

McEachern Memorial United Methodist Church Summer Camp Job Descriptions

All who are considering a position with the Summer Camp program should have a strong desire to exhibit their faith through all they say and do with the children so that the children may know Christ stronger in their life.

Director

The Director is responsible for the complete planning and implementation of the camp program, in conjunction with the Children's Minister. The Director must be at least age 21. The duties of the Director includes, but is not limited to, planning schedules, ordering of supplies and food items, planning crafts and activities, overseeing the Counselors and monitoring their attendance, creating the decorations needed and communicating with parents. The Director should also plan a break-out training session to be conducted the same day as the general training session. The Director will submit performance evaluations on each worker at the end of the camp session.

Lead Counselor

The Lead Counselor is an advance Counselor level and must be at least age 18. This person is expected to take initiative with responsibilities and assist the Director in any way requested. The Lead Counselor is responsible for the supervision of the children and to ensure they have an enriched camp experience. The Lead Counselor should exhibit behavior to the other Counselors so that they may learn by example. The Lead Counselor should have a love for children and always look for opportunities to enrich the child's camp experience.

Counselor

The Counselor along with the Lead Counselor is responsible for the supervision of the children and to ensure they have an enriched camp experience. The Counselor will assist in any area needed including preparation, participation, and clean up of activities. The Counselor should take the initiative to help wherever needed and be a pleasant influence on the children. The Counselor should have a love for children and want to do all they can to make the camp a fun experience for the child.

Summer Camp Employment Process

McEachern Memorial United Methodist Church

Recruitment

Primary consideration will be given to exciting MMUMC members and attendees, but does not solely qualify a person for a position. Communication of the summer job openings should begin via the bulletin, The Vine, and posted outside the Children's Ministry office. The posting should include the full description of the position, the time requirement, experience desired. Job applications should be made available outside the Children's Ministry office and should indicate an application deadline.

Interviews

The interview should be conducted with two staff members present to allow for a concurrence of decisions. An interview sheet should be kept on each candidate with objective criteria. If the candidate has worked a previous summer, the performance evaluation(s) should be attached. The previous performance evaluation can be used for discussion during the interview.

Employment Decisions

All decisions of employment should be communicated via a letter sent to the candidate. This letter should be sent out early May. Letters should communicate the camp and position selected, the dates of employment, the required training session, and the salary.

Training

All employees are required to attend a general Summer Camp training session. Two dates should be offered to allow for schedule accommodation. Individual camps may offer a "breakout" session from the main training. It is a mandatory condition of employment that an employee attends one of the general sessions with the dates being communicated on the job application. The training sessions should be held late-May.

Disclosure Statement

All Camps are dependent on a minimum number of campers. If a camp does not meet the minimum numbers needed one week prior to the start of camp, the camp will be cancelled. All campers and employees will be notified of the cancellation.