



Community of Christ

Position Description –Lake Doniphan Conference and Retreat Center

Date	April 2021
Title	Summer Activities Staff
Education Requirements	High School Diploma/GED and one year of college/university preferred
Experience Required/Desired	Lifeguard, CPR, AED, First Aid Certifications (will provide training if not yet certified), previous camp staff experience, waterfront / small watercraft experience, archery experience preferred. Theology/Recreation/ Early Childhood/ Psychology/ Sociology/ or Secondary Education Students preferred.
Immediate Supervisor	Lake Doniphan Executive Director
Employment Status	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input checked="" type="checkbox"/> Part Time (20 hours or more per week) List hours per week: <input type="checkbox"/> Part Time (under 20 hours per week) List hours per week: Click here to enter text.

Summary of Position <i>(3-4 sentences describing the position in general terms)</i>	<p>The Lake Doniphan Leadership Program provides participants with an opportunity to develop interpersonal, professional and life skills in a unique camp setting. Leadership Program participants will learn and work in multiple areas of camp, conference and retreat management. The assignment will vary each day and week, depending on the needs of the camp, and the skills of the participant.</p> <p>Training, certification and responsibility will focus on three areas Activities, Administration/Hospitality and Water Safety. Specific responsibilities may include lifeguard, waterfront, sports, office and guest support, pool management, archery instruction, small watercraft instruction, leading games/activities, sanitary/safety requirements, etc. Participants will reside at the campgrounds, be provided housing and meals when events are occurring, and work 35-45 hours per week from approx. May 22 through approx. August 11.</p>

Essential Functions

(List as many specific responsibilities and duties as required, with a minimum of 5.)

1. Lifeguard patrons at the Lake Doniphan swimming pool and waterfront; provide rescue, first aid, and/or emergency care until EMS arrives, if needed.
2. Demonstrate a professional and courteous attitude towards all Lake Doniphan guests and staff.
3. Arrive for each lifeguard shift in uniform and rescue ready.
4. Test Chlorine and PH levels of pool when not on stand, record levels on chemical tracking sheet and alert Executive Director to any unusual levels.
5. Ensure that all patrons are following safety guidelines/rules for swimming pool, waterfront, boating, and other recreational activities.
6. Maintain a clean pool area – deck and water should be free of debris, pool changing rooms/restrooms should be clean and stocked, all equipment in good working order.
7. Take inventory of pool, waterfront, archery, and recreation equipment. Notify the Executive Director of any repairs/replacements needed. Inventory to include lifejackets, paddles, noodles, arrows, bows, sports equipment, etc.
8. Plan, set up, clean up, and lead recreational activities. Activities may include archery, games, fishing, sports, canoeing, kayaking, paddle boating.
9. Ensure that archery and boating equipment is stored correctly and under lock and key when not in use.
10. Provide excellent customer service as one of Doniphan's on-site liaisons to guests and visitors.
11. Maintain a weekly log of assigned activities and insights gained, to be submitted at the end of the summer.
12. Prepare for and actively participate in all staff training, in-services, meetings, and evaluation conferences.
13. Have a complete understanding of all Lake Doniphan forms, procedures, policies, and can answer any questions related to/and can complete forms, if needed.
14. All staff should possess respect for others, punctuality, cleanliness, appropriate clothing, ownership in camp properties/equipment and programs, good sportsmanship, etc.
15. Complete understanding of the Staff Handbook, and facility policies and procedures.
16. Submit all required reports on time. (Evaluations, Incident/Accident, repair or supplies needed)
17. Report to Executive Director any guest, volunteer, or site problems that you are not able to resolve on your own as soon as possible.
18. Provide opportunities for the group, so that, each individual experience's success during their time at Lake Doniphan.
19. Carry out camp health, food and safety procedures
20. Instruct guests in emergency procedures such as fire drills, severe weather warnings, etc.
21. Teach and /or lead camp activities as assigned.



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	22. Other duties as assigned; these duties can and will include the cleaning of the facility at the end of each session and during the week.
Competencies/Skills <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i>	Required <ol style="list-style-type: none"> 1. First Aid Certification, training will be provided. 2. AED and CPR Certification, training will be provided. 3. Lifeguarding, Waterfront, and Small watercraft Certifications, training will be provided. 4. Desire to develop excellent interpersonal, problem solving, organizing and leadership skills. 5. An attitude of service to the customer that reflects patience, kindness and gracious hospitality to all. 6. A high level of self-discipline and motivation with the ability to work on and complete assignments autonomously. 7. An attitude of flexibility and adaptation to changing situations. 8. Ability to lift 50 lbs.
Supervisory Responsibility	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please say how many staff and what positions are being supervised. Click here to enter text.
Registered Youth Worker	Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date
Grade <i>(To be filled out by Human Resource Ministries)</i>	N/A
Ministerial Status <i>(to be determined by Human Resource Ministries)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Overtime Status <i>(to be determined by Human Resource Ministries)</i>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

Please complete the following statement and sign:

I, _____ have read the job description, understand and will do my very best to fulfill the above responsibilities of Summer Program Staff for Lake Doniphan's Leadership Program. I do give ____/ I do not give _____ my permission to use photos of myself in promotional materials for Lake Doniphan.

Signature _____ Date _____