



Center Lake Bible Camp & Retreat Center

2020 Leadership Staff Job Description

The desire of Center Lake Bible Camp is to provide quality camps that campers and their families can feel safe, have fun, make great memories, and move one step closer to or in their relationship with Jesus Christ. Summer staffing is one of the most important facets for these things to take place. This Job description is one of many ways we navigate through the hiring process. We ask that you read through this job description with discernment and discretion while also understanding that a summer job at Center Lake involves much more than what can be defined in a one-page job description. This job description is the base foundation for what Center Lake is looking for and expects from someone in this position.

All CLBC Staff Will Be:

- A Growing Christian
- Teachable – Trainable
- Someone who cares for and relates to Campers
- Fun
- Dedicated
- Someone with a Servant Attitude
- Someone with Integrity
- Flexible

Leadership Staff Qualifications:

- Graduated from High School and at least 18 years of age.
- A mature and growing Christian.
- A leader that people look up to.
- Mental, emotional, and volitional stability and maturity.
- Enjoys working and having fun with other staff and campers.

Leadership Staff Requirements:

(Leadership Staff requirements include all the above statements under “All CLBC Staff Will Be”)

- Want staff to reach their full potential and to know Christ and grow in that relationship.
- Are willing to share faith and experiences with other staff and campers.
- Have a servant like attitude working with staff.
- Want to have tons of fun working, living, investing in staff and campers.
- Hold to the statement that “Camp is for kids”.
- On time to staff meetings, assigned areas, and activities.
- Can plan and run cabin activities and large group games.

Responsibilities:

- Care for physical, emotional, social, and spiritual needs of staff and campers.
- Lead Bible studies and talk to staff individually about their spiritual condition.
- Enforce all camp safety rules and other regulations.
- Work cooperatively with the summer leadership team and other counselors in larger group activities.
- Oversee activities, games, Bible studies, and counselors.
- Manage camp programming and counseling staff.
- Oversee a specific area of camp with the assistance of other Leadership Staff.
- Assist and encourage the counselors in their roles.
- Complete required paperwork at week end.
- Be creative and FUN.
- Work / oversee at least two weeks with the SMT's.
- Perform other functions at camp as assigned.

Accountability:

- Director of Programs

Leadership Staff Roles:

- SMT/CIT Coordinator
- Waterfront Director
- Counselor Support
- High Adventure Coordinator
- Head Wrangler

