



Summer Staff
Job Descriptions

Accommodations

Primary Duties

- To remove distractions from the campers so that they might focus on their relationship with God.
- Unplugging toilets, using cleaning solutions, cleaning cabins, cleaning bathrooms, sweeping, hauling stuff, raking pine needles, clearing debris, painting walls, etc.
- Performing maintenance on facilities as required providing a safe and suitable environment for camp operations.
- Responsible for “turning over” the camp. (Picking up trash, cleaning cabins, cleaning toilets, vacuuming cabins, etc.)
- Accommodations will have both a morning schedule and a night schedule.

Secondary Duties

- Splitting and stacking firewood for full time camp residents.
- Provide supervision of camp general use areas.

Adventure Recreation (Secondary Assignment)

Duties

- To provide campers with safe recreational activities throughout their stay at Jenness Park.
- Supervise adventure recreation, (low ropes course, zip line, climbing wall, etc.) *Training will be provided.*
- Provide supervision of camp general use areas.
- Supervise waterfront, paddle boats, and kayaks.
- Leading organized sports and recreation as needed.

Additional Duties

- Assist camp personnel in “turning over” the camp. (Picking up trash, cleaning cabins, cleaning toilets, vacuuming cabins, etc.)
- Splitting and stacking firewood for full time camp residents.

Coffee Hut (Secondary Assignment)

Duties

- To provide campers with anything that will make their visit to Jenness Park more effective, enjoyable, and memorable.
- To provide campers with smoothies, flavored coffees, etc.
- Manage the use of a cash register.
- Cleaning and sanitation of the coffee hut and it’s sitting areas on a daily/weekly basis.
- Inventory of new products and keeping coffee hut stocked with necessary supplies.

Additional Duties

- Assist camp personnel in “turning over” the camp. (Picking up trash, cleaning cabins, cleaning toilets, vacuuming cabins, etc.)
- Splitting and stacking firewood for full time camp residents.
- Provide supervision of camp general use areas.

Food Service

Primary Duties (assist permanent food services personnel)

- Prep of food (salad prep, racking of meat, slicing, dicing etc.)
- Baking (helping prepare scratch rolls, biscuits, cakes, cookies, etc.)
- Service the serving line (keeping food supplied, cleaning, food presentation)
- Cleaning and sanitation of kitchen and dining rooms.
- Servicing drink stations (providing ice, cups, syrup, and CO2).

Secondary Duties

- Assist camp personnel in “turning over” the camp. (Picking up trash, cleaning cabins, cleaning toilets, vacuuming cabins, etc.)
- Splitting and stacking firewood for full time camp residents.
- Provide supervision of camp general use areas.

General Store

Duties

- Running the cash register, stocking shelves.
- Retail sales at the Jenness Park general store.
- Providing a clean and organized store for the use of campers and conference leaders.
- Cleaning and sanitizing those areas that distribute food in the store.

Additional Duties

- Assist camp personnel in “turning over” the camp. (Picking up trash, cleaning cabins, cleaning toilets, vacuuming cabins, etc.)
- Splitting and stacking firewood for full time camp residents.

Guest Services (Audio/Visual) (Secondary Assignment)

Duties

- To provide campers with anything that will make their visit to Jenness Park more effective, enjoyable, and memorable.
- Facilitating High Adventure Recreation
- Leading organized sports and recreation as needed.
- Setting up basic Audio/Visual equipment.
- Being available to respond to camp and conference leader needs.
- Provide supervision of camp general use areas.

Additional Duties

- Assist camp personnel in “turning over” the camp. (Picking up trash, cleaning cabins, cleaning toilets, vacuuming cabins, etc.)
- Splitting and stacking firewood for full time camp residents.

Lifeguard/ First Aid (current certification) (Secondary Assignment)

Duties (assist the recreation and Guest Liaison Ministry Team)

- Providing First Aid.
- Life Guarding or supervising waterfront, paddleboats, kayaks.
- Deep cleaning the nurse’s station.

Additional duties

- Being available to respond to camp and conference leader needs
- Provide supervision of camp general use areas.
- Assist camp personnel in “turning over” the camp. (Picking up trash, cleaning cabins, cleaning toilets, vacuuming cabins, etc.)
- Splitting and stacking firewood for full time camp residents.

Maintenance

Primary Duties

- Maintaining grounds.
- Performing maintenance on facilities as required providing a safe and suitable environment for camp operations.
- Performing recurring maintenance requirements.
- Assisting in construction projects.
- Rotating in an on-call schedule in the evening to cover housekeeping and minor maintenance requirements.

Secondary Duties

- Maintaining a high level of cleanliness and sanitation in Jenness Park facilities.
- Assist camp personnel in “turning over” the camp. (Picking up trash, cleaning cabins, cleaning toilets, vacuuming cabins, etc.)
- Splitting and stacking firewood for full time camp residents.
- Provide supervision of camp general use areas.

Office Position (Secondary Assignment)

Duties

- Being able to respond to camp and conference leader needs.
- Answering telephones and general office duties.

Additional Duties

- Assist camp personnel in “turning over” the camp. (Picking up trash, cleaning cabins, cleaning toilets, vacuuming cabins, etc.)
- Splitting and stacking firewood for full time camp residents.