



Camp Geneva

2012 Summer Staff Application



Our Mission at Geneva is to create an environment where the presence of God is experienced, the love of Christ is demonstrated and a Spirit-filled life is inspired. We can't do this without a team of summer staff that is excited to live out their faith in community with campers and other staff.

Camp Geneva's summer camp program ministers to children from 1st-12th grade. Each week of camp is divided into 4 unique programs by age group. We offer Day Camp for 1st - 4th grades, resident camp on Shores for 3rd - 6th grade, resident camp on Pines for 7th - 9th grade and multiple programs for campers in 10th - 12th grade. In addition to counseling there are many other opportunities to minister at Geneva. Job descriptions for all positions are on the following pages.

All summer staff members are required to live on-site and commit to the entire summer, including almost two weeks of orientation followed by nine weeks of camp. Several weekends are included in this commitment. The compensation package includes salary (detailed below), housing, and meals for the entire summer.

<i>First-year staff:</i>	<i>\$215/week</i>	<i>June 6-August 18, 2012</i>
<i>Returning staff:</i>	<i>\$230/week</i>	<i>June 5-August 18, 2012</i>
<i>Coordinators:</i>	<i>\$245/week</i>	<i>June 4-August 18, 2012</i>

To apply fill out the enclosed application or print one from our website, complete it and mail it back to us by December 31. Geneva will require three reference forms prior to your interview. When we receive your application we will send you an email confirmation that provides the online reference form link for you to forward to your references as well as gives instructions for scheduling an interview.

*Camp Geneva 3995 Lakeshore Dr N, Holland, MI 49424,
616-399-3150 or 800-805-0808, www.campgeneva.org*

SUMMER CAMP JOB DESCRIPTIONS

[Day Camp Coordinator](#)

This person is responsible for the Day Camp program. This includes working on curriculum and schedules with the Program Director, planning large group activities and recreation, dealing with any camper problems or parent concerns, and supervising the Day Camp staff. This person shall possess a growing faith in Jesus Christ, be at least 21 years of age, and have proven experience in working with children grades 1-4.

[GENEVA Shores Camp Coordinator](#)

This person is responsible for the day-to-day operation of the GENEVA Shores resident camp program. Working in conjunction with GENEVA's Program Director, he/she will oversee the day's agenda, supervise staff, deal with any camper or parent concerns, provide leadership for activities and daily celebration times, and perform other duties as assigned. This person shall possess a growing faith in Jesus Christ and the ability to share that faith with others, be at least 21 years of age, and have previous camp experience and proven leadership abilities.

[GENEVA Pines Camp Coordinator](#)

This person is responsible for the day-to-day operation of the GENEVA Pines resident camp program. Working in conjunction with GENEVA's Program Director, he/she will oversee the day's agenda, supervise staff, deal with any camper or parent concerns, provide leadership for activities and daily celebration times, and perform other duties as assigned. This person shall possess a growing faith in Jesus Christ and the ability to share that faith with others, be at least 21 years of age, and have previous camp experience and proven leadership abilities.

[High School Programs Coordinator](#)

This person is responsible for the high school programs including C.I.T. (Counselor-in-Training) and GENEVA Serve. Working in conjunction with the Program Director, this includes planning curriculum, work projects, volunteers, and schedules. He/She will provide leadership and supervision for campers and staff, orientation, activities, worship, deal with any camper or parent concerns, and perform other duties as assigned. This person shall possess a growing faith in Jesus Christ and the ability to share that faith with others, be at least 21 years of age, and have previous camp experience and proven leadership abilities.

[Shores Waterfront Coordinator](#)

The coordinator will be responsible for the effectiveness of the overall waterfront program at GENEVA Shores, lead weekly lifeguard drills, and schedules staff to ensure coverage of the program. This person should be WSI certified. See also description under lifeguard staff.

[Pines Challenge/Waterfront Coordinator](#)

This person is responsible for the day-to-day staffing and operation of the waterfront activities and challenge program at GENEVA Pines. He/She will oversee the high-, ground-, and water-based activities in addition to providing leadership for its staff. This person shall be able to integrate spiritual truths with group and personal challenges in group process, possess American Red Cross lifeguard and CPR certifications, and have a working knowledge of challenge course facilitation.

[Assistant Coordinator](#)

These staff must be discerning individuals, able to see needs around camp and possess the skills and motivation to accomplish the tasks. Assistant Coordinators will work with the Coordinators and Program Director to assess day-to-day operations of the various programs and assist as needed in these areas. This person shall be at least 21 years of age, possess proven leadership skills and have previous camp experience.

[Special Needs Coordinator](#)

This person is responsible for assisting the GENEVA staff and program in accommodating the needs campers may have (including physical, cognitive, emotional and behavioral needs). He/she will recruit volunteers as needed, communicating with the camper's family prior to the camp week, and equip the staff to provide the camper the best experience possible. This person shall be at least 21 years of age, possess proven leadership skills and have previous experience working with children with special needs.

Counselors

Counselors working in all four programs, Day Camp, GENEVA Shores, GENEVA Pines, and High School are responsible for carrying out the weekly program with campers by being positive role models, living with their camper during the week, providing care and support for each camper, and sharing with campers their faith in Jesus Christ. These individuals shall possess a growing faith in Jesus Christ and the ability to share that faith with others, be at least 18 years of age and one year out of high school, and have previous experience working with children.

Kitchen Staff

Kitchen staff will be responsible for assisting cooks in the preparation, serving, and cleanup of meals. These persons will also have program contact with campers throughout each week. Kitchen staff must be at least 17 years of age.

Lifeguard Staff

Lifeguard Staff will be responsible for all waterfront activities (lake and pool). Job duties include testing of all campers for swimming ability, maintaining proper ratio in waterfront areas, maintaining order, discipline and safety at all times, training counseling staff in basic water safety, leading the challenge activities at GENEVA Pines, and teaching swimming lessons at GENEVA Shores throughout the summer. These persons shall provide program options for the waterfront to be used in conjunction with both GENEVA Shores and GENEVA Pines camp programs, possess a growing faith in Jesus Christ and the ability to share that faith with others, be at least 18 years of age and possess American Red Cross advanced lifesaving and CPR certificates.

Maintenance Staff

Maintenance staff will be responsible for the daily cleaning and maintenance of camp facilities. Maintenance staff will also have program contact with campers throughout each week. Maintenance staff must be at least 17 years of age.

Arts and Crafts Staff

Arts and Crafts staff will be responsible for the day-to-day program for GENEVA Shores or GENEVA Pines resident campers and day campers in the area of arts and crafts. He/She will work with the Program Director in managing the traditional arts and crafts program and devising new and creative projects for children. A knowledge of leather, ceramics, and nature crafts is important. He/She will oversee the staffing of this area, working with counselors and other staff. This person shall possess a growing faith in Jesus Christ and the ability to share that faith with others, be at least 18 years of age, possess proven arts and crafts skills, and previous camping experience.

Store Staff

Store staff will operate the store during open hours, maintain and clean the facility and equipment between open hours, see that supplies are stocked for the next open hours, and help track inventory. Store staff must be at least 18 years of age.

Video Staff

Video staff will be responsible for taping highlights of the camp week, editing and duplicating the video for the closing program. Video staff will also create our orientation and staff video for the summer staff and a promo video to use for the following summer. Video staff must be at least 18 years of age.

Nurse

The nurse will be responsible for the health and safety of each camper and staff member at Camp Geneva. This person will maintain all medical records, administer all medications, screen all campers, and is responsible for treatment of all participants. This person shall possess a growing faith in Jesus Christ and the ability to share that faith with others. Applicants should have graduated or be entering their final year in a nursing program.