



CAMP OCCOHANNOCK ON THE BAY

A Ministry of the Eastern Shore District of the United Methodist Churches

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NOTE: As you read this keep in mind you will not be a lone and things are not as hard as it seems on paper. Most of these items are things we all should be doing naturally in our lives or other jobs. Our goal is to set you up for success and will never be left out to dry. You must be willing to put the work it and if you are the reward is more than you can imagine.

-Director: Michael Henry

Job Title: Worship/Assistant Coordinator : **Reports To:** Camp Director

Position Purpose:

To further and foster the faith and spiritual growth of all staff and campers through the planning and delivery of program activities and events. Help the Program Coordinator design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the overall camp operation at the direction of the camp director and program coordinator.

Essential Job Functions:

1. **To plan and deliver all worship music in different formats of worship. (THIS IS THE MAIN JOB DUTY)**
 - Lead songs after each meal, during singing vespers and all worship events.
 - Be a spiritual presence for each unit throughout the day.
 - Be a spiritual guidance when problems arise within units or with staff.
2. **Help deliver a fun program to campers.**
 - Help prepare and implement programs that meet camp goals.
 - Help evaluate program delivery abilities of staff.
 - Help evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
 - Coordinate all camp program and campfire activities with program coordinator.
3. **Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.**
 - Assist in the implementation of staff training.
 - Ensure campers and staff follow safety procedures in all program areas.
4. **Supervise and evaluate Program Specialists to develop and implement all facets of camp program activities**
 - Regularly monitor work of program specialists.
 - Provide feedback and guidance to program specialists.

MINIMUM QUALIFICATIONS:

Must be at least 18 years of age.

Must have worked at a Summer Camp for at least 1 year or held a related position to this one.

Current CPR (Can be trained during staff training)

Current First Aid (Can be trained during staff training)

Plays an Instrument
Or
Sings
(Preferred)

Experience in planning and leading formal and informal worship.

Desire and ability to work with children outdoors.

Has a desire to work in a Christian environment.

Good character, integrity and adaptability

Enthusiasm, sense of humor, patience and self-control.

Must have an open mind and a flexible work ethic.

PHYSICAL REQUIREMENTS:

Prolonged Standing

Bending

Stooping

Walking Long Distances

Hiking

Climbing

Stretching

Running

Swimming

Canoeing

Eye-hand Coordination
Manual Dexterity to
Manipulate Outdoor
Equipment and Camp
Activities

Requires Normal Range of
Hearing and Eyesight to
Record, Prepare, and
Communicate Appropriate
Camper
Activities/Programs and
the Ability to Lift Up to 50
lbs;

Willing to Live in a Camp
Setting and Work Irregular
Hours with Limited or
Simple Equipment and
Facilities;
With Daily Exposure to the
Sun, Heat, and Animals
Such as Bugs, Snakes, Bats,
etc.

- Provide recommendations and concerns to camp director regarding program specialists' performances.

5. Help develop and implement schedules and records for all areas of camp program and facilities.

- Create camper and group program and activity schedules.
- Develop and supervise staff schedule for programs and activities.
- Collect and evaluate records; report and evaluate camp program and activity areas.
- Conduct weekly evaluations of the summer staff and help with planning growth goals and exit evaluations.

Other Job Duties:

- Attend administrative staff meetings.
- Maintain clear and positive written and verbal communication with all camp staff.
- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Provide ongoing program ideas to Director.
- Well at times be asked to be the one to go on the offsite trips.

Equipment Used:

Treat equipment as if it is yours.

Physical Aspects of the Job:

- Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

Staff Provisions:

Lodging and 3 meals a day and work week starts Sunday @ 3pm until Friday @ 7pm.

Program Assistant Salary:

\$2000 - \$2500 (depending on certifications and experience)

Dates of Employment:

June 9th @ 6 pm- June 21st @ 4 pm (Staff Training)

June 23rd @ 3 pm -August 10th @ 6 pm (Summer Weeks)

Thank You,
Camp Director
Michael Henry