

Program Staff – General Information

Camp Hollymont for Girls

Job Description for: Arts & Crafts Staff

Qualifications:

-Arts & crafts staff must have completed their senior year in high school and demonstrate the maturity and skill level necessary to: (1) teach the campers proper arts and crafts techniques.

(2) ensure the safety of campers and fellow arts & crafts staff members.

-Physical requirements include the ability to lift up to 25 pounds daily and 30 pounds occasionally

-Since arts & crafts staff are responsible for campers in an emergency situation, arts & crafts staff must be physically able to accomplish the evacuation of campers from a one-story building.

-Arts & crafts staff must be physically and emotionally able to cope with the stresses associated with daily care of minors.

-Arts & crafts staff must exhibit an ability and willingness to meet staff qualifications listed in the staff guidelines.

Responsible to:

~The Arts & Crafts Director who plans and implements the summer arts & crafts skill.

~The Skill Facilitator who is responsible for daily skill supervision.

Responsibilities:

1. Arts & crafts staff are responsible for the care and upkeep of the art rooms/equipment.

2. Arts & crafts staff are expected to attend and teach all scheduled arts & crafts skill periods.

Hours & Remuneration:

Hours worked will depend of camper who sign up for arts & crafts and thus the number of skills we schedule per session.

Arts & Crafts will be taught Monday – Friday of the first week of each session and Monday – Wednesday of the second week of each session.

Remuneration is based on whether staff live on or off campus and/or have a daughter attending camp. Call the camp office for rate information. If you leave campus at meal time or during rest hour, you will need to clock out with our Administrative Director.

Camp Daily Schedule (tentative):

9:00 Arrive for Pre-skill prep work
9:45 1st Skill
10:45 2nd Skill
11:45 Lunch
12:30 3rd Skill
1:25 4th Skill
2:15 Canteen
2:45 Rest Hour
3:50 5th Skill
4:45 6th Skill

Job Description for: Cooking Staff

Qualifications:

-Cooking staff must have completed their freshman year in college and demonstrate the maturity and skill level necessary to: (1) teach the campers proper cooking techniques.

(2) ensure the safety of campers and fellow staff members. -Physical requirements include the ability to stand for 6-7 hours daily.

-Since cooking staff are responsible for campers in an emergency situation, cooking staff must be physically able to accomplish the evacuation of campers from a one-story building.

-Cooking staff must be physically and emotionally able to cope with the stresses associated with daily care of minors.

-Cooking staff must exhibit an ability and willingness to meet staff qualifications listed in the staff guidelines.

Responsible to:

~The Skills Coordinator who schedules all of the skill classes. ~The Skill Facilitator who is responsible for daily skill supervision.

Responsibilities:

1. Cooking staff are responsible for the care and upkeep of the kitchen area and equipment.
2. Cooking staff are expected to attend and teach all scheduled skill periods.
3. Cooking staff are responsible for planning and implementing the afternoon tea party.
4. Cooking staff must be familiar with and follow the Georgia field sanitation guidelines for food handling and storage. (Guidelines available upon request.)
5. Experience in lesson/menu planning, food purchasing, and teaching/supervising is a plus.

Hours & Remuneration:

Hours worked will depend on number of campers who sign up for cooking and thus the number of skills we schedule per session.

Cooking will be taught Monday – Friday of the first week of each session and Monday – Wednesday of the second week of each session. Saturday is set aside for tea party preparations and the tea party is held after Chapel on Sunday afternoon.

Remuneration is based on whether staff live on or off campus and/or have a daughter attending camp. Call the camp office for rate information. If you leave campus at meal time or during rest hour, you will need to clock out with our Administrative Director.

Camp Daily Schedule (tentative):

9:00 Arrive for Pre-skill prep work

9:45 1st Skill

10:45 2nd Skill

11:45 Lunch

12:30 3rd Skill

1:25 4th Skill

2:15 Canteen

2:45 Rest Hour

3:50 5th Skill

4:45 6th Skill

Job Description for: Photography Staff

Qualifications:

-Photography staff must have completed their senior year in high school and demonstrate the maturity and skill level necessary to: (1) teach the campers proper photography techniques.

(2) ensure the safety of campers and fellow staff members. -Physical requirements include the ability to stand for 6-7 hours daily.

-Since photography staff are responsible for campers in an emergency situation, photography staff must be physically able to accomplish the evacuation of campers from a one-story building.

-Photography staff must be physically and emotionally able to cope with the stresses associated with daily care of minors.

-Photography staff must exhibit an ability and willingness to meet staff qualifications listed in the staff guidelines.

Responsible to:

~The Skills Coordinator who schedules all of the skill classes. ~The Skill Facilitator who is responsible for daily skill supervision.

- The Social Media Coordinator

Responsibilities:

1. Photography staff are responsible for the care and upkeep of the photo room and equipment.
2. Photography staff are expected to attend and teach all scheduled skill periods.
3. Experience in the use of digital cameras and computer applications of digital photography is necessary.
4. Assist the Social Media Coordinator in gathering materials and content as well as uploading pictures and media to the Bunk1 platform after the conclusion of night activities.

Hours & Remuneration:

Hours worked will depend on number of campers who sign up for cooking and thus the number of skills we schedule per session.

Photography will be taught Monday – Friday of the first week of each session and Monday – Wednesday of the second week of each session.

Remuneration is based on whether staff live on or off campus and/or have a daughter attending camp. Call the camp office for rate information. If you leave campus at meal time or during rest hour, you will need to clock out with our Administrative Director.

Camp Daily Schedule (tentative):

9:00 Arrive for Pre-skill prep work
9:45 1st Skill
10:45 2nd Skill
11:45 Lunch
12:30 3rd Skill
1:25 4th Skill
2:15 Canteen
2:45 Rest Hour
3:50 5th Skill
4:45 6th Skill

Job Description for: Sewing Staff

Qualifications:

-Sewing staff must have completed their freshman year in college and demonstrate the maturity and skill level necessary to: (1) teach the campers proper sewing techniques by hand and machine.

(2) ensure the safety of campers and fellow staff members. -Physical requirements include the ability to stand for 6-7 hours daily.

-Since sewing staff are responsible for campers in an emergency situation, cooking staff must be physically able to accomplish the evacuation of campers from a one-story building.

-Sewing staff must be physically and emotionally able to cope with the stresses associated with daily care of minors.

-Sewing staff must exhibit an ability and willingness to meet staff qualifications listed in the staff guidelines.

Responsible to:

~The Skills Coordinator who schedules all of the skill classes. ~The Skill Facilitator who is responsible for daily skill supervision.

Responsibilities:

1. Sewing staff are responsible for the care and upkeep of the Sewing area and equipment.
2. Sewing staff are expected to attend and teach all scheduled skill periods.
3. Sewing staff must have experience working on sewing machines and will be responsible for proper care and upkeep while in use.

Hours & Remuneration:

Hours worked will depend on number of campers who sign up for sewing and thus the number of skills we schedule per session.

Sewing will be taught Monday – Friday of the first week of each session and Monday – Wednesday of the second week of each session.

Remuneration is based on whether staff live on or off campus and/or have a daughter attending camp. Call the camp office for rate information. If you leave campus at meal time or during rest hour, you will need to clock out with our Administrative Director.

Camp Daily Schedule (tentative):

9:00 Arrive for Pre-skill prep work
9:45 1st Skill
10:45 2nd Skill
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12:30 3rd Skill
1:25 4th Skill
2:15 Canteen
2:45 Rest Hour
3:50 5th Skill
4:45 6th Skill

Job Description for: Skill Facilitator

This position was created to provide initial and on-going support, supervision and encouragement for the camp counselors and CITs in their job responsibilities as teachers of the camp skills during the four camp sessions.

Qualifications:

-The skill facilitator must have the maturity, tact, and experience to: (1) Supervise staff as they teach skills.

(2) Evaluate staff as they teach skills.

(3) Encourage staff in all aspects of their camp experience.

(3) Recognize safety concerns relating to the skills individually and the camp program as a whole.

-The skill facilitator must be able to navigate campus in a timely fashion. Skill facilitators are expected to visit 90% of the skills offered each skill period.

-The skill facilitator must be physically and emotionally able to cope with the stresses associated with the daily supervision staff and minors.

-The skill facilitator must exhibit an ability and willingness to meet staff qualifications listed in the Hollymont staff guidelines.

Responsible to: Camp Director in charge of Skills (Emily Levy)

Works Primarily With: Skill Coordinator, Camp Director, Counselors

Expected responsibilities during skill rotations: Make sure all staff are:

On time for all skills

Have camper rolls

Call roll each skill and count the campers in the skills (too many campers.....too few campers) Check rolls for campers on trips

Report any missing campers according to camp guidelines

Have all required equipment to teach their skill

Provide excellence in their teaching skills

Engage all campers in the skill throughout the duration of the skill

Do not allow campers to leave their skills early

Provide positive encouragements to all campers

Provide the counselors and CITs the following:

Positive encouragement for excellence in the above expectations

Provide counselors assistance in their teaching skills if it is noted they need this additional help Purchase any equipment they may need. Present this for approval during the morning central staff breakfast. Help them to set up for any special activities within any of the skills

Report any problems you may have with any of the staff in regards to their on-going teaching of skills to the Camp Director.

Provide any assistance they may need for the skill show

Hours & Remuneration:

Skill Facilitator should be at breakfast to discuss any scheduling changes for the day and will work during each skill period scheduled.

Skills are offered Monday – Saturday of the first week and Monday - Wednesday of the second week.

Remuneration is based on whether staff live on or off campus and/or have daughter attending camp. Call the camp office for rate information. If you leave campus at meal time or during rest hour, you will need to clock out with our Administrative Director.

HOLLYMONT STAFF GUIDELINES

Living and Learning with Love and Laughter

Camp Hollymont is a privately owned Christian summer camp for girls. We are here to serve campers and to help meet their needs. Our top priority is the physical, social, and spiritual development of young women. We feel each girl's development in these areas can best be accomplished in a Christian setting and each day includes time for this Christian emphasis.

I PRAY THAT YOU, BEING ROOTED AND ESTABLISHED IN LOVE, MAY HAVE POWER..... TO GRASP HOW WIDE AND LONG AND HIGH AND DEEP IS THE LOVE OF CHRIST.

EPHESIANS 3: 17,18

We set extremely high goals for ourselves and dedicate our time: -to give every girl the best in companionship

-to improve her skills and increase her self-confidence
-to give her opportunity and guidance for fun and adventure
-to teach her patience, understanding, independence, and appreciation -to show her the value of cheerfulness and the joys of unselfishness -to show her the need for Christ in her life (NIV)

Staff members have a strong influence on the campers' lives and the effort the staff puts forth determines how positive this influence will be. Camp employment involves long hours, hard work, and selflessness. A summer at Camp Hollymont is a learning experience. Staff members learn the meaning of patience and understanding as they experience the role of mother, sister, and friend.

If you want to make a difference in the life of young women, if you can make our goals your own, and if you can comply with the guidelines below, please fill out the staff application.

STAFF QUALIFICATIONS

We seek to give children from all walks of life positive direction and our hope is for each girl to experience the joys of a Christ-centered life. In our staff we seek dedicated Christians who

challenge and inspire. Counselors must agree to and live by the Statement of Faith. Counselors are responsible for nightly devotions with five to twelve girls.

When parents arrive at camp, the first impression you make is the primary basis for their confidence in you and in the camp. Staff members must be able to meet and greet campers and parents - extending to them a gracious, comforting hospitality. Throughout the summer you must have a "servant's heart" to befriend and support the campers and your fellow staff members. A loving, unselfish attitude goes a long way toward encouraging and motivating those around you.

Your appearance will play a major role in the impression you make on parents. They know that you are going to be the most important person in their child's life for the next few weeks and that your influence

will extend on for years. Therefore it is essential that you are well groomed and verbally and visually discreet.

The practices of body piercing and tattoos are socially excessive amongst our clientele. We ask that you refrain from wearing body jewelry (nose rings, belly rings, etc.) for the duration of your summer employment with Hollymont and that you do not get new piercings/tattoos while you are under contract with Hollymont. Please keep old tattoos out of sight.

We also ask that you not drastically change hair color during the summer or use unnatural hair dye (pink, blue, purple, etc.) prior to and during your employment.

Knowledge of and skill in at least one major camp activity and the ability to instruct in that activity is required. We are looking for staff who will cheerfully and willingly work to accomplish their jobs with efficiency, dedication, and teamwork.

A staff member's character should be above reproach. She/He is a role model. There is no room on the Hollymont staff for those whose ideals are questionable, whose language is profane or vulgar, whose spirit is pessimistic, or who does not encourage good sportsmanship and Christian living by the way they live and play. If a staff member inspires the admiration of young girls, how important it is that the staff member's life be exemplary!

Staff members should not spend an undue amount of time with personal friends among campers or staff. The administration requests that discretion be used in any personal contact. Overly affectionate conduct or any physical contact that is not deemed proper and appropriate is prohibited.

Hollymont is, above all else, a Christ-centered camp. We seek to hire counselors who live Christ-centered lives. It is our belief that homosexuality and pre/extra-marital sexual conduct are incompatible and inconsistent with Christ-centered living. We unequivocally prohibit sexual activity or sexual conduct, of any degree and nature, between counselors and campers. A violation of this policy will result in immediate discharge.

The Hollymont staff is responsible for the physical and emotional health of the campers. Everyone in camp is adversely affected when a staff member is struggling (insomnia, depression, self-mutilation, unhealthy eating habits resulting in anorexia or bulimic tendencies, etc.). You will be asked to leave camp if you are a poor role model for the campers and staff or if you are unable to fulfill your responsibilities.

Young girls are extremely impressionable. Therefore, to provide a camp environment that is strong, clean, and wholesome, Hollymont has a strict rule about no smoking or drinking alcohol. Staff are asked to abstain from the use of these substances entirely during their Hollymont employment (on and off camp property). Failure to do so may result in early dismissal.

Illegal drugs are **UNEQUIVOCALLY** prohibited. Prescription medications are to be taken as directed by the prescribing physician and under supervision of the camp nurse.

Possession of and/or use of firearms, explosives, knives, and other weapons is prohibited both on the Hollymont campus and at off-campus Hollymont activities.

Criticism of the camp, its programs, equipment, staff and management, food, or policies in the presence of the girls or fellow staff members is the height of disloyalty. We want to provide the best for the entire camp and welcome suggestions from the staff. A discreet word about problems or grievances should be spoken to one of the camp directors; thus preventing impairment of a potentially strong leader or good program.

The camp directors assume a serious responsibility for the welfare of the girls entrusted to her care. Hollymont is run primarily for the campers and the good of each camper is our first

consideration. Working at Hollymont can be lots of fun but you must understand that camp employment entails hard work, long hours, and definite responsibility for the campers in your care. Your priorities must be: **GOD, OTHERS, SELF.**

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