

JOB DESCRIPTION

January 2016

Employer: Laurel Ridge Moravian Camp, Conference and Retreat Center

Job Title: M-Staff

Job Classification: Seasonal

Reports to: Director

Supervises: N/A

Job Summary:

The M-Staff will work directly with the Director, in conjunction with the Assistant Director and Program Director to provide support and leadership for the Summer Camp Season at Laurel Ridge.

Essential Functions:

To work with the Management of Laurel Ridge to provide overall support to Laurel Ridge during the summer Camp season. This includes, but is not an exclusive list:

- Be a resource person to help campers and counselors alike have a meaningful camp experience
- Provide program support during worship time, activities and daily campfires
- Provide program support during camp activities and tracks
- Provide support in care and cleanliness of the camp in kitchen, dining hall, bathrooms, dish pit and any other areas of camp as needed
- Provide maintenance support of camp through minor repairs, minor construction and landscaping
- Be a role model for the entire camp through interaction with campers, volunteers and other staff

Education/Experience/Attitude:

Required

- Willingness to serve others in a fun and a challenging environment
- Ability to work with a team environment and put others first
- Must be at least 1 year out of high school

Preferred

- Ability to play an instrument during program time
- Current Lifeguard certification.

Philosophy of Job Descriptions

Laurel Ridge seeks to clearly identify and outline the expectations of all Laurel Ridge staff. This job description comprises most of the duties expected of the person serving in the noted position. To meet the ever-changing needs of Laurel Ridge, duties or responsibilities may be added, deleted or altered at any time. Any changes will be discussed with the employee and acknowledgement of the changes will be confirmed by signature. All Laurel Ridge Job Descriptions will be reviewed annually.

I, the undersigned, acknowledge that I have had opportunity to review and discuss this job description. I understand that this job description may be changed at any time to meet the needs of Laurel Ridge. I also understand that Laurel Ridge is an “at-will” employer and that my employment and compensation may be terminated at any time, either by me or Laurel Ridge, with or without cause, and with or without notice.

Employee Signature _____ Date_____

updated: 3/3/2015