



JOB DESCRIPTION

CABIN LEAD

Reports To: Camp Life Leaders
Date Created: December 5th, 2022
Updated: December 5th, 2022

Department: Summer

SUMMARY STATEMENT

The goal of Cabin Leads is to build solid relationships with campers through engaging, playing, guiding, and praying. They are responsible for the physical, mental, emotional, and spiritual wellbeing of the campers that are entrusted to them.

RELATIONSHIPS

Reports to: Camp Life Leaders

Internal Contacts: Summer Leadership Team (Camp Life Leaders, Summer Ministry Leaders, Summer Program Leaders), Summer Guidance Team (Executive Director, Operations Director, Camp Health Officer, Camp Grandparents)

External Contacts: Parents/Caregivers, Guests and Volunteers

QUALIFICATIONS/CRITERIA

1. Has a mature, personal commitment to Jesus Christ, and models Christian character in their daily life.
2. Is able and willing to share the Gospel.
3. Possesses a valid Child Abuse Registry Check and Criminal Record Check, as required.
4. Interacts with guests, campers, and staff in a consistently pleasant and respectful manner.
5. Agrees/supports the Camp Arnes Mission Statement, Code of Conduct, and Statement of Faith.
6. Has experience with and passion for working with children and youth.
7. Possesses a servant leadership mindset.
8. Is flexible with work hours as required to fulfill duties.
9. Openness to mentorship and growth.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

1. Requires prolonged sitting or standing.
2. Requires ability to work in adverse weather conditions, including rain, heat and cold.
3. Requires ability to lift and move objects weighing up to 20 kilograms.

SPECIFIC MAJOR RESPONSIBILITIES

PRE-SUMMER

1. Participates in and contributes to Staff Training Week.
2. Prepares for specific duties including chapels, cabin time discussions, activity instruction, etc. by the end of staff training week.

ONGOING

3. Participates with enthusiasm in various weather conditions.
4. Is on time for all scheduled meetings, programming, activities, and meals.
5. Helps with the set up and take down of different programming, as assigned.
6. Knows the whereabouts of their campers.
7. Intentionally interacts with every camper in their cabin daily.
8. Ensures the safety of all campers in the cabin and completes Incident Reports when necessary.

9. Ensures and oversees the physical and emotional care of their campers (especially personal hygiene, changing clothes, sun block/insect repellent, homesickness, etc.).
10. Maintains communication with the Camp Life Leaders concerning camper health and discipline.
11. Completes Incident Reports and documents all sensitive conversations.
12. Keeps a record of the supplies of the cabin and replenishes stock as necessary.
13. Oversees cabin dynamics, watching for bullying, homesickness, cliques, etc. Manages situations as they arise and before they escalate.
14. Seeks the support and advice of the Camp Life Leader often and when necessary.
15. Maintains camper confidentiality. Reports any disclosures to the Camp Life Leaders in a timely manner.
16. Shows interest in the holistic (whole life) growth of their campers.

WEEKLY

17. Attends Sunday evening chapel and unit meetings and takes responsibility for all camper paperwork.
18. Ensures the cleanliness of their cabin prior to the camper's arrival on Monday morning.
19. Welcomes campers when they arrive and be prepared to set up cabin rules.
20. Ensures all campers are properly oriented and know their way around Camp.
21. Participates in and encourages daily cabin clean-up.
22. Participates in unit meetings when scheduled.
23. Participates in staff devotions on Tuesday and Thursday mornings unless assigned to stay with campers.
24. Participates in Mid-Eve Mania (wide games) every evening unless given permission otherwise.
25. Participates in Fun in the Sun on Friday afternoons with their campers. Is prepared to get wet during this activity.
26. Ensures professional completion of camper birthday and comment cards on Saturday afternoon.
27. Ensures the cleanliness of the cabin and surrounding area each Saturday before leaving, and each Monday morning before campers arrive.
28. Assists with Bus Program when asked.

END OF SUMMER

29. Assists with the clean-up of their cabin, and the rest of Camp for fall changeover.

GENERAL RESPONSIBILITIES

1. Communicates and models safe practices in all aspects of Camp.
2. Assists in additional duties when needed in all areas of Camp.
3. Shares their Christian life and character with campers as they can.
4. Encourages, honors and respects fellow staff and leaders.
5. Promotes an encouraging and fun environment.
6. Presents a professional appearance and attitude, especially in the presence of parents and guests.
7. Respects and maintains their designated accommodations.
8. Upholds all Camp Arnes policies and procedures.
9. Participates in the Saturday Celebration Meetings once campers have left.
10. Is connected to a church community and, whenever possible, attends church on Sundays.
11. Prays for and with those in need, both guests and staff.
12. Does every task with the highest quality and standards in mind.
13. Ensures their own safety as well as that of other workers and guests.
14. Buys into and displays Camp's model of challenge and growth.
15. Seeks out work when daily jobs are done.
16. Completes other duties as assigned by a supervisor

Please note: the area of Camp in which you will cabin lead will be determined during the interview process. Please state whether you would like to work with Explorers (Ages 8-10), Challengers (Ages 11-13), or Stokers (Ages 14-15). ***You must be at least 4 years older than the oldest camper in any given area of Camp.***