

STAFF POSITIONS & JOB DESCRIPTIONS

STAFF APPLICATION PROCEDURE

1. Carefully read all items in the staff application packet.
2. Prayerfully consider if God is calling you to be a part of Young Disciple Youth Bible Camp, and in what capacities you would best serve.
3. Complete the Staff Application and mail to: Young Disciple Camp, PO Box 400, Inchelium, WA 99138.

ALL STAFF POSITIONS

Qualifications:

1. Acceptance of Jesus as a personal Savior and Friend.
2. An ongoing, daily, abiding relationship with Jesus Christ.
3. Willingness to submit to the will of God and to deny self.
4. Willingness to follow and support camp policies and standards.
5. A desire to work for the salvation of young people.
6. Willingness to help wherever needed, even when the task does not match your expectations or preferences.
7. Good health and high energy.
8. Willingness to work with a group and to accept and follow direction and advice.
9. Seventh-day Adventist Christian.

Responsibilities:

1. Support and follow the philosophy, goals, and standards of the camp.
2. Read and become thoroughly acquainted with ALL orientation literature before camp time.
3. Attend staff orientation meetings as requested.
4. Maintain a daily devotional experience.
5. Read the daily Camp Updates, and attend all applicable staff meetings, including prayer times.
6. Assist other staff members whenever possible.

CAMP DOCTOR/NURSE

Qualifications:

1. Be a currently licensed MD or RN.
2. Have a good working knowledge of natural remedies.
3. Be available to counsel and treat campers as needed.

Responsibilities:

1. Be present at registration to conduct camper health screening.

2. Operate a well-stocked primary first aid center.
3. Provide primary care for illnesses or accidents.
4. Determine who needs treatment outside of camp, and make necessary arrangements.
5. In the event of any significant illness or accident, communicate with camp director and parents.
6. Keep appropriate health records for each camper, and maintain a medical log of any treatments performed.

CLASS TEACHERS

Qualifications:

1. Solid knowledge of subject being taught.
2. Ability to enthusiastically communicate skills to campers.
3. Ability to organize lesson plans for a successful class.

Responsibilities:

1. Prepare lesson plans in advance and provide camp director with a written outline of material you plan to cover in class.
2. Well in advance of class, provide camp office with a written request for any supplies, vehicles, assistants, or special facilities you will require.
3. Be responsible for all equipment and supplies used in your class.
4. Communicate with assistants prior to class, so they will know what you need and expect.
5. Maintain good discipline in class at all times.
6. Leave the class area tidy at the end of class each day.
7. Clean and put away all equipment and supplies used at the end of class.

CAMP TRUMPETER

Qualifications:

1. Be able to play the trumpet well.
2. Ability to be consistently punctual.

Responsibilities:

1. Play "Reveille" and "Taps" from memory.
2. Choose a central location to play.
3. Be in position a few minutes before that time, and play at exactly the time specified each day.
4. For Sabbath hours, play appropriate sacred tunes instead of "Taps" and "Reveille."

CHOIR & ORCHESTRA DIRECTORS

Qualifications:

1. Good knowledge of music with ability to read musical scores.
2. Thorough understanding of the elements of good music.
3. Ability to direct young people in a musical group.

Responsibilities:

1. Select appropriate music well in advance of camp.
2. Know selected music well.
3. Direct camp choir or orchestra each day or as needed.
4. Conduct choir or orchestra for weekend presentations.
5. Leave practice area tidy at the end of rehearsal each day.
6. Put away all music and supplies at the end of camp.

DRIVER

Qualifications:

1. Valid US drivers license.
2. Ability to drive and back up a large van with attached trailer.

Responsibilities:

1. Pick up/drop off campers and staff at Spokane International Airport.
2. Pick up supplies in town as needed.

FOOD SERVICE DIRECTOR

Qualifications:

1. Experience in overseeing quantity food service.
2. Flexibility in working in less than ideal conditions.
3. Ability to coordinate and supervise food service staff.
4. Ability to produce healthful, tasty meals on a schedule.

Responsibilities:

1. Review menus in conjunction with the camp administration.
2. Review Food Service Handbook; request needed updates.
3. Oversee advance preparation and food ordering.
4. Inform camp director of personnel needs.
5. Oversee the production of healthful, tasty meals during camp and counselor orientation.
6. Ensure kitchen cleanliness and oversee cleanup.
7. Make sure all foodstuffs and supplies are properly stored or disposed of at the end of camp.
8. Ensure that the kitchen is kept clean and sanitary.

FOOD SERVICE MEAL SUPERVISOR

Qualifications:

1. Ability to produce healthful, tasty meals on a schedule.
2. Flexibility in working in less than ideal conditions.

3. Ability to coordinate and supervise food service staff.

Responsibilities:

1. Review menus in conjunction with the food service director.
2. Oversee the production of healthful, tasty meals during your shift.
3. Coordinate work load with the food service assistants assigned to your shift.

FOOD SERVICE ASSISTANT

Qualifications:

1. At least 18 years of age.
2. Previous kitchen experience.
3. Willingness to work hard.

Responsibilities:

1. Food service duties as assigned by food service director.
2. Plan to work a minimum of 8 hours per day, as assigned.

HOUSEKEEPING DIRECTOR

Qualifications:

1. Good organizational skills and attention to detail.
2. Ability to keep camp facilities clean and organized.
3. Good working knowledge of cleaning methods and supplies.

Responsibilities:

1. Keep rest rooms/showers clean and stocked with toilet paper, paper towels, soap, etc.
2. Superintend daily cleaning and straightening of meeting and class areas.
3. Oversee trash removal from dining area and rest rooms.
4. Take care of any necessary laundering during camp (e.g. kitchen towels, wet beds, emergencies, etc.).

HOUSEKEEPING/FACILITIES ASSISTANT

Qualifications:

1. Willingness to work hard.
2. Ability to follow directions and stay focused.
3. Attitude of service.

Responsibilities:

1. Help housekeeping and/or facilities directors as requested.
2. Report for duties faithfully and without being reminded.
3. If duties are finished early, report to supervisor for additional instructions.

PA OPERATOR

Qualifications:

1. *Good working knowledge of equipment.*
2. *Ability to pay attention to detail.*

Responsibilities:

1. *Operate audio equipment during meetings.*
2. *Prepare/put away equipment before/after meetings.*

PHOTOGRAPHER/VIDEOGRAPHER

Qualifications:

1. *Good working knowledge of equipment.*
2. *Ability to pay attention to detail.*

Responsibilities:

1. *Take photographs of camp activities as requested.*
2. *Take videos of camp worships, classes, and Sabbath programs as requested.*
3. *Make sure all necessary supplies are ready in advance of when they will be needed.*
4. *Additional video responsibilities may be needed, as arranged.*
5. *Properly store any camp equipment used.*

STAFF SELECTION PROCESS:

Staff positions are considered on the following basis:

- Dedication to spiritual welfare of young people.
- Demonstrated spiritual maturity and commitment to camp goals.
- Qualification for available position(s).
- Availability. Ability to attend staff orientation, serve or multiple weeks, etc.



YOUNG DISCIPLE YOUTH BIBLE CAMP
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