

NaCoMe Camp & Retreat Center

Job Description



Position: Female Lead

Supervisor: Summer Camp Director & Adventure Director

Summary of Position: The Female Leadership Staff Member (along with the Male Leadership Staff Member) is responsible for counseling and ministering to Cabin Counselors, Rec/Unattached Staff, and Counselors in Training (CITs). Additionally, they are responsible for planning, supervising, and implementing creative summer camp program ideas that enrich the experiences of the summer campers and staff. The Female Lead also performs "on stage" related duties such as songs, dances, camp-wide devotions, giving game instructions to campers, etc. They also must perform a number of "behind the scenes" duties including making schedules, communicating with counselors and parents one-on-one, preparing for all camp games, facilitating camp programming, etc.

Qualifications:

- A commitment to Christian principles and NaCoMe's mission and vision as a ministry of the PCUSA.
- Must be at least 18 years old, 1 year out of high school preferred.
- Certifications in First Aid, CPR, Lifeguarding and High Ropes required (provided by NaCoMe).
- Has interest and experience working with children (ages range from 6-18 years old).
- Has interest and experience working with college students.
- Is able to traverse the multi-terrain campgrounds.
- Instruct multiple program areas and be adaptable to changes.
- Must be comfortable with being a team player.
- Possess strong relational and communication skills.
- Preferred: At least 2 years of former summer staff experience.
- Preferred: Ropes course and/or lifeguard experience.

Responsibilities:

- Must attend Staff Training in its entirety unless prior arrangements have been made in advance with the Summer Camp Director.
- Mandatory attendance at Ropes Course and/or Lifeguard Training (during Staff Training).
- Maintain safety for all people in and around the Ropes Course and Waterfront.
- Throughout the summer intentionally disciple summer staff (Cabin Counselors, Rec Staff, and CITs). This includes daily communication and check-ins with each summer staff.
- Assist full-time staff throughout staff training and summer camp. (You are essentially our left and right hands and will lead training sessions, devotionals, and activities.)
- Assist in planning, organizing, and conducting summer programming.
- Facilitate scheduled activities for campers.
- Operate the camp store during scheduled hours including stocking shelves, sales, and pricing.
- Assist with camp programming and other camp-wide activities as assigned by the Summer Camp Director and Adventure Director.
- Assist the Summer Camp Director and/or Adventure Director with various administrative and/or behind-the-scenes tasks as assigned (such as sorting and delivering camper mail, running PowerPoint

slides during Worship, assisting with staff scheduling, preparing/cleaning home-in-the-woods supplies, all camp game set-up, facilitation, and clean-up, etc.).

- Spend time with campers and family groups outside of direct work responsibilities.
- Help maintain clean activity areas; assist with clean up and turnover on the last days of camp each week.
- Work as a team with all NaCoMe staff and promote a community based around Christian principles, integrity, and hard work.
- All other duties as assigned