

## **BETHANY SUMMER STAFF MANAGER/RA Summer 2017**

The Bethany Summer Staff Manager (BSSM) is a full-time seasonal position that is responsible for general supervision of all Bethany Summer Staff and attends to the many details that make the smooth running of summer camps and farm projects possible. The BSSM is the primary role model and leader of the Bethany Summer Staff, setting a sound, organized, and enthusiastic example. The BSSM is a liaison between other McDowell Staff (paid and volunteer). The BSSM is instrumental in guiding the other staff members to facilitate and support the mission and tasks of the McDowell Farm, Bethany Summer Camps, and Camp McDowell as a whole. The BSSM is a resident advisor for Grace House, ensuring standards of community living are well-known to the staff residents and mechanisms are in place to assist staff in adhering to those standards. The Bethany Summer Staff Manager is accountable to and works in collaboration with the Director of the Farm, the Director of Staff and Logistics for Summer Camps and Retreats, and the Director of Programming for Summer Camps & Retreats.

### **Specific responsibilities are as follows:**

- to serve as an example of sacramental ministry
- attend and participate in Staff Training (begins May 17)
- provide feedback and assessment for staff members, farm, and summer camp program
- to act as a role model and leader for the other Bethany Summer Staff members
- have frequent and communication with above Directors and Session Directors (at pre-camp) to create schedules and staff assignments for farm projects and summer camps in Bethany and in Clear Creek
- to act as a communication liaison between Summer Staff and permanent McDowell staff (Department Heads, Kitchen and Maintenance Staff)
- to work with Directors in planning and facilitate regular staff meetings, facilitate an evaluation session at the end of each camp session, and an end of summer evaluation
- facilitate daily worship and reflection with the Summer Staff
- to support the spiritual formation of staff members, recognizing each role as a ministry
- to ensure that staff members carry out their daily tasks
- to ensure that adequate supervision is provided for all summer camp and farm activities
- to inform Directors of any camper or staff problems or issues
- to work with the Bethany Summer Camps Manager to make sure canteen inventory is well stocked, organized, clean, and operating well
- perform support staff tasks if needed: doing KP, pushing dishes, staffing canteen, helping with Pasture Party, and other tasks that fall within the scope of operational support
- participate in projects on the farm including: planting projects, animal projects, miscellaneous projects, and leading campers on the farm, when not performing other administrative duties
- check cabins for cleanliness and report any repairs needed
- vigilantly ensure the safety and well-being of campers while under his/her watch
- uphold and enforce high standards of behavior and impeccable standards of safety of the Bethany Summer Staff
- other tasks as deemed appropriate for the scope of the position

**OVER**

### **The Bethany Staff Manager needs to be able to:**

- be flexible and work with a variety of management styles
- be able to make decisions under pressure
- listen reflectively
- motivate others and be willing to confront others when the need arises
- encourage and praise the work of others
- delegate tasks and responsibilities
- organize and keep track of details
- plan an agenda and facilitate a meeting
- manage money when needed
- maintain a friendly and understanding attitude with campers
- maintain a professional demeanor with all members of Camp McDowell's staff, the Bethany Summer Staff and the Session Staff of summer camps
- operate with a high level of independence and take responsibility for his/her own health
- exercise maturity and accountability in communal living befitting to a representative of Camp McDowell
- display joyful approach to interacting, supervising, teaching & caring for children with a range of abilities
- maintain a high level of enthusiasm, energy, flexibility, and a sense of humor
- be a team player: know when to follow, when to lead, and when to ask for help
- appreciate that no task is too mundane for any person on our team!

### **Compensation Package**

- \$250/week
- Housing
- All meals

### **Dates of Employment**

- May 15 - August 7
- Coordination(spring) and evaluation/follow up (fall) are TBC