

## Hope for Kids Job Description

Job descriptions listed are just brief summaries and do not include the individual responsibilities of each. The interview is a great time to ask specific questions and can also be asked on the application.

**Activity Director** - The Activities Director(s) will plan and lead all camp-wide activities for each week of camp. They will also train staff/counselors on individual activities run throughout the summer. Required to plan, coordinate and cover each activity period provided at camp, including, but not limited to: field games, quiet games, fishing, boating, basketball, volleyball, archery, dodgeball, low ropes course, etc. In off hours, the Activities Director(s) will assist Camp Director(s) in any necessary capacity.

**Allergy Kitchen Manager**- Coordination of all Allergy Kitchen activities for all programs that come to camp including, but not limited to all matters in the Allergy Kitchen, meal times, volunteers and cleanliness. Work closely with the Kitchen Manager and Cook on execution of such responsibilities.

**Aquatics Director** - You will assist the Aquatics Director with all aspects of the Waterfront/Pool at Camp. Needs to be lifeguard/CPR/first aid certified. Prefer WSI Certified or willing to obtain before camp. Will assist with providing water safety measures as is necessary to ensure the safety and enjoyment of everyone at camp. In off hours, the Aquatics Assistant will support the Activities Director in any necessary capacity.

**Aquatics Assistant** - You will assist the Aquatics Director with all aspects of the Waterfront/Pool at Camp. Needs to be lifeguard/CPR/first aid certified. Prefer WSI Certified or willing to obtain before camp. Will assist with providing water safety measures as is necessary to ensure the safety and enjoyment of everyone at camp. In off hours, the Aquatics Assistant will support the Activities Director in any necessary capacity.

**Arts and Crafts Director**- Organize, plan, and do all things necessary to orchestrate Arts & Crafts activities for each week at camp. Required to make all weekly/daily plans for R Camp, Teen Camp, Camp Miracles and PAC/Sports. In off hours, the Arts & Crafts Director will assist the Activities Director at any necessary capacity.

**Assistant Cook** - Responsible for cooking breakfast, lunch, and dinner for each week of camp. The Assistant Cook should have extensive experience cooking for large numbers (up to 400). Must be able to develop weekly menus as necessary.

**Assistant Kitchen Manager**- The Assistant Kitchen Manager helps the Kitchen Manager by delegating tasks to the volunteers, and communicating with the cook about additional tasks that need to be done.

**AV/IT Director**- will do all things necessary to set up and run all AV/IT systems needed for every program over the summer. Must have an extensive working knowledge of laptops, sound systems, microphones, projectors, sound boards and anything else needed to provide campwide AV/IT for all programs

**Director** - Organize, plan, administer, and manage each week's operations, coordinating with the Full Time Camp Staff and weekly Ministry Directors. In charge of daily operations, including but not limited to: Raid Court, Daily Schedule, Camp-wide activities and meetings.

**Camp Operations Assistant**- The Hope for Kids **Administrative Coordinator** serves as a point of contact for and a link between all Hope for Kids teams and runs the day to day operations of the HFK office.

**Camp Miracles Intern** - Intern will help organize, plan, and administer all aspects of Camp Miracles working with the Camp Miracles Directors and HYC/HFKLA.

**Crew Chief**- CREW Chief will be the main point of contact for the entire CREW team. CREW Chief will help oversee the crew team who will help the tasks of Hope for Kids programming and more including but not limited to serving meals, set up and clean up. All CREW team members must be willing to be trained and be certified for the Rock Wall, Zip Line and Lifeguarding for the pool. This position requires a great amount of physical strength and energy.

**Crew Team** - The CREW team staff helps with day to day set up and clean up of programming at Hope For Kids. The All CREW team members must be willing to be trained and be certified for the Rock Wall, Zip Line and Lifeguarding for the pool. This position requires a great amount of physical strength and energy.

**Galley Manager**- Coordination of all activities in the Galley including, but not limited to: meal times, special events and activities, and cleanliness. Work closely with the Great Hall Manager & Kitchen Manager on execution of such responsibilities. Work with the Kitchen Manager and Allergy Kitchen Manager to manage daily canteen distribution.

**Great Hall Manager**- Coordination of all activities in the Large Dining Hall including, but not limited to: meal times, special events, activities, and cleanliness. Work closely with the Kitchen Manager on execution of such responsibilities. Manage all aspects of the Large Dining Hall and storage closet.

**Head Cook & Menu Designer**- Responsible for cooking breakfast, lunch, and dinner for each week of camp. The Head Cook should have extensive experience cooking for large numbers (up to 400). Must be able to develop weekly menus as necessary.

**HYC Coordinator**- Organize, plan, and administer HOPE Youth Corps operations on the Camp Hope for Kids property, coordinating with the Ministry Directors, Camp Directors, Camp Miracles Directors & Assistant and Global Service Interns (GSI's).

**HFKLA Coordinator**- Organize, plan, and administer Hope for Kids Leadership operations on the Hope for Kids property, coordinating with the Ministry Directors, Camp Directors, Camp Miracles Directors & Assistant HFKLA Interns.

**HFKLA Intern**- The HFKLA Interns will consist of 2 males and 2 females who will assist the HFKLA Ministry Leaders and Lead Interns to coordinate, organize, plan, administer, and manage Hope for Kids Leadership Academy program. HFKLA Interns are responsible for spiritually shepherding HFKLA participants and helping to lead discipling groups.

**Kitchen Manager-** The Kitchen Manager is a leadership position who must be able to supervise and coordinate all food services at Camp Hope For Kids, helping to ensure proper nutrition, and safeguarding the health of all campers, staff, and volunteers.

**Lodge Coordinator** - The lodge coordinator is responsible for making sure that volunteers are aware of housing in the lodge as well as maintaining the cleanliness of the lodge. They work closely with the nursing station assistant and operations assistant as well.

**Marketing Intern-** Works closely with the Marketing Director and Media Team Director to follow through with the Hope for Kids overall marketing strategy. They will manage and update the Hope for Kids app and website during the summer. Works closely with the Marketing Intern on special communication that occurs throughout the summer.

**Media Team Director** - As Director of the Media Team, you are responsible for HFK media and marketing content for the duration of Camp. You will lead the Media Team to: capture, edit, and post camp-wide photos, videos and specialized content daily to social media pages and other platforms used by Hope For Kids.

**Nurse Station Assistant-** Will work closely with a nurse to ensure the safety of all camp staff, volunteers, and campers. They will help manage and stock the First Aid station throughout the summer.

**Photography Assistant-** As the Photography Assistant, you will assist the Photography Director with all of Hope for Kids photography needs for the duration of Camp. You will be a member of the Media Team consisting of 5 summer staff members. Preferably, you will own your own close up and zoomed out lenses.

**Photography Director-** As the Photography Director, you will be responsible for all of Hope for Kids photography needs for the duration of Camp. You will be a member of the Media Team consisting of 5 summer staff members. Preferably, you will own your own close up and zoomed out lenses.

**Property Assistant** - Provide assistance to the Property Manager for all maintenance related task on Camp Property, including but not limited to: Management of Utility Systems (wellwater, septic, electric & propane); upkeep of buildings and grounds; assistance with adult maintenance volunteers, Event task, Crew Chiefs; Vendors and Contractors on Camp Property.

**Rock, Zip Coordinator**- Train staff/counselors on Rock Wall, Zipline and Low Ropes throughout the summer and assists Activities Director in leading camp-wide activities. Required to plan, coordinate and cover each activity period provided at camp for Rock Wall, Zip line and Low Ropes Course. Will assist co-directors in daily camp operations in any capacity, if needed. In off hours, Rock/Zip/Low Ropes Coordinator will assist Crew Chiefs in any capacity necessary.

**Videography Assistant** - Assist the Videography Director with all Hope for Kids videography for the duration of camp, especially the closing video. Videographer Assistant will help the Videography Director with planning, organizing, and implementing video recording for all camp programs, and the facilitation of making such videos available online.

**Videography Director** - The Videography Director(s) are responsible for all Hope for Kids videography for the duration of camp, especially the closing video. Videography Director(s) are responsible for planning, organizing, and implementing video recording for all camp programs, and the facilitation of making such videos available online.