

Job Title	# of Positions	Min. Education Requirement (i.e. by summer '09)	Job Duration (# of weeks)	Weekly financial base before Share-A-Wage Program	Description of Duties
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Cabin Team

Cabin Leader	14	Completed grade 11	8	\$250 – \$270	Provide leadership each week to a group of 8-10 campers assigned to their cabin. Would instruct in 3-4 skill activities each week. Cabin leaders may also have an opportunity to work in a different area of camp [e.g. housekeeping, program, etc.]—Optional.
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Supervisory Crew

Personnel Coordinator	1	Completed 2nd yr. University or equivalent	15	\$250 – \$270	Provide oversight and leadership to entire summer team. Will be responsible for all staff work schedules; weekly evaluations; training & assessing T.E.A.M staff members (i.e. weekly volunteer crew) and arranging for their involvement. Will oversee staff mentoring program.. Will work with Camplife Assistants providing leadership and direction with dining hall, housekeeping and maintenance chores.
Program Director	1	Completed 2nd yr. University or equivalent	15	\$250 – \$270	Responsible for organizing, preparing, and directing daily program activities for campers. Would give leadership to associate program director, program instructors (training & assessment), and assist the Personnel Coordinator with staff work schedules.
Associate Program Director & Audio/Video Tech.	1	Completed 1st yr. University or equivalent	10	\$250 – \$270	Responsible to and will take direction from Program Director. Involved in organizing, preparing, and directing program activities for campers. Would give leadership to program instructors (40% of time). Will be responsible for producing a weekly video of camp activities for camper purchase. This person will also be responsible for set-up and supervision of audio/video equipment when in use, etc. (60% of time).
Administrative Assistant	1	Completed 2nd yr. University or equivalent	15	\$250 – \$270	Will manage the camp office including handling correspondence, phone calls, emails, etc. Responsible for managing camper information, registrations, cabin assignments, the opening day registration process, visitor access, and closing day sign-outs, etc.
Head Male Cabin Leader	1	Completed 1st yr. University or equivalent	9	\$250 – \$270	Responsible to and will take direction from Associate Personnel Director. Will provide leadership to male cabin leaders, and assist them in their work with campers.
Head Female Cabin Leader	1	Completed 1st yr. University or equivalent	9	\$250 – \$270	Responsible to and will take direction from Associate Personnel Director. Will provide leadership to female cabin leaders, and assist them in their work with campers.
Head Lifeguard	1	Completed 2nd yr. University or equivalent	13	\$250 – \$270	Provide leadership and oversight for all waterfront/pool activities. Will supervise lifeguards and assist the Associate Personnel Director with their daily work schedules. Will assist the Facilities & Site Manager in maintaining pool/waterfront property and equipment.

Support Staff

Lifeguard	2	Completed grade 11	8	\$230 – \$250	Will work under the direction of the Head Lifeguard and give direct leadership in waterfront and pool activities, etc. Will also be involved in other program activities as time permits.
Assistant Lifeguard	2	Completed grade 10	8	\$130 – \$150	Will work under the direction of the Lifeguards giving assistance in waterfront and pool activities, etc. Will also be involved in other program activities as time permits.
Tuck Shop Manager & Office Assistant	1	Completed grade 11	12	\$230 – \$250	Responsible to and will take direction from the Administrative Assistant. Will be directly involved in managing & operating the camp canteen (tuck shop). Will be involved in data entry, typing-up schedules, calling T.E.A.M staff members (i.e. weekly volunteer crew), preparing materials for different camp departments, etc.
Global Adventures & Program Instructor	1	Completed grade 11	8	\$195	Position funded by Baptist denomination. Main focus is to help campers better understand our responsibility to be a positive witness for Christ at home and abroad. Individual will do some teaching about life in other cultures; they will also be involved in program instruction, etc.
Kitchen Assistant	1	Completed grade 10	8	\$130 – \$150	Responsible to and will take direction from Food Services Manager and Assistant Cook. Will be involved in preparation, serving, and clean-up for all meals. Will also assist with games, waterfront supervision, skill activities, cabin leadership, etc. as time permits.

L.I.T. Staff

Jr. Cabin Leader	14	Completed grade 9	Up to 8	<i>Funded exclusively through the S-A-W Program</i>	Responsible to and will take direction from the Sr. Cabin Leader. Will provide leadership each week to a group of 8-10 campers assigned to their cabin. Will also assist with program instruction each week. All jr. cabin leaders may also have an opportunity to work in a different area of camp [e.g. housekeeping, program, etc.]—Optional.
Camplife Assistant	4	Completed grade 9	Up to 8	<i>Funded exclusively through the S-A-W Program</i>	Responsible to and will take direction from the Personnel Coordinator and Assistant Cook. Will be involved in dishes, dining hall clean-up, housekeeping and maintenance chores. Will also assist with games, waterfront supervision, skill activities, cabin leadership, etc. as time permits.
Maintenance Assistant	1	Completed grade 9	Up to 8	<i>Funded exclusively through the S-A-W Program</i>	Responsible to and will take direction from the Facilities & Site Manager. Will assist in maintaining the property and facilities of the camp-site, including waterfront, local trails, and camp-out areas.