



## ROLE DESCRIPTION

<b>Job Title:</b>	Program Staff
<b>Reports to:</b>	Camp Directors
<b>Supervises:</b>	Campers
<b>Revised:</b>	April 5, 2023; October 30, 2023

**Role Summary:** Program staff are vital members of the Hollymont team who have a heart for mentoring and teaching young girls. Their responsibilities include helping to create an environment where campers can thrive as they participate in new experiences, stretch their abilities, and build relationships. They serve in the capacity of either facilitating the camper Skills Program, preparing the curriculum and teaching campers a specific skill, or supporting camp operations. Reporting directly to the Camp Directors, they are tasked with engaging campers in selected activities which appeal to a range of ages, abilities, and interests. They are to be role models and encouragers for younger staff members and are to exemplify what it means to be a Christ-follower.

### **Essential Accountabilities:**

#### **1A. Teaches or assists with assigned Skills classes.**

##### ***Performance Criteria:***

1. Teaches or assists with 4-6 classes each skill day.
2. Prepares lesson plan for fun activities for a full 50-minute class.
3. Arrives at skill site prior to campers and ensures supplies are ready for intended activity.
4. Consults with the Skill Coordinator/Facilitator regarding lesson plans, skill material purchases, etc.
5. Keeps a daily attendance roll and reports immediately any unexcused absences to the Skill Facilitator or Camp Office Receptionist.
6. Ensures Skill supplies are stored properly, and skill area is tidy when Skills are done for the day.

#### **1B. Serves as Skill Facilitator.**

##### ***Performance Criteria:***

- A. Makes rounds to all skill sites verifying camper & instructor attendance.
- B. Facilitates locating any campers missing from their assigned skill.
- C. Consults with skill teachers and assistants to problem-solve any areas of concern or need.
- D. Observes skill programming, participation, quality, and needs and reports findings to Camp Directors/Skill Coordinator.

#### **2. Supports Camp operations, programming, and activities.**

##### ***Performance Criteria:***

- A. Supports session Opening and Closing days by helping with Camp Store, campus tours, welcoming & directing parents, etc. as needed.
- B. If time allows, may assist with clerical and/or administrative needs in the Camp Office.
- C. Maintains a state of alertness for safety, security and/or well-being concerns reporting such concerns to Camp administration.
- D. Assists staff with program activities such as helping with activity setup/breakdown, occasional light supervision of campers during night or large group activities, and assistance with getting campers settled for the night.

**3. Supports Opening and Closing of camp as determined by contracted work period.**

***Performance Criteria:***

- A. Prepares the Skill area for the commencement of camp. Unpacks, organizes, inventories, and procures adequate supplies.
- B. Inventories and packs skill supplies according to off-season storage protocols at the close of camp.
- C. Labels and moves all Hollymont property to the designated pick-up location. Notifies moving team for pick-up.
- D. Ensures Skill area is ready for hand-over to Rabun Gap and turns in keys to Hollymont Office.

**4. Promotes and abides by Hollymont behavioral and performance standards.**

***Performance Criteria:***

- A. Models the behavior of a Christ-follower showing evidence of the Fruits of the Spirit which are love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
- B. Presents self and Camp Hollymont in such a way as to create a favorable first and lasting impression upon campers and their parents, showing hospitality, competence, and trustworthiness for the welfare of their child and their child's experience.
- C. Mentors campers in obtaining or deepening relationship with Jesus Christ as Savior and Lord.
- D. Abides by the standards set forth in the Camp Hollymont for Girls Employee Manual and Statement of Faith.

**Qualifications, Skills, Knowledge, Abilities:**

- Female Preferred – Given that our camper population is strictly female, our preference is to have female program staff.
- Minimum age requirement is 21.
- Must have work/camp experience along with leadership skills to demonstrate the maturity and skill level necessary to meet the requirements of the job.
- Must exhibit an ability and willingness to meet staff qualifications and workplace rules listed in the Employee Manual.
- Must possess the physical ability to carry a small child a short distance in an emergency.
- Must be physically and emotionally able to cope with the stresses associated with the 24-hour care of minors and staff.
- Due to the vital role Program staff play in the staffing structure for camp operations, a minimum commitment of at least one full camp session (14 days) is preferred.

**Working Conditions:** Campus terrain is mixed – hills, level ground, uneven surfaces, and steps. Will work both indoors and outside with individuals and both small and large groups.

**OSHA Category:** No potential for exposure to blood or body fluids.

**The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of staff classified in this role. Additional information pertaining to employment in this role will be clarified in the attached Addendum A.**

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ADDENDUM A

### **LODGING**

Program staff members live in camp housing determined by availability. This may include designated rooms on the hall in camper houses or in separate staff quarters.

### **DAILY SCHEDULE**

The typical day starts with breakfast and ends when night activities have ended and campers are settled in their houses for the night. Program staff members are welcome to attend activities that occur outside of the Skill periods and may be asked to help supervise in certain situations. Recognizing the high energy and excitement with which campers participate, caution should be taken before participating in activities that require physical adeptness or which could lead to injury.

This camp schedule is tentative and subject to change prior to the start of the summer. Schedule will be altered for Thursdays, Saturdays, Sundays, Opening and Closing Days.

8:30 - 9:00	Breakfast
9:05 - 9:20	Morning Watch
9:30 - 9:50	Cluster Clean-up
10:00 - 10:45	1 <sup>st</sup> Skill
10:55 - 11:40	2 <sup>nd</sup> Skill
11:50 - 12:30	Lunch
12:40 - 1:20	3 <sup>rd</sup> Skill
1:30 - 2:10	4 <sup>th</sup> Skill
2:20 - 3:20	Mail & Rest Hour
3:20 - 3:40	Canteen
3:50 - 4:35	5 <sup>th</sup> Skill
4:45 - 5:30	6 <sup>th</sup> Skill
5:40 - 6:15	Dinner
6:45 - 8:00	Night Activity
8:00 - 10:00	Showers & Cluster Devotions
9:00	Bedtime for Hummingbirds
9:15	Bedtime for Cardinals
9:45	Bedtime for Blue Jays
10:00	Bedtime for Eagles

Revised October 2023

## **DATES AND COMPENSATION**

Program staff will arrive on Saturday before the full session begins on Sunday and will attend orientation, ensure supplies are available for planned activities, ready skill areas, and prepare for Sunday's full move-in.

### **AVAILABILITY:**

A Session – June 8 – June 21

B Session – June 22 – June 5

C Session – July 6 – July 19

### **COMPENSATION:**

Salaries are based on the assumption that each staff member meets the technical and moral requirements set forth in the role description and employee manual while upholding the high standards of biblically based Christian Service. Salary will be pro-rated if staff leaves early, arrives late, or takes extended leave during the session.

### **TUITION EXCHANGE:**

As valuable consideration for the services provided by a Program Staff employee, the employee is permitted to enroll one female camper at the Program Staff tuition rate in a session equivalent to that in which she is working. Camper arrival must commence with the beginning of the session (i.e. no second week arrivals.)

The Program Staff Tuition Rate is a combination of "Tuition Earned" and "Tuition Paid" by the employee. Program Staff tuition charges will be posted to the camper's account upon registration. Employee will be required to pay the "Tuition Paid" portion and any additional camp fees and costs relating to store purchases, camp trips, skills, and other extras by the April 20<sup>th</sup> Final Payment deadline. The "Tuition Earned" credit will be initially applied as a discount and will be verified once the employee contract is complete. If the employee fails to follow-thru with their contracted commitment, they will be responsible for the full tuition rate for their registered child who attends camp.

### **SALARY:**

On-Campus Program staff members who do not take advantage of the Tuition Exchange option but receive room and board will be paid an amount equal to the value of the "Tuition Earned" rate or as determined by Camp Administrators in consideration for the skill they are teaching.

Off-Campus Program staff members will be paid at a rate determined by Camp Administration in consideration for the skill they are teaching.

Hollymont is an equal opportunity employer. Some positions are validated for specific physical or emotional abilities, gender, and/or religious traditions.