**Summer 2020 Job Descriptions**

There are 3 sections: **Program Coordinators**, **Leadership Staff**, and all **other positions**.

**Program Coordinators**

**On-site Program Coordinator** (*Leadership Position*)

The **On-site Program Coordinator** will work alongside the **Program Director** to support, prepare, and guide the summer staff community. The purpose of the **On-site Program Coordinator** is to assist in overseeing the implementation of all “on-site” programs. These programs include *Pilgrims, Seekers, Pathfinders, Wagoneers, Horse Camp, Night Camp, Confirmation Camp, Elevated,* and *Junior Wranglers.* The **On-site Program Coordinator** will also have administrative duties that include: organizing camper profiles and health forms, preparing camper cabin assignments, overseeing the camper Christmas card process, and delivering camper and staff mail.

**Weekly Stipend:** $260

**Start Date:** May 28 (Coordinator Training)

**Off-site Program Coordinator** (*Leadership Position*)

The **Off-site Program Coordinator** will work alongside the **Program Director** to support, prepare, and guide the summer staff community. The purpose of the **Off-site Program Coordinator** is to assist in overseeing the implementation of all “off-site” programs and trips. These programs include *Adventurers, Pedal and Paddle, Voyageurs,* and *Riverboaters.* There are also day trips with *Confirmation Camp, Elevated,* and *Sit-Lits* that the **Off-site Program Coordinator** will also oversee. The **Off-site Program Coordinator** will also be responsible for transporting on-site camper luggage and program equipment.

**Weekly Stipend:** $260

**Start Date:** May 28 (Coordinator Training)

**Day Camp Program Coordinator** (*Leadership Position*)

The **Day Camp Program Coordinator** will work alongside the **Program Director** to support, prepare, and guide the summer staff community. The purpose of the **Day Camp Program Coordinator** is to communicate with congregations and communities that are hosting Sugar Creek Day Camp programs, so that the needs of the congregations, and staff, are met. The **Day Camp Program Coordinator** will also be responsible in overseeing the *Explorers* program and registration. This person will have some shared administrative duties with the **On-site Program Coordinator**.

**Weekly Stipend:** $260

**Start Date:** May 28 (Coordinator Training)

**Leadership Staff**

**Sit-Lit Coordinator** (*Leadership Position*)

The **Sit-Lit Coordinator** is responsible to the **Program Director**. The purpose of the **Sit-Lit Coordinator** is to carryout and lead the *Sit-Lit* program as described by the **Program Director** during staff training. Responsibilities include serving as a counselor to campers in the *Sit-Lit* program, supporting and teaching Sit-Lits during all three of their weeks at camp, helping the **Program Director** and **Program Coordinators** assign Sit-Lits to their shadow assignments, and lead Sit-Lits in devotions and Bible studies during their week of training.

**Weekly Stipend:** $245

**Start Date:** May 29 (Leadership Training)

**Riverboats Village Leader** (*Leadership Position*)

The **Riverboats Village Leader** is responsible to the **Program Director.** The purpose of the **Riverboats Village Leader** is to carryout and lead the *Riverboats* program as described by the **Program Director** during staff training. Responsibilities include serving as a co-counselor to Riverboat campers, planning and leading worship daily, leading Bible study, leading devotions, supporting other counselors assigned to the *Riverboats* program, ensuring the safety of all campers, and serving as the primary point of contact for the **Off-site Program Coordinator**.

**Weekly Stipend:** $245

**Start Date:** May 29 (Leadership Training)

**Adventure Programs Leader** (*Leadership Position*)

The **Adventure Programs Leader** is responsible to the **Program Director.** The purpose of the **Adventure Programs Leader** is to carryout and lead the *Elevated, Peddle and Paddle,* and *Voyageurs* programs as described by the **Program Director** during staff training. Responsibilities include serving as co-counselor for all Adventure programs, planning and leading worship daily, leading Bible study, leading devotions, supporting other counselors assigned to Adventure programs, ensuring the safety of all campers, and serving as the primary point of contact for the **Off-site Program Coordinator** when leading the *Pedal and Paddle* and *Voyageurs* programs and the **On-site Program Coordinator** when leading the *Elevated* program.

**Weekly Stipend:** $245

**Start Date:** May 29 (Leadership Training)

**Horse Programs Leader** (*Leadership Position*)

The **Horse Programs Leader** is responsible to the **Program Director.** The purpose of the **Horse Program Programs Leader** is to carryout and lead the *Horse Camp* and *Jr. Wranglers* programs as described by the **Program Director** during staff training. Responsibilities include serving as a counselor for Horse programs, planning and leading worship daily, leading Bible study, leading devotions, supporting other counselors assigned to Horse programs, ensuring the safety of all campers, and serving as the primary point of contact for the **On-site Program Coordinator** when leading the *Horse Camp* and *Jr. Wranglers* programs.

**Weekly Stipend:** $245

**Start Date:** May 29 (Leadership Training)

**Frontier Village Leader** (*Leadership Position*)

The **Frontier Village Leader** is responsible to the **Program Director.** The purpose of the **Frontier Village Leader** is to carryout and lead the *Adventurers* and *Confirmation Camp* programs as described by the **Program Director** during staff training. Responsibilities include serving as counselor for *Confirmation Camp* and *Adventurers* programs, planning and leading worship daily, leading Bible study, leading devotions, supporting other counselors assigned to the *Adventurers* and *Confirmation Camp* programs, ensuring the safety of all campers, and serving as the primary point of contact for the **Off-site Program Coordinator** when leading *Adventurers* and the **On-site Program Coordinator** when leading *Confirmation Camp*.

**Weekly Stipend:** $245

**Start Date:** May 29 (Leadership Training)

**Pathfinders-Wagoneers Village Leader** (*Leadership Position*)

The **Pathfinders-Wagoneers Village Leader** is responsible to the **Program Director.** The purpose of the **Pathfinders-Wagoneers Village Leader** is to carryout and lead the *Pathfinders* and *Wagoneers* programs as described by the **Program Director** during staff training. Responsibilities include serving as a counselor for *Pathfinders* and *Wagoneers*, planning and leading worship daily, leading Bible study, leading devotions, supporting other counselors assigned to the *Pathfinders* and *Wagoneers* programs, ensuring the safety of all campers, and serving as the primary point of contact for the **On-site Program Coordinator** when leading *Pathfinders* and *Wagoneers*.

**Weekly Stipend:** $245

**Start Date:** May 29 (Leadership Training)

**Pilgrims-Seekers Village Leader** (*Leadership Position*)

The **Pilgrims-Seekers Village Leader** is responsible to the **Program Director.** The purpose of the **Pilgrims-Seekers Village Leader** is to carryout and lead the *Pilgrims* and *Seekers* programs as described by the **Program Director** during staff training. Responsibilities include serving as a counselor for *Pilgrims* and *Seekers*, planning and leading worship daily, leading Bible study, leading devotions, supporting other counselors assigned to the *Pilgrims* and *Seekers* programs, ensuring the safety of all campers, and serving as the primary point of contact for the **On-site Program Coordinator** when leading *Pilgrims* and *Seekers*.

**Weekly Stipend:** $245

**Start Date:** May 29 (Leadership Training)

**Day Camp Team Leader** (*Leadership Position*)

**Day Camp Team Leaders** are responsible to the **Program Director.** It is the purpose of **Day Camp Team Leaders** to carryout and lead Sugar Creek Congregational Day Camp programs as described by the **Program Director** during staff training. Responsibilities include being the primary point of contact for the **Day Camp Program Coordinator**, communicate with Day Camp contacts about program needs, lead and plan parts of Sunday morning worship in congregations as assigned by the **Day Camp Program Coordinator**, organize and support Counselors assigned to Day Camps, lead and plan worship daily, ensure the safety of all campers, and write thank you cards for host families and congregations.

**Weekly Stipend:** $245

**Start Date:** May 29 (Leadership Training)

**Head Wrangler-Team Driver** (*Leadership Position*)

The **Head Wrangler-Team Driver** is responsible to the **Program Director.** The purpose of the **Head Wrangler-Team Driver** is to organize, support, teach, and lead the **Wranglers**. **Team Driver** responsibilities include leading wagon rides during all registration periods, transporting food to program sites Monday – Thursday mornings, and teaching other **Wranglers** how to drive. **Head Wrangler** responsibilities include orienting all campers to barn and horse rules, organizing **Wranglers** for trail rides, keeping the barn and tack clean, informing the **Maintenance** **Director** of any maintenance needs or animal needs, and informing the **Program Director** of any horse related incidents.

**Weekly Stipend:** $245

**Start Date:** May 29 (Leadership Training)

**Aquatics Coordinator** (*Leadership Position*)

The **Aquatics Coordinator** is responsible to the **Program Director.** The purpose of the **Aquatics Coordinator** is to serve as the Sugar Creek Pools primary lifeguard. Responsibilities include cleaning the pool and shower house daily, be the “host” of all pool parties, orient all campers to Sugar Creek pool rules, inform the **Maintenance Assistant** of any repair needs at the pool, inform the **Off-site Program Coordinator** of any program equipment needs, perform weekly maintenance checks on all watercraft and related equipment, and lead weekly water games during Wednesday all-camp activities.

**Weekly Stipend:** $245

**Start Date:** May 29 (Leadership Training)

**Other Positions**

**Camp Counselor**

**Camp Counselors** are responsible to the **Program Director**. It is the purpose of **Camp Counselors** to carryout the Sugar Creek program as described and taught by the **Program Director** during staff training. Responsibilities include leading a cabin group of 6 – 8 campers, leading Bible study, planning and leading worship, leading devotions, cooking over fires, participating in program activities with assigned cabin group, ensuring the safety of assigned cabin group, and reporting any needs or concerns to the **Program Director** or appropriate **Program Coordinator.**

**Weekly Stipend:** $240 or $225 (if 2020 High School Grad)

**Start Date:** June 1 (Staff Training)

**Mediaographer**

The **Mediaographer** is responsible to the **Program Director**. It is the purpose of the **Mediaographer** to complete the weekly **Mediaographer** checklist. Responsibilities on the checklist include taking photos of every program, producing daily social media posts, compiling weekly photo albums, compiling program photo albums, compiling photos for social media, compiling a staff photo album, and helping the **Program Director** choose photos to use for various promotional materials. The **Mediaographer** also has daily cleaning assignments (1hr).

**Weekly Stipend:** $240 or $225 (if 2020 High School Grad)

**Start Date:** June 1 (Staff Training)

**Farm Hand**

The **Farm Hand** is responsible to the **Program Director.** It is the purpose of the **Farm Hand** to manage the Frontier Farm. Responsibilities include leading campers in daily chores at both the garden and petting zoo, feeding and grooming the animals, letting the chickens out, locking the chicken coop at night, periodic cleaning of the chicken coop and garden tool shed, collecting and adding compost to compost bins, ensuring the safety of all campers at Frontier Farm, and informing either the **Maintenance Director** or **Program Director** of incidents or needs. The **Farm Hand** will also assist the **Wranglers** with barn cleaning at the end of program weeks.

**Weekly Stipend:** $240 or $225 (if 2020 High School Grad)

**Start Date:** June 1 (Staff Training)

**Naturalist**

The **Naturalist** is responsible to the **Program Director.** It is the purpose of the **Naturalist** to lead small and large group activities centered around Creation Stewardship. Responsibilities include leading large group activities for on-site programs, leading small groups activities for on-site programs, leading bluff overnight devotions, leading nature time for all *Explorer* days, and helping facilitate all camp activitites on Wednesdays. The **Naturalist** also has daily cleaning assignments (1hr).

**Weekly Stipend:** $240 or $225 (if 2020 High School Grad)

**Start Date:** June 1 (Staff Training)

**Arts and Crafts Leader**

The **Arts and Crafts Leader** is responsible to the **Program Director**. It is the purpose of the **Arts and Crafts Leader** to lead small groups in art and crafting projects. Responsibilities include meeting with **Program Director** to determine crafts for the summer, informing the **Program Director** of supply needs, leading cabin groups in arts and crafts, keeping the Art supply room organized, informing the **Maintenance Director** of any maintenance needs, and helping facilitate all camp activities on Wednesdays. The **Arts and Crafts Leader** also has daily cleaning assignments (1hr).

**Weekly Stipend:** $240 or $225 (if 2020 High School Grad)

**Start Date:** June 1 (Staff Training)

**Wrangler**

The **Wranglers** are responsible to the **Program Director.** The purpose of the **Wranglers** is to assist the **Head Wrangler-Team Driver** in carrying out all horse program activities. Responsibilities include leading horse orientation, leading horse and pony rides, keeping the barn and tack in good condition, teaching *Jr. Wranglers* and *Horse Campers* horse care practices, and reporting all incidents to the **Program Director** or **Maintenance Director. Wranglers** will also be responsible for leading activities during *Horse Camp* rodeos.

**Weekly Stipend:** $240 or $225 (if 2020 High School Grad)

**Start Date:** June 1 (Staff Training) \**Wranglers may be asked to come earlier to help prepare the barn and horses for the summer program.*

**Kitchen Assistant**

**Kitchen Assistants** are responsible to the **Program Director,** in terms of food preparation and delivery they are responsible to the **Food Service Director.** The purpose of the **Kitchen Assistants** is to help prepare for and serve food to campers. Responsibilities include daily food prep, daily cleaning, reporting issues to either the **Food Service Director** or **Program Director**, helping cook food over fires, and delivering food to various sites. The **Kitchen Assistants** have slightly different roles, focusing on different programs. These roles will be assigned by the **Food Service Director. Kitchen Assistants** are expected to report to the **Program Director** to receive other assignments when kitchen duties conclude for the day.

**Weekly Stipend:** $240 or $225 (if 2020 High School Grad)

**Start Date:** June 1 (Staff Training)

**Maintenance Assistant**

The **Maintenance Assistant** is responsible to the **Program Director**, in terms of maintenance and grounds they are responsible to the **Maintenance Director**. The purpose of the **Maintenance Assistant** is to assist the **Maintenance Director** in maintaining the camp facilities and grounds. Responsibilities include filling wood boxes at various sites, transporting garbage from sites and buildings to the dumpster, checking the chemical balance in the pool, helping the Farm Hand with the compost operation, making routine checks of various program elements, and assisting the **Maintenance Director** with any urgent or immediate projects. The **Maintenance Assistant** is expected to report to the **Program Director** to receive other assignments when maintenance duties conclude for the day.

**Weekly Stipend:** $240 or $225 (if 2020 High School Grad)

**Start Date:** June 1 (Staff Training)