



## ROLE DESCRIPTION

<b>Job Title:</b>	Central Staff
<b>Reports to:</b>	Directors (Executive Director, Camp Director, and Administrative Director)
<b>Supervises:</b>	Campers and Counselors
<b>Updated:</b>	April 8, 2023; October 30, 2023, February 22, 2024

**Role Summary:** Central Staff team members perform their assigned duties as reliable, focused, supportive, resourceful, resilient leaders and team members. They are to demonstrate biblical leadership qualities and model what it means to be a Christ-follower. These team members carry the responsibility of ensuring that the programs, tasks, and activities which are the backbone of the camp agenda are carried out in a timely manner in ways that fulfill the Camp's mission and meet quality and safety standards. Central Staff supervise other team members as determined by their primary role within the Central Staff team. They supervise campers and work to create an environment where campers and staff can thrive as they participate in new experiences, stretch their abilities, build relationships, and have fun! Central Staff team members are responsible to the Directors who oversee all camp operations and staff.

A Central Staff team member must possess tested leadership skills, strong communication and interpersonal skills, the ability to assume responsibility for the care of minor children, and the ability to work well within a team. Creativity, time management, critical thinking and problem-solving skills coupled with positivity and flexibility will be essential for success in this role.

### **Essential Accountabilities:**

1. **Supports activities to move and prepare camp for summer operations and ensures team members have the resources to perform the duties of their role successfully.**

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

- A. Attends Central Staff Orientation week assuring that as key leaders, they have knowledge and a thorough understanding of camp operations and their role, responsibilities, and resources for conducting a successful summer camp.
- B. Participates in finalizing and preparing programming for staff orientation and camp operations.
- C. Helps conduct Counselor/Staff orientation and training by assisting with activities and seminars to prepare team members to successfully perform their job duties and be familiar with camp operations and programming.
- D. Assists with moving items from storage to assigned locations.
- E. Leads staff in transforming housing and buildings into "Camp Hollymont."
- F. Ensures that there is a good understanding of the supplies on hand and follows protocols for procuring additional supplies as needed.
- G. Participates in Rabun Gap Driving School to qualify to drive Rabun Gap vehicles as needed. (Must be at least 21 years of age and have a clean driving record.)

2. **Plans, prepares, leads and oversees Camp programming and activities.**

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

- A. Attends daily breakfast meeting. Provides status reports on areas of responsibility and/or planned activities, brings attention to and problem-solves concerns or needs, and recognizes and supports the efforts of fellow team members.
- B. In coordination with the Ministry Leader, assists with planning and conducting chapel services, morning/evening watch and specified staff devotional times.

- C. Plans and, unless otherwise engaged in role responsibilities, takes part in evening activities ensuring campers and staff are in attendance and participating.
- D. Models enthusiasm and cooperative participation expected from campers and staff members.
- E. Remains “on-duty” as designated staff member for Friday and Saturday shifts between sessions as needed and assigned.
- F. Drives camp owned or rented vehicles and Rabun Gap vehicles for camp activities either on or off campus. (Must be at least 21 years of age and have a clean driving record. Must have successfully completed Rabun Gap Driving School to drive Rabun Gap vehicles.)
- G. Runs sound booth when activities take place in the Performing Arts Center.

**3. Performs duties specific to role within the Central Staff Team.**

***Head Counselor Performance Criteria:***

☐ **APPLICABLE**

☐ **NOT APPLICABLE**

- A. Attends to daily needs of assigned campers and staff including, but not limited to, health needs, conflict resolution and general well-being.
- B. Assists with planning and/or leading AM and PM activities for assigned camper group.
- C. Plans, prepares, and delivers an age-appropriate devotion for assigned group prior to house cookout.
- D. Monitors and ensures assigned campers and staff are following health and safety guidelines.
- E. Meets with counselors throughout the session to determine needs and well-being and provides feedback, support, and guidance.
- F. Collects Counselor Notes (blue sheets) daily. Reviews and discusses sheets with Director at morning meeting.

***CIT Leader Performance Criteria:***

☐ **APPLICABLE**

☐ **NOT APPLICABLE**

- A. Creates and facilitates the CIT daily schedule.
- B. Orients, trains, and oversees CITs as they distribute camper and staff mail, operate the Canteen, and perform other duties as assigned.
- C. Observes and obtains feedback concerning CITs from counselors and other staff members and utilizes information to improve performance and/or provide positive reinforcement.
- D. Plans, prepares, and delivers the CIT daily devotion.
- E. In conjunction with the Ministry leader, facilitates the CIT vespers service.
- F. Assists the Administrative Director with opening and closing day preparations overseeing CIT participation.
- G. Assists Central Staff members with night activity setup, implementation, and clean-up.
- H. Works with the Special Projects Coordinator to inventory and obtain supplies for the Canteen.
- I. Assists CITs in planning, preparing, and implementing an “act of service” project during the session.
- J. Facilitates CIT team-building, leadership, and personal/skill development activities.
- K. Facilitates off-campus CIT time off activity as schedule permits.

***Trips and Transportation Leader Performance Criteria:***

☐ **APPLICABLE**

☐ **NOT APPLICABLE**

- A. Meets requirements of the role. Must be at least 21 years old and pass a driving test overseen by a Hollymont Director in coordination with Rabun Gap School Transportation Department guidelines.
- B. Communicates with RGS staff to secure buses for trips/off-campus activities and lake activities.
- C. Communicates with RGS kitchen staff facilitating trip needs.
- D. Communicates with Health Services staff facilitating trip needs.
- E. Facilitates the logistics for securing and obtaining transportation, adult trip chaperones, required waivers/documentation, and camper preparation/compliance with guidelines for activities including transportation needs for airport shuttle and off campus trips such as zipline, rafting and horseback rides.
- F. Ensures trip Safety Bags contain items required by ACA Accreditation standards and are placed in vehicles prior to departure and returned to the camp office upon return or as deemed appropriate.

***Camp Life Advisor Performance Criteria:*** ☐ **APPLICABLE** ☐ **NOT APPLICABLE**

- A. Provides direct support to campers and staff experiencing homesickness.
- B. Observes and supports campers and staff who have difficulty adjusting or assimilating into the camp environment or finding an inclusive peer group.
- C. Provides guidance for dealing with challenging campers and staff.
- D. Provides recommendations and insights into personalities and strategies for success at camp.

***Assistant Director Performance Criteria:*** ☐ **APPLICABLE** ☐ **NOT APPLICABLE**

- A. Assists Camp Director with daily responsibilities to ensure successful camp operations.
- B. In the absence of the Camp Director, fulfills required duties and responsibilities including leading staff meetings. Consults with Administrative Director and Executive Director as needed.
- C. Oversees Central Staff team members' duties and responsibilities.
- D. Oversees Opening Day activities.
- E. Oversees and directs Utility Crew team members on Opening and Closing days.
- F. Assists in placing all new campers and staff in tribes.
- G. Keeps count of tribal points and determines overall winner for each session.
- H. Meets with Camp Director to review and select Sequoia nominations.

***Ministry Leader Performance Criteria:*** ☐ **APPLICABLE** ☐ **NOT APPLICABLE**

- A. Plans, prepares, and delivers POWERTime for staff on scheduled days.
- B. Oversees Morning Watch skits delivered by assigned camper group.
- C. Plans, prepares, and leads devotion seminars during Counselor/Staff Orientation Week.
- D. Plans, prepares, and leads devotions during designated staff meetings throughout each session.
- E. Plans Sunday chapel message or assigns a staff member to do so (with prior approval from Directors).
- F. Provides guidance and mentorship to staff and campers as needed.
- G. Provides support to the Head Counselors responsible for Mother/Daughter Camp.
- H. Collaborates with the Camp Director on Opening & Closing Council.
- I. Provides Central Staff members support for upcoming night activities.
- J. Scans and reports any pertinent camper information received in camper Bunk Notes.
- K. Oversees Camp Store Operations in coordination with the Special Projects Coordinator.

***Skills Coordinator Performance Criteria:*** ☐ **APPLICABLE** ☐ **NOT APPLICABLE**

- A. Attends to the details and needs of the Skills program.
- B. Updates and delivers rosters to Skill Facilitator and Skill leaders as needed.
- C. Advises Skill Facilitator and Skill leaders of planned absences.
- D. Ensures campers and staff are in attendance at every skill and follows up on any absences.
- E. Reports any equipment needs or issues.
- F. Assists Skill Facilitator and/or Camp Director in observing and evaluating both staff and skills.

***Program & Camp Support Coordinator Performance Criteria:*** ☐ **APPLICABLE** ☐ **NOT APPLICABLE**

- A. Collaborates with camp directors and staff for assigned programs, skills, and camp operations to ensure quality programming and performance, provision of supplies & equipment within budget guidelines, and appropriate utilization & maintenance of Rabun Gap facilities.
- B. Organizes and facilitates Program & Camp Support Orientation.
- C. Serves as the communication liaison between program and camp support staff and camp directors and Rabun Gap team members.
- D. Assists Camp Director in observing and evaluating both staff and skills in assigned areas.
- E. In coordination with camp directors, ensures the creation and accuracy of Cluster Placement Lists, U-Crew Housing Lists, Tribe Assignment lists, Mailbox Lists, and other public facing camp lists & reports paying particular attention to name preference.
- F. Prints, proofs, and ensures distribution of Bunk1 Notes. Addresses any communication of news that is concerning or potentially distressing to the intended camper with camp directors prior to distribution.
- G. Coordinates and facilitates the creation, preparation and distribution of the Cooking & Culinary Arts skill materials (session cookbooks, recipe posters, etc.)
- H. Leads tours of camp facilities & operations on Opening Day as needed.

**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 and staff 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.

**5. Supports activities to move and close camp.**

***Performance Criteria:***

- A. Meets with the Camp Director and Special Projects Coordinator to ensure a clear understanding of the process and assigned duties for closing camp.
- B. According to assigned location or duty, assumes responsibility for leading a team charged with identifying, inventorying, and preparing for storage or move to Winter Office all Camp Hollymont property.
  - a. Sorts, inventories, and packs supplies and equipment setting aside for review anything that needs replacing before next year and making note of needed supplies. Completes Inventory Sheet for each container.
  - b. Labels containers according to labeling standards.
  - c. Moves containers/equipment to designated pick-up area.
  - d. Contacts Move Team when ready for pick-up.
- C. Communicates status, questions, and issues regarding close of camp packing and storage to Special Projects Coordinator and/or Camp Director.
- D. Prepares assigned area for hand-over to Rabun Gap ensuring trash or items to be disposed of are properly bagged, removed, or identified for disposal.
- E. Contacts Camp Director or designee and conducts a walkthrough of assigned area for final inspection.
- F. Assists other team members to complete their assigned duties once done with initial assignment.
- G. Assists Move Team with moving items to storage or to vehicles going to the Winter Office.
- H. Attends and participates in Summer debrief and closing celebration.

**Qualifications, Skills, Knowledge, Abilities**

- Female – Central Staff must live with campers and female staff, supervise their activities of daily living, and meet or assist with individual camper and staff personal needs.
- Minimum age requirement is 18 years old unless otherwise specified.
- 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 mental and emotional capacity and physical ability to manage emergency situations and accomplish the evacuation of campers and staff should the need arise.
- Must be physically and emotionally able to cope with the stresses associated with the 24-hour care of minors and supervision of staff.
- Due to the vital role Central Staff team members play in the staffing structure for conducting camp operations and supervising campers and staff, a full summer commitment in addition to attendance at Central Staff and Counselor/Staff orientation weeks is required. Any variation from this commitment must be approved by the Directors prior to hiring.

**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.**

<b>Employee:</b> _____	<b>Date:</b> _____
<b>Supervisor:</b> _____	<b>Date:</b> _____

## ADDENDUM A

### LODGING

All campers and staff members live in separate housing grouped by age typically as follows: (Final configuration may vary based on actual registration numbers by age.)

Hummingbird House	6 – 9 year olds
Cardinal House	10 – 11 year olds
Blue Jay House	12 -13 year olds
Eagle House	14 -15 year olds

On each hall within the house, there are designated rooms for campers and rooms for staff. Counselors are assigned to a group of campers. All Central Staff will live on the halls with campers and staff.

### DAILY SCHEDULE

This 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**

### **AVAILABILITY:**

- **MANDATORY ATTENDANCE:** Central Staff Orientation – Tuesday, May 28 – Saturday, June 1 and Staff Orientation – Sunday, June 2 – Saturday, June 8

- **SESSIONS:**

A Session – June 8 – June 21

B Session – June 22 – July 5

C Session – July 6 – July 20 (Staff contracts officially end July 19<sup>th</sup> at 5 p.m. Staff may stay on campus until 10 a.m. July 20<sup>th</sup> in order to pack, rest, and participate in the Camp Closing Staff Celebration activities on Friday night. Staff who are flying and need transportation to the Asheville airport should talk with the Hollymont Office staff prior to making reservations to confirm transportation options.)

### **COMPENSATION:**

Salaries are based on the assumption that each staff member meets the moral and physical requirements and upholds the high standards of biblically based Christian leadership.

Salary will be defined in the team member's Contract of Employment based on role, responsibilities, and experience in consideration of eight (8) weeks of summer employment. Staff who satisfactorily complete the full eight (8) week summer commitment are eligible for a full summer bonus. The salary will be pro-rated if the Central Staff member leaves early, arrives late, or takes extended leave during the summer.

**ROOM AND BOARD:** Room and board are provided for each staff member. In addition to your salary, Camp Hollymont will be paying Rabun Gap for your meals and lodging.

### **ADDITIONAL COMPENSATION FOR CERTIFICATIONS:**

#### **AQUATICS:**

- Lifeguard – American Red Cross Certified (needed for pool activities and swimming skill)  
\$100 per 13 – day camper session
- Water Safety Instructor – American Red Cross Certified (needed to teach swimming)  
\$110 per 13-day camper session
- Waterfront Lifeguard – American Red Cross Certified (needed for Lake activities)  
\$150 per 13-day camper session if you are a lifeguard certified for both pool and lake (waterfront) activities.

If you have any other skill certifications from professional organizations, please send your certificate in for consideration.

## **SKILL CERTIFICATION REIMBURSEMENT SCALE FOR ON-CAMPUS STAFF**

The following calculations are based on how many years you work for Hollymont following your certification. All of this is in addition to the salary incentives you receive each session. Calculations are based on certifications valid for 2 years.

### **POOL LIFEGUARDS, & WATER SAFETY INSTRUCTOR**

- First year - Hollymont will pay 50% of the course fees.
- Second year - Hollymont will pay the remaining 50% of the original course fees.

### **WATERFRONT LIFEGUARDS**

- First year - Hollymont will pay 50% of the waterfront course fees.
- Second year - Hollymont will pay the remaining 50% of the original course fees.

Staff must provide a dated receipt to receive reimbursements. if you have questions regarding these fees or other certifications, please email [emily@hollymont.com](mailto:emily@hollymont.com)

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