

2024 Camp Lu Lay Lea Job Descriptions

(general duties but not limited to)

Kitchen Kat: (up to 8 positions per week available)

Qualifications: 15/ going into 10th grade and have a work permit filed after hiring.

What does a Kitchen Kat do?

-assists the head cook and assistant cook in the kitchen by preparing meals, clean-up after meals such as clearing tables, cleaning dishes/pans, sweeping/mopping floors and trash removal.

-may also assist other camp staff with camp duties AFTER kitchen duties are finished.

-work hours are limited.

Program Staff Co- Counselor:(8 positions per week)

Qualifications: 16+ or completed one year as Kitchen Kat, has a work permit filed after hiring and has some experience with working with children.

What does a Program Staff Co-Counselor do?

-helps plan, organize, teach and run camp activities for small groups or one big group.

-conducts specific job duty when needed according to schedule.

-enforces all safety rules, requirements and attends all staff meetings/trainings.

- acts as a host at meals while ensuring campers have food/drink prior to helping yourself.

-sleeps in the cabin with campers/counselor and provides assistance throughout the day when available.

Position Titles: Art and Crafts Coordinator, Store Manager, Assistant Media Coordinator, Assistant Maintenance, Assistant Archery Coordinator, Assistant Chapel Coordinator

Counselor: (10 positions available per week)

Qualifications: 18+, pass background check(s), experience with children, Ministry Safe Course Completion

What does a counselor do:

- lives with a group of same gender campers for the week ensuring they are safe, involved and making friends, growing in their faith and attending all scheduled activities.
- enforces all safety rules and requirements and attends all staff meetings/trainings.
- greets parents on opening day and answers any questions that they may have.
- help pack up campers' belongings on the last day and wait with them until they are picked up.
- acts as a host at meals while ensuring campers have food/drink prior to helping yourself.
- works with assigned co-counselor and other cabin staff to supervise campers and ensure that all campers are enjoying their stay.
- is able to maintain order with their campers and keep them quiet when required.

Chapel Director: (1 position available per summer)

Qualifications: 18+, be a regular attending member of a LCMS church, pass background check(s), Ministry Safe Course Completion

What does the Chapel Director do?

- help build the faith of all campers and staff while at camp by conducting a Christian 30 minute service on Sundays for parents, campers and staff and on weekday evenings for campers.
- provides a daily devotion to all counselors who will then lead it with their campers.
- provides nightly prayer to all campers in their cabins prior to lights out
- supervises the instruction of religious and related activities and counsels groups in time of need.
- leads 5 minutes of slow down songs after each night activity and lead Friday evening Prayer Trail and closing songs.

Health Director: (1 position available per summer)

Qualifications: 21+ (preferably), Red Cross Certification, have reliable transportation, able to handle stressful situations, and pass all background checks, Ministry Safe Course Completion

What does Health Director do?

-assists sick or injured campers/staff in accordance with Red Cross training and dispenses ALL medications according to physician/parent.

-discusses health and safety procedures, precautions and routines with staff during staff week and during meetings/trainings.

-Upon arrival at camp, he/she will give all campers a physical and medical review while discussing important medical information with counselors and the camp director.

-keeps medical logs in an organized manner including the name/time/problem/procedure and turns in at the end of the summer to the director.

-may have to transport campers/staff who need medical treatment or help with calling emergency services.

-communicates with parents/guardians during checkin/checkout and during the week when issues arise.

-updates supply closet with medical supplies and OTC medications prior to staff arrival and throughout the summer as needed.

-works well with the assistant health director and develops an alternating schedule for both positions.

-joins in camp activities however Health Center duties take priority.

Assistant Health Director: (1 position available per summer)

Qualifications: 18+, Red Cross Certification, owns reliable transportation, pass all background checks, Ministry Safe Course Completion

What does the Assistant Health Director do? Assistant Health Director assists the Health Director in all Health Center Duties. (see Health Director Duties)

Waterfront Director: (1 position available per summer)

Qualifications: 18+, Red Cross Certification, pass all background checks, Ministry Safe Course Completion

What does Waterfront Director do?

-directs all waterfront activities including swim classes, free swim, boating, and fishing according to Red Cross and Childrens licensing for camp requirements.

-trains all staff in basic water safety during staff week, prior to campers arriving on Sundays, and teaches all campers what to do during a waterfront emergency.

-gives swim tests for all staff/campers on their first day of arrival and organizes them according to ability.

-plans instruction for swim classes, boating and fishing.

- works well with the assistant waterfront director with scheduling of waterfront supervision.

-will have some responsibility for non-waterfront camp activities.

Assistant Waterfront Director: (1 position available per summer)

Qualifications: 18+, Red Cross Certification, pass all background checks, Ministry Safe Course Completion

What does the Assistant Waterfront Director do? Assistant Waterfront Director assists the Waterfront Director in all duties that include the waterfront. (see waterfront director) as well as has some responsibilities with non-waterfront camp activities.

Media Director:(1 position available per summer)

Qualifications: 17+, camp staff experience, technology experience, (18+ must pass background checks and Ministry Safe Course Completion), equipment such as camera and laptop

What does the Media Director do?

- takes photographs of campers participating in all activities throughout the week trying to capture multiple images of each camper, cabin groups and one large group picture.
- turns pictures into a video with Christian music for campers to watch on Friday evening and then uploads it to the camp website prior to campers leaving on Saturday.
- works well with the assistant media director with picture and video scheduling.
- is able to work with director by providing pictures for Camp LLL website or promotional events.
- will have some non-media camp responsibilities throughout the week.

Program Director: (1 position available per summer)

Qualifications: 20+(preferably), have camp staff experience, good with scheduling, pass all background checks, Ministry Safe Course Completion

What does the Program Director do?

-has the responsibility to make sure the camp program is well planned, well organized and well implemented by program staff.

-divides program responsibility equally among staff and ensures activities begin/end on time.

-ensures the camp program follows all Christian principles and follows the mission of Camp Lu Lay Lea.

-ensures Camp LLL is a Children's camp and not a staff camp.

-consults with the Director/Assistant Director about all games and activities before they are scheduled.

-helps ensure that all staff members are acting in a Christian manner and following Camp Lu Lay Lea rules.

-assists program staff with planning and carrying out activity if needed.

-may have to be a staff substitute in the event of an emergency.

-helps ensure that work permit hours are being followed by staff minors.

Assistant Program Director: (1 position available per summer)

Qualifications: 18+, have camp staff experience, good with scheduling, pass all background checks, Ministry Safe Course Completion

What does the Assistant Program Director do? Assistant Program Director assists the Program Director in all Program Director responsibilities (see Program Director duties).

Assistant Camp Director: (1 position available per summer)

Qualifications: 21+, have Camp LLL staff experience, Management and scheduling skills, experience with children/parents. Pass all background checks and fingerprinting, Ministry Safe Course Completion

What does the Assistant Director do?

- assists the Director with operating camp successfully.
- assists in supervision of campers and staff during all camp activities.
- ensures that all campers and staff are in their designated places after lights out.
- assists with staff working well together as one group.
- assists with scheduling of time-off, supervision schedules and with help of explaining the rules to campers and staff.
- takes on the responsibility of camp when the Director is absent.
- assists with camper checkin and checkout.
- may have to assist the Health Director(s) with transportation of campers/staff to seek medical treatment.
- ensures that work permit hours are being followed for staff minors.

- assists the director in supervision of staff on Saturday and Sundays while at camp and in town doing laundry/shopping/relaxing.
- is able to perform any job duty when needed to fill in as a substitute.

Head Cook: 1 position available per summer)

Qualifications: 18+, Food Handlers Certificate, Knowledgeable of health laws pertaining to commercial kitchens and cooking, quantity cooking and food management experience, passing all background checks, Ministry Safe Course Completion

What does the Head Cook do?

- is responsible for planning and cooking nutritious meals for campers/staff (Breakfast, Lunch, Dinner- approximately 100 per meal)
- knowledgeable about food allergies and has meal replacements available.
- plans ahead by ordering weekly or bi-weekly large quantities of supplies/food for delivery.
- follows a kitchen budget and limits grocery store trips during the week.
- teaches the assistant cook/ kitchen karts their duties and ensures they are following all health code/ children's licensing regulations.
- communicates with the kitchen staff when to report to work, and ensures work permit limits are being followed.
- can join in camp activities when not in the kitchen, but it is not required.

Assistant Cook: (1 position available per week/summer)

Qualifications: 18+, food handlers certificate, pass background checks, Ministry Safe Course Completion

What does the Assistant Cook do?

- assists the head cook with food preparation
- assists with unpacking deliveries.
- supervises the kitchen kats during clean-up after meals.
- ensures Kitchen Kats are following health code and children's camp regulations during their work in the kitchen.
- helps with enforcing work permit hours for staff minors.
- may join in camp activities when not working in the kitchen, but it is not required.

Head Maintenance: (1 position available per week/ summer)

Qualifications: 18+, knowledge of fixing things (toilets/sinks), and cleaning, Ministry Safe Course Completion

What does the Head Maintenance do?

- has the responsibility of fixing items around camp when needed (including plunging toilets/fixing toilets) or calling the maintenance supervisor board member immediately when not able to fix it.
- cleans all bathrooms, stocks supplies and takes all trash daily to the dumpster.
- responsible for taking care of the grounds such as mowing the lawn, removing tree branches, stumps and bee nests.
- may have some camp activity responsibility when not doing head maintenance duties.