

Cross-Trainers 2017

Job Descriptions for Summer Staff

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Job Announcement:

The Open Door Youth Outreach of the First United Presbyterian Church of Crafton Heights is currently seeking seven Summer Staff Members who will plan and lead daily activities for its summer day camp, Cross Trainers.

Purpose:

The mission statement of The Open Door reads as follows:

“The Open Door ministry exists to demonstrate the love of Jesus Christ to neighborhood young people through intentional relationships with caring adults in an environment of safety and fun.”

The Summer Staff Members are an integral part of this ministry as they engage the children and young people in this neighborhood in vibrant relationships that may have a life-changing impact.

Job Requirements:

Each Summer Staff Member will work at The Open Door Monday-Friday from 8:00 a.m. until 4:00 p.m. from Monday, June 19, 2017 through Friday, July 28, 2017. Additionally, each Summer Staff Member will participate in:

- One or two scheduled field trip days, when we may not return to CHUP until as late as 6:00 PM.
- An intensive training session from Sunday, June 11 through Sunday, June 18.
- Up to three evening events through the summer that staff (These events are included in your expectations and will count as an absence if you do not attend.) Specific Schedules will be released closer to summer.

The Summer Staff Member must provide his or her own transportation daily.

The Open Door expects each Summer Staff Member to participate in Sunday worship.

Accountability:

The Summer Staff Member is accountable to the Programming Director of The Open Door and the Session of The First United Presbyterian Church of Crafton Heights, primarily through The Open Door Steering Committee.

Responsibilities:

The Summer Staff Member will be responsible for:

1. Loving and caring for the children of camp that God has entrusted us with.
2. Working with the other Summer Staff Members to plan and lead daily activities and lessons, including opening exercises, recreational activities, and any other activities as necessary.
3. Participating in morning staff devotional and prayer time, 8:00 - 8:30 am, Monday through Friday. Each Summer Staff Member will be part of a rotating schedule for presenting a 5-10 minute devotional to the group, doing this three or four times over the course of the summer.
4. Knowing and executing proper discipline procedures when issues arise.
5. Accompanying the staff and youth on weekly field trips and using this time to deepen relationships with the youth.
6. Spending relational time with one kid from camp every Tuesday and Thursday from approximately 1:30 to 3:00 p.m.
7. Attending a daily staff meeting after youth depart.
8. Actively participating in worship services throughout the summer, preferably at the First United Presbyterian Church of Crafton Heights.
9. Exhibiting stewardship and care of the community by properly managing buildings and materials, both in The Open Door and church facility.
10. Any other duties necessary to help execute Cross Trainers in a safe and efficient manner.

Qualifications:

A qualified Summer Staff Member will have:

1. A growing and mature relationship with Jesus Christ and a love for camp ministry focused on telling children about Jesus.
2. The ability to work well in a team setting, enjoying collaborating with others, learning with them.
3. Creativity and contagious enthusiasm, including a willingness to share and listen to new ideas.
4. Excellent communication skills.
5. Being comfortable in front of groups.

How to Apply:

Applications can be found on our website (www.opendoorpgh.org), our facebook page (www.facebook.com/opendoorpgh), or by contacting Brad Waggoner by phone at 412-921-6153 or by email at Brad@opendoorpgh.org. Applications are being accepted until all positions are filled.

All positions will help lead worship, plan and implement special activities, and assist with groups during field trips. Job-specific descriptions of the seven Summer Staff positions we are seeking are provided below.

Available Summer Staff Positions

Camp Coordinator (1 position available)

In addition to the duties listed above, the Camp Coordinator is also responsible for:

- Working with the Program Director to plan and implement training week activities.
- Coordinating daily opening programming. You will work with staff to plan, prepare supplies/props, and assure staff is prepared for each day's opening program.
- Coordinating supplies for camp.
- Working with each teaching group on their weekly lesson plan, assure they have completed these weekly for program director review.
- Assisting with day-to-day camp tasks.

Note: This position will be expected to meet with the Program Director multiple times prior to the Summer Staff Member training session to prepare for the camp and training week.

Bible Teacher (2 positions available)

In addition to the duties listed above, each Bible Teacher is responsible for:

- Reading and implementing the designated curriculum.
- Planning and teaching three 40-minute Bible lessons a day, 2-3 times a week.
- Using age-appropriate teaching methods to engage the youth.

Creative/Art Teacher (2 positions available)

In addition to the duties listed above, each Art Teacher is responsible for:

- Reading and helping to implement the designated curriculum.
- Planning and teaching three 40-minute art classes a day, 2-3 times a week.
- Preparing the art room and necessary crafts for each day of camp.
- With the assistance of the youth, ensuring that the art room is cleaned after each session.

Activity Coordinator (2 positions available)

In addition to the duties listed above, each Activity Coordinator is responsible for:

- Reading and helping to implement the designated curriculum by looking for ways to tie activity time to the lesson/story of the day/week.
- Planning and coordinating three 40 minute activity sessions a day, 2-3 times a week.
- Choosing activities that are appropriate for varying age and interest levels.
- With the assistance of the other staff, leading the planning efforts of large group activities/special days.

Thank you for your interest in the Cross-Trainers Summer Camp and in the children and families it serves.