

## **PMBSAZ STAFF GUIDELINES AND ESSENTIAL JOB FUNCTIONS:**

### **GENERAL GUIDELINES FOR ALL STAFF:**

1. Escort campers to dining areas, classrooms, recreational activities, and camp events; assist with the set-up and clean-up of recreational events, equipment, and program activities.
2. Adhere to and ensure enforcement of camp rules and communicate them positively and effectively to participants. Get to know participants and develop positive relationships. Communicate with Camp Director regarding potential hazards, concerns, or incidents that may need follow-up based on individual circumstances.
3. Interact with and observe camp participants. Treat minor cuts, scrapes, and bumps as needed. Immediately report all injuries and illnesses, regardless of severity, by completing and submitting an incident reporting Form to the Camp Supervisor.
4. Provide excellent customer service to church's chaperones by communicating with them about their camper's daily experiences.
5. Assist with daily set up and clean-up of camp
6. Contribute to and participate in daily opening and closing ceremonies, all-camp activities, and snack & lunch supervision and programming.
7. Perform additional functions or assume additional responsibilities throughout the facility as needed or as requested.

### **CAMP DIRECTOR (1)**

#### Essential Job Functions:

1. Design, deliver, and evaluate camp program that meets the needs and interests of the camps target populations and ensure their delivery in a safe and quality manner.
2. Oversee the financial management by developing and monitoring budget for the camp operations.
3. Design and implement a marketing plan to increase camper attendance and camp usage.
4. Recruit, hire, train, supervise, and evaluate seasonal staff based on camper enrollment and program management requirements.
5. Determine camp location, negotiate contract and interact with site management and staff to ensure contract compliance.

### **CAMP PASTOR (1)**

#### Essential Job Functions:

1. Coordinates age appropriate worship services, bible studies and morning/evening devotionals as scheduled.
2. Works with the Worship leader in age appropriate music selection.
3. Interacts regularly with camp staff and participants to create an atmosphere for worship.
4. Leads camp staff and church volunteers in conflict resolution and spiritual guidance.

### **WORSHIP LEADER/MUSICIAN (2)**

#### Essential Job Functions:

1. Creates and coordinates age appropriate music for worship services, bible studies and morning/evening devotionals as scheduled under the leadership of the Camp Pasto through traditional and non-traditional worship styles and elements.

2. Leads praise and worship songs.
3. Has the ability to play a musical instrument – piano or guitar preferred. This criterion can be waved for persons who have the ability to use track music while leading praise and worship.

### **CRAFT AND OUTDOOR ACTIVITY DIRECTORS: (2)**

#### Essential Job Functions:

1. Facilitate camp program activities with participants; carry out camp activities such as arts and crafts, water activities, sports programming, outdoor recreation, literacy, team-building exercises, character development programs; assist in the organization and facilitation of field trips, guest visits and special activities; create and implement supplemental activities
2. Guide campers in participating successfully in all aspects of camp activities
3. Supervise, assist instructors and actively participate in all aspects of the campers' day.
4. Observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.

### **CAMP TEACHERS (4)**

#### Essential Job Functions:

1. Implement the curriculum as written, adapting it as needed to improve the camper experience or accommodate individual campers.
2. Provide leadership, energy and camp spirit for campers, constantly assessing group dynamics and the needs of individual campers.
3. Support camper check-in and check-out processes.