

## JOB DESCRIPTIONS

The job descriptions are listed here to assist you in determining the position for which you wish to apply. Each description includes specific qualifications (Q) and responsibilities (R).

ALL CAMP STAFF	BOYS AND GIRLS LEAD COUNSELORS	GYMNASTICS INSTRUCTING COUNSELOR
<p><b>Q</b> 18+ years old. Baptized Seventh-day Adventist. Able to attend Staff Week. Responsible, dependable, mature, flexible, ability to work with children. Positive attitude and good work ethic. Growing relationship with Jesus, and a desire to help campers grow in their own relationships with Jesus.</p> <p><b>R</b> Understand, accept, and follow the philosophy, standards, and objectives of Camp Wawona. On-time and participating in all events, including early morning worship. Maintain positivity and healthy enthusiasm in all interactions. Be willing to work in any capacity and accept any assignment, regardless of your specific job description. Use your day off and time off wisely. Maintain good conduct on and off camp. Report any medical, behavior, or emotional issue of campers. Communicate any problems to your direct supervisor, not other people.</p>	<p><b>Q</b> Previous counseling experience at Camp Wawona. Ability to train and supervise Counseling Team. Ability to both love and discipline children. Ability to work well with other staff. High level of maturity and flexibility. Must work well under pressure.</p> <p><b>R</b> Train and supervise Counseling Team. Assist with Staff Training Week. Make all lodging assignments for staff and campers. Schedule days off and arrange for subs for Counseling Team. Serve as a liaison between Admin and Counseling Team. Assist with camper discipline. Oversee line calls, host meals, and have worship with Counselors each morning. Create decision cards for Friday night program and enter all data.</p> <p><b>*Members of the Camp Administrative Council</b></p>	<p><b>Q</b> 19+ years old. Previous experience in Gymnastics, preferably in teaching Gymnastics. Knowledge of safety and injury prevention. Ability to patiently teach Gymnastics to children</p> <p><b>R</b> Give practical spiritual application or devotional thought at each session. Create lesson plans for and teach the associated Pathfinder honor during Class periods. Provide safety and behavior rules to campers and enforce them. Keep Gymnastics area and equipment in good condition. Take inventory at the beginning and end of the summer.</p>
ACTIVITIES LEAD COUNSELOR	CAMP COUNSELOR	HORSEMANSHIP LEAD INSTRUCTING COUNSELOR
<p><b>Q</b> Previous experience at Camp Wawona preferred. Basic knowledge of all activities. Organizational skills.</p> <p><b>R</b> Be the direct supervisors for all area directors and activity instructors without direct supervisors, evaluating them and their classwork. Coordinate Pathfinder honors, inventories, and skills checks. Assist the Assistant Camp Director with activity sign-ups.</p>	<p><b>Q</b> Ability to both love and discipline.</p> <p><b>R</b> Live with and supervise a cabin of 4-14 campers. Supervise campers in making good decisions. Have worship with your cabin each morning and evening, encouraging spiritual growth. Attend all meetings communicated to you by the Boys and Girls Director. Make sure cabin in on-time to each event. Report all injuries, illness, and behavior incidents, filling out incident reports. Provide rules to campers and enforce them without the use of any corporal punishment. Invite campers to make decisions to follow Jesus at the end of each week.</p>	<p><b>Q</b> 21+ years old. Current CHA certification. Extensive knowledge and experience with horses, including potential ailments. Able to patiently communicate and demonstrate riding skills. Must be able to arrive a week before Staff Week.</p> <p><b>R</b> Train, guide, supervise, and schedule time off for Wranglers. Initiate and maintain strict safety procedures for all Horsemanship activities. Plan destination, route, and transportation for all rides. Plan and execute Summit Horse Pack, in coordination with the Outpost Director. Plan the Rodeo, in coordination with the Programming Director. Oversee teaching Cowboy Camp (teaching the associated Pathfinder honor), and facilitate Rotation and Sign-Up periods. Provide safety and behavior rules to campers and enforce them. Supervise care of the horses. Maintain area and equipment in good condition. Take inventory at the beginning and end of the summer.</p>
ARCHERY LEAD INSTRUCTING COUNSELOR	CHALLENGE COURSE LEAD INSTRUCTING COUNSELOR	HORSEMANSHIP COUNSELOR
<p><b>Q</b> 19+ years old. Certified United States Level 1 Field Archery Instructor. Ability to teach children.</p> <p><b>R</b> Facilitate Archery Range during Rotation and Sign-Up periods. Give practical spiritual application or devotional thought at each session. Create lesson plans for and teach associated Pathfinder honors during Class periods. Provide safety and behavior rules to campers and enforce them. Utilize the help of the Archery Assistant to enforce safety rules and help in other aspects. Keep Archery Range and equipment in good condition. Take inventory at the beginning and end of the summer.</p>	<p><b>Q</b> 21+ years old. Association for Challenge Course Technology Level One Certification. Thorough knowledge of Challenge Course curriculum. Ability to train staff, and lead and inspire campers.</p> <p><b>R</b> Facilitate Challenge Course during Rotation and Sign-Up periods. Give practical spiritual application or devotional thought at each session. Create lesson plans for Class periods. Provide safety and behavior rules to campers and enforce them. Train Challenge Course Facilitators in safe Challenge Course operation. Keep Challenge Course and equipment in good condition. Take inventory at the beginning and end of the summer.</p>	<p><b>Q</b> Current CHA certification. Previous experience with riding and care of horses. Ability to patiently communicate and demonstrate skills. Must be able to arrive a week before Staff Week.</p> <p><b>R</b> Work with the Horsemanship Director to accomplish the above objectives.</p>
ARCHERY ASSISTANT INSTRUCTING COUNSELOR	CHALLENGE COURSE FACILITATING COUNSELOR	HOUSEKEEPING
<p><b>Q</b> Previous experience with Archery preferred. Ability to enforce rules in a firm but kind manner.</p> <p><b>R</b> Learn and master Archery safety rules. Work together with the Archery Director to accomplish the objectives listed above.</p>	<p><b>Q</b> Knowledge of and skill in ropes, belaying, and Challenge Course elements. Ability to encourage and inspire campers.</p> <p><b>R</b> Work with the Challenge Course Director to accomplish the above objectives.</p>	<p><b>Q</b> Excellent work ethic. Laundry and housekeeping skills. Passion for service and excellence.</p> <p><b>R</b> Clean and restock bathhouses and restrooms daily. Do laundry for staff, stay-over campers, and medical staff. Maintain specialty cabins. Operate linen service.</p>
ART LEAD INSTRUCTING COUNSELOR	FOOD SERVICE SPECIALIST	INDIAN CAMP CHIEF COUNSELOR
<p><b>Q</b> 19+ years old. Passion for arts and crafts and ability to teach them to children. Ability to do ceramics, tie-dye, and kiln operation.</p> <p><b>R</b> Facilitate Art Class, Rotation, and Sign-Up periods. Give practical spiritual application or devotional thought at each session. Create lesson plans for and teach associated Pathfinder honors during Class periods. Provide safety and behavior rules to campers and enforce them. Choose Art projects with the Assist. Camp Director before camp begins. Keep the craft building and equipment in good condition. Take inventory at the beginning and end of the summer. Help Programming as needed with art-related projects for camp events.</p>	<p><b>Q</b> Excellent work ethic. Previous kitchen experience preferred, but not required.</p> <p><b>R</b> Fulfill duties as assigned by the Food Service Director, including (but not limited to) food prep, cleaning, and washing dishes.</p>	<p><b>Q</b> 19+ years old. Extensive knowledge of wilderness survival methods and the natural world. Knowledge of Miwok and Native American culture. Ability to patiently communicate and demonstrate skills. Desire to teach children about God in the context of His creation.</p> <p><b>R</b> Facilitate Indian Camp Class, Rotation, and Sign-Up periods. Give practical spiritual application or devotional thought at each session. Create lesson plans for Class periods, teaching associated Pathfinder honors. Oversee Summit Wilderness Survival, in coordination with the Outpost Director. Maintain area and equipment in good condition. Take inventory at the beginning and end of the summer.</p>
ART ASSISTANT COUNSELOR	GEOCACHING INSTRUCTING COUNSELOR	INDIAN CAMP BRAVE/SQUAW COUNSELOR
<p><b>Q</b> Passion for arts and crafts. Ability to do ceramics, tie-dye and kiln operation.</p> <p><b>R</b> Work with Art Director ahead of time to choose Art projects. Work together with the Art Director to accomplish the objectives listed above.</p>	<p><b>Q</b> 19+ years old. Knowledge of Geocaching and nature. Desire to teach about God in the context of His creation.</p> <p><b>R</b> Give practical spiritual application or devotional thought at each session. Create lesson plans for Class periods. Provide safety and behavior rules to campers and enforce them. Take inventory at the beginning and end of the summer.</p>	<p><b>Q</b> Knowledge of wilderness survival methods and the natural world. Ability to learn Miwok and Native American culture. Ability to patiently communicate skills to children</p> <p><b>R</b> Work together with the Indian Camp Chief to accomplish the above objectives.</p>

**MAINTENANCE ASSISTANT**

**Q** Current Driver's License. Excellent work ethic. Experience in basic mechanical tasks. Ability to work both on a team and independently.

**R** Assist the Camp Ranger to accomplish the following: Maintain grounds, road, shop, and equipment in good condition. Make repairs to camp buildings and equipment as needed. Keep all activity areas stocked with water and cups. Operate as a luggage crew on Sundays. Work on special projects related to our building projects

**MOUNT. BOARDING INSTRUCTING COUNSELOR**

**Q** 19+ years old. Knowledge of and skills in Mountain Boarding, or other board sports. Ability to patiently demonstrate skills.

**R** Facilitate Mountain Boarding Class, Rotation, and Sign-Up periods. Give practical spiritual application or devotional thought at each session. Create lesson plans for Class periods. Provide safety and behavior rules to campers and enforce them. Maintain area and equipment in good condition. Take inventory at the beginning and end of the summer.

**NATURE CTR LEAD INSTRUCTING COUNSELOR**

**Q** 19+ years old. Extensive knowledge of plant, wildlife, and environmental curriculums. Experience in taking care of small mammals, reptiles, birds, and fish. Ability to patiently teach content. Desire to teach children about God in the context of His creation.

**R** Facilitate Nature Class, Rotation, and Sign-Up periods. Give practical spiritual application or devotional thought at each session. Create lesson plans for Class periods, teaching Pathfinder honors chosen in coordination with the Assistant Camp Director. Provide safety and behavior rules to campers and enforce them. Choose and take care of Nature Center animals. Take inventory at the beginning and end of the summer.

**NATURE CTR ASST INSTRUCTING COUNSELOR**

**Q** Some knowledge of plant, wildlife, and environmental curriculums. Some experience in taking care of small mammals, reptiles, birds, and/or fish. Ability to patiently teach content. Desire to teach children about God in the context of His creation.

**R** Work with the Nature Center Director to accomplish the above objectives.

**SUMMER CAMP OFFICE MANAGER**

**Q** Previous experience with UltraCamp, or previous experience in learning new programs. Ability to arrive a week early. Good communication and organizational skills.

**R** Become proficient with UltraCamp. Be familiar with Camp Wawona's schedules, guidelines, and procedures. Answer phone calls. Intelligently and professionally answer questions. Process all mail. Oversee Sunday registration. Create documents/execute tasks as assigned by Camp Administration.

**\*Member of the Camp Administrative Council**

**OFFICE ASSISTANT / BUS REGISTRATION**

**Q** 19+ years old. Ability to learn new computer programs. Good computer and organization skills. Ability to supervise children.

**R** Work with the Office Manager to accomplish the above tasks. Travel on the Camp Wawona Bus on Sundays, processing registration for and taking care of all campers riding on the bus, providing behavioral and safety rules to campers, and maintaining constant supervision.

There will be a CPR and First Aid certification class during Staff Week. All our staff must have current CPR and First Aid certification.

**OFFICE ASSISTANT / STORE CLERK**

**Q** Good work ethic. Good computer and organizational skills. Ability to learn new computer programs.

**R** Work with the Summer Camp Office Manager to accomplish the above tasks. Operate the store during operation hours. Stock and creatively display items for sale. Inform Year-Round Office Manager when items start to run low in a timely manner.

**OUTPOST LEAD COORDINATING COUNSELOR**

**Q** 21+ years old. Extensive knowledge, skills, and experience in outdoor ministries. Inspiring passion to teach campers how to have a more intimate relationship with Jesus Christ in the context of nature. High and active respect for rules and safety regulations.

**R** Oversee all Summit camps: Granite (Rock Climbing), Horse Pack, Wilderness Survival, and Yosemite (Backpacking). Be trail leader and head counselor for Granite and Yosemite Summit camps. Receive plans regarding location, route, meals, transportation, and emergencies for all Summit camps. Guide each summit director in putting together curriculums. Coordinate all off-site activities during Family Camps.

**OUTPOST ASSISTANT COUNSELOR**

**Q** Knowledge, skills, and experience in outdoor ministries. Inspiring passion to teach campers how to have a more intimate relationship with Jesus Christ in the context of nature.

**R** Be a counselor for Granite and Yosemite Summit camps. Assist the Outpost Director in planning for Granite and Yosemite Summit camps, putting together plans for location, routes, transportation, meals, and emergencies. Help to coordinate all off-site events during Family Camps.

**PHOTOGRAPHY INSTRUCTING COUNSELOR**

**Q** Extensive knowledge of digital cameras and photo editing software. Ability to patiently demonstrate and teach skills.

**R** Create lesson plans for Class periods, teaching the associated Pathfinder honor. Give practical spiritual application or devotional thought at each session. Provide safety and behavior rules to campers and enforce them. Maintain area and equipment in good condition. Take inventory at the beginning and end of the summer. Assist the Videographer with teaching Videography class. Take cabin photos Monday morning. Take pictures of camp events, being careful to get good pictures of each camper, staff and activity, and upload them to the website. Create a slideshow to show at the Saturday night program. Facilitate a Night Photography Expedition to Glacier Point during Family Camps.

**POOL LEAD COUNSELOR**

**Q** 21+ years old. Current Lifeguarding (Waterfront Lifeguarding preferred) and Water Safety Instructor (WSI) certifications. Knowledge of pool maintenance and equipment. Ability to patiently communicate and demonstrate skills.

**R** Supervise all pool activities. Schedule time off for Lifeguards. Give practical spiritual application or devotional thought at each session. Provide safety and behavior rules to campers and enforce them. Maintain the chemical balance of the pool, and maintain the pool and equipment in good condition. Take inventory at the beginning and end of the summer. Plan Camp Wawona's Poolympics together with the Programming Director.

As a camp staff member, you are required by law to report any reasonable suspicion of child abuse to Child Protective Services. Camp Wawona will be able to assist you (if you choose) in the case that you find yourself obligated to do so.

**POOL: LIFEGUARDING COUNSELOR**

**Q** Current Lifeguarding certification (Waterfront Lifeguarding preferred). Ability to patiently communicate and demonstrate skills.

**R** Lifeguard during all activities at the pool. Work with the Pool Director to accomplish the objectives above.

**PROGRAMMING LEAD COUNSELOR**

**Q** Previous summer camp experience. Organizational skills. Healthy enthusiasm and energy. Desire to help campers find a personal relationship with Jesus by using music, dramas, and other methods.

**R** Oversee all special programs and events. Coordinate staff to help with music, drama, and behind-the-scenes tasks for programming. Cast actors and hold practice sessions for the nightly dramas. Teach or delegate the Drama and Guitar Classes.

**\*Member of the Camp Administrative Council**

**PROGRAMMING ASSISTANT COUNSELOR**

**Q** Previous summer camp experience preferred. Organizational skills and energy. Desire to help campers find a personal relationship with Jesus through music, drama, and other methods.

**R** Assist the Programming Director to accomplish the objectives above.

**RC CARS INSTRUCTING COUNSELOR**

**Q** 19+ years old. Mechanical ability to repair RC cars. Ability to patiently demonstrate skills.

**R** Facilitate RC Cars Class, Rotation, and Sign-Up periods. Give practical spiritual application or devotional thought at each session. Create lesson plans for Class periods. Provide safety and behavior rules to campers and enforce them. Maintain area and equipment in good condition. Take inventory at the beginning and end of the summer.

**SPORTS INSTRUCTING COUNSELOR**

**Q** 19+ years old. Ability to patiently teach and demonstrate skills and Christian sportsmanship

**R** Facilitate Basketball and Volleyball Classes, and Sports Rotation and Sign-Up periods, or facilitate Flag Football and Soccer Classes and Turf Field Rotation and Sign-Up periods. Give practical spiritual application or devotional thought at each session. Create lesson plans for Class periods. Provide safety and behavior rules to campers and enforce them. Maintain area and equipment in good condition. Take inventory at the beginning and end of the summer.

**SUB-COUNSELOR**

**Q** Ability to both love and discipline. Very flexible.

**R** Take care of a cabin of 4-14 campers of their counselor's day off, following guidelines for Counselors (see Camp Counselor job description above). Fill in for other areas of camp as assigned.

**VIDEOGRAPHY INSTRUCTING COUNSELOR**

**Q** Extensive knowledge of videography and video software. Sample videos showing quality work. Ability to patiently teach and demonstrate skills.

**R** Create lesson plans for Class periods, teaching the associated Pathfinder honor. Give practical spiritual application or devotional thought at each session. Provide safety and behavior rules to campers and enforce them. Maintain area and equipment in good condition. Take inventory at the beginning and end of the summer. Assist the Photographer with teaching Photography class. Create weekly and promotional videos for Camp Wawona.

This is a summary of job descriptions, but is not an exhaustive list. Please contact Michael Lee at [summercampoffice@campwawona.org](mailto:summercampoffice@campwawona.org) to receive a complete job description.