

# LAKE ANN CAMP

## Positions Available

### **Program Director**

Must have completed at least one full summer as a counselor on the Lake Ann Camp staff. Must have demonstrated leadership skills, capable of motivating counselors and campers to action. Main responsibilities: Create an environment where campers are happy, satisfied and challenged

### **Counselor**

Must have completed at least one year of college training or its equivalency Counselors are the key to the success of Lake Ann Camp and therefore are required to be spiritually mature individuals with a heart for God, a heart for people, and a demonstrable ability to influence others. Main responsibilities include, but are not limited to: Counseling and leading activities for approximately 11 campers each week. Counselors must be willing to give 100% to their campers, 24 hours a day from Monday morning until Saturday at 2:00 p.m.

### **Acorn Acres**

Must be ~18 or older. Experience with animal care required. Must have graduated high school. Main Responsibilities include, but are not limited to: Daily chores and care of animals at the Acorn Acres barn.

### **Red Canoe Coffee Shop, Store and Snack Shack Barista and Retail Associate**

Must be a high school graduate. Previous employment history preferred. Minimum Age ~18. Must be dependable, arrive to work on time, know your schedule, and be self-motivated. Must be able to greet customers promptly and cheerfully, able to do more than 1 thing at a time, and take pride in your work. Main Responsibilities include, but are not limited to: Creating a friendly atmosphere for campers and guests, ability to listen and learn quickly, maintain quality standards for our coffee drinks and ice cream, and any other tasks necessary to serve guests and campers. This position is not eligible for a summer camp week of attendance.

### **Dining Hall Lead**

Must be 16 years old or older. Reports to Food Service Director. Must be capable of managing and training staff in Dining Hall tasks necessary to keep the dining, auxiliary serving areas and beverage stations clean and orderly. The Dining Hall Lead shall also monitor guests for the display of meal passes. Must be dependable, arrive to work on time, know and keep a schedule, be self-motivated, be able to greet campers and guests promptly and cheerfully. Main responsibilities include, but are not limited to: Oversee the support staff in maintaining the Dining Hall for serving over 2,000+ meals per day

## **Cook**

Reports to the Food Service Director. Previous food service experience preferred. Minimum age ~ 18. Must be able to follow a recipe. Must work well under pressure. Main Responsibilities include, but are not limited to: The preparation and serving of over 2,000 meals per day, and any other tasks necessary to serve guests and campers.

## **Special Diets Cook**

Reports to the Food Service Director. Previous food service experience preferred. Minimum age ~ 18. Must be able to follow a recipe. Must work well under pressure. Main Responsibilities include, but are not limited to: LEAD the preparation and serving of various dietary restricted meals, including (but not limited to) gluten-free, dairy-free, and nut-free meals, and any other tasks necessary to serve guests and campers.

## **Cook's Assistant**

Cook's Assistants report to the cooks under the direction of the Food Service Director. Previous Lake Ann Kitchen experience preferred. Minimum age 16. Must work well on a team and be able to receive and follow instructions accurately and quickly. Responsibilities include traying up prepared food, assisting cooks with recipes, cleaning equipment and all kitchen surfaces, and restocking food items in dry-goods, freezer, and cooler

## **Special Diets Cook's Assistant**

Reports to the Special Diets cook. Previous food service experience preferred. Minimum age ~ 16 Must be able to follow a recipe. Must work well under pressure. Main Responsibilities include, but are not limited to: help in the preparation and serving of various dietary restricted meals, including (but not limited to) gluten-free, dairy-free, and nut-free meals, and any other tasks necessary to serve guests and campers.

## **Mr. Fix-It (Food Delivery)**

Reports to the Food Service Director. No experience necessary. Must be ~18. Must possess a valid driver's license and have a good driving record. Main Responsibilities include, but are not limited to: Prepare and deliver food to and from Jump Start, Fresh Start, and Chuck Wagon, and any other tasks necessary to serve guests and campers.

## **Dish Pit Lead**

Reports to the Food Service Director. Previous support staff experience preferred. Must be able to work quickly and effectively in a rapid moving and humid environment to sanitize the serving ware used in the preparation and serving of over 2,000 meals per day, and any other tasks necessary to serve guests and campers. Main Responsibilities include, but are not limited to: Operating the dish sanitizing equipment to assure clean and safe food service plates, cups, tableware and equipment. Workers will need to accurately and consistently stock and store sanitized items.

### **Kitchen Crew Member**

Crew Members report to their immediate supervisor under the direction of the Food Service Director and Food Service Manager. No previous food service experience necessary. Minimum age ~ 14. Must have “ready hands and a cheerful heart.” Must be able to receive and follow instructions. Responsibilities include meal-serving and cleaning (including but not limited to restrooms and mopping floors).

### **Health Officer Assistant**

LPN, EMT, graduate RN, or college Junior nursing major required. Assistants are responsible for supporting the Health Officer in dispensing camper & staff medication, assessing & treating injuries and monitoring the overall health of more than 500 campers and 150 staff members each week. Other responsibilities include, but not limited to, maintaining health records, cleanliness of health clinic and supporting program activities.

### **High Adventure**

Minimum of high school graduate and 18 years of age while those with 1 or more years of college are preferred. Demonstrated leadership skills with the able to work at heights and carry loads of 25 lbs. Responsible for safe operations of high adventure elements while creating an environment where campers are happy and challenged. Other duties include, but not limited to, maintaining of high adventure equipment & elements, supporting evening program activities and assisting at the waterfront.

### **Lifeguard**

Minimum of high school graduate and 18 years of age while those with 1 or more years of college are preferred. Applicant must have the ability to obtain Red Cross (or equivalent) Life Guard Certification prior to arrival at camp. Life guards are responsible for the safety of campers while engaged in waterfront activities (both on and off camp) including boating safety. In addition, life guards are responsible for the maintaining of waterfront equipment and grounds. Other duties include, but not limited to, supporting evening program activities and assisting high adventure programs.

### **Aquatic Observer**

Aquatic Observer (AO) assist the Head Lifeguard and Lifeguards with the supervision of waterfront activities. An AO will help insure campers remain safe by enforcing all waterfront rules, maintaining the waterfront area and other duties assigned throughout the camp. An AO must be a minimum of 16 years old, it satisfactory health, a confident swimmer, able to follow and enforce rules, and a willing attitude to support Camp programs at the waterfront and elsewhere. Those with lifeguard certification will be considered first.

### **Summer Support Staff Supervisor**

Must be 21 years of age or older. Driver's license required. Reports to the managing Director. Must have counseled at Lake Ann Camp in a previous season. Main responsibilities: Facilitate the holistic (spiritual, emotional, physical) development and well-being of the high school aged summer support staff in such a way that campers are best served, and the high school aged support staff team members experience a summer of joyful service and personal growth.

### **Cleaning Crew Supervisor**

Must be 21 years old or older. Driver's license required. Reports to the Operations Manager. Main Responsibilities include training, equipping, developing, and managing the Cleaning Crew—and the Cleaning Crew Team Leaders in particular—so that the daily cleaning of camper cabins and bath houses is accomplished, and trash is collected.

### **Cleaning Crew Team Lead**

Must be 18 years old or older. Reports to the Cleaning Crew Supervisor. Preference will be given to former Lake Ann Support Staff member. Main responsibilities include, but are not limited to: Train and work alongside high school Support Staff for the daily and weekly cleaning of buildings and grounds, and any other tasks necessary to serve campers and guests.

### **Cleaning Crew Support Staff**

Entry level staff position with no previous experience necessary. High school age students. Must have a positive attitude and teachable spirit. Cleaning Crew Support Staff team members will have the primary task of cleaning camper cabins & bath-houses and collecting trash. Cleaning Crew Support Staff members will also serve in a variety of roles that will change throughout the week during the summer. These roles will include: Assisting in the camp laundry, assisting the Craft Director, assisting with program activities and events, and other tasks necessary to serve guests and campers.

### **Summer Office Assistant**

Must be 18 years of age and high school graduate or equivalent. Previous Lake Ann Camp knowledge is required. Administrative office experience a plus, but not required. Must have a strong attention to detail and be able to handle frequent interruptions. Main Responsibilities include, but are not limited to: Work in the front office answering phones, greet guests and answer questions or direct to appropriate staff, manage lost and found, manage camper mail daily, help process registrations, and any other tasks necessary to serve campers and guests.

### **Media Team Leader**

Preference given to former Media Team member. Must be 18 years of age or older. Previous experience as a camper or staff member at Lake Ann Camp is helpful. Work with the Marketing Manager to guide and direct the Media Team throughout the summer. Mentor the media team members and help capture a catalogue of photos and videos for the camp to use for promotional purposes throughout the year. Supervising the editing the weekly DVD and photo CD that is available for purchase at the end of each camp week. Previous video, photography, and editing experience needed. Previous experience leading a small team desired. Must be able to lift 40lbs and walk 5+ miles in a day between different events the Media Team covers.

## **Media Team**

Must be 18 years of age or older and have completed 1 year of college. Previous experience as a camper or staff member at Lake Ann Camp is helpful. Main responsibilities: take, print, and distribute weekly cabin photos. Capture footage of the weekly camp activities. Edit footage to produce a 3-5 minute weekly highlight video to be shown at Friday night chapel and produce a weekly DVD that will be sold to campers and churches. Capture the weekly camp activities on film and compile appropriate photos on a picture cd which will be sold to campers and churches. Previous video, photography, and editing experience needed. Will be responsible for helping set up & run sound at outdoor events throughout each week of camp. Previous sound experience is helpful but not required. Must be able to lift 40lbs and walk 5+ miles in a day between different events the Media Team covers.

## **Media - Tech Team**

Must be 18 years of age or older. This position is intended for a recent high school graduate who is interested in learning more about photography, videography, and sound. Previous knowledge is preferable but some training will be provided throughout the summer. Previous experience as a camper or staff member at Lake Ann Camp is helpful. Main responsibilities: take, print, distribute weekly cabin photos. Capture footage of the weekly camp activities. Edit footage to produce a 3-5 minute weekly highlight video to be shown at Friday night chapel and produce a weekly DVD that will be sold to campers and churches. Capture the weekly camp activities on film and compile appropriate photos on a picture cd which will be sold to campers and churches. Will be responsible for helping set up & run sound at outdoor events throughout each week of camp. Previous sound experience is helpful but not required. Must be able to lift 40lbs and walk 5+ miles in a day between different events the Media Team covers.