



Camp AoWaKiya Staff Descriptions

C A M P



AO·WA·KIYA

BANDED
together
FOR A

PURPOSE

SUMMER 2023



SENIOR COUNSELOR

SUMMARY

To provide spiritual leadership to the camper insuring a Christ-centered camping experience, which will enrich the lives physically, mentally, and spiritually

RESPONSIBILITIES, ESSENTIAL DUTIES, AND FUNCTIONS

During the Pre-camp Training Program:

- Attend the training as mandated by Camp AoWaKiya and the State of Michigan.
- Seek to learn how to perform your duties as best as possible.
- Prepare yourself spiritually for the coming week of camp.

On Registration Day:

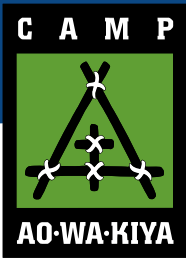
- Greet each camper and parent as they come to your cabin.
- Assist the camper in getting settled in the cabin.
- Answer questions the camper or parent may have.
- Inform the campers of cabin and camp guidelines.
- Follow the schedule for the remainder of the day.

During the Camp Week:

- Attend the morning staff meeting Monday - Friday.
- See that your campers are up by rise and shine.
- See that your campers practice proper hygiene and keep the cabin space clean.
- Help your campers with personal devotions when needed.
- Be inline with your campers at flag raising.
- Sit with your campers at all meals and set good table manners.
- Actively look for opportunities to guide campers in their relationship with Jesus Christ.
- Be sure campers attend morning chapel time.
- Participate in recreation with cabin or team, or coach younger campers.
- Spend rest time with your campers.
- Be sure your campers are involved during Free Time
- Be responsible for your campers at campfire.
- Conduct Cabin devotions after campers are ready for bed (roughly 15 minutes after camp fire).
- After lights out, campers are not to leave cabin without permission. You may grant permission only for the bathroom, infirmary, or emergency.
- Report any discipline to Camp Administration.
- Do not allow "horseplay" in the cabin.
- Come up with a few good Rainy Day Activities.

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SENIOR COUNSELOR CONT'D

ESSENTIAL FUNCTIONS AND QUALIFICATIONS

All of the following functions and qualifications are essential. A person in this position should have the following:

- Have a personal relationship with Jesus Christ our Lord and Savior.
- In agreement with the camp's doctrinal statement and policies.
- Is eager to learn, loves campers, and shows a consistent walk with God.
- Is willing to forego personal rights for the common good of the camp and campers.
- Must be at least 18 years of age.

SUPERVISION RECEIVED Accountable to the Program Director and under the authority of the Executive Director.

SUPERVISORY RESPONSIBILITIES Will be in direct supervision of the camper.



JUNIOR COUNSELOR

SUMMARY

To assist the Senior Counselor and the Program Director in leadership to the camper ensuring a Christ-centered experience which it will enrich their lives physically, mentally, and spiritually

RESPONSIBILITIES, ESSENTIAL DUTIES, AND FUNCTIONS

General:

- Assist the Senior Counselor in caring for the campers in their cabin.
- Be aware that their position is that of a learner; be careful to help the counselor, and not cause him/her an additional burden
- Assist the craft instructor in the are to which you were assigned.

Specific:

- Jr. Counselor must realize that they are here to serve campers. They are to sit with their campers during chapels and campfire times.
- Notify Senior Counselor or Senior Staff in charge of any camper that may have an issue needing attention.
- Set a good example in the cabin by adhering to camp dress code, cleaning up your area, making your bed, and having good personal hygiene, etc.
- Assist in maintaining order at flag raising, meal times, and other activities.
- Be prompt in attendance to Junior Staff Meeting.

ESSENTIAL FUNCTIONS AND QUALIFICATIONS

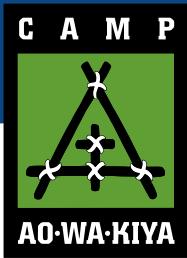
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- Have a personal relationship with Jesus Christ our Lord and Savior.
- In agreement with the camp's doctrinal statement and policies.
- Is eager to learn, loves campers, and shows a consistent walk with God.
- Have completed freshman year of High School.
- Attend staff training and a Senior High Week of camp. The Camp Executive Director will consider exceptions to this rule on an individual basis.
- Is willing to forego personal rights for the common good of the camp and campers.

SUPERVISION RECEIVED Accountable to Senior Counselor, Program Director and Executive Director.

SUPERVISORY RESPONSIBILITIES Will assist in the supervision of campers.

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DAYCARE

SUMMARY

To provide essential child care for staff members with children not old enough to be in the current summer camp week.

RESPONSIBILITIES, ESSENTIAL DUTIES, AND FUNCTIONS

- Provide care and programming to children in the daycare program when their parents cannot provide this do to staff/volunteer obligations.
- Provide opportunities in the day for the children to have a Christ-centered camping experience while at Camp AoWaKiya.
- Sit with daycare children while at meals and in chapel times (if kids will not be a distraction).
- Come up with Rainy day activities to do when weather does not allow you to go outside.
- Communicate with parents/guardians about any health or physical needs you need to be aware of.

ESSENTIAL FUNCTIONS AND QUALIFICATIONS

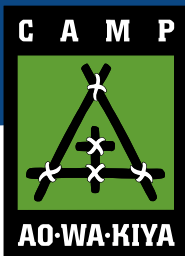
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- Have a personal relationship with Jesus Christ our Lord and Savior.
- In agreement with the camp's doctrinal statement and policies.
- Is eager to learn, loves children, and shows a consistent walk with God.
- Have completed freshman year of High School and has daycare experience.
- Attend staff training.
- Is willing to forego personal rights for the common good of the camp and campers.

SUPERVISION RECEIVED Accountable to Executive Director.

SUPERVISORY RESPONSIBILITIES Direct supervision of daycare children when guardians cannot be.





HEALTH OFFICER

SUMMARY

To provide health care to the camper and staff as defined by the State of Michigan.

RESPONSIBILITIES, ESSENTIAL DUTIES, AND FUNCTIONS

- Address the staff on things that will be important for them to know concerning health issues at camp.
- Collect and organize camper screenings from counselor on welcome day.
 - Check their Health History Form for completeness
 - Check-in all prescription and non-prescription medications. These must all be labeled with the camper's name and the dosage. Prescription medication must be in a container prescribed to the camper or staff member.
 - Observe camper's physical condition with particular attention to contagious disease and physical abuse.
- Share with campers Sunday evening things important for them to know.
- Care for the ongoing health needs of the campers throughout the week.
- Enter all pertinent data in the in the Health Officer's log for each camper and staff member who reports to the dispensary for treatment.
- Notify parent or legal guardian as required by Camp Health Service policy.
- Maintain a clean and sanitary health center.
- Accompany all field trips, providing required medical and administrative supplies.
- Report and suspicion of child abuse or neglect promptly and only to Camp Director.
- Confer with Camp Director concerning any conflict of activities and the health needs of the campers.
- Instruct counselors on any special needs of their campers.
- Be responsible for food service to campers admitted to Dispensary.
- Fill out an insurance form and send it along with a staff member if a camper needs to go to the doctor's office or the hospital. Submit copies of this form and a report of the nature of the illness or injury to the Camp Director.
- Request supplies as needed from the Camp Director before they run out.

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HEALTH OFFICER CONT'D

ESSENTIAL FUNCTIONS AND QUALIFICATIONS

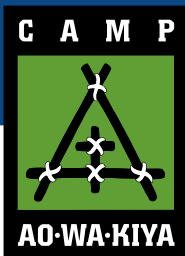
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- In agreement with the camp's doctrinal statement and policies.
- Is eager to learn, loves children, and shows a consistent walk with God.
- Have completed freshman year of High School and has daycare experience.
- Attend staff training.
- Is willing to forego personal rights for the common good of the camp and campers.
- **Must be at least 21 years of age.**
- **Must be a Physician, Registered or Practical Nurse licensed to practice in the State of Michigan, an E.M.T. or has passed the Michigan Health Officer Training Course.**
- **Must have current CPR certification. Has had experience in food and menu preparation following nutritional guidelines.**

SUPERVISION RECEIVED Accountable to Executive Director.

SUPERVISORY RESPONSIBILITIES No Supervision Given

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WATERFRONT DIRECTOR / LIFEGUARD

SUMMARY

To provide direct supervision of the camp waterfront and insuring that our staff has the proper training need to perform their duties.

RESPONSIBILITIES, ESSENTIAL DUTIES, AND FUNCTIONS

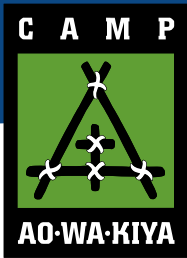
GENERAL:

- Direct supervision of the Camp Waterfront.

SPECIFIC:

- Assist with Staff Training prior to Camp explaining:
 - The camp swimming and life guarding policies.
 - Basic Water Rescues.
 - Waterfront emergency procedures (lost swimmer).
- Develop and post list of aquatic observers for each day of camp, and see to it that is followed.
- Be responsible for the health, safety, and welfare of aquatic staff.
- Be responsible for the safety of the campers and staff whenever they are engaged in any waterfront activity.
- Coordinate all activities at the waterfront, working in cooperation with the Executive Director and the Program Director.
- Be familiar with and carry out the camp swimming and life guarding policies; paying particular attention to:
 - The maintaining of the check-in and checkout board.
 - Regular and careful "buddy checks" every ten minutes (every FIVE minutes for any swim site not our own).
 - Maintain a high level of personal alertness.
 - Watching for fatigued or ill swimmers.
- Before each swim time, make sure the following equipment is in place and in proper working order in the swim area:
 - A whistle for each life guard on duty.
 - An assist pole or other appropriate reaching assist device.
 - A backboard with the proper rigid cervical collars and minimum of six straps.
 - A rescue tube.
 - A properly stocked first-aid kit.
- Encourage non-swimmers to try and learn to swim while at camp.
- See that lifeguards and aquatic observers adequately supervise all swim times, and that there is a lifeguard on duty at each waterfront activity area (boating and power boating).

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WATERFRONT DIRECTOR / LIFEGUARD CONT'D

ESSENTIAL FUNCTIONS AND QUALIFICATIONS

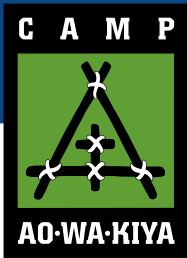
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- Have a personal relationship with Jesus Christ our Lord and Savior.
- In agreement with the camp's doctrinal statement and policies.
- Is eager to learn, loves children, and shows a consistent walk with God.
- Have completed freshman year of High School and has daycare experience.
- Attend staff training.
- Is willing to forego personal rights for the common good of the camp and campers.
- **Must be at least 18 years of age.**
- **Has a current certification for W.S.I., Lifeguarding, and C.P.R.**

SUPERVISION RECEIVED Accountable to Executive Director.

SUPERVISORY RESPONSIBILITIES Waterfront Director will supervise Lifeguards and craft leaders involved with water activities. Lifeguards will assist the Waterfront Director with their duties.





ASSISTANT PROGRAM DIRECTOR

SUMMARY

To aid the Program Manager in providing a Christ-Centered camping experience to boy and girls, men and women that will enrich their lives physically, mentally, and spiritually.

RESPONSIBILITIES, ESSENTIAL DUTIES, AND FUNCTIONS

- Help oversee a program that will accomplish the stated goals and plans of the Program Committee and Program Manager as set forth by the Camp Board.
- Help set out any program materials needed for the week so that crafts and rec time games have all the equipment needed.
- Aid Program Manager in communicating with individuals on what expectations for programmed events.

ESSENTIAL FUNCTIONS AND QUALIFICATIONS

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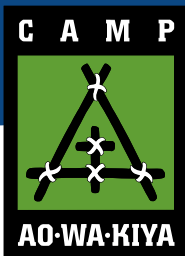
- Have a personal relationship with Jesus Christ our Lord and Savior.
- In agreement with the camp's doctrinal statement and policies.
- Is eager to learn, loves children, and shows a consistent walk with God.
- Attend staff training.
- Is willing to forego personal rights for the common good of the camp and campers.

SUPERVISION RECEIVED Accountable to Executive Director and Program Manager

SUPERVISORY RESPONSIBILITIES Will aid the Program Manager in supervision of counseling staff, craft instructor, and/or interns involved in working with the Camp AoWaKiya summer youth program of the camp.

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MAINTENANCE

SUMMARY

To provide light duty repairs and maintenance to the facilities and grounds.

RESPONSIBILITIES, ESSENTIAL DUTIES, AND FUNCTIONS

- Make such repairs and perform such tasks as are assigned.
- Actively look for additional maintenance needs and report them to the Camp Director.
- When minor problems are encountered, make such repairs on own initiative.
- Work with Groundskeepers and share responsibilities.

ESSENTIAL FUNCTIONS AND QUALIFICATIONS

All of the following functions and qualifications are essential. A person in this position should have the following:

- Have a personal relationship with Jesus Christ our Lord and Savior.
- In agreement with the camp's doctrinal statement and policies.
- Is eager to learn, loves children, and shows a consistent walk with God.
- Have completed freshman year of High School and has daycare experience.
- Attend staff training.
- Is willing to forego personal rights for the common good of the camp and campers.
- Has a good working knowledge of hand tools and some power tools (bench saw, skill saw, drill saw, drill, etc.)
- Has a willingness to perform such maintenance-related tasks as are assigned.
- **Must be at least 16 years of age**

SUPERVISION RECEIVED Accountable to Executive Director.

SUPERVISORY RESPONSIBILITIES No supervision given.

[SIGN UP NOW](#)



GROUNDSKEEPER

SUMMARY

To provide a service to keep the campgrounds looking presentable at all times.

RESPONSIBILITIES, ESSENTIAL DUTIES, AND FUNCTIONS

- Responsible to keep all exterior trash cans empty daily.
- Responsible to remove all trash from loading dock to the dumpsters after every meal.
- Responsible to keep the grass areas mowed as needed.
- Work with and share responsibilities with maintenance workers.

ESSENTIAL FUNCTIONS AND QUALIFICATIONS

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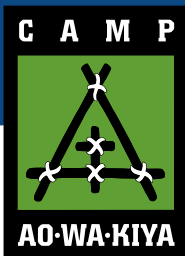
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- In agreement with the camp's doctrinal statement and policies.
- Is eager to learn, loves children, and shows a consistent walk with God.
- Have completed freshman year of High School and has daycare experience.
- Attend staff training.
- Is willing to forego personal rights for the common good of the camp and campers.
- Has a willingness to perform such maintenance-related tasks as are assigned.

SUPERVISION RECEIVED Accountable to Executive Director.

SUPERVISORY RESPONSIBILITIES No supervision given.

[SIGN UP NOW](#)





JANITOR

SUMMARY

To provide an environment that is clean and fresh to the people that are using the facilities.

RESPONSIBILITIES, ESSENTIAL DUTIES, AND FUNCTIONS

- Clean the boys' and girls' washrooms once during each day and as needed thereafter. Make sure to clean:
 - Stalls / Urinals
 - Sinks, counters, and mirrors
 - Showers
 - Floors
 - Trash Containers
 - Replenish paper products as needed
- Clean the public bath facilities at least once a day and as needed thereafter.
- Be available to assist in other areas of camp as time and abilities permit.
- Work with and share responsibilities with Housekeeping.

ESSENTIAL FUNCTIONS AND QUALIFICATIONS

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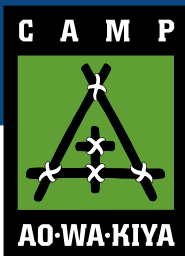
- Have a personal relationship with Jesus Christ our Lord and Savior.
- In agreement with the camp's doctrinal statement and policies.
- Is eager to learn, loves children, and shows a consistent walk with God.
- Have completed freshman year of High School and has daycare experience.
- Attend staff training.
- Is willing to forego personal rights for the common good of the camp and campers.

SUPERVISION RECEIVED Accountable to Executive Director and Guest Service Manager.

SUPERVISORY RESPONSIBILITIES No supervision given.

[SIGN UP NOW](#)





HOUSEKEEPING

SUMMARY

To provide cleaning skills to insure well maintained facilities.

RESPONSIBILITIES, ESSENTIAL DUTIES, AND FUNCTIONS

- Responsible to mop the kitchen floor each evening / when directed by camp cook.
- Responsible to mop the dining room floor once each week (half way through the week following dinner).
- Responsible to wash the kitchen aprons and guests linens as needed.
- Responsible to vacuum the chapel carpet as needed.
- Be available to assist in other areas of camp as time and abilities permit.
- Work with Janitorial and share responsibilities.

ESSENTIAL FUNCTIONS AND QUALIFICATIONS

All of the following functions and qualifications are essential. A person in this position should have the following:

- Have a personal relationship with Jesus Christ our Lord and Savior.
- In agreement with the camp's doctrinal statement and policies.
- Is eager to learn, loves children, and shows a consistent walk with God.
- Have completed freshman year of High School and has daycare experience.
- Attend staff training.
- Is willing to forego personal rights for the common good of the camp and campers.
- Must be 16 years or older

SUPERVISION RECEIVED Accountable to Executive Director and Guest Service Manager.

SUPERVISORY RESPONSIBILITIES No supervision given.

[SIGN UP NOW](#)





FOOD PREP

SUMMARY

To assist the Head Cook in the preparation of meals that are served at camp.

RESPONSIBILITIES, ESSENTIAL DUTIES, AND FUNCTIONS

- Perform such kitchen tasks as assigned by the Head Cook. This may include one or more of the following:
 - Preparing food for meals.
 - Helping the Kitchen clean up and sanitation.
 - Washing dishes when necessary (Dish assistant will be sought for each week so as to minimize the need of this responsibility).
 - Helping with Dining Room setup

ESSENTIAL FUNCTIONS AND QUALIFICATIONS

All of the following functions and qualifications are essential. A person in this position should have the following:

- Have a personal relationship with Jesus Christ our Lord and Savior.
- In agreement with the camp's doctrinal statement and policies.
- Is eager to learn, loves children, and shows a consistent walk with God.
- Attend staff training.
- Is willing to forego personal rights for the common good of the camp and campers.

SUPERVISION RECEIVED Accountable to Executive Director and Head Cook.

SUPERVISORY RESPONSIBILITIES No supervision given.

[SIGN UP NOW](#)





DINING ROOM

SUMMARY

To provide help in the setup and clean up of the dining room area, as well as the serving of the food.

RESPONSIBILITIES, ESSENTIAL DUTIES, AND FUNCTIONS

- Responsible for set up of the dining room.
- Responsible for serving meals.
- Responsible to clean up dining room after meals.
- Be available to assist in other areas of camp as time and abilities permit.

ESSENTIAL FUNCTIONS AND QUALIFICATIONS

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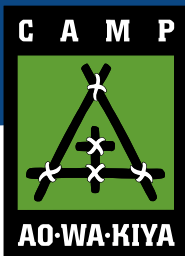
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- In agreement with the camp's doctrinal statement and policies.
- Is eager to learn, loves children, and shows a consistent walk with God.
- Attend staff training.
- Is willing to forego personal rights for the common good of the camp and campers.

SUPERVISION RECEIVED Accountable to Executive Director and Head Cook.

SUPERVISORY RESPONSIBILITIES No supervision given.

[SIGN UP NOW](#)





DISH ROOM

SUMMARY

To provide a service in washing kitchen and dining room utensils.

RESPONSIBILITIES, ESSENTIAL DUTIES, AND FUNCTIONS

- Perform tasks as assigned by the head cook. This will include, but not limited to:
 - Washing dishes used for each meal.
 - Washing pots and pans as needed.
- Daily Attend the Junior Staff Meeting when time allows.
- Be available for miscellaneous camp related tasks as time and abilities allow.

ESSENTIAL FUNCTIONS AND QUALIFICATIONS

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- Have a personal relationship with Jesus Christ our Lord and Savior.
- In agreement with the camp's doctrinal statement and policies.
- Is eager to learn, loves children, and shows a consistent walk with God.
- Attend staff training.
- Is willing to forego personal rights for the common good of the camp and campers.
- Is at least 16 years of age.
- Be able to tolerate a warm, humid environment (hot water and detergent).

SUPERVISION RECEIVED Accountable to Executive Director and Head Cook.

SUPERVISORY RESPONSIBILITIES No supervision given.

[SIGN UP NOW](#)