

## Summer Camp Job Descriptions

**Spring Heights Ambassadors:** Seasonal position - similar to a camp counselor position, oversees and assists volunteer counselor interactions. You, as well as the volunteers will be responsible for getting campers up and ready for the day, take campers to and from activities, lead Bible studies and devotions, get campers ready for bed in the evening, and whatever else is needed for the camp operation to run smoothly. All counselors spend the most amount of time with the campers out of all other summer staff positions. Applicants must be 18 years or older.

- Wage: \$350 a week
- Hours: This is a 24-hour-a-day job because summer staff stay on the property with the campers. Because of this, housing and meals are provided for all summer staff.
- Resume: not required but encouraged
- Hired term: May 26 – August 7

**Program Staff:** Seasonal position - program staff are expected to work at different activity areas as well as set up areas that campers will be using. Your responsibility is to help counselors go from activity to activity with as few delays as possible. Program staff will help assist at the barn, archery field, challenge course, campfires, and whatever else is needed for the camp operation to run smoothly. It is preferred that they are also certified as lifeguards. Applicants must be 16 years or older.

- Wage: \$350 a week
- Hours: This is a 24-hour-a-day job because summer staff stay on the property with the campers. Because of this, housing and meals are provided for all summer staff.
- Resume: not required but encouraged
- Hired term: May 26 – August 7

**Program Coordinator:** Seasonal position - supervises and oversees the all summer staff, create program schedules, see to any problems that occur on the camp site when the Camp Director is not on site, and whatever else is needed for the camp operation to run smoothly. Applicants must be 18 years or older.

- Wage: \$400 a week
- Hours: This is a 24-hour-a-day job because summer staff stay on the property with the campers. Because of this, housing and meals are provided for all summer staff.
- Resume: not required but encouraged
- Hired term: May 26 – August 7

**Barn Coordinator:** Seasonal position - supervises barn program staff to ensure all horses are being fed correctly, all campers are safe while riding, and whatever else is needed for the camp operation to run smoothly. Applicants must be 18 years or older.

- Wage: \$400 a week
- Hours: This is a 24-hour-a-day job because summer staff stay on the property with the campers. Because of this, housing and meals are provided for all summer staff.
- Resume: not required but encouraged
- Hired term: May 26 – August 7

**Challenge Course Coordinator:** Seasonal position - responsible for planning challenge course programming for the day, delegate program staff who are assisting that day, and whatever else is needed for the camp operation to run smoothly. Must be able to perform periodic inspections of equipment and challenge course elements. Must be able to perform rescues in different climbing scenarios. Challenge Course training is provided through Spring Heights. Applicants must be 18 years or older.

- Wage: \$400 a week
- Hours: This is a 24-hour-a-day job because summer staff stay on the property with the campers. Because of this, housing and meals are provided for all summer staff.
- Resume: not required but encouraged
- Hired term: May 26 – August 7

**Pool Coordinator:** Seasonal position - must have a lifeguarding certification. In charge of making sure the pool has the correct chemical balance, the pool and pool area are being kept clean, supervise and oversee all staff lifeguards, and whatever else is needed for the camp operation to run smoothly. Applicants must be 18 years or older.

- Wage: \$400 a week
- Hours: This is a 24-hour-a-day job because summer staff stay on the property with the campers. Because of this, housing and meals are provided for all summer staff.
- Resume: not required but encouraged
- Hired term: May 26 – August 7

**Activities Coordinator:** Seasonal position - responsible for organizing all camp activities and any other events in which the whole camp participates. They will be responsible for filling in everyday at activities when needed, and whatever else is needed for the camp operation to run smoothly. Therefore, this person needs to be a certified lifeguard, comfortable working at the barn, certified to lead archery, and challenge course certified. Applicants must be 18 years or older.

- Wage: \$400 a week
- Hours: This is a 24-hour-a-day job because summer staff stay on the property with the campers. Because of this, housing and meals are provided for all summer staff.
- Resume: not required but encouraged
- Hired term: May 26 – August 7

**PR Intern:** Seasonal positions - the PR Intern plays a vital role in supporting the marketing and communications efforts for our summer camp program. This internship is an excellent opportunity for students interested in pursuing a career in public relations, marketing, or related fields. Responsibilities include content creation, social media management, and photography and videography documentation of campers and staff. Note that while this person's main job revolves around marketing and communications, this team functions by being flexible and the willingness to wear many hats. PR Interns are required to be at staff training so that they can assist as a trained Spring Heights Staff members during activities and emergencies.

- Wage: \$400 a week
- Hours: This is a 24-hour-a-day job because summer staff stay on the property with the campers. Because of this, housing and meals are provided for all summer staff.
- Resume: not required but encouraged.
- Hired term: May 26 – August 7

## DaySpring Job Descriptions

**DaySpring Staff:** Seasonal position - DaySpring is our mobile camp that takes the ministry of Spring Heights to churches all over the state of West Virginia. These staff members will be responsible for packing up and bringing camp activities to churches, leading activities, helping train volunteers, and whatever else is needed for the camp operation to run smoothly . If there were to be a week where a DaySpring is not going on, all DaySpring staff would fill in to help with summer camp based on their skill set. Applicants must be 18 years or older.

- Wage: \$350 a week
- Hours: This is a 24-hour-a-day job because DaySpring staff stay at the Day Spring site. Because of this, housing and meals are provided for all DaySpring staff.
- Resume: not required but encouraged
- Hired term: May 26 – August 7

**DaySpring Coordinator:** Seasonal Position - supervises all DaySpring staff and operations and is responsible for the communication between DaySpring sites and Spring Heights. Applicants must be 18 years or older.

- Wage: \$400 a week
- Hours: This is a 24-hour-a-day job because DaySpring staff stay at the Day Spring site. Because of this, housing and meals are provided for all DaySpring staff.
- Resume: not required but encouraged
- Hired term: May 26 – August 7

## **Other Summer Job Descriptions**

**Administrative Assistant:** Handles all registrations, phone calls, paperwork, and all basic office operations. While this position is seasonal, it is still an hourly job. Office hours are 8:30-4:30. Applicants must be 18 years or older.

- Wage: \$8.75 an hour
- Hours: 30-35 hours a week
- Resume: not required but encouraged

**Camp Nurse:** Checks medical forms when campers arrive, distributes medication, and responds to medical emergencies that occur on the camp site. You must be a fully certified medical professional that can legally distribute medication. The Camp Nurse needs to be on call the entire time campers are on site in case of an emergency. Therefore, this person needs to be able to stay on-site during the weeks of summer camp. There is not an age requirement for this position, but applicants must be able to present proper certification upon interview.

Call Office for Nurse Wages