

Summer Staff Position Descriptions

All staff - Must be deeply committed to Jesus Christ and highly motivated to serve others. Must live as a Christian role model for all campers and staff members by actively growing in your Christian life. Need to be willing to be used in all areas of camp without grumbling or complaining, realizing the kingdom purpose for what God is doing at Black Lake.

Staff Pastor Couple - Lead, direct, support and encourage Summer Staff. Work with Program Director in developing quality programs for each camp. Provide spiritual leadership, complete evaluations, and perform recreation and up-front duties as needed. Be available at all times to listen and appropriately respond to summer staff problems, questions, and needs. Previous experience as a camp counselor necessary.

Assistant Director - Works closely with Program Director to help maintain the fluidity of the Resident & Day camp. This person will need to be a multi-task oriented person and be willing to fill in any position when needed, creative/resourceful planner, and have good judgment to ensure the safety and enjoyment of others, and maintain effective working relationships with campers and other staff. Previous experience in recreational/group leadership desired.

Activities Director - Responsible to the Program Director for implementation of all activity areas in our program camps. Plan and lead recreation events for summer youth camps, summer staff, and Family Camp. Will also be responsible for scheduling all activity classes, free time activities, and announcements. Must have the ability to exercise strong leadership, organizational skills, creative/resourceful planning, and good judgment to ensure the safety and enjoyment of others, and maintain effective working relationships with campers and other staff. Previous experience in recreational leadership desired. Ability to captivate an audience is a must! This is a VERY high-energy position, the meek will inherit the earth but they will not get this job.

LIT Director— Lead, direct, support and encourage Leaders-in-training. Works closely with Program Director and Staff Pastor Couple. Provide spiritual leadership, complete evaluations, lead weekly Bible studies, and perform recreation and up-front duties as needed. Be available at all times to listen and appropriately respond to LIT's problems, questions, and needs. Must have the ability to keep LITs accountable and maintain positive camp environment. Previous experience as a counselor and LIT is preferred.

Day Camp Director - Black Lake Bible Camp has put into place a Day Camp ministry to serve south sound community families. The Lake Day Camp will serve students going into the 1st through 6th grade. Day camp director will supervise college and high school age staff, and be responsible for the day-to-day program of the Day Camp. This is more than childcare this is a ministry, where our goal is to reach children with the Gospel of Christ.

Day Camp Assistant Director - Works closely with Day Camp Director to help maintain the fluidity of The Lake Day Camp. This person will need to be a multi-task oriented person and be willing to fill in any position when needed. Will also fill in for Day Camp Director when needed. Must have the ability to exercise strong leadership, organizational skills, creative/resourceful planning, and good judgment to ensure the safety and enjoyment of others, and maintain effective working relationships with campers and other staff. Previous experience in recreational/group leadership desired.

Day Camp Counselor - Supervise, befriend, and disciple 6-8 (approximately) campers (1st-6th grade) in your "cabin" each week in our day camp program. Encourage camper participation in recreational and spiritual activities of camp through your own enthusiastic involvement. Be available at all times to listen and appropriately respond to campers' problems, questions, and needs. Must have the ability to exercise strong leadership, counseling, and discipleship skills. Previous experience as a counselor or LIT Highly desired.

Day Camp salt Leader – Will work closely with salt campers (7-9 grade) in our Day Camp program throughout the whole 11 weeks of Day Camp. Will be teaching Bible Studies to this age group. Must have the ability to exercise strong leadership, organizational skills, creative/resourceful planning, and good judgment to ensure the safety and enjoyment of salt campers. Be available at all times to listen and appropriately respond to campers' problems, questions, and needs.

Resident Counselor - Supervise, befriend, and disciple 6-8 (approximately) campers in your cabin each week in our overnight resident camp programs. Encourage camper participation in recreational and spiritual activities of camp through your own enthusiastic involvement. Be available at all times to listen and appropriately respond to campers' problems, questions, and needs. Must have the ability to exercise strong leadership, counseling, and discipleship skills. Resident Counselors Will be teaching Bible studies to campers. Previous experience as a counselor or LIT highly desired.

Leaders - In - Training (LIT) – LIT's will be given a wide range of training and service opportunities including counseling, cleaning and maintenance responsibilities, activity instruction, dining hall set-up, and additional work/learning tasks as abilities and needs are matched. LIT's are our best tool for training future counselors and lead staff.

Paintball Course Facilitator- Responsible for the fun & safety of campers using the paintball course. Need to have experience & knowledge of paintball & paintball equipment. Will need to maintain & clean the equipment daily. Need to have strong leadership skills to oversee the course & make sure all rules are being followed. Also, will lead a devotional at each paintball session of our program camps. This position will deal with guest groups as well as our program campers.

Videographer - Responsible to the Program Director for all in house created media. Most duties include video, video editing, some photography, and assisting wherever needed. Experience with video editing required (will ask for a sample of your work). Having your own video editing equipment a must.

Camp Store - Responsible to the Office Manager. Will work in the camp store when open as a cashier or barista (experience preferred). This person will also be responsible for working in the main office (5pm - 11PM) assisting guest groups, staff sign in & out, and various other projects as needed.

Waterfront Director - Plan, organize,, and supervise all summer camp waterfront activities & staff. Requires current First Aid, Lifeguarding, and CPR certifications. strong leadership skills, excellent sense of judgment; and the ability to maintain effective working relationships with campers and other staff. . Must have the ability to keep waterfront staff accountable and maintain positive camp environment. Water Safety Instructor (WSI) and Coast Guard Boat Driving Certification recommended. Previous experience as waterfront leadership desired.

Lifeguard - Supervise waterfront program under the direction of the Waterfront Director to ensure the safety and enjoyment of water activities for campers and staff. Will also have multiple summer camp responsibilities when not lifeguarding, helping to implement the program, helping with food service and even being called upon to counsel at times. Conduct rescue procedures and/or First Aid if/when necessary. Will be responsible for procedure checklist. Requires current Red Cross Lifeguarding/Lifesaving, First Aid, and CPR Certifications. Need to have strong leadership skills, and an excellent sense of judgment.

Boat Driver - Responsible to Waterfront Director. Primarily responsible to maintain boats and all ski & tubing equipment. Will also have multiple summer camp responsibilities when not boat driving like being called upon to counsel at times, helping with food service and helping with rec set up. Responsible for fueling the boats each morning, having ski & tubing equipment out and available for guests and making sure all equipment is in good condition. Must attend a boater training course that BLBC will host prior to summer camp starting. Lifeguard certification & first aid experience helpful.

Housekeeping - Responsible to the Housekeeper for cleaning & maintaining the camp facilities.

Security/Maintenance - Responsible to the Maintenance Director. Patrolling the camp campus maintaining order & BLBC policy. Additional duties may include picking up garbage & helping maintain a clean campus for our guests to enjoy & be willing to do many different duties as needed..

Dining Room Supervisor - Responsible to Food Service Manager. Administers camp policy in dining room including enforcing policies. Responsible for following procedure checklist. Maintaining cleanliness and general upkeep. Must be able to assist in kitchen as well. A servant's heart is a must.

Lead Cook - Responsible to Food Service Manager. Must have 2-3 years minimum cooking experience. Responsible for daily menu, food production, preparation, and serving. Must be able to supervise and train.

Prep Cook - Responsible to Food Service Manager and lead cook on duty. Must have good eye hand coordination. Responsible for assisting the lead cook on duty. A great attitude and willingness to learn necessary.

Harmony Van Driver - Responsible to Food Service Manager and lead cook on duty. Must have be self motivated. Responsible for delivery of food, set up of meals, and clean up in our Harmony Springs camp. Will require some lifting. A great attitude and willingness to learn necessary.

Dishwasher - Responsible to Food Service Manager or designated other supervisor. Will be responsible for procedure checklist. Will learn and perform other kitchen duties as needed. Must be in excellent physical condition and have a positive attitude.

June 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Camp clean up/ work day
3 Open house 3-5pm	4	5	6	7	8	9
10	11 ←	12 Lead	13 Staff	14 Training	15 →	16
17	18 ← ←	19 Staff Day	20 Training Camp	21 #1	22 →	23 →
24 ←	25 ←	26 Junior Day	27 Camp Camp	28 #1 #2	29 →	30 →

July 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 ←	2 ←	3 Family Day	4 Camp Camp	5 #3 →	6	7
8 ←	9 ←	10 Jr. Day	11 High Camp	12 Camp #1 → #4 →	13	14
15 ←	16 ←	17 Jr. Day	18 High Camp	19 Camp #2 → #5 →	20	21
22 ←	23 ←	24 Sr. Day	25 High Camp	26 Camp → #6 →	27	28
29 ←	30 ←	31 Jr. Day	1 Camp Camp	2 #2 → #7 →	3	4

August 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 ←	30 ←	31 Junior Day	1 Camp Camp	2 #2 #7 →	3 →	4 →
5 ←	6 ←	7 Junior Day	8 Camp Camp	9 #3 #8 →	10 →	11 →
12	13 ←	14 Day	15 Camp	16 #9 →	17 →	18
19	20 ←	21 Day	22 Camp	23 #10 →	24 →	25
26	27 ←	28 Day	29 Camp	30 #11 →	31 →	1

Black Lake Bible Camp Code of Conduct

Black Lake Bible Camp staff members represent Christ first, camp second. Because of the wide range of convictions and scriptural principles BLBC staff will adhere to the rules and regulations stated here and stated in more depth in the summer staff manual. These rules are not the Ten Commandments; many are based on appearances and cultural perspective, and however we believe they are vital and necessary to minister effectively. By filling out an application you are saying "I have read these rules and I will make myself subject to them."

Personal Discipline

Christian maturity and growth does not happen by themselves. Each staff member will be expected to set and maintain personal growth goals for Bible study and prayer life.

Conduct / Appearance of Evil

We expect the conduct of all our staff to be consistent with the Christian faith and ethics (selfishness and bad attitudes are not allowed). Also required is a desire to live a Christ-like lifestyle (see Ephesians 5: 1-2).

Harassment / Abuse

Sexual interaction of any kind between staff and campers is strictly prohibited. At BLBC, we want to maintain an atmosphere that is free from all forms of Harassment and Abuse. This includes sexual, emotional, verbal, physical and racial abuse. An extensive Harassment / Abuse policy will be distributed to all staff during staff training.

Sexual Conduct & Activity

It is expected that while working on staff at BLBC, all staff will avoid any sexual conduct or activity with other staff (outside of the marriage relationship). This includes all public displays of affection (i.e. kissing, holding hands, cuddling, and back rubs). Any staff / camper dating or flirting is strictly forbidden.

Usage of Alcohol & Illegal Drugs

While working at BLBC, all staff is to abstain from the usage of alcohol and illegal drugs and this usage will not be tolerated.

Smoking

It is expected that while working at BLBC all staff will abstain from smoking on and off camp property.

Electronics and Media

Personal music must be listened to on a personal level that means in headphones only. Do not bring TVs, stereos, video games (handheld or otherwise), computers or computer equipment. All media deemed inappropriate by managing staff is subject to confiscation and disciplinary action may be taken on the owner. Email may be sent and received from the local library.

Promptness

It is expected of all staff to be on time to meetings, meal times, program assignments, and shift times.

Dress Guidelines/Appearance

Attire should be modest, both for work and leisure. Clothing which is scanty or tight fitting is not appropriate of either sex. Shoes must be worn at all times on the grounds except at the waterfront. Swimsuits are to be worn at the waterfront only. All swimsuits must be modest with optimal coverage. Girls must wear one piece suits and boy's trunks must be of mid thigh length or longer. Girls may have piercings in their ears only (to a limit) guys will not be allowed to wear piercings of any sort or in any location. Boys need to have your hair off your collar.

Authority

Each staff person will be under the immediate authority of their supervisor and subject to all BLBC managing staff. Respect and joyful submission are what God has called us to do. (Romans 13:1) Keep in mind all staff, even the camp Executive Director, are under someone's authority and of course all humans are under the authority of God.

Evangelical Free Church of America Statement of Faith

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.
2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.
3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.
4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.
5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.
6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.
7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.
8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.
9. We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.
10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace.

Black Lake Bible Camp Summer Staff Reference Form

APPLICANT INFORMATION

Complete this section before giving this form to a reference

Name: _____ Phone: () - Position applied for: _____

Applicant: Please provide the information above and give a copy to each of your three references along with a stamped envelope to BLBC (attention: Program Director). A reference must be someone who is 20 years of age or older and knows you well. At least one reference should be a Christian worker (i.e. pastor, youth pastor, teacher, etc.) others can come from current or former employers, teachers, and/or adult friend/mentors. **Note:** we cannot process your application until we have received all of your references. It is not the responsibility of BLBC to contact late references.

Waiver Statement: "I authorize the release of the disclosed information by the person completing this reference form. And I waive any right or privilege to inspect or challenge the contents. I understand the administrative employees of BLBC will hold this information in strict confidence and that it will not be released to anyone else without the permission of the applicant, except when such disclosure is required by law."

Signature of Applicant: _____ Date: _____

Mail: Black Lake Bible Camp Attn: Program Director, 6521 Fairview Rd. SW, Olympia WA 98512

Phone: (360) 357-8425 **Fax:** (360) 357-4438

REFERENCE INFORMATION

Note: The information you provide in this reference will be held in confidence.

Name _____ Position/Organization _____

Address _____ City _____ State _____ Zip _____

Work Phone () Home Phone () Email: _____

Please answer the following questions to the best of your ability and knowledge of the applicant. The early return of this form will expedite the application process. If you have further comments beyond the scope of this form, please add them to a separate sheet and/or place a "X" in the following box

1. How long have you known the applicant? _____ In what capacity? _____

2. In your opinion, is the applicant a Christian? _____

3. Does the applicant appear to be growing in his/her relationship with the Lord? _____

Is the applicant actively involved in Christian service? _____

5. What is your impression of the applicant's understanding of Scriptures, witnessing and prayer life? _____

6. What strengths do you feel this applicant would bring to a Christian camping ministry? _____

7. Are there any tendencies or traits, which you feel, will reduce the effectiveness of the applicant in a camping ministry? _____

8. If you have/had children, would you have any reservations about entrusting them to the physical and spiritual care of this individual? (Why or Why not?) _____

9. Are you recommending this person because of what they might gain from this experience, or because of how their ministry can benefit Black Lake? _____

Please continue on other side.

For each of the following characteristics, please circle the number that best describes the applicant. Comments are also helpful.

SPIRITUAL DISCIPLINES					I don't know because...	
Christian Witness	inconsistent 1	2	good role model 3	4	excellent integrity 5	
Personal devotional life	irregular 1	2	consistent 3	4	diligent 5	
Spiritual maturity	immature 1	2	mature for age 3	4	high level of maturity 5	
Loves others	unaware 1	2	cares for others 3	4	compassionate 5	
PERSONALITY CHARACTER / HEALTH						
Confidence	shy 1	2	outgoing 3	4	sought out by others 5	
Emotional stability	unpredictable 1	2	stable 3	4	well balanced 5	
Self-control	undisciplined 1	2	usually disciplined 3	4	very self-disciplined 5	
Integrity	low morals 1	2	consistent morals 3	4	above reproach 5	
Health and wellness	some limitation 1	2	generally good health 3	4	physically fit 5	
Attitude	often negative 1	2	neutral attitude 3	4	positive attitude 5	
LEADERSHIP / MINISTRY						
Work ethic	lazy 1	2	works well 3	4	above and beyond 5	
Constructive criticism	defensive 1	2	open and listens 3	4	highly responsive 5	
Initiative	needs prodding 1	2	gets things done 3	4	self starter 5	
Leadership	follower 1	2	leader when necessary 3	4	natural leader 5	
Heart for ministry	little evidence 1	2	eager and motivated 3	4	very passionate 5	
Communication skills	low 1	2	can get their point across 3	4	articulate 5	
RELATIONSHIPS						
Conflict resolution	holds grudges 1	2	seeks resolution 3	4	initiates forgiveness 5	
Respected by peers	tolerated 1	2	well-liked 3	4	admired by peers 5	
Team player	works alone 1	2	appreciates team-work 3	4	great team player 5	

Name of Reference: _____ Signature: _____

Date: _____

Thank you for your time.