camp Assistant Director
- Program Assistant
- Media Production Assistant
- Lifeguard
- Maintenance Worker
- Chef's Assistant
- Kitchen Worker
- Nurse
- Volunteers

Village Director

- Must be nineteen years of age or older.
- Reports to Assistant Director and Program Director
- Must be available for at least five weeks of the summer.
- Assist the Assistant Director and Program Director in the development and execution of the pre-camp staff-training week.
- Assist in the development and execution of a program theme for each week, coordinating plans and schedules with the program director and other village directors.

- Keep village counselors informed of all pertinent information at daily staff meetings, and during the day as the need arises. Attend a weekly director's meeting at announced day and time.
- Present a daily Bible lesson program to the campers in the village; hand out camper Bible books at the beginning of each week to all campers.
- Be a resource person for village counselors.
- Assist the Assistant Director and Program Director in overseeing and coordinating the achievement program and elective schedule.
- Promote an overnight camping experience for each camper and assist village counselors in planning and executing overnights.
- Inspect the village cabins at an appropriate time and record all points deducted daily, to be reported to the program director.
- Lead camper morning exercises and assist in flag raising procedures.
- Ring morning and evening bells, and do evening rounds of the village.
- Oversee camper-counselor time program and sign-up.
- As needed: teach an elective, do pool, or trading post duty.
- Plan and execute at least one weekly village vespers service.
- Inform, as soon as possible, the camp director and/or program director of any problems or questions involving campers or other staff members.
- Plan and schedule duties, electives, and other activities or assignments, as needed, for each week.
- Organize, record, and prepare awards for the achievement program on Friday night.
- Be available and willing to assist the camp director and program director as needed.
- Be an ENTHUSIASTIC part of the program, ENCOURAGING and SERVING the counselors and campers in any and every way possible.
- Will have scheduled time off each day and scheduled time off each weekend.

Sr. Overnight Counselor

- Must be at least eighteen years of age or older.
- Reports to the Village Director.
- Directly oversee a cabin of 8 to 11 campers each week and be primarily responsible for the activities of that cabin of campers, including...
 - o Greeting each camper on Sunday and making them feel at home
 - o Showing or making sure the camper is shown the boundaries and sites of camp
 - o Helping to create a positive, unified, and cooperative cabin group
 - o Using proper and appropriate discipline as needed
 - o Protecting the physical and emotional safety and well-being of the campers
 - o Supervising cabin activities and making assignments for cabin cleanup
 - o Getting campers to all required activities on time
 - o Carrying out morning and evening devotions with the cabin
 - o Directing the campers in the proper care of bunks, clothing, and personal hygiene
 - o Being in her cabin after lights out

- Be an example to his campers in every aspect of Christian faith and practice. Counselors should be careful at all times in all manner of conduct and contact with campers to maintain a relationship that is above reproach and which demonstrates mature Christ-like leadership. A counselor's words, actions, and emotional state have a profound impact on the hearts and minds of his campers.
- Minister to campers' spiritual needs by seeing that every camper is provided with the opportunity to know the Lord Jesus Christ as Savior and Lord of his life.
- Minister to campers' physical needs by supervising all activities, encouraging the campers to learn new skills, and being sensitive to changes in health.
- Minister to campers' social needs by helping campers to establish friendships and to adjust to group life in the cabin.
- Minister to campers' emotional needs by being consistent in discipline and establishing an atmosphere of love and acceptance within the cabin.
- Minister to campers' intellectual needs by helping the campers with new skills, challenging her to memorize Scripture verses and complete achievement requirements, and guiding him in Bible lessons and personal quiet time.
- Instruct an elective class in a particular skill area for two to three periods daily, and oversee the proper care and cleanliness of the equipment involved.
- Attend a daily staff devotions and meeting each day, on time.
- As assigned, do pool and trading post duty, supervise camper activities, and clean certain areas of camp as requested or scheduled.
- Fill out an evaluation form, postcard, or other requested follow-up form for each camper in his cabin at the end of the week.
- Assist the camp director, program director, and village directors as requested, with promptness and a willing spirit.
- Get adequate rest, quiet time with the Lord, and nutrition so as to be at his best at all times.
- Be an ENTHUSIASTIC part of the program, ENCOURAGING and SERVING the counselors and campers in any and every way possible.
- Will have scheduled time off each day and scheduled time off each weekend.

Jr. Overnight Counselor

- Must be at least seventeen years of age or older.
- Reports to Village Director.
- Assist the counselor in his responsibilities for caring for a cabin or 8 to 10 campers.
 - o Greeting each camper on Sunday and making them feel at home
 - o Showing or making sure the camper is shown the boundaries and sites of camp
 - o Helping to create a positive, unified, and cooperative cabin group
 - o Using proper and appropriate discipline as needed
 - o Protecting the physical and emotional safety and well-being of the campers
 - o Supervising cabin activities and making assignments for cabin cleanup

- o Getting campers to all required activities on time
- o Carrying out morning and evening devotions with the cabin
- o Directing the campers in the proper care of bunks, clothing, and personal hygiene
- o Being in her cabin after lights out

- Assist in a particular skill area of the camp and the teaching of that elective class.
- Assist in, and occasionally conduct, cabin devotions.
- Attend all devotions and staff meetings on time, unless previously instructed to be elsewhere.
- As assigned, do pool and trading post duty, supervise camper activities, and clean certain areas of camp as requested or scheduled.
- Oversee the physical and emotional safety and well being of his campers.
- Perform any other duties deemed necessary by the village director or assistant director.
- Get adequate rest, quiet time with God, and nutrition so as to be at his best at all times.
- Be an ENTHUSIASTIC part of the program, ENCOURAGING and SERVING the counselors and campers in any and every way possible.
- Will have scheduled time off each day and scheduled time off each weekend.

Day Camp Counselor

- Must be at least seventeen years of age or older.
- Reports to Day Camp Director and Assistant Day Camp Director.
- Must be available from seven AM to 5:30 PM, Monday- Friday. It is preferred that he or she could commit to working at least four weeks of the eight weeks of day camp.
- Directly oversee any assigned group of day camp campers each day and be primarily responsible for the activities of that group of campers, including...

- o Greeting each camper on Monday and making them feel at home
- o Showing or making sure the camper is shown the boundaries and sites of Camp Sankanac
- o Helping to create a positive, unified, and cooperative camper group
- o Using proper and appropriate discipline as needed
- o Protecting the physical and emotional safety and well-being of the campers
- o Supervising camper group activities
- o Getting campers to all the required activities on time
- o Assisting the day camp directors in the daily Bible time with their group of campers

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- o Assisting the day camp directors in the daily Bible time with their group of campers

- Attend all Day Camp devotions and staff meetings on time, unless previously instructed to be elsewhere.
- Supervise and engage with campers from arrival till departure each day.
- Clean up any activity or area of the day camp program as instructed by the Day Camp Director or Assistant
- Director before being done for the day.
- Follow all Camp Sankanac rules, regulations, and appropriate behavior while on duty or on time off.
- As assigned, do pool and trading post duty, supervise Day Camp camper activities, and clean

Basketball Camp Counselor

- Must be at least eighteen years of age or older.
- Reports to Basketball Camp Director.
- Directly oversee a cabin of 8 to 11 campers each week and be primarily responsible for the activities of that cabin of campers,
- including...
 - o Greeting each camper on Sunday and making them feel at home
 - o Showing or making sure the camper is shown the boundaries and sites of camp
 - o Helping to create a positive, unified, and cooperative cabin group
 - o Using proper and appropriate discipline as needed
 - o Protecting the physical and emotional safety and well-being of the campers
 - o Supervising cabin activities and making assignments for cabin cleanup
 - o Getting campers to all required activities on time
 - o Carrying out morning and evening devotions with the cabin
 - o Directing the campers in the proper care of bunks, clothing, and personal hygiene
 - o Being in her cabin after lights out
- Be an example to his campers in every aspect of Christian faith and practice. Counselors should be careful at all times in all manner of conduct and contact with campers to maintain a relationship that is above reproach and which demonstrates mature Christ-like leadership. A counselor's words, actions, and emotional state have a profound impact on the hearts and minds of his campers.
- Minister to campers' spiritual needs by seeing that every camper is provided with the opportunity to know the Lord Jesus Christ as Savior and Lord of his life.
- Minister to campers' physical needs by supervising all activities, encouraging the campers to learn new skills, and being sensitive to changes in health.
- Minister to campers' social needs by helping campers to establish friendships and to adjust to group life in the cabin.
- Minister to campers' emotional needs by being consistent in discipline and establishing an atmosphere of love and acceptance within the cabin.
- Minister to campers' intellectual needs by helping the campers with new skills, challenging her to memorize Scripture verses and complete achievement requirements, and guiding him in Bible lessons and personal quiet time.

- Instruct an elective class in a particular skill area for two to three periods daily and oversee the proper care and cleanliness of the equipment involved.
- Attend a daily staff devotion and meeting each day, on time.
- As assigned, do pool and trading post duty, supervise camper activities, and clean certain areas of camp as requested or scheduled.
- Fill out an evaluation form, postcard, or other requested follow-up form for each camper in his cabin at the end of the week.
- Assist the camp director, program director, and village directors as requested, with promptness and a willing spirit.
- Get adequate rest, quiet time with the Lord, and nutrition so as to be at his best at all times.
- Be an ENTHUSIASTIC part of the program, ENCOURAGING and SERVING the counselors and campers in any and every way possible.
- Will have scheduled time off each day and scheduled time off each weekend.

Horse Camp Counselor

- Must be 18 years of age or older.
- Reports to Horse Camp Director and Assistant Director.
- Directly oversee a cabin of 8 to 11 campers each week and be primarily responsible for the activities of that group of campers, including...

o Greeting each camper on Sunday and making them feel at home

o Showing or making sure the camper is shown the boundaries and sites of camp
o Helping

to create a positive, unified, and cooperative cabin group

o Using proper and appropriate discipline as needed

o Protecting the physical and emotional safety and well-being of the campers

o Supervising cabin activities and making assignments for cabin cleanup

o Getting campers to all required activities on time

o Carrying out morning and evening devotions with the cabin

o Directing the campers in the proper care of bunks, clothing, and personal hygiene

o Being in her cabin after lights out
o Help the campers prepare/pack for barn activities and

make sure they arrive to and from the barn on time.

o Being helpful at the barn, assisting the horse camp staff with daily tasks such as clean up,

horse care (instruction provided and no former horse experience required) & other barn related activities as needed.

o Sharing excitement and support for the horse-related activities so as to better connect with the horse-loving campers.

- Be an example to his campers in every aspect of Christian faith and practice. Counselors should be careful at all times in all manner of conduct and contact with campers to maintain a relationship that is above reproach and which

demonstrates mature Christ-like leadership. A counselor's words, actions, and emotional state have a profound impact on the hearts and minds of his campers.

- Minister to campers' spiritual needs by seeing that every camper is provided with the opportunity to know the Lord Jesus Christ as Savior and Lord of his life.
- Minister to campers' physical needs by supervising all activities, encouraging the campers to learn new skills, and being sensitive to changes in health.
- Minister to campers' social needs by helping campers to establish friendships and to adjust to group life in the cabin.
- Minister to campers' emotional needs by being consistent in discipline and establishing an atmosphere of love and acceptance within the cabin.
- Minister to campers' intellectual needs by helping the campers with new skills, challenging her to memorize Scripture verses and complete achievement requirements, and guiding him in Bible lessons and personal quiet time.
- Instruct an elective class in a particular skill area for two to three periods daily and oversee the proper care and cleanliness of the equipment involved.
- Attend a daily staff devotion and meeting each day, on time.
- As assigned, do pool and trading post duty, supervise camper activities, and clean certain areas of camp as requested or scheduled.
- Fill out an evaluation form, postcard, or other requested follow-up form for each camper in his cabin at the end of the week.
- Assist the camp director, program director, and village directors as requested, with promptness and a willing spirit.
- Get adequate rest, quiet time with the Lord, and nutrition so as to be at his best at all times.
- Be an ENTHUSIASTIC part of the program, ENCOURAGING and SERVING the counselors and campers in any and every way possible.
- Will have scheduled time off each day and scheduled time off each weekend.

Counselor In Training (CIT) Program Coordinator

- Reports to the Executive Director and Assistant Director works with the Program Director.
- Must be at least twenty-one years of age or older. • Must be able to commit to the whole six weeks of summer camp (Three weeks of Girl's Camp and three weeks of Boys' Camp).
- Execute the CIT program in accordance with the established format and goals, with appropriate creativity and flexibility.
- Conduct the daily instruction program of CIT curriculum.
- Assist the CIT cabin counselor and other staff members in their ongoing relationships with the CIT candidates.
- Supervise the CIT program of personal Bible study, group Bible study, physical work and activities, camp projects, and practical leadership experience in the camp program both in camp responsibilities and program activity leadership.

- Utilize the camp environment for teaching the theory of Biblical leadership as well as providing practical leadership experience.
- Oversee all group living experiences of the CIT's. This includes activities, meals, cabin living, field trips, and any other activities involving the candidates.
- Coordinate with the Assistant Director, Program Director, and the village directors in assigning CIT's to practical experience in cabin and program leadership.
- Meet with the Assistant Director and Program Director on a regular basis to evaluate the effectiveness of the program.
- Complete a formal evaluation with each candidate as to his or her performance and progress in the training program.
- Fulfill any other responsibilities assigned by the Assistant Director or Executive Director as needed.

Program Assistant

- At least eighteen years of age or older.
- Must be willing to work eight hour days and it is preferred that he or she could be available for ten weeks during the summer.
- The Program Assistant answers directly to the Assistant Director. However, the Program Assistant must keep in regular and clear communication with the Program Director, Village Directors, and other necessary individuals.
- Willing to obtain any special training or certification that may be required, (i.e. First Aid, challenge or ropes course training, paintball, etc.).
- Prior training and knowledge of camp programming is preferred but not required.
- Must be able to lead and instruct activities for small events to large events for the whole of Camp Sankanac.
- Assists the various directors of programming to create, set up, and implement certain camp activities.
- Must be willing to help with any project or assignment directed by the Director or Program and Recruitment.
- Must be an enthusiastic, energetic, and creative individual.
- Must be able to lead special activities like the challenge course or paintball.
- Assists other program directors or staff members in the inventory, care and clean-up of program equipment.

Craft Loft Coordinator

- Must be at least 18 years of age
- Oversees the Craft Loft, where campers do crafts, and reports to Assistant Director.
- Teaches 2-3 craft electives (about 30 min each) each morning and oversees craft loft during free time.
- Charges the campers' store accounts for crafts.
- Notifies superior if craft supplies/crafts are low in stock.

- Cultivates a positive, welcoming atmosphere, using every possible chance to build campers up and encourage them in their walk with the Lord, while helping them learn new skills with the crafts they choose to work on.
- Keeps the Craft Loft areas organized and tidy and cleans up after each time the campers use the craft loft.
- Makes sure the campers take their crafts home with them.
- May be asked to help scoop ice cream in the Trading Post some Sunday afternoons during camper check-in.
- Will be expected to attend a weekly support staff Bible study, if staying on camp property.
- General Time Commitment is from 8:30am-4pm Monday-Thursday, 8:30am-12pm Friday and some Sunday afternoons during check-in.

Camp Store Coordinator

- Must be at least 18 years of age.
- Oversees Trading Post operations and reports to the Assistant Director.
- Orders ice cream, candy, snacks & drinks for the Trading Post and puts them away when they arrive.
- Takes inventory of the Trading Post merchandise both at the beginning and the end of the summer.
- Handles camp store accounts and money.
- Runs the Trading Post each day during store time for day camp and overnight camp programs.
- Cleans the Trading Post, organizes the inventory and presents the merchandise to customers in an organized way.
- Manages and orients staff and volunteers who help in the Trading Post.
- Assists with basic office work and shares early lunch rotation with other office staff to cover the office during lunch.
- Manage soda machines during the summer, emptying change and restocking cans & bottles.
- Assist with camper refunds for early pick-ups and standard Saturday morning pick-ups.
- Restock the Trading Post merchandise daily and inform the Assistant Director if items are low in stock.
- Cultivate a positive, welcoming atmosphere in the Trading Post and encourages other staff to do the same.
- Manage cash box and work with office manager to replenish or manage surplus if needed.
- Meet with camper families whose campers have allergies and special diets on Sunday afternoons during check-in. Oversee campers with allergies and their purchases while in the Trading Post.
- Will be expected to attend a weekly support staff Bible study, if staying on camp property.

- Ensure that adequate help is lined up for Sunday afternoon check in and set up the store for the volunteers.
- Orients counselors and other staff to the Trading Post during pre-camp training.
- General Time Commitment is from 8:30am-5:30pm Monday-Friday, 1:00-5:30pm Sunday.

Media Production Assistant

Please contact us for more information on this ministry position.

Office Assistant & Receptionist

- Responsible for front desk/outer office station
- As the Receptionist regular responsibilities and requirements include, but are not limited to...
 - Welcome guests as they arrive and direct them to where they need to go
 - Get incoming mail and deliver to recipients, (campers, staff and administration)
 - Organize outgoing mail
 - Answer phones, transfer or take messages.
 - Filling care package orders and taking payments
 - Typing up cabin awards/ achievement certificates
 - Making copies for program staff or administration staff
 - Making cabin slips
 - Helping with registration on Sunday (1:00-5:00pm).
- Must be at least seventeen years of age or older.
- Reports to Assistant Director.
- Must be willing and able to work eight-hour days.
- Must be able and willing to work six days a week (Saturdays off) and it is preferred that he or she would be available to work for ten weeks during the summer.
- Must be willing to be flexible and help with various projects and assignments as needed.
- Needs to have good communication skills.
- Office/administration skills not required, though is preferred.
- Willing to learn new skills or new ways of doing things.
- Will be expected to attend a weekly support staff Bible study, if staying on camp property.
- The Office & Receptionist Assistant is often the first face people see when coming to Camp Sankanac, as such, they play a crucial role on our summer staff team. He or she must always be polite and friendly, and ready to help anyone in need.

Chef's Assistant

- Be at least eighteen years of age or older.

- Reports Foodservice Director.
- Be able to frequently lift 30 lbs. or 50lbs.
- Able to stand for long periods of time.
- Able to work eight hours straight of work and occasionally a full day with breaks.
- Must be able to commit to the whole nine weeks of summer camp.
- Manage a staff of five to eight people while performing the required duties.
- Able to teach and instruct staff in cooking and food preparation, cleaning procedures, and see that his or her instruction is being carried out correctly.
- Read and follow recipes.
- Be willing to learn allergy friendly practices.
- Able to communicate clearly and take instruction.
- Able to follow and enforce schedules, cleaning procedures, etc.
- Will have scheduled time off each day and scheduled time off each weekend.
- Will be expected to attend a weekly support staff Bible study, if staying on camp property.

Kitchen Worker

- At least 16 years of age or older.
- Reports to Foodservice Director and Assistant Chef.
- Frequently lift 30 lbs. or more.
- Work eight hours often, and occasionally a full day with breaks.
- It is preferred that he or she could commit to at least five of the nine weeks that summer camp is running.
- Willing to learn.
- Able to follow procedures and cleaning schedules.
- Able to communicate well.
- Willing to try everything asked of them, (i.e. techniques, new ways of work, etc.).
- As part of the kitchen staff, you may be involved in any of the following: set up and clean up of the dining hall, washing dishes, general cleaning, or food prep.
- You will also have the opportunity to associate with seven campers who earn their room and board by setting up the dining room tables and washing the dishes. So often those serving in the kitchen have a great and very definite influence on the lives of these campers. There is no limit to the way the Lord can use you in this capacity as you yield daily to Him.
- You will be expected to attend a weekly support staff Bible study.
- Will have scheduled time off each day and scheduled time off each weekend.

Maintenance Worker

- Must be sixteen years of age or older.
- It is preferred that they commit to working at least four of the nine weeks that summer camp is running.
- Able to frequently lift over 50 Lbs.

- As part of the maintenance staff, you will be asked to do any number of jobs, such as grass cutting, weed whacking,
- painting, general repairs, collecting trash, etc.
- Will be under the supervision of our Maintenance Director.
- Will be expected to attend a weekly support staff Bible study, if staying on camp property.
- Will have scheduled time off each day and scheduled time off each weekend.

Lifeguard

- Must be at least seventeen years of age or older.
- Camp Sankanac lifeguards answer directly to the Assistant Director. However, a lifeguard must keep in regular and clear communication with the Director of maintenance for pool chemicals and maintenance related issues, or with the Program Director concerning program and scheduling related issues.
- The main responsibility of a lifeguard is to ensure the safety of patrons of an aquatic facility by preventing and responding to emergencies.
- It is preferred that he or she commit to working the whole nine weeks that summer camp is running.
- Must have already obtained a current and valid Red Cross CPR, AED, and Life Guard certification, or must be willing and able to take and pass the certification course before serving as a lifeguard at Camp Sankanac.
- Must be able to follow instructions and be willing to learn new ways of doing things, (policies and procedures, hours on duty, etc.).
- Must be able to give basic swimming instruction lessons
- Must be able to manage up to three helpers while still performing lifeguard duties during the free-time swim
- Must be able to follow detailed directions concerning pool chemical care, regular pool maintenance, policies and procedures, and schedules.
- A lifeguard must be present and on duty whenever the pool is open. This means that lifeguards may be
 - required to be available at different times in the day, (i.e. early mornings, morning, afternoon, and evening).
 - Lifeguards are to have regular breaks throughout the day.
- A lifeguard may be asked to be present at offsite or onsite water activities during special programmed trips or
 - events.
- Because water activities are a large part of Camp Sankanac's summer camp programs, our lifeguards play a
 - crucial role in the overall safety and success of our summer camps.
- Be an ENTHUSIASTIC part of the program, ENCOURAGING and SERVING in any and every way possible.
- Will be expected to attend a weekly support staff Bible study, if staying on camp property.
- Will have scheduled time off each day and scheduled time off each weekend.

Volunteers

- A Sankanac volunteer must not take any action that would result in the volunteer's financial benefit. They
- will not ask for or receive for themselves or for a member of their household, directly or indirectly, any amounts of money or gifts from clients.
- A Sankanac volunteer must follow all Camp Sankanac and BCM International rules and regulations.
- A Camp Sankanac volunteer is not to volunteer their time or services for the purpose of receiving room and board accommodations, though room and board may be provided in certain instances.
- A volunteer must be willing to freely give of his or her time and talent whether or not they are publicly acknowledged or rewarded.
- A volunteer's intent should be primarily for Camp Sankanac's, and those Camp Sankanac ministers to, benefit, and not the volunteers.
- A volunteer must be willing to report to the direct supervisor they are assigned to. Part of this reporting should include giving an accurate report of the hours they volunteered for.
- Be an ENTHUSIASTIC part of the program, ENCOURAGING and SERVING in any and every way possible.