



Resident Staff: Job Description

Position: Seasonal

Compensation: Per Diem, based on experience

Reports to: Resident Director

Summary of Position:

The Resident Staff position is key to enabling Camp Lake Louise to operate throughout the summer. Resident Staff are expected to take responsibility for roles in the kitchen, at the waterfront, and other daily operations of the camp.

Role:

Resident Staff are needed in order for the camp to function. Resident Staff assist the cook, head of maintenance, head lifeguard, and resident director in making sure the camp is operating smoothly. They are expected to represent Camp Lake Louise well both on and off camp property.

Responsibilities:

- Ensure safety of campers at all times
- Assist with maintenance, in the kitchen, and at the waterfront as those duties are assigned to you, and report to the supervisor of that area for specific responsibilities
- Demonstrate appropriate physical, verbal and emotional boundaries with other staff, volunteers, and campers at all times
- Address problems or report problems to the resident director immediately
- Be a positive role model for campers at all times
- Take initiative in making sure the camp is clean and safe
- Attend weekly group meetings and Bible studies
- Report any suspicious behaviors to the resident director immediately
- Report any suspicions or confirmations of sexual or physical abuse immediately to the resident director or health officer
- Be respectful of and get along with your co-workers, volunteer staff, and the campers
- Be open to feedback and constructive criticism from supervisors
- Put the needs of the campers before your own
- Read, know, and abide by the camp rules and policies provided to you and ensure that volunteers and campers adhere as well
- Dress modestly and appropriately
- Be on time for job responsibilities
- Get adequate rest so that you have energy for work each day
- Meet weekly with the resident director
- Complete all other tasks, necessary to the function of the camp, assigned by the resident director

Additional Lifeguard Responsibilities:

- Report directly to the Head Lifeguard for daily waterfront assignments
- Provide evidence of ARC or equivalent Lifeguarding/CPR/First Aid/AED certification
- Demonstrate focus and responsibility while monitoring the swim area
- Respond appropriately and maintain composure in potentially stressful situations
- Know and follow all Waterfront procedures and policies

Additional Kitchen Responsibilities:

- Report directly to the Head Cook for daily kitchen assignments
- Be aware of and operate in accordance with the Camp Lake Louise Kitchen Policies and Procedures
- Know how, and be comfortable using kitchen utensils and appliances including sharp knives
- Know and abide by Serv-Safe Guidelines

Additional Maintenance Responsibilities:

- Report directly to the Maintenance Director for daily maintenance assignments
- Be willing to take initiative for ongoing, regular maintenance tasks
- Be knowledgeable about how and willing to use basic tools and lawn care equipment
- Operate tools and equipment in a manner that is safe for both yourself and others around you
- Be able to lift items sometimes in excess of 50 lbs.

Note:

Please note that Camp Lake Louise operates as a non-denominational camp with Baptist roots. Our mission at Camp Lake Louise is to provide a place where campers can come to know God, love God, and learn to serve God through developing faith in Jesus Christ. We ask that you do not emphasize or denounce any particular Christian denominational beliefs, but rather that you present the campers with the Gospel of Jesus Christ and practical ways that they can live out their faith. If a camper approaches you about an apparent controversial topic between denominations, encourage that camper's desire to know more, but tactfully encourage him/her to discuss the matter with his/her home church pastor or parents.

By signing below, I attest to having read the above job description and agree to work within the boundaries set forth by Camp Lake Louise. I understand what is expected of me and agree to fulfill these duties to the best of my abilities.

Print Name

Sign Name

Date