

BETHANY SUMMER STAFF & CAMPS MANAGER JOB DESCRIPTION Summer 2017

Unique new position encompassing farm work and facilitation of faith-based summer camps in Bethany Village with responsibility for coordinating activities. A small staff team will live & work in COMMUNITY to carry out the missions of Camp McDowell & the McDowell Farm School. All staff work routinely on the farm, serve as a cabin counselor (or relief), & are accountable to the standards set for the community. In addition, the Program Assistant carries out various important tasks related to the administration of programs in Bethany Village. Staff will reside in cabins with campers (or serve as a relief); at other times staff will reside in Grace (staff) House in Bethany Village. Staff are accountable to the Staff Manager and Program Coordinators.

Specific responsibilities and duties are as follows:

Garden & Animal Projects: Staff will spend a majority of time working in the garden as well as rotate through daily & weekly chores for proper animal care on the farm:

- planting, weeding, harvesting, washing, deliveries to kitchens, mulching, compost management
- daily feeding & watering of all animals & milking goats; weekly grazing rotations; mucking the barn & coop
- learning and appreciating the value of hard work to grow produce for people and to provide meat and dairy
- discussion/understanding of actions to create a healthier, more sustainable earth & the surrounding ecosystems

Miscellaneous Projects: Staff will support expansion projects which may include:

- carpentry projects, fencing, improving irrigation or sustainable water systems
- creating new ways to welcome all people to the farm

Campers on the Farm: Staff will be trained to lead camper groups through various farm activities. These activities will reflect responsibilities and comfort in garden, animal and miscellaneous projects.

Campers in the cabin and in the camp community: During sessions, staff reside in cabins and

- serve as a model of sacramental ministry to all campers and other camp session staff
- vigilantly ensure the safety and well-being of campers at all times and in all places at Camp
- act as a friend, mentor, positive role model, & guide; be patient and attentive to camper's needs
- lead/participate/facilitate activities outside of the cabin as part of the camp session
- interact with/supervise/care for campers and encourage them to engage in the community
- give each camper appropriate individual attention
- maintain a clean cabin throughout the session and thoroughly clean cabin at close of session

Program Assistant tasks:

- assist with camper registration process by responding to questions from guardians, verifying information, taking payments, and maintaining registration records, including canteen payments and refunds due at end of session
- create and distribute cabin lists, small group lists, canteen lists
- facilitate mail collection and distribution
- maintaining supplies and equipment used for camp sessions and on the farm.

Support Staff tasks: At times, staff will be called on for various support tasks such as doing KP, pushing dishes, staffing canteen, helping with Pasture Party, and other tasks that fall within the scope of operational support

The Bethany Summer Staff & Camps Manager should be able to:

- provide (and receive) feedback and assessment for staff members and summer camp program
- 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
- manage many details, stay organized, communicate clearly and effectively with a high degree of professionalism
- 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!

IT IS HELPFUL, BUT NOT A REQUIREMENT, FOR ALL BETHANY SUMMER STAFF TO BE LIFEGUARD CERTIFIED