

Summer 2023 Job Descriptions

Summer Admin: These two positions work in conjunction with one another to form the Summer Administration Team. Together they are responsible for the flow of the Summer Program. They serve as supervision and mentors for our other counselors. People interested in these roles should have excellent communication skills, great interpersonal relationships, and a positive attitude even when faced with stressful situations.

Care Staff: These staff work in specific areas of camp with a greater level of responsibility. They serve as supervisors for their area and report directly to the Program Director. People interested in these roles should have a proven track record for responsibility, serve as an example of integrity, and have a consistent temperament regardless of the situation.

Leadership Staff: These staff are responsible for specific activities or facets of camp programming. They serve as supervision and mentors for counselors specific to their area. People interested in these roles should have excellent communication skills, a record for attention to detail, and developed interpersonal skills.

Specialty Staff: These staff are responsible for supervising a specific activity or facets of camp. Though they do not directly supervise any other counselors, they do act as mentors to other staff. People interested in this position should be excited to teach and learn, enjoy working alone as well as in a team, and have enthusiasm for their role in the program.

Counseling Staff: These staff work directly with our campers as mentors, role models, and positive influencers. These staff work with 8-12 children in a group depending on their age and registration numbers for the week. They lead and participate in activities with their campers. People interested in this position should love working with children, have a high level of integrity and equity, and have an even temperament in all situations.

Program Staff: These staff work in specific program areas around camp requiring specialized training. A previous lifeguard certification or availability to attend and pass Lifeguard or High Ropes Training prior to staff training is required. People interested in this position should enjoy working as part of a team, seek to teach and engage with children, and a desire to strive for positive camper engagement and experiences.

Junior Staff: These staff are 16 or 17 years old and can work in a variety of roles. Junior staff may serve as camp counselors or as program staff. Junior staff desiring to work as lifeguards must have a current lifeguard certification or the availability to certify and pass prior to the start of staff training. People interested in this position should be dedicated to learning, excited to work with children, and described as mature and responsible for their age.

Summer 2023 Rockfish Positions

Summer Admin Positions

Counselor Coordinator
Special Games Coordinator

Care Staff Positions

Camp Nurse
Wellness Coordinator
Health Center Coordinator

Leadership Staff Positions

Aquatics Coordinator
Challenge Coordinator

Specialty Staff Positions

Day Camp Specialist
Nature Specialist
Art Specialist
Media Specialist
Worship Specialist
Pool Specialist
Lake Specialist

Counseling Staff Positions

Summer Camp Counselors

Program Staff

Photographer
Challenge Staff
Lifeguard

Junior Staff Positions

Summer Camp Counselors
Program Staff
Photographer
Lifeguard

Summer Admin Positions

Job Title: Counselor Coordinator

Classification: Summer Admin

Supervisor: Program Director

Position Purpose: Oversee the day-to-day operations, coordination, and support of Resident and Day Camp Counselors at Camp Rockfish. Assisting staff with camper needs and communication, facilitating activities, including nightly all camp activities.

Qualifications:

- Must be over the age of 18
 - Preferred to be over the age of 21
- Possess a clean driving record
- Be flexible, innovative, and a good communicator
- Be timely and coachable

Essential Job Functions:

- Supervise, advise, and evaluate Camp Counselors
- Coordinate early camper pick-ups and late camper arrivals
- Assist with challenging camper situations
- Assist with parent communication throughout the summer
- Aid in the logistical success of camp programming
- Assist in the facilitation of evening programming alongside other staff
- Act as on-call staff during select nights and weekends
- Be present at all meals and worship services
- Assist in morning wake-up call
- Share nightly cabin checks with other Summer Admin and Leadership Staff
- Participate in assigning points to cabin groups, based on cleanliness of cabin and dining area, enthusiasm, and completion of special challenges.
- Assist with Closing Ceremony
- Other duties as assigned

Job Title: Special Games Coordinator

Classification: Summer Admin

Supervisor: Activity Specialist

Position Purpose: Oversee any events or games which involve all of Resident or Day Camp, or which are considered "special events" by the Activity Specialist/Program Director.

Qualifications:

- Must be over the age of 18
 - Preferred to be over the age of 21
- Possess a clean driving record
- Be flexible, innovative, and a good communicator
- Be timely and coachable

Essential Job Functions:

- Create, plan, facilitate, reset from, and debrief/pass along knowledge of special games/events
- Coordinate and schedule staff needed for facilitation of special games/events
- Assist with facilitating program areas
- Be present at all meals and worship services
- Assist in morning wake-up call
- Share nightly cabin checks with other Summer Admin and Leadership Staff
- Participate in assigning points to cabin groups, based on cleanliness of cabin and dining area, enthusiasm, and completion of special challenges.
- Assist with weekly opening campfire and closing ceremony
- Other duties as assigned

Care Staff Positions

Job Title: Camp Nurse

Classification: Care Staff

Supervisor: Program Director

Position Purpose: The Camp Nurse will be responsible for the medical care of our campers and staff. They will ensure first aid needs are performed, referrals to further care are given as needed, medications are properly administered, guardians are properly contacted, and records are accurately maintained.

Qualifications:

- Must be over the age of 21
- Must be a current registered nurse
- Possess a clean driving record
- Be flexible, innovative, and a good communicator
- Be timely and coachable

Essential Job Functions:

- Perform basic first aid care from the health center as well as around camp
- Contact guardians as needed for medical concerns
- Intake medications from parents and dispense medications during the camp week
- Keep accurate records of medications passed out and care given
- Prepare report for camp counselors on the health needs of their campers
- Assist with staff understand specific needs of campers
- Keep accurate inventory and communicate needs in a timely manner
- Act as on-call staff during select nights
- Maintain consistent communication with Program Director on Medical Care
- Other duties as assigned

Job Title: Wellness Coordinator

Classification: Care Staff

Supervisors: Program Director and Camp Nurse

Position Purpose: Assist the Camp Nurse with the wellbeing and health of campers and staff. Specifically geared towards Summer Staff support in helping maintain morale and be a liaison for staff and Directors.

Qualifications:

- Must be over the age of 21
- Possess a clean driving record
- Be flexible, innovative, and a good communicator
- Be timely and coachable

Essential Job Functions:

- Assist Camp Nurse and Health Center Coordinator with med pass and other Health Center duties
- Keep in tune with Summer Staff morale
- Counsel campers and mentor staff in cases of severe homesickness, bullying, or behavioral concerns
- Bring Program Director to the attention of any issues beyond their control
- Assist with Staff Morale by listening and help staff resolve issues they may have
- Assist in the facilitation of evening programming alongside other leadership and support staff
- Act as on-call staff during select nights and weekends
- Other duties as assigned

Job Title: Health Center Coordinator

Classification: Care Staff

Supervisors: Program Director and Camp Nurse

Position Purpose: The Health Center Coordinator will be responsible for the support, care, and well being of our health center, staff, and campers. They will ensure first aid needs are performed, medications are properly administered, and records are accurately maintained.

Qualifications:

- Must be over the age of 21
- Possess a clean driving record
- Be flexible, innovative, and a good communicator
- Be timely and coachable

Essential Job Functions:

- Perform basic first aid care from the health center as well as around camp
- Assist with intake medications from parents and dispense medications during the camp week
- Keep accurate records of medications passed out and care given
- Assist in contacting parents for medical needs
- Prepare report for camp counselors on the health needs of their campers
- Help staff understand specific needs of campers
- Meet daily with Camp Nurse to ensure proper communication and care
- Keep accurate inventory and communicate needs in a timely manner
- Act as on-call staff during select nights
- Other duties as assigned

Leadership Staff Positions

Job Title: Aquatics Coordinator

Classification: Support Staff

Supervisor: Activity Specialist

Position Purpose: Oversee the day-to-day logistics of the water activities at Camp Rockfish. This includes lakefront programming, pool programming, the Slip n Slide, and Water Inflatable. They will also serve to ensure inventory, working condition, and safety of aquatics equipment and games. They will supervise the Head Pool Guard and Head Lake Guard.

Qualifications:

- Must be over the age of 18
- Grasp camp logistics
- Be flexible, innovative, and a good communicator
- Be timely and coachable
- Must have or be able to obtain Lifeguard Certification

Essential Job Functions:

- Supervise, advise, and evaluate Lake Specialist, Pool Specialist, and Lifeguards
- Coordinate any movement of aquatics supplies
- Assist with logistical challenges
- Assist with parent communication throughout the summer
- Coordinating lifeguard assignments
- Assist in the facilitation of evening programming alongside other staff
- Share nightly cabin checks with other Summer Admin and Leadership Staff
- Be present at all meals and worship services
- Other duties as assigned

Job Title: Challenge Coordinator

Classification: Leadership Staff

Supervisors: Activity Specialist

Position Purpose: Oversee the day-to-day operations of the Camp Rockfish Challenge Courses, this includes: The Group Challenge Course, The Fort, The Tower, and The Tree Course. They oversee the training of Challenge Course staff and ensure the safety of participants and staff. They will be in charge of the cleanliness and inventory of challenge equipment.

Qualifications:

- Must be over the age of 18
- Currently possess or willing to obtain ACCT Level I Certification
 - Preferred ACCT Level II or higher
- Be flexible, innovative, and a good communicator
- Be timely and coachable

Essential Job Functions:

- Supervise, advise, and evaluate Challenge Course staff
- Coordinate scheduling and usage of Challenge Course
- Clean and inventory Challenge Course equipment
- Ensure the safety and working capability of the Group Challenge Course
- Assist in the training of summer staff on Group Challenge Course Elements
- Assist in the facilitation of evening programming alongside other staff
- Be present at all meals and worship services
- Other duties as assigned

Specialty Staff Positions

Job Title: Day Camp Specialist

Classification: Specialty Staff

Supervisors: Children's Ministry Coordinator

Position Purpose: Oversee the day-to-day Day Camp experience at Camp Rockfish for campers and staff, being available to advise and manage both positive and challenging camper/staff interactions and, being responsible for the logistical success of the Day Camp Program.

Qualifications:

- Must be over the age of 21
- Possess a clean driving record
- Be flexible, innovative, and a good communicator
- Be timely and coachable

Essential Job Functions:

- Advise day camp counselors
- Assist Children's Ministry Coordinator with Day Camp Evaluations
- Coordinate early pick-ups and late drop offs
- Assist with challenging camper situations such as behavioral issues, bullying, etc.
- Transport lunch to and from the dining hall for day camp counselors
- Assist with end of day behavioral reports to parents
- Serve as an overnight liaison for Encounter campers
- Aid in the logistical success of all day camp programming including activities, car pool, lunch, and chapel
- Be present at all meals and worship services
- Other duties as assigned

Job Title: Nature Specialist

Classification: Specialty Staff

Supervisors: Activity Specialist

Position Purpose: Oversee the day-to-day nature experiences for Day and Resident campers at Camp Rockfish. These nature specific experiences include, but are not limited to: Outdoor Wilderness Living Skills (OWLS), fire building instruction for staff and campers, nature explorations, and leave no trace ethics instruction. This also includes ensuring that OWLS inventory is well maintained and the OWLS activity area is in good, clean, working order.

Qualifications:

- Must be over the age of 18
- Be flexible, innovative, and a good communicator
- Be timely and coachable

Essential Job Functions:

- Supervise and assist in nature experiences
- Keep inventory for OWLS supplies
- Maintain cleanliness of OWLS area
- Facilitate programs which inspire a love and appreciation of nature
- Maintain the order of fire pits around camp
- Assist in the facilitation of evening programming alongside other staff
- Be present at all meals and worship services
- Other duties as assigned

Job Title: Art Specialist

Classification: Specialty Staff

Supervisors: Activity Specialist

Position Purpose: Oversee the day-to-day art experiences for Day and Resident campers at Camp Rockfish. This also includes ensuring that art inventory is well maintained and the art building is in good, clean, working order.

Qualifications:

- Must be over the age of 18
- Be flexible, innovative, and a good communicator
- Be timely and coachable

Essential Job Functions:

- Supervise and assist in art experiences
- Keep inventory for art supplies
- Maintain cleanliness of art building
- Assist campers in creating art
- Foster an environment of creativity and joy through the arts
- Assist in the facilitation of evening programming alongside other staff
- Be present at all meals and worship services
- Other duties as assigned

Job Title: Media Specialist

Classification: Specialty Staff

Supervisor: Office Manager

Position Purpose: Take initiative in seeking out opportunities to showcase Rockfish through pictures and video. Ensure campers are included in photos daily for Bunk1. Create engaging and fun videos for the end of the week, and for marketing purposes.

Qualifications:

- Must be over the age of 18
- Be flexible, innovative, and a good communicator
- Be timely and coachable

Essential Job Functions:

- Include campers in engaging and fun photos and videos
- Create content that highlights the fun of camp
- Create a memorable end of week video
- Upload photos to Bunk1 for parent interaction
- Ensure photos include engaged campers
- Ensure Evening Programs are documented
- Photograph every camper, everyday
- Be present at all meals and worship services
- Other duties as assigned

Job Title: Worship Specialist

Classification: Specialty Staff

Supervisors: Program Director

Position Purpose: Oversee the day-to-day worship experiences for Camp Rockfish Day and Resident Campers, through day chapels, pre meal prayers, Morning and Night Watch, and nightly worship services. They will also help facilitate worship opportunities for summer staff.

Qualifications:

- Must be over the age of 18
- Be flexible, innovative, and a good communicator
- Be timely and coachable
- Be detail oriented

Essential Job Functions:

- Supervise and facilitate daily chapels and worship experiences
- Plan musical performances and ensure lyrics are uploaded to provide a good worship experience for everyone regardless of song knowledge
- Plan and teach pre-meal prayers
- Set up and take down worship experiences
- Assist with summer staff spiritual formation
- Assist in the facilitation of evening programming alongside other staff
- Supervise and Assist with Morning and Night Watches for resident campers
- Be present at all meals and worship services
- Other duties as assigned

Job Title: Pool Specialist

Classification: Specialty Staff

Supervisor: Aquatics Coordinator

Position Purpose: Oversee the day to day operations of the pool, including the safety of those at the pool, inventory of pool equipment and toys, and actions of the pool lifeguards. They will also play a part in the pool's upkeep by cleaning the pool itself and surrounding area. Ensure the cleanliness of the pool area.

Qualifications:

- Must be over the age of 16
 - Preferred age over 18
- Be flexible, innovative, and a good communicator
- Be observant and coachable
- Must possess an active Lifeguard Certification

Essential Job Functions:

- Serve as first in command at the pool
- Advise Pool Lifeguards
- Assist Aquatics Coordinator with evaluations of lifeguards
- Lifeguard the pool
- Assist with pool facilitation and games
- Coordinate pool and surrounding area cleaning
- Alert the Aquatics Coordinator to any issues with pool cleanliness or inventory
- Assist in the facilitation of evening programming alongside other staff
- Be present at all meals and worship services
- Other duties as assigned

Job Title: Lake Specialist

Classification: Specialty Staff

Supervisor: Aquatics Coordinator

Position Purpose: Oversee the day-to-day safety of those at the lake, inventory lake equipment and toys, and the actions of the lake lifeguards. Be involved in the upkeep and cleanliness of the lifeguard shack and lakefront area. Help ensure proper scheduling of lake activities and lake lifeguards. Assist in the programming and facilitation of lake based activities and games

Qualifications:

- Must be over the age of 18
- Be flexible, innovative, and a good communicator
- Be observant and coachable
- Must possess an active Lifeguard Certification

Essential Job Functions:

- Serve as first in command at the lake
- Advise Lake Lifeguards
- Assist Aquatics Coordinator with evaluations of lifeguards
- Coordinate lake area cleanings
- Assist with lifeguarding at the lake
- Alert the Aquatics Coordinator to any issues with lake equipment or toys
- Aid in lakefront programming and supervision
- Assist in the facilitation of evening programming alongside other staff
- Be present at all meals and worship services
- Other duties as assigned

Counseling Staff Positions

Job Title: Summer Camp Counselor

Classification: Counseling Staff

Supervisors: Counselor Coordinator and Children's Ministry Coordinator

Position Purpose: Oversee the health, wellbeing, and safety of campers. Facilitate exciting games and activities that engage and interact with campers. Stay vigilant of camper's behaviors, conversations, and actions. Foster an environment with your campers where they feel safe, engaged, encouraged, and growing. Uplift, encourage, and be a steward of good relationships among other staff.

Qualifications:

- Must be over the age of 18
- Be flexible, innovative, and a good communicator
- Be open to learning and timely

Essential Job Functions:

- Supervise campers
- Facilitate exciting games and activities
- Participate in activities with campers
- Assist with camper development
- Ensure safety and wellbeing of campers
- Uphold camp rules and foster an environment of support and encouragement
- Be active and engaged with all camper populations
- Assist in the facilitation of evening programming alongside other camp staff
- Foster positive culture and environment amongst staff
- Be present at all meals and worship services
- Other duties as assigned

Program Staff Positions

Job Title: Photographer

Classification: Program Staff

Supervisors: Office Manager

Position Purpose: To assist in the documentation of camper experiences through photographers and videos. To ensure the capturing of camper moments to be used for marketing and parent communication purposes

Qualifications:

- Must be over the age of 18
- Possess a clean driving record
- Be flexible, innovative, and a good communicator
- Be timely and coachable

Essential Job Functions:

- Take photographs and videos of campers and staff
- Assist in the supervision of campers
- Move throughout camp to capture moments in all areas of camper and staff engagement
- Participate in activities as necessary to capture photos and videos
- Aid in the logistical success of all camp programming including activities, meals, and chapel
- Assist in the documentation of evening activities
- Be present at all meals and worship services
- Other duties as assigned

Job Title: Challenge Staff

Classification: Program Staff

Supervisors: Challenge Coordinator

Position Purpose: To assist in the facilitation of high and low rope activities. To ensure campers and staff are properly secured and hydrated during challenge activities.

Qualifications:

- Must be over the age of 18
- Must possess or be willing and able to obtain a ACCT Level I Certification
- Possess a clean driving record
- Be flexible, innovative, and a good communicator
- Be timely and coachable

Essential Job Functions:

- Take responsibility for campers and staff in your care at all times
- Assist in the supervision of campers
- Assist in facilitation at high challenge activities
- Be a mentor for staff learning low challenge elements
- Maintain a positive attitude and healthy level of hydration
- Participate in in-services to hone skills
- Aid in the logistical success of all camp programming including activities, meals, and chapel
- Assist in the facilitation of evening programming alongside other staff
- Be present at all meals and worship services
- Other duties as assigned

Job Title: Lifeguard

Classification: Program Staff

Supervisors: Aquatics Coordinator

Position Purpose: To assist in the facilitation of aquatic activities including boating and swimming. To ensure campers and staff are properly secured and hydrated during aquatic activities.

Qualifications:

- Must be over the age of 18
- Must possess or be willing and able to obtain a lifeguard certification
- Possess a clean driving record
- Be flexible, innovative, and a good communicator
- Be timely and coachable

Essential Job Functions:

- Take responsibility for campers and staff in your care at all times
- Assist in the supervision of campers
- Assist in facilitation at aquatic activities
- Maintain a positive attitude and healthy level of hydration
- Participate in in-services to hone skills
- Aid in the logistical success of all camp programming including activities, meals, and chapel
- Assist in the facilitation of evening programming alongside other staff
- Be present at all meals and worship services
- Other duties as assigned

Junior Staff Positions

Job Title: Junior Camp Counselor

Classification: Junior Staff

Supervisors: Counselor Coordinator and Children's Ministry Coordinator

Position Purpose: Oversee the health, wellbeing, and safety of campers. Facilitate exciting games and activities that engage and interact with campers. Stay vigilant of camper's behaviors, conversations, and actions. Foster an environment with your campers where they feel safe, engaged, encouraged, and growing. Uplift, encourage, and be a steward of good relationships among other staff.

Qualifications:

- Must be at least the age of 16 and under age 18
- Be flexible, innovative, and a good communicator
- Be open to learning and timely
- Be coachable and reliable

Essential Job Functions:

- Supervise campers
- Serve as second in command in buddy groups
- Participate in activities with campers
- Facilitate exciting games and activities
- Assist with camper development
- Ensure safety and wellbeing of campers
- Uphold camp rules and foster an environment of support and encouragement
- Be active and engaged with all camper populations
- Assist in the facilitation of evening programming alongside other camp staff
- Foster positive culture and environment amongst staff
- Be present at all meals and worship services
- Other duties as assigned

Job Title: Junior Photographer

Classification: Junior Staff

Supervisors: Office Manager

Position Purpose: To assist in the documentation of camper experiences through photographers and videos. To ensure the capturing of camper moments to be used for marketing and parent communication purposes

Qualifications:

- Must be over the age of 16
- Possess a clean driving record
- Be flexible, innovative, and a good communicator
- Be timely and coachable

Essential Job Functions:

- Take photographs and videos of campers and staff
- Serve as second in command in photography and videography pushes and goals
- Assist in the supervision of campers
- Move throughout camp to capture moments in all areas of camper and staff engagement
- Participate in activities as necessary to capture photos and videos
- Aid in the logistical success of all camp programming including activities, meals, and chapel
- Assist in the documentation of evening activities
- Be present at all meals and worship services
- Other duties as assigned

Job Title: Junior Lifeguard

Classification: Junior Staff

Supervisors: Aquatics Coordinator

Position Purpose: To assist in the facilitation of aquatic activities including boating and swimming. To ensure campers and staff are properly secured and hydrated during aquatic activities.

Qualifications:

- Must be over the age of 16
- Must possess or be willing to obtain a lifeguard certification
- Possess a clean driving record
- Be flexible, innovative, and a good communicator
- Be timely and coachable

Essential Job Functions:

- Take responsibility for campers and staff in your care at all times
- Learn from and take lead from Lifeguards
- Assist in the supervision of campers
- Assist in facilitation at aquatic activities
- Maintain a positive attitude and healthy level of hydration
- Participate in in-services to hone skills
- Aid in the logistical success of all camp programming including activities, meals, and chapel
- Assist in the facilitation of evening programming alongside other staff
- Be present at all meals and worship services
- Other duties as assigned