

Program Crew

The Programming crew at Covenant Cedars is heavily involved in the planning, facilitating, and executing of all events leading up to and during Summer Youth Camps. This crew will work as a unit and will be headed the Program Director. The following positions under his direction will include:

- Summer Program Director
 - Help to coordinate the immediate planning of Summer Youth Camps
 - Have the opportunity to train, plan, and lead counselors
 - Lead meetings and devotional times with campers and counselors
 - Execute the daily operations of the Program Crew during Youth Camps
 - Apply administrative skills for organizing cabin assignments and schedules for Summer Youth Camps
- Media Person
 - Assist Program Director with the organization and production of summer theme video
 - Video recording and editing of daily videos and photos taken during camp
 - Run PowerPoint and sound system during sessions
 - Coordinate with guest groups and their audio and visual needs for their sessions
 - Create camper videos to take home for the Summer Youth Camps
 - Work with Scribe to organize videos and photos from all summer activity for future reference
 - Under the supervision of the Program Director, create a plan for the summer to tell the story of camp to followers on Facebook, Twitter, Instagram and YouTube
 - Help program team in various areas of planning and execution of those plans
 - Be creative and help in the areas of worship sessions, breakout sessions, WAVE Games, and other various aspects of SYC
- Game Person
 - Plan and schedule all activities for the WAVE games for Summer Youth Camps
 - Keep the game supply office neat and orderly
 - Keep an inventory sheet of all the supply's in the game office and game room
 - Maintain all equipment used for the games at camp
 - Generally oversee all games, activities, and equipment for games at camp
 - Help in other various areas with the Program Crew and at camp

Activity Crew

Members will be trained to be a lifeguard, tower facilitator, zip line facilitator, challenge course facilitator and crate stacking facilitator. The Activity Crew will be accountable to the Activity Crew Leader. They will promote excellence in both safety and professionalism at the tower, waterfront, pool and challenge course during all activities at those particular locations. Each member must meet all certification requirements before they begin performing duties at any of the activity facilities.

- The position of *Activity Crew Leader* –
 - Daily meeting with the Operations Manager
 - Communicating with the Activities Crew about daily tasks given by the Operations Manager
 - Participating in dialog about any pool, waterfront, or tower maintenance with the Operations Manager and/or Maintenance Director
 - Fulfill all of the required duties of a Activity Crew Member
 - Oversee and evaluate the work done by Activity Crew Members and report to Operations Manager
 - Communicate between Year Round staff and Activities Crew
 - Encourage Activity Crew Members through leadership and experience
- The job description of *Activity Crew Members*
 - Complete all assigned tasks with enthusiasm! These tasks will be delegated by the Activity Crew Leader
 - Tasks other than the previous listed duties could include:
 - Light maintenance
 - Power washing and staining buildings
 - Spreading wood chips and other forms of landscaping
 - Cleaning cabins, bath houses and general meeting areas at camp
 - Distributing water jugs around to designated areas at camp
 - Other general maintenance and upkeep at camp
 - Be alert and ready to facilitate the daily activities at the pool, water front, tower, and challenge course [NOTE: these positions will require strict self-discipline and members will be expected to **rest** when the time is appropriate and be **alert** when on duty]

Facilities Crew

The Facilities Crew is a very rewarding experience for the crew. This is a demanding job that requires individuals to be self-disciplined and professional at all times. Facilities Crew will be responsible for feeding our guests and keeping all camp facilities clean. This is an opportunity to practice the ministry of hospitality.

- Job description for *Food Service Assistant* –
 - Work only in the kitchen this summer under the supervision of the Food Service Director
 - Daily meeting with the Food Service Director
 - Attend the leadership meetings on days when Food Service Director is not in the kitchen
 - Communicate the tasks that are handed down by the Food Service Director to the Food Service Crew Members who are working in the kitchen
 - Objectives:
 - Be able to help plan, prep, serve, and clean up an entire meal within the first two weeks with the assistance of Food Service Director
 - Be able to plan, prep, serve, and clean up an meal within the first four weeks without assistance from the Food Service Director
 - Grow in personal discipline and leadership of Food Service Crew within the context of the kitchen
- Job description for *Facilities Crew Members*
 - Food prep for each meal in the dining hall
 - Clean dining halls after meals
 - Wash dishes in efficient and safe manner
 - Participate in serving food
 - Daily and Deep cleaning of dining halls and kitchen
 - Unloading truck and stocking freezers (be able to lift 25 lbs.)
 - Other projects or tasks assigned outside of the kitchen
 - Help clean cabins and other buildings on heavy guest turnover days
 - Acquire and use skills necessary for the general and deep cleaning of all buildings on camp grounds
 - Keeping a high standard of hygiene and professional conduct while on duty
 - Be prepared every day to serve at a deeper and more meaningful level than the previous day

Maintenance Crew

Covenant Cedars is a beautiful property that requires diligence in up keeping and maintenance. Members of this crew can expect to experience assisting a wide variety of lite and heavy duty maintenance in the areas of: landscaping, turf and ornamental care, plumbing, tree trimming, splitting wood, weed whacking and mowing as well as other general repair jobs. This crew is a major part of our guest services at camp and members will be held to a high standard of conduct while performing their duties.

- Maintenance Crew Members
 - Report to Maintenance Director every morning on time for instruction on maintenance tasks that are needed for each day
 - Wear appropriate work cloths to carry out the tasks assigned (ex. jeans when weed eating for protection)
 - Wear other appropriate safety equipment while carrying out maintenance tasks
 - Be disciplined to stay on the task given by the Maintenance Director
 - Keep a positive attitude about the tasks that are assigned to you

SYC Crew

Core Counselors and Store/Canteen Person will be greatly involved with Summer Youth Camps. Member will be working with campers ages 5-17. The responsibilities of the Core Counselor Members extend beyond a volunteer counselor. Members will be held to a high standard of conduct while leading campers and volunteer counselors in love, relationship, prayer and encouragement in activity involvement.

- Core Counselor Members
 - Be willing to undergo training and receive correction from Program Director Daniel Robbins and/or Assistant Program Director
 - Responsible for keeping a neat and exemplary cabin during the week
 - Making sure that campers in cabin group and other cabin groups are healthy and having a positive experience
 - Keep a tab on campers and volunteers by monitoring the activities going on in the immediate vicinity
 - Report any unsafe activity or event that distracts from the main purposes of the week of camp
 - Attend counselor meetings
 - Be involved in the activities that are happening during free time with the intent to build relationships with campers

Guest Service Assistant

The Guest Service Assistant will be a member of our guest service team. The Guest Service Assistant will serve our guests by being available to answer questions, communicate the guests needs to year round staff, and to meet those needs. The Guest Service Assistant will be under direct supervision of the Guest Service Director and Registrar.

- Host weekend groups
- Assist Guest Service Director and Registrar with clerical needs
- Help guests with daily program needs
- Manage the store and canteen
- Be professional and courteous at all times