



Camp Albemarle Day Adventure Program Staff Job Description

Direct Supervisor: Day Adventure Program Coordinator

Other Supervisors: Day Adventure Director and the Director of Summer Camp Ministries

Purpose of Position:

Looking for a summer job that's packed with adventure, leadership, and endless fun? Join our Program Staff and be at the center of the action, where every day is a new opportunity to create amazing experiences for campers! As a Program Staff member, you'll fill a key role in our specialized teams: Challenge and Lifeguarding.

Challenge Team: Take campers to new heights on our Tree Climbing course, guide them in mastering their archery skills, and experience God's creation mountain biking our trails. You'll help campers conquer challenges, build confidence, and experience the thrill of outdoor adventure.

Lifeguard Team: Keep the fun going at the pool, while also leading exciting water activities like kayaking stand-up paddleboarding. You'll ensure a safe environment and help campers make a splash as they explore the water.

No matter what you'll play a vital role in making camp an incredible place for all. If you're ready for a summer filled with fun, growth, and the chance to make a lasting impact, we want you on our Program Staff team!

Prerequisites:

1. Poses spiritual maturity, taking initiative to personally grow, and encourage others to grow in their relationship with Jesus Christ.
2. Must fully embrace and align with Camp Albemarle's mission and values.
3. Conduct him/herself behaviorally in a manner that is above reproach, realizing that the greatest potential for ministry is achieved through the witness of Christ-like individuals.

Qualifications:

1. Must be rising senior in high school, age equivalent or older.
2. Must be or be able to become certified in first aid and CPR.
3. Must be able to be trained and obtain Camp Albemarle's Site-Specific Challenge Certification (Mandatory training provided by camp over a weekend, dates will be on summer staff website)
4. Must be or be able to become certified in Lifeguarding, First Aid/CPR/AED. (Unless already acquired this training is mandatory, provided by camp over a weekend, and dates will be on summer staff website)
5. Must have the ability to interact with all age levels.



6. Must pass a pre-employment drug test and be subject to random drug tests throughout employment.
7. Enjoyment and appreciation of the outdoors.
8. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
9. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.
10. Must be able to pass a background check.

Responsibilities:

1. Attend trainings and weekly staff meetings.
2. Plans, leads, and implements camp programs for children.
3. Provides high-quality educational and recreational opportunities and enjoyable experiences for camp participants.
4. Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
5. Maintains a schedule for camp participants.
6. Facilitates activities for daily activities.
7. Organizes and leads various small and large group activities.
8. Ensures the cleanliness of the site.
9. Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance.
10. Knows and understands all emergency procedures associated with the camp program.
11. Knows, enforces, and follows all camp safety regulations and emergency procedures
12. Maintains constant surveillance of the pool/body of water areas. (when applicable)
13. Perform all other duties and roles assigned by the Program Team Coordinator, The Leadership Staff, and the Director of Summer Camp Ministries.

Specific Duties:

1. **Attend trainings and weekly staff meetings:**
 - Participate in pre-camp and ongoing training sessions to learn program facilitation, safety procedures, and camper care techniques.
 - Attend weekly staff meetings to discuss schedules, share feedback, and stay updated on program changes and expectations.
2. **Plans, leads, and implements camp programs for children:**
 - Develop engaging activities based on your team's specialty, whether it's High Ropes, Mountain Biking, or Lifeguarding.
 - Adapt plans to fit different age groups and skill levels, ensuring every camper can participate and enjoy the experience.
3. **Provides high-quality educational and recreational opportunities and enjoyable experiences for camp participants:**



- Facilitate activities that promote learning, skill development, and fun, encouraging campers to explore new interests.
 - Foster a positive and supportive environment that helps campers build confidence and try new things.
- 4. Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being:**
- Actively monitor campers during activities, ensuring they follow safety guidelines and receive the support they need.
 - Guide campers in achieving personal growth, teamwork, and developing skills related to your program area.
- 5. Maintains a schedule for camp participants:**
- Keep campers on schedule for activities, meals, rest times, and special events throughout the day.
 - Communicate any changes in the schedule to both campers and other staff to maintain smooth operations.
- 6. Facilitates activities for daily activities:**
- Lead specialized activities such as High Ropes courses, archery, kayaking, or pool games, providing clear instructions and guidance.
 - Adjust the pace and difficulty of activities based on campers' abilities and energy levels.
- 7. Organizes and leads various small and large group activities:**
- Plan and run a variety of group activities, from team-building exercises to camp-wide games and events.
 - Encourage participation from all campers, fostering an inclusive and fun environment.
- 8. Ensures the cleanliness of the site:**
- Maintain clean and organized activity areas, equipment, and common spaces.
 - Encourage campers to help with cleaning and taking care of camp facilities.
- 9. Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance:**
- Record important information promptly and accurately, including camper participation, incidents, and progress.
 - Report any safety concerns or issues to the leadership team as needed.
- 10. Knows and understands all emergency procedures associated with the camp program:**
- Be prepared to respond to any emergency situation, following camp protocols.
 - Participate in emergency drills and ensure campers understand safety procedures.



- 11. Knows, enforces, and follows all camp safety regulations and emergency procedures:**
 - Stay vigilant and enforce safety rules to prevent accidents during all activities.
 - Model safe behavior for campers and promptly address any risky behaviors.
- 12. Maintains constant surveillance of the pool/body of water areas (when applicable):**
 - Remain vigilant and monitor campers during water activities, ensuring their safety.
 - Act quickly in case of any water-related emergencies, following lifeguard protocols.
- 13. Perform all other duties and roles assigned by the Program Team Coordinator, The Leadership Staff, and the Director of Summer Camp Ministries:**
 - Take on additional tasks as needed, demonstrating flexibility and a positive attitude.
 - Approach every assignment as an opportunity to contribute to the success of the camp program and the well-being of campers.

Benefits:

- 1. Personal and Spiritual Growth**

Working at Camp Albemarle provides opportunities to grow in faith, character, and leadership. Staff members are challenged to deepen their relationship with Christ and learn how to live out your faith daily.
- 2. Leadership and Job Skills**

Staff members gain valuable skills such as communication, problem-solving, teamwork, and conflict resolution. These experiences help build a strong work ethic and boost resumes for future careers.
- 3. Mentorship and Lifelong Friendships**

Camp offers a unique community where staff form close bonds with each other and with campers. Mentorship from camp leaders and lifelong friendships are some of the most cherished takeaways.
- 4. Making a Lasting Impact**

Staff members get the chance to make a real difference in campers' lives by sharing God's love, encouraging others, and creating unforgettable memories.
- 5. Fun and Adventure**

Camp life is full of exciting activities like sailing, climbing, archery, and other outdoor adventures, allowing staff to enjoy the beauty of God's creation while working.
- 6. Room and Board Provided**

For summer staff, housing and meals are covered, allowing you to focus on camp's ministry without worrying about living expenses.
- 7. Pay**



While working at camp isn't just about the money, staff do receive pay, helping support you financially while you serve.

Relationships:

The Program Staff have regular interactions with kitchen staff, program staff, the summer leadership team, counselors, administrative and maintenance staff. It is helpful to identify the expectations of those relationships and communicate effectively with these groups of staff members.

Equipment Used:

The Program Staff may be asked to use fire-protection equipment, washers and dryers, dishwashers, and program equipment. They may be asked to drive camp vehicles or watercraft.

Knowledge, Skills, and Abilities:

1. Understand the development needs of young people.
2. Possess the ability to relate to youth and adults in a positive manner.
3. Demonstrate knowledge and skill in program areas and designated camp program areas.

Physical & Interpersonal Aspects of the Job:

1. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements could be: endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 pounds; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, and such.