

Northern Illinois Conference of the United Methodist Church

Division: Outdoor & Retreat Ministries
Title: Summer Associate
Department: Reynoldswood Christian Camp AND Wesley Woods Retreat Center
Reports to: Program Director and/or Executive Director

JOB SUMMARY

Summer Associates work directly with guests—children, youth and adults—to model and teach effective Christian values while ensuring guest safety, comfort and encouraging participation in and through diverse camp activities.

Associates work collaboratively with all other departments and employees at both Reynoldswood AND Wesley Woods. Summer Associates work six (6) days/week with one 24-hour-period free from all work duties. Meals are provided to Associates, in the Dining Hall area. All staff, including Associates, are on-call 24 x 6 to assist with guest emergencies.

The summer employment period is defined as Memorial Day through Labor Day--we make every effort to be flexible with school schedules during the last two weeks of August.

Associates receive a reasonable break from camp activities within each 24-hour day. Management reserves the right to schedule breaks as business needs require.

DUTIES AND RESPONSIBILITIES

This position comprises three areas of responsibilities which shall be fulfilled with integrity, honesty, trustworthiness and smiling hospitality:

Aquatics

1. Learn and lead water-based activities
2. Learn and teach canoeing, kayaking, Sunfish sailing, and paddle boarding
3. Learn and pilot the camp pontoon and rescue boat
4. Greet guests, explain and enforce waterfront rules and boundaries
5. Serve as on-duty Lifeguard during scheduled hours (if Lifeguard certified)

Program

1. Learn and teach Bible studies as directed
2. Be responsible for groups of youth “in loco parentis”
3. Learn and teach theme-based material, such as Creative and Performing Arts
4. Learn and teach/facilitate games, activities, archery, environmental and team building activities as directed
5. Greet and host parents, campers and other guests as a positive representative of Reynoldswood, Wesley Woods, Outdoor & Retreat Ministries, the Northern Illinois Conference (region), and the United Methodist Church.

Hospitality

1. Attend and actively participate in Team Huddles as designated
2. Aid in maintenance tasks, such as cleaning, painting, and basic repairs as needed for guest relations
3. Provide back-up assistance to kitchen and dining hall staff, such as set-up, breakdown, dishwashing, serving, and cleaning when necessary for guest relations
4. Other camp site related duties as may be assigned from time-to-time

MINIMUM REQUIREMENTS

1. High School Diploma or GED equivalency, required
2. Live on-site and able to work a six-day work week when required
3. Comfortable working in a Christian-oriented environment and able to share and support Protestant teachings
4. Positive, service-minded customer focus
5. Able to adapt quickly and manage changing circumstances and unforeseen situations
6. Positive and effective communication skills, and ability to work with people of diverse ages and backgrounds
7. Maintain on-site housing in clean, conscious and guest-ready condition at all times
8. Lifeguard and First Aid/CPR certifications (preferred)

ABILITIES REQUIRED

- Ability to lift 50+ lbs
- Ability to work with overhead racking systems
- Ability to sit and/or stand for long periods of time
- Ability and willingness to live and work in a camp setting
- Ability and willingness to swim and to assist in aquatics activities
- Ability and willingness to work outside in varying weather conditions
- Ability to communicate and work with groups by participating and instructing campers and staff
- Ability and willingness to work irregular hours delivering program in the varying and diverse facilities
- Ability to observe and assess camper and staff behavior, and apply appropriate behavior management techniques
- Ability to recognize, identify and respond to environmental and other hazards related to various camp activities

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and/or skills required for the position. All staff may be required to perform duties outside of their normal responsibilities from time to time, as needed for guest and staff safety, and/or hospitality.

ADDITIONAL INFORMATION

HR use only	
NIC ADP Category	840 / 850
Job code	NICORM3305
Generic title	Summer Associate
Pay grade	TBD
Management? (Yes/No)	No
E/NE status	Non-exempt
Last revised	2/18/2016