



GIRLS CREW LEADER

JOB DESCRIPTION

Please look over the job description that is required of the Guys Crew Leader during this summer. If you are hired for this position, the Camp Director will be reviewing this with you throughout 'In Camp Training'. We also encourage you to use this list as something to pray through in anticipation of camp and as you work during the summer.

MINIMUM REQUIREMENTS

- Personal relationship with Jesus Christ
- A lifestyle conducive to spiritual growth and conformity to the image of Christ
- Ability to supervise high-school students
- Ability to work well with others
- Desire to work in camp setting
- Ability to lead Bible Study

RESPONSIBLE TO: Camp Director

GENERAL RESPONSIBILITIES

- To oversee the work crew in maintaining the cleanliness of the camp facilities, nurture their spiritual walk, while working in accordance with the purpose of Trout Creek Bible Camp

SPECIFIC RESPONSIBILITIES

1. Participate in Leadership Staff Training.
2. Get to know each Crew member, and attempt to spend time with them on a weekly basis, or when needs arise.
3. Prepare and lead a Bible study for the Crew Girls or in conjunction with the Crew Guys
4. Work with the other Crew Leader in order to maintain cleanliness in all the buildings, and around the camp grounds.
5. Learn Crew responsibilities and train crew members in the jobs they will be performing
6. Know and enforce camp rules pertaining to lights out, dress, conduct, etc., and assist the Leadership Staff in carrying out discipline when necessary.
7. Develop and implement a daily work schedule for each position and see that all jobs are completed.
8. Evaluate the performance of each Crew member at least once during the season.

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SPECIFIC RESPONSIBILITIES *(continued)*

9. Supervise the setting up and cleaning up of the Dining Hall, in conjunction with the Cooks, so that each meal is pleasant for our guests.
10. See that the dish room runs smoothly and is clean at all times.
11. Supervise the cleaning and stocking of the bathrooms.
12. Inform the Food Service Director when cleaning supplies or paper products are low.
13. See that all laundry is done properly and returned to each owner.
14. Work with the Crew guys on special projects as requested by the Camp Director or Facilities Manager
15. Take care of the weekly lost and found; wash and store by item. See that the room is kept neat and tidy.
16. Encourage each Crew member to take part in program activities during the evening competition, fireside, etc.
17. When time allows, plan special activities for a "Crew only" evening, subject to approval of the Director.
18. Take a weekly inventory of the Snak Shak items and assist with the new inventory/shipment of items.
19. See that the store runs smoothly and is stocked and if anything is getting low let Angela know.
20. Other responsibilities may be assigned as required, and some responsibilities may be reassigned.