

**PILGRIM PARK CAMP & CONFERENCE CENTER
SUMMER STAFF POSITION**

JOB DESCRIPTION

The Summer Staff Position at Pilgrim Park is a seasonal position (June through early August) that works with summer youth camps on site. This position includes onsite housing during the contracted period and most meals are provided. Site summer staff are not required to live with the youth who attend the UCC Sponsored Camps. Summer Staff here at Pilgrim Park will have the opportunity to acquire new skills in areas of programming, aquatics, facilitation, and day to day operations of Pilgrim Park Camp.

RESPONSIBLE TO:

- Site Manager
- Assistant Manager / Resident Naturalist

RESPONSIBILITIES:

1. Facilitating program areas (Lifeguarding the Pool, Canoes/Paddleboats, Low Initiatives Course, Archery, Creek walks, Campfires, and Nature Activities)
2. Assisting with daily cleaning/refreshing of restrooms, and garbage/recycling pickup
3. Small repair and painting projects
4. Simple groundskeeping
5. Assisting with setup for miscellaneous programs
6. Errands assigned by Managers
7. Cleaning of cabins and program areas after the departure of each user group
8. Assisting in the kitchen on a rotating basis
9. Washing dishes after meals on a rotating basis with other staff
10. Overseeing of dining room procedures
11. Assisting other staff in the completion of their tasks as time allows
12. Other various duties assigned by Managers

TRAINING PROVIDED

1. "Safe Church" procedures & Pilgrim Park Summer Camp policies and procedures
2. Training for all program areas listed above.
3. Certifications in Archery, Lifeguarding, and Food Handlers License
4. The Summer Staff Manual will provide you with all policies & procedures. It is understood that all seasonal employees will complete Safe Church and have background checks prior to arrival at camp.