

**TOWER HILL CAMP AND RETREAT CENTER
SUMMER STAFF POSITION 2022**

JOB DESCRIPTION

The Summer Staff Position at Tower Hill Camp is a seasonal position (June through early August) that works with both summer youth camps and retreat groups on site. This position includes onsite housing during the contracted period. This position is not directly responsible for or lives with the youth who attend the UCC Sponsored Camps. Summer Staff here at Tower Hill Camp and Retreat Center will have the opportunity to acquire new skills in areas of programming, aquatics, facilitation, and day to day operations of Tower Hill Camp and Retreat Center.

Summer Staff who complete the full Season (June 6- August 7) will be paid for an additional week as a bonus.

PRIMARY RESPONSIBILITIES

1. Responsible for daily cleaning of designated youth and retreat facilities
2. Daily garbage & recycling pick-up, firewood delivery & watering plants
3. Cleaning the Dining Hall, washing dishes & clean-up during each meal (Breakfast, Lunch, and Dinner) when meals are scheduled
4. Assisting with campfires upon group request
5. Assisting groups and Summer Youth Camps
6. Working alongside and supervising scheduled Work Groups
7. Instructing and assisting in Archery
8. Facilitating and assisting the Low Ropes/Adventure Course
9. Leading and assisting with Nature Hikes
10. Other duties as assigned by Camp Manager
11. Uphold the mission, policies, and standards as set by the Outdoor Ministry System and applicable State of Michigan and American Camp Association regulations

PROGRAMITIC RESPONSIBILITIES

1. Facilitating Archery, Field play, hiking/naturalist programs during designated times
2. Facilitating scheduled waterfront programs and serving as an Aquatic Observer

HOUSEKEEPING RESPONSIBILITIES

- Cleaning and preparing Retreat Facilities
- Cleaning and maintaining weekly Youth Facilities
- Daily garbage and recycling pick up
- Maintain supply storage/closet areas in a clean and orderly condition
- Assist other members of the camp staff in fulfilling needed tasks

DINNING HALL RESPONSIBILITIES

- Collect and wash all dishware, pots, pan, utensils and or any other hardware used prior to and during meals.

- Sweeping and cleaning of Dining Hall after each meal.
- Cleaning of bathrooms, washing windows, restocking supplies, etc.
- Follow all standards and regulations established by the Michigan Department of Public Health plus those deemed necessary by the camp management
- Ability to interact with the guests in a positive and friendly manor
- Maintain food service areas and dining hall in a clean and orderly condition

DIRECTLY RESPONSIBLE TO

- Camp Manager

TRAINING PROVIDED

- “Safe Church” procedures & Tower Hill Summer camp policies and procedures
- Training for Archery
- First Aid/CPR/AED for certification
- ServSafe food handling
- The Summer Staff Manual will provide you with all policies & procedures. It is understood that all seasonal employees will complete Safe Church and have background checks prior to arrival at camp.

COMPENSATION

- \$12/hour for an average of 30 hours/week
- Housing provided (bedroom/bathroom in Gammon Hall), most meals provided, kitchen access for preparing own meals
- Non-Exempt Status Employee